MARICOPA COMMUNITY COLLEGES

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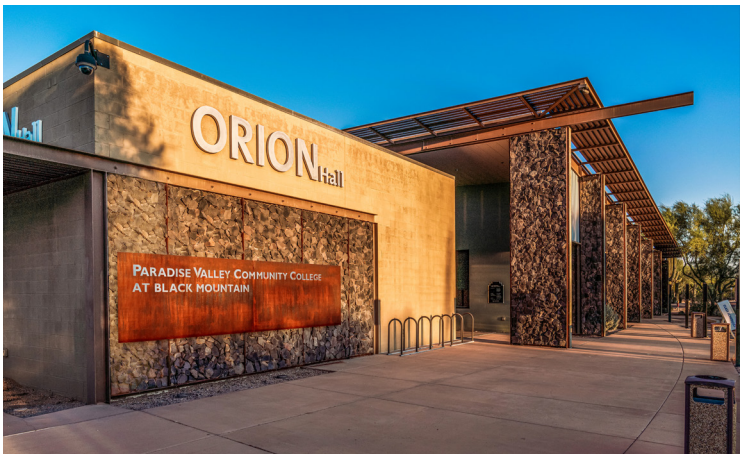
PARADISE VALLEY COMMUNITY COLLEGE

COLLEGE CATALOG & HANDBOOK 2021-2022



















Union Hills - Main Campus

18401 North 32nd Street
Phoenix, AZ 85032
paradisevalley.edu | 602.787.7000

Black Mountain Campus

34250 North 60th Street, Building A
Scottsdale, AZ 85266
paradisevalley.edu/blackmountain | 602.493.2600

Paradise Valley Community College is an EEO/AA Institution and Equal Opportunity Employer of protected Veterans and individuals with disabilities.

Course Catalog Archive 2021-2022. This document is an archival record of the course catalog for the 2021-2022 academic year. It is a printable option of the online course catalog for accreditation organizations, agencies and college offices for data collection, evaluation purposes and referencing.

All courses are subject to change throughout the catalog year. Current course information, including descriptions, outlines, competencies, and credits can be found on the following website, which is the official repository for MCCCD credit courses: Center for Curriculum and Transfer Articulation https://curriculum.maricopa.edu/curriculum/courses/search-course-bank

President's Message



On behalf of the entire Puma family, welcome to Paradise Valley Community College (PVCC). Our College is more than just an educational hub; it's a pivotal place where members of the community come to enrich their lives by increasing their learning capacity for personal growth, career preparation, and positive social change. Whether your goals are to pursue an academic degree, prepare for the workforce, find mental and physical wellness at our fitness center, or simply enjoy the arts and entertainment, we're glad you're here.

We are proud of our enduring history and are passionate about continuing to bring quality educational programs to the communities we serve. As a Learning Centered College, our staff and faculty are committed to providing innovative higher education opportunities in order to increase student success, retention and persistence of learning. Our dedication to learning has even garnered the praise of the Aspen Institute, ranking PVCC in the Top 150 community colleges nationwide.

For over 30 years, PVCC has made its home in north Phoenix, serving residents as far as northern Maricopa county, Cave Creek, Carefree and North Scottsdale. Our second campus – Black Mountain – serves residents in the northern outskirts of the valley. We offer both an associate degree or certificate program and understand that today's hectic schedules require ingenuity and flexibility. Therefore, we offer not only traditional face-to-face classes, but also online (asynchronous or live) and hybrid formats that include both online and in-person combinations. To make learning even more accessible, students can start almost anytime, choosing from multiple starting dates each semester. PVCC also acknowledges the importance of being a lifelong learner and engaging in the community through programs that promote civic responsibility, global engagement, volunteerism, service learning, and work-based experience.

It is my hope that you find your time at PVCC engaging, supportive, inspiring, but above all, successful.

Regards,



Paul A. Dale
President

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Vision, Mission, and Values

At Paradise Valley Community College, you will experience hands-on learning and thought-provoking encounters to help you develop meaningful, lifelong educational relationships that both inspire and help you reach your full potential. Part of this is building and sustaining strong relationships within the community we live and work. We nurture our community partnerships and consistently practice social, economic and environmental responsibility; all of which better our community.

Naturally, learning is at the core of our value system here at PVCC. Our faculty and staff guide our students' learning with integrity and excellence, embracing diversity and innovation. Together, we explore our capacity to grow and succeed, not just in school, but in life.

Vision

Paradise Valley Community College (PVCC) aspires to be the higher learning organization of choice by creating engaging lifelong educational relationships that inspire and support all learners to increase their capacity for personal growth and positive social change.

Mission

The Mission of Paradise Valley Community College is to educate the whole person and to serve our students and our community by providing learning opportunities that are designed to help them achieve their goals.

Values

Wellness

We create a culture that supports efforts to improve one's health and wellbeing.

Integrity

We uphold ethical behavior and all that we do; we value accountability, transparency, fairness and honesty.

Diversity

We honor all individuals and their different viewpoints to promote an inclusive campus environment.

Innovation

We encourage informed risk-taking that enhances student, employee, and organizational learning.

Partnerships

We are committed to building and sustaining internal and external relationships that enhance learning.

Excellence

We expect greatness in all that we do to advance student, employee, and organizational success.

Sustainability

We practice organizational, social, economic, and environmental responsibility.

As one of Maricopa Counties' 10 community colleges, PVCC embraces continuous quality improvement, annually assessing and publishing reports concerning the effectiveness of our programs and services.

Accreditation

Rigorous Learning Standards for Our Areas of Study

Each of the Maricopa Community Colleges is individually and independently accredited by the Higher Learning Commission (HLC) for the North Central Association of Colleges and Schools. The HLC evaluates institutions against a set of criteria that must be met to maintain accreditation certification with the HLC.

Additionally, many of the areas of study offered at individual colleges are also separately accredited, licensed, or approved by other legitimate, industry-specific accreditation agencies. This ensures you, the student, that your area of study of choice also meets criteria that will facilitate the transfer to another institution to continue studies or will prove to potential employers that you have met certain career requirements.

By being accredited, we ensure integrity and quality by providing the highest level of learning standards possible.

Paradise Valley Community College is accredited by the Higher Learning Commission (HLC) and a member of the North Central Association (NCA). PVCC evaluates all aspects of itself regularly and is scheduled for reaffirmation of accreditation in 2024-2025.
The Higher Learning Commission (HLC)
230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 l inquiry@hlcommission.org | 800-621-7440

Accreditation Commission for Education in Nursing (ACEN)
Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 l 404-975-5000 l Acenursing.org

Arizona State Board of Nursing (CCL)
4747 North 7th Street - Suite 200, Phoenix, AZ 85014 l 602-771-7800 l arizona@azbn.gov
azbn.gov

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Eatright.org

Commission on Accreditation of Allied Health Education Programs
1361 Park Street l Clearwater, FL, 33756 l 727-210-2350 l www.caahep.org

Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
8301 Lakeview Parkway Suite 111-312 l Rowlett, TX 75088 l 214-703-8445 l www.coaemsp.org

International Fire Service Accreditation Congress (IFSAC)
The certification authority is the AZ Center for Fire Service Excellence (AZCFSE)

Arizona Center for Fire Service Excellence
PO Box 132 l Avondale, AZ 85323 l 623-333-6500 l azfiretraining.org

Texas A&M Engineering Extension Service (TEEX) and The National Emergency Response & Rescue Training Center (NERRTC)

Texas A&M Engineering Extension Service
P.O. Box 40006 l College Station, TX 77842-4006 l 877-833-9638 l Teex.org

Accredited by the National Association of the Education of Young Children (NAEYC)
1313 L St. NW Suite 500 l Washington, D.C. l 202-232-8777 l naeyc.org

College Leadership and Administration

PVCC's administrative team provides overall leadership in the context of our core values – innovation, integrity, inclusiveness and public stewardship. Four interconnected divisions – academic affairs, student affairs, administrative services, and information technology – report directly to the college president. Under each of the respective divisions, led by a vice president or dean, is a cadre of functional unit level leaders who implement the college's planning objectives. Within academic affairs, each of the instructional units is led by an elected division chair, fully engaged in academic leadership.

Dr.Paul Dale	President
Dr. Doug Berry	Interim Vice President of Academic Affairs
Mr. Herman Gonzalez	Vice President of Administrative Services
Dr. Jana Schwartz	Vice President of Student Affairs
Mr. Corey Weidner	Associate Vice President of Information Technology
Dr. Jeff Hoyt	Associate Vice President of Institutional Effectiveness/Research and Strategic Planning
Dr.Sandra Hinski	Dean of Academic Affairs, Career and Technical Education
Dr. Jamie Martin	Interim Dean of Academic Affairs, Liberal Arts and Sciences
Mr. Frank Amparo	Dean of Student Affairs & College Registrar
Dr. Jennifer Miller	Dean of Student Affairs
Ms. Loretta Mondragon	Associate Dean of Administrative Services

College Management

Amparo, Frank *Dean of Student Affairs/Registrar*
- A.A. Mesa Community College; M.A. Arizona State University; M.Ed. Northern Arizona University.

Bakunowski, Sheri *Service-Learning Coordinator*
- A.G.S. Paradise Valley Community College; B.S. Northern Arizona University.

Berry, Doug *Interim Vice President of Academic Affairs*
- B.A. Olivet Nazarene University; M.A. Argosy University; Ph.D. Capella University.

Chandler, Norma *Manager, Student CARE and Conduct & Intercultural Programs*
- A.A.S. Paradise Valley Community College; B.S., M.B.A. Arizona State University; Ed.D. Walden University.

Dale, Paul *President*
- B.S. Iowa State University; M.S. University Wisconsin-Whitewater; Ed.D. Northern Arizona University.

Dominguez, *Tereza* *Instructional Service Coordinator (Mathematics)*
- B.A. University of Arizona; M.Ed. Northern Arizona University.

Early, Mary *Director, Learning Support Center*
- B.A., M.A., Ph.D. Arizona State University.

Fraulino, Sam *Web/Database Applications Developer*
- A.G.S. Paradise Valley Community College; B.A. Northern Arizona University.

Gonzalez, Herman *Vice President, Administrative Services*
- B.S. Arizona State University; M.Ed. Northern Arizona University.

Ho, Mike *Director, Student Life & Leadership*
- B.A. Holy Names University; M.Ed. Western Washington University.

Hoang, Nguyen ("Huu") *Manager, College Fiscal Services*
- B.A. Arizona State University; M.B.A., Ed.D. University of Phoenix.

Hinski, Sandra *Dean of Academic Affairs, Career and Technical Education*
- A.S. Monroe Community College; B.S., M.S. Georgia State University; Ph.D. Arizona State University.

Hoyt, Jeff *Associate Vice President of Institutional Effectiveness/Research and Strategic Planning*
- B.S. Brigham Young University; M.P.A., Ph.D. University of Utah.

Hundley, Christina *Director, Athletics*
- A.A. College of San Mateo; B.A. Arizona State University; M.Ed. Northern Arizona University.

Johnson, Kathaerine *Director, Financial Aid & Veterans Services*
- B.A. Arizona State University; M.Ed. Northern Arizona University.

Jones, John *Coordinator, Science Labs*

Martin, Jamie *Interim Dean of Academic Affairs, Liberal Arts and Sciences*
- A.S. Umpqua Community College; B.S. University of Texas at Austin; M.Ed. Texas State University; M.Ed. Lamar University; Ed.D. Grand Canyon University.

Kelley, Nathan *Manager, Veteran Services*
- A.A., A.S. Estrella Mountain Community College; B.S. Arizona State University.

Miller, Carolyn *Director*
- A.A. Estrella Mountain Community College; B.A. Arizona State University; M.Ed. Northern Arizona University; Ed.D. University of Phoenix.

Miller, Jennifer *Dean of Student Affairs*
- B.A. Oberlin College; M.A. The University of Michigan; Ph.D. Claremont Graduate University.

Miller, Tina *Manager, Marketing & Public Relations*
- B.J. University of Missouri-Columbia; M.B.A. University of Phoenix.

Mondragon, Loretta *Associate Dean of Academic Affairs*
- A.A.S. Gateway Community College; B.A. Ottawa University; M.Ed. Northern Arizona University.

Moreno, Audrey Delfina *Student Services Director, Early College Programs*
- B.S., M.A. Northern Arizona University; Ed.D. Arizona State University.

Quintero, Ivette *Manager, College Recruitment and Testing Services*
- A.A. Phoenix College; B.S. Arizona State University; M.Ed. Northern Arizona University.

Schwartz, Jana *Vice President, Student Affairs*
- B.A. Central College; M.A. University of Iowa; Ph.D. University of Northern Colorado.

Shadburne, Michaelle *Manager, Employee & Organization Learning*
- B.A. DePaul University; M.Ed. Northern Arizona University.

Stein, Brenna *Site Manager, Black Mountain Campus*
- B.S. University of Arizona; M.B.A. Frostburg State University.

Varner, Marcus *Programmer Analyst II*
- A.A.S. Paradise Valley Community College; B.A.S. Northern Arizona University.

Weidener, Corey *Associate VP, College Technology*
- A.A.S., A.G.S. Paradise Valley Community College; B.S., M.A. Arizona State University.

Maricopa Community Colleges

The Maricopa County Community College District (MCCCD) consists of 10 nationally accredited community colleges, two skill centers and multiple education centers. The District ranks as the one of the nation's largest providers of higher education and is the largest single provider of higher education in Arizona. MCCCD is the largest provider of healthcare workers and job training in the state, educating and training more than 200,000 students year-round.

Our Vision

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

Our Mission

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through: University Transfer Education General Education Developmental Education Workforce Development Student Development Services
Continuing Education Community Education Civic Responsibility Global
Engagement

Our Institutional Values

The Maricopa Community Colleges are committed to:

Community

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

Excellence

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

Honesty and Integrity

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

Inclusiveness

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

Innovation

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

Learning

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

Responsibility

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

Stewardship

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

10 Colleges. Unlimited Opportunities.

Maricopa Community Colleges' nationally recognized programs help more than 100,000 students each year achieve their goals. Our 10 accredited colleges offer a diverse range of programs at convenient locations across the Valley, but our goal is the same – your success.

- Chandler-Gilbert Community College, 2626 East Pecos Road, Chandler, AZ 85225; (480) 732-7000
- Estrella Mountain Community College, 3000 North Dysart Road, Avondale,, AZ 85392; (623) 935-8000
- GateWay Community College, 108 North 40th Street, Phoenix, AZ 85034; (602) 286-8000
- Glendale Community College, 6000 West Olive Avenue, Glendale, AZ 85302; (623) 845-3000
- Mesa Community College, 1833 West Southern Avenue, Mesa, AZ 85202; (480) 461-7000
- Paradise Valley Community College, 18401 North 32nd Street, Phoenix, AZ 85032; (602) 787-6500
- Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013; (602) 285-7500
- Rio Salado College, 2323 West 14th Street, Tempe, AZ 85281; (480) 517-8000
- Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256; (480) 423-6000
- South Mountain Community College, 7050 South 24th Street, Phoenix, AZ 85042; (602) 243-8000
- Maricopa County Community College District, 2411 West 14th Street, Tempe, AZ 85281; (480) 731-8000

Chancellor

Dr. Steven Gonzales

Dr. Steven R. Gonzales, Interim Chancellor for the Maricopa County Community College District (MCCCD). MCCCD is one of the largest community college systems in the nation, serving nearly 200,000 students with the support of 10,000 faculty and staff members across 10 colleges.

Contact:
2411 W. 14th St.
Tempe, AZ 85281
(480) 731-8000

Governing Board

The Maricopa County Community College District's Governing Board has seven seats, including five elected positions from geographical districts within Maricopa County and two at-large positions representing the entire county. Board members serve staggered four-year terms.

Board Members

Susan Bitter Smith	Member District 2
Jean McGrath	Member District 4
Tom Nerini, Ed.D.	Secretary District 5
Jacqueline Smith, J.D.	Member District 1
Marie Sullivan	President District
Linda Thor, Ed.D.	Member At-large
Kathleen Winn	Member At-large
Quintin Evans	Student Member

Contact:

Members of the Governing Board may be contacted by mail at:
Maricopa Community Colleges
2411 W. 14th St.

Academic Calendar 2021/2022

Fall Term 2021

New Faculty Orientation; First Day of Faculty Accountability ..... August 13, 2021
Classes Begin (Saturday) - Official Start Date of 2021 Fall Semester ..... August 21, 2021
Observance of Labor Day (Campus Closed) ..... September 6, 2021
Find a Class Opens for 2022 Spring Semester ..... September 20, 2021
2022 Spring Semester Priority Registration Opens for Currently Enrolled Students ..... October 4, 2021
Last Day for Withdrawal without Instructor's Signature ..... October 9, 2021
Student Withdrawal with Instructor's Signature Begins ..... October 11, 2021
2022 Spring Semester Open Registration Begins ..... October 11, 2021
Application for December 2021 Graduation*
Observance of Veterans Day (Campus Closed) ..... November 11, 2021
Observance of Thanksgiving (Campus Closed) ..... November 25-28, 2021
Tuition Due for 2022 Spring Semester ..... December 6, 2021
Last Day of Regular Classes ..... December 12, 2021
Final Exam Week ..... December 13-16, 2021
Mid-Year Recess Begins for Students ..... December 17, 2021
2021 Fall Semester Ends (Last day of Faculty Accountability) ..... December 17, 2021
Grades Due for 2021 Fall Semester ..... December 20, 2021
Mid-Year Recess (Campus Closed) ..... December 25 – January 2, 2022

Spring Term 2022

Observance of New Year's Day (Campus Closed) ..... January 1, 2022
Campus Reopens ..... January 3, 2022
First Day of Faculty Accountability ..... January 10, 2022
Clock Hour Student Classes Begin ..... January 10, 2022
Classes Begin (Saturday) - Official Start Date of Semester ..... January 15, 2022
Martin Luther King Day Observance - Campus Closed ..... January 17, 2022
President's Day Observance - Campus Closed ..... February 21, 2022
Find a Class Opens for 2022 Summer/Fall Semesters ..... February 22, 2022
Last Day for Withdrawal without Instructor's Signature ..... March 5, 2022
Student Withdrawal with Instructor's Signature Begins ..... March 7, 2022
Application for 2022 May Graduation*
2022 Summer/Fall Semesters Priority Registration for Currently Enrolled Students ..... March 7, 2022
Spring Break - No Classes Scheduled ..... March 14 - 20, 2022
Spring Break - Campus Closed ..... March 17 - 20, 2022
2022 Summer/Fall Semesters Open Registration Begins ..... March 21, 2022
Tuition Due for 2022 Summer Semester ..... May 2, 2022
Last Day of Regular Classes ..... May 8, 2022
Final Exam Week ..... May 9 - 12, 2022
Commencement ..... May 12 or 13, 2022
Spring Semester Ends (Last day of Faculty Accountability) ..... May 13, 2022
Grades Due for 2022 Spring Semester ..... May 16, 2022

Summer Term 2022

Observance of Memorial Day (Campus Closed) ..... May 30, 2022
Classes Begin - Official Start Date of 2022 Summer Semester..... May 31, 2022
Graduation and Certificate Application Deadline ..... June 1, 2022
Observance of Independence Day (Campus Closed) ..... July 4, 2022
Summer Break for Clock Hour Programs Only..... July 4 - 9, 2022
Tuition Due for 2022 Fall Semester ..... August 1, 2022
2022 Summer Semester Ends..... August 4, 2022
Grades Due for 2022 Summer Semester ..... August 9, 2022

* For specific information concerning the last day to apply for graduation, individual class start dates, and final exams, consult the College Admission & Records Department..
** Any classes meeting on Friday, Saturday or Sunday will have final examinations during their regular class time.
+ Through the 7th week, student may initiate an official withdrawal from course(s) without instructor signature (see Appendix S-7 in Catalog Common Pages).
++ After the 7th week, student must initiate an official withdrawal request from instructor and obtain their signature (see Appendix S-7 in Catalog Common Pages).

Maricopa County Community College District and the 10 colleges are closed on Fridays during the 2022 Summer semester, from approximately mid-May to the beginning of August. See college class schedule for specific dates for registration and schedule adjustment. *All dates subject to change.

How to Use This Catalog

This catalog was developed for you. It provides important information to help you plan for college. The catalog includes information about courses, resources and services, academic study techniques and strategies, program descriptions, degree requirements, and college policies and procedures.

The focus of this catalog is on your success. It provides you with the information to be a successful student. It is your responsibility to review the information and to use your catalog. We recommend that you use your catalog in the following ways.

Be A Successful College Student

It has been said that life is a journey and if you don't know where you are going you will probably end up somewhere else. Whenever you begin a new journey you'll need a plan and a goal so you know how and when you've reached your destination. To help you do this, PVCC has created the Puma Pathway, the road map to student success, completion, and beyond.

At Paradise Valley Community College, it is not enough for our students to just show up. Successful students take advantage of all of the opportunities available to enrich their experience at PVCC both in-and-out of the classroom.
Additional resources in the following pages of this catalog will help you be a successful college student:

- Preparing to be a successful student
- Engaging in the PVCC student experience
- Committing to your own success
- Completing your program at PVCC
- Thriving as a PVCC alumnus

Learn About Courses and Degree Requirements

Knowing what the course is about and how it will fit into your goal or program is one of the main requirements for proper course selection. Course descriptions are available in this catalog or online at: https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation. Whether your goal is to complete one class, a certificate, or an Associate Degree, you can use the course descriptions to find information about courses. If you are working on completing an Associate Degree, you will need to become familiar with the General Education Degree Requirements beginning on page 39. See an advisor to obtain a degree check sheet to help you keep track of your progress.

Learn Where and How to Get Things Done

This catalog has information that will help you locate resources and assist you in becoming familiar with college policies and procedures. Information is available about resources which can help you such as Advising, Admissions, Registration & Records, Counseling, Student Services, Financial Aid, Learning Success Center, Library, and Adult Re-Entry. You can also find information about our Student Leadership Program. In addition to information about resources, you will find information about how to get things done such as adding a class, applying for graduation, getting a transcript, etc. Finally, you will find the MCCCD Policies & Procedures, and Student Services & Resources information in this catalog

Student Services

Academic Advising Center

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - Welcome Center
Telephone: (602) 787-7000
Website: https://www.paradisevalley.edu/students/advisement
Email: advising@paradisevalley.edu
Virtual Drop-in Advising

Academic advising provides students with guidance in identifying and developing suitable programs of study and helps identify and assess alternatives and consequences of those decisions by helping students:

- Clarify educational goals
- Interpret individual assessment information
- Develop educational plans
- Select appropriate courses
- Explain college requirements
- Increase student awareness of educational resources available
- Transfer to or from another institution
- Understand the college environment

Admissions, Records & Registration

Locations: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - Welcome Center
Telephone: Union Hills Campus (602) 787-7000
Website: Union Hills Campus https://www.paradisevalley.edu/students/admissions
Email: pvccinfo@paradisevalley.edu
Chat with us

The admissions, registration and records department is where students submit admission and registration forms to register for your classes. All student records are kept in this office. This office is also responsible for monitoring FERPA, complying with parts of the Solomon amendment, and verifying citizenship and residency for tuition purposes. In addition, this office provides the following services:

- Drop/Add/Withdrawal
- Name/address changes
- Foreign student admissions
- Graduation
- Registration
- Transcript evaluation
- Transcript requests
- Education records
- Enrollment services
- Enrollment verification
- Collection of tuition/fees

Assessment/Testing Services

Locations:
Union Hills Campus // Kranitz Student Center (KSC Building), 2nd Floor, Room 2400
Black Mountain Campus - Orion Building
Telephone:
Union Hills Campus (602) 787-7050
Black Mountain Campus (602) 493-2600
Website: https://www.paradisevalley.edu/students/testing-services
Email: assessment@paradisevalley.edu

Assessment/Testing Services assists students in identifying and developing personal and academic goals through the assessment of existing skills and knowledge. Testing Services staff educate students on the Maricopa EdReady Diagnostic Assessment at maricopa.edready.org. Test administration standards have been developed for the Maricopa Community Colleges in compliance with the Arizona Association of College Testing Administrators (AZACTA) and the National College Testing Association (NCTA) guidelines.
The following are services/exams offered:

- Placement assessment
- Instructional testing
- College Level Examination Program (CLEP)
- Proctored exams
- ESL placement
- HESI A2 Admission Assessment

Athletics

Location: Union Hills Campus // L Building
Telephone: (602) 787-7173
Website: www.gopumas.com
Email: athletics@paradisevalley.edu
Virtual Tour: https://www.skyway.pics/pv/

The Mission of Paradise Valley Community College is to educate the whole person and to serve our students and our communities by providing learning opportunities that are designed to help them achieve their goals. We believe athletics are an integral part of that mission. We strive to serve as a model among NJCAA athletic programs for excellence in academic success and athletic achievement. We empower Puma student-athletes to achieve championship performance, while graduating/transferring and preparing them for life after intercollegiate athletics with the highest priority on integrity.

Puma Athletics is a member of the **National Junior College Athletics Association (NJCAA).** Incorporated in 1949 the NJCAA's mission is to foster a national program of athletic participation in an environment that supports equitable opportunities consistent with the educational objectives of member colleges. With a membership of entirely two-year institutions, the primary functions of the NJCAA is to provide the framework for student-athlete participation in sports including, scholarships limits, eligibility guidelines, academic and sportsmanship guidelines. The NJCAA is also responsible for national championships and tournaments. Paradise Valley Community College is part of the Region I geographic area of the NJCAA which includes Arizona and California. www.njcaa.com

Paradise Valley Community College is part of the Arizona Community College Athletic Conference (ACCAC). The ACCAC's purpose is to, "foster and promote wholesome athletic programs as an integral part of the total educational offerings of each member institution." The membership consists of the two-year institutions in Arizona who offer athletics programs. www.accac.org

Black Mountain PVCC Campus

Location: 34250 N 60th Street, Scottsdale, AZ 85266
Telephone: (602) 493-2600
Website: https://www.paradisevalley.edu/black-mountain
Email: blackmountain@paradisevalley.edu

PVCC at Black Mountain is a satellite site of PVCC located on 60th Street just south of Carefree Highway in the northern part of Maricopa county. Black Mountain offers one stop registration, advisement, placement testing, tutoring, and cashiering services. Students are able to meet with academic advisors who can assist with registration and academic planning to reach their educational goals. Black Mountain offers transferable classes for students seeking AA, AS, and ABUS degrees including courses to transfer to the university. Check out our website or come see us at Black Mountain for more information!

Bookstore (Follett)

Location: Union Hills Campus // Kranitz Student Center (KSC Building) - 1st Floor
Telephone: (602) 787-7120
Website: https://www.paradisevalley.edu/bookstore
Email: ashley eaton

Books, course materials, and supplies are available for purchase in-store and online. Special orders are available upon request. You also will find additional items such as PVCC clothing, t-shirts, other apparel, gifts, and fan gear, as well as reference and reading books.

Refunds
Refunds or exchanges will be made on books or supplies can be made without a receipt. For late start classes a schedule showing the start date is required. Refunds or exchanges will be made for a one-week period after the first day of classes for fall, spring and summer semesters. Starting the second week of classes, the bookstore will resume its two- day refund policy.

Rent-A-Text
Paradise Valley Community College, along with all the Maricopa Community Colleges, participates in the Follett book rental program. This means you may save money by renting course textbooks. For rental details, stop by the campus bookstore or visit rent-a-text online.

Online Bookstore
Browse the Paradise Valley Community College online bookstore to find many of the same items that are available on campus, including: textbooks, PVCC apparel, computer products, classroom supplies, gifts & accessories, announcements and textbook rental information & account registration.

Book Advances
This program allows you to use a portion of your anticipated financial aid to purchase textbooks and supplies from any business - before the start of the semester. If you've received your financial aid award notification message you may be eligible to receive a book advance if you meet specific criteria. Find out if you qualify.

Bus Passes
Bus passes can be purchased at the PVCC Puma Bookstore (prices as of July 2021)

1-day pass	$4.00
7-day pass	$20.00
31-day pass	$64

Reduced passes: available for students under 18 yrs., over 65 yrs., Medicare, and people with disabilities.

1-day pass	$1.00
7-day pass	$10.00
31-day pass	$32

Buxton Library

Location: Union Hills Campus // E Building
Telephone: (602) 787-7200
Website: https://www.paradisevalley.edu/library
Email: library@paradisevalley.edu

Hours
Monday - Thursday: 7am - 7pm
Friday: 7am - 2pm
Saturday & Sunday: Closed

Note: hours vary in the summer and between semesters.

Locating and evaluating information is vital to your education and to your life. The Buxton Library offers comprehensive virtual and in-person research support and an extensive collection of both online and print resources. Our comfortable space provides options for independent quiet study or group work. In addition to supporting the college curriculum, our print collection encourages reading for enjoyment which includes top fiction, non-fiction and magazines. Grab your ID card and check out our various collections while enjoying our extensive native american art collection.

Library Services:

- Reference and research assistance in person, by phone, email, videoconference, or "ask a librarian" 24/7 chat: https://paradisevalley.libguides.com/ask_a_librarian
- Computer access
- Group and individual study spaces and rooms
- Printers, photocopiers, and scanner
- Course reserves (textbooks and anatomical for in-library use)
- Wi-fi hotspots, scientific calculators, noise cancelling headphones, and fans available for checkout
- Culture passes for free access to museums
- Locate and check out books, dvd's and more
- My account to see what you have checked out/due dates/holds status
- Full-text databases of magazines, journals, newspapers, encyclopedias, and images*
- Full-text ebooks*
- Streaming media*

*Off -campus access to these services requires login with meid and my.maricopa password.

Career Services

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor – KSC 1100
Telephone: (602) 787-7350
Website: https://www.paradisevalley.edu/students/career-services
Email: career.services@paradisevalley.edu
Maricopa PipelineAZ

Career Services assists students, alumni, employers, and community members achieve their career objectives through a variety of pathways. Most career fields offer opportunities to gain career-related experiences through job shadowing, internships, and part-time and full-time employment. The best time to start exploring options is during your first year of college. Career Services include: resume reviews, cover letters, interviewing skills, Linkedin, web-based job searches, computer based career exploration, career research, and referral to other resources. Local employers work with career services to provide internships and job opportunities for PVCC students.

Federal work-study (FWS) provides part-time jobs for undergraduate students at PVCC who demonstrate financial need. This helps students earn money to pay for their college expenses, and encourage community service work related to the student's course of study. FWS provides part-time employment (up to 19.5 hours per week) to both part-time and full-time eligible students enrolled at PVCC. To learn more about federal work-study, or to view available jobs visit Federal Work-Study (FWS) Available Jobs.

Center for Distance Learning

Location: Union Hills Campus // E Building - E125
Telephone: (602) 787-6754
Website: https://www.paradisevalley.edu/academics/distance-learning

The Center for Distance Learning supports instructional delivery alternatives and services to meet the needs of students who desire or need more flexible scheduling options. Courses are offered under the following areas:

- GIL – print-based format you can do at home and arrange with your instructor to pick-up and drop off of assignments
- Hybrid – half the time spent in a traditional classroom and the other half online.
- Online – these courses are done completely online at your own location and schedule. due dates for assignments are given by the instructor

Services Provided

- Provide distance learning briefing (canvas tutorial)
- Serve as communication link between students and instructors
- Support services for distance learning faculty
- Compile distance learning evaluations
- Facilitate the distance learning coordinating team

College Police/Parking

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - KSC1240
Telephone:
Emergencies 24 hours/day: (480) 784-0911
Non-emergencies: (602) 787-7900
Website: https://www.paradisevalley.edu/college-police
Email: scott.meek@paradisevalley.edu
Hours: college police staff is on-site 24 hours a day, seven days a week.

Vehicle Assistance
Reasonable attempts will be made to assist persons that are experiencing vehicle problems, such as a dead battery, or a low tire. Persons experiencing such problems should proceed to the college police department or contact them at (602) 787-7900. Those individuals receiving assistance for a battery boost will also be required to sign a waiver form in the event that damage occurs as a result of the attempted assistance.

Carpool Parking
Car-pool parking spaces are first come first served. The drivers must meet certain requirements. The carpool parking permit is issued free of charge and the drivers are on the honor system. The carpool parking permit may be obtained from the college police office.

Emergency Evacuations
Whenever the evacuation alarm or fire alarm sounds, or you are verbally informed to evacuate:

- Remain calm.
- Do not call the college police department to ascertain if the alarm is false or not. the phone lines will be needed to contact assisting agencies.
- Leave the building through the closest exit.

While leaving:

- Assist disabled persons or others requiring assistance
- Shut all doors behind you as you go. closed doors tend to slow the spread of fire, smoke and water
- Proceed quickly, but in an orderly manner. hold onto handrails while on the stairway
- Do not use elevators
- Follow the instructions of instructors and staff

Once outside, proceed to the designated assembly area. follow the instructions of emergency personnel at the scene.

Lost and Found Property
The college police department maintains a lost and found section. You can now report lost items online or may check with college police to determine if an item has been found. Found items brought to the college police department will be held for 30 days. Items not claimed within this period of time will be disposed of in accordance with established procedures.

Parking

- Student parking lots do not require a parking permit.
- Parking a vehicle in a designated parking space that displays a disabled parking sign, a painted disabled insignia or both, without a current disabled parking permit issued by the State of Arizona is prohibited. These areas are reserved twenty-four (24) hours daily.
- An area posted with short-term parking limits from ten to forty-five minutes may be used for the purpose of conducting short-term business in the facility it primarily services.
- Red curbs are no-parking zones. Parking in red zones, entrances to buildings, driveways, in front of garbage dumpsters, barricades, fire lanes and fire hydrants is prohibited.
- Driving into and parking in any area not designated for use or closed by the use of barricades, chains, or other vehicle control devices is prohibited.
- Parking on or blocking pedestrian paths, sidewalks, crosswalks, striped safety zones, and bicycle paths are prohibited.
- Parking a bicycle or motorized cycle in areas other than those designated for such parking is prohibited.
- Where parking stall lines are marked, operators must park their vehicles within the stall lines. Parking outside such stall lines is prohibited. In diagonal spaces, vehicles must be parked facing the center line. No pulling through or backing into spaces is permitted.
- Temporary absence of a sign at the entrance of a parking area does not signal the removal of restrictions or reservations upon the area. If reservation hours are altered or restrictions are changed, notices will be posted and the change will be effective immediately.

Students who violate the traffic and parking regulations may be fined and/or disciplined in accordance with the guidelines established by the MCCCD governing board.

Examples of the scheduled fines are as follows:

▪ Displaying an altered or substituted permit	$50
▪ Failure to register a vehicle and display a parking permit	$30
▪ Falsifying information on registration application	$50
▪ Improperly displaying a parking permit	$15
▪ Obstructing a properly parked/moving vehicle	$15
▪ Parking beyond posted time limit	$15
▪ Parking by a college employee or student in a visitor area	$15
▪ Parking in a fire lane	$50
▪ Parking in an unauthorized parking area	$25
▪ Parking on or blocking a pedestrian path	$15
▪ Parking outside stall lines	$15
▪ Removing barricade or failure to obey vehicle control device	$15
▪ Violating disabled parking stall or access	$50
(all fines are doubled if not paid within 15 working days)	

Parking Permits
Students are permitted to park in any area marked as student parking free of charge and without a permit. Areas marked as employee parking require a permit. Permits for these areas can only be obtained by staff.

A parking permit is required by staff/faculty when using employee parking and restricted parking areas. Parking permits are issued at no charge. The issued parking permit is valid for five years and should be placed on the inside of the windshield in the lower left (driver's side) corner. On motorized cycles, the permit shall be affixed where it can be seen without difficulty on the front fender.

A state issued handicapped license plate or disabled parking permit is required for parking in designated handicapped parking spaces.

As of January 1, 1989, all out-of-state and out-of-county students must sign an affidavit at the time of registration indicating that their vehicle is in compliance with emissions inspections guidelines.

Reporting Crimes and Emergencies
Students, faculty and staff are encouraged to report all criminal activity and emergencies that occur on campus. A report may be filed through a college police officer, in person, by phone or through email at:

In case of emergency, individuals may utilize (480) 784-0911 or 9-1-1 if exceptional circumstances exist. Reports of a nonemergency nature may be reported via the phone or made in person at the college police office.

Safety Escorts
A safety escort is available to students, faculty and staff who wish to be accompanied to any location on campus. Anyone may request an escort in person at the college police building or by calling (480) 784-0911 (ext. 4-0911). A college police employee will accompany you to your on-campus destination.

Smoking
In order to promote a healthy learning and work environment, the chancellor has directed that the Maricopa County Community College district serve as a total smoke-free and tobacco-free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all district owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks common areas, grounds, athletic facilities and libraries.

Student Responsibility in Crime Prevention
The cooperation and personal support of students is crucial to the success of safety and security programs with regard to the campus community. Students must assume some responsibility for their own safety and the security of their personal property. By taking common sense precautions and adopting an awareness of their surroundings and environment, students can greatly reduce the probability of becoming a victim of a crime. To assist the student in becoming better informed, the college police department provides the following information:

- Certain types of crimes may pose an on-going threat to the campus community.
- Notification of an immediate or on-going threat may be disseminated through text messaging and email through the use of the emergency notification system commonly referred to as rave notification, public address system or face-to-face. the college police department may use any or all means available to make the necessary notifications.
- The college police department publishes an annual report identifying the types of crime that have occurred on campus during the fiscal year. The type of crime reported is defined by the fbi in the uniform crime reporting system.
- The report is prepared annually and is available on the paradise valley website at: https://www.paradisevalley.edu/college-police/disclosure-safety-policies-annual-crime-stats

Vehicle Traffic and Parking Regulations
- All accidents involving vehicles which occur on college property should be reported to the college police department (480.784.0911)
- All Arizona state laws governing the movement and operation of motor vehicles have been adopted by the MCCCD governing board for control of vehicles on college property
- Driving motor vehicles, motorized cycles, and bicycles on pedestrian paths and sidewalks is prohibited
- The maximum speed limit in all college parking lots is 15 mph.

Weapons
The possession or use of firearms, edged weapons, or other dangerous weapons is strictly forbidden on campus. all weapons, regardless of type, are prohibited by the MCCCD and/or state and local law. In accordance with state law and MCCCD policy, weapons may be left in a vehicle provided the weapon is out of sight and the vehicle is secured.

Questions?
If you need more information about safety at Paradise Valley Community College, please contact the college police department at 480.787.7900. College police personnel will address your questions and concerns in a prompt and courteous manner.

Computer Commons

Locations: Union Hills Campus // E Building
Telephone: (602) 787-6760
Website: https://www.paradisevalley.edu/employees/information-technology/computer-commons

Hours:
Monday-Thursday 8:00 am-7:00 pm
Friday - 8:00am-5:00pm
Saturday-Sunday - closed

The computer commons consists of eleven classroom labs (Macintosh and PC's) surrounding the open lab area and one remote classroom lab. Many classes (BPC, CIS, OAS, ART, MAT, & JRN) are scheduled in the computer commons which offer instruction in software applications, computer programming, keyboarding, digital photography, e-commerce, web publishing, math software (Maple, My Math Lab), A+ and Microsoft certification training. classes scheduled in the lab classrooms have an additional computer fee attached.
The Computer Commons' trained and knowledgeable staff members provide student support in a comfortable learning environment. The following services are available for students to complete their PVCC coursework or PVCC campus-related assignments.

Student ID Cards
Student identification cards are available at enrollment services. A picture id is required before a student id is issued. The first id is free; replacement cost is $5. The following is the policy for obtaining an official gateway student id:

Student ID's will only be issued prior to the start of a program or the semester in which the student is registered if payment of tuition and fees or financial aid/deferment is in place.

Access to a Variety of Software Programs

- MS Office (Word, Excel, Powerpoint, Access, Publisher)
- Adobe Creative Suite (In-Design, Photoshop, Illustrator)
- Programming software
- Gregg keyboarding
- Internet access
- Canvas access
- Grammar tools
- Diet analysis
- Additional course specific software programs

PC/Windows & dual-boot iMac computers
B&W and color laser printing (available on a pay-for-print basis) scanning

Copy/Mail Center - Pacific Office Automation (POA)

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - KSC1506
Telephone:(602) 787-7770
Website: https://www.paradisevalley.edu/employees/copy-center

Fee-based student services include black and white and color copying, binding, laminating, transparencies, and other specialty work upon request. Please stop by the copy/mail center or call for current price information. The copy center accepts cash only.

Counseling & Personal Development

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - KSC1220
Telephone: (602) 787-6540
Website: https://www.paradisevalley.edu/students/counseling
Email: counseling@paradisevalley.edu
Request an Appointment

In the event of an emergency, dial 9-1-1 or the college police at (480) 784-0911. The goal of a counselor is to promote the development of effective and adaptive behavior in people. The counseling process enables personal growth and may be carried over into many aspects of life.

Counseling services are available on campus, providing a unique and collaborative relationship between a professional and student in need of help. Student counseling services are free. Please note, counselors do not provide clinical work/ treatment of disorders. However, counselors may provide community resources/contacts.

About Our Counselors
The counselors at Paradise Valley Community College are professionals who have been trained to provide counseling services to those in need. In order to be a counselor in the Maricopa Community Colleges, a counselor must have a minimum of a master's degree or higher, majoring in counseling and other similar criteria.

Assessments
The following assessments are available through the counseling department:

Myers-Briggs Type Indicator (MBTI)
A widely used instrument based on C.G. Jung's (1921-1971) ideas about perceptions and judgment. The effects of each preference, alone, and in combination, can be put to practical use. The inventory is very useful in making important personal and career decisions. Knowing your preferences and learning about other people's preferences can help you understand where your strengths are, what kind of work you might enjoy, and how people with different preferences can relate to each other and be valuable to society.

Strong Interest Inventory
The SII is based on a theory developed by john holland, known as riasec theory, that both people and work environments can be classified. You will be given an easy-to-use, self-administered test to help you find the occupations that best suit your interests and skills. The test asks questions about your aspirations, activities, competencies, occupations and self-estimates for skills and abilities. These scores yield a 3-letter summary code, an occupational code that designates the three personality types you most closely resemble. With this code, you will use the occupational finder tool to discover occupations that best match your personality types, interests and skills.

Cliftonstrengths for Students
Cliftonstrengths for Students (formerly StrengthsQuest) helps students **grow confident** in who they are and how they can contribute to the world. It's an educational program that uses Cliftonstrengths assessment to measure 34 research-validated talent themes.

Resources
The following list of online resources has been compiled in order to assist with various counseling needs:

- 2-1-1 Arizona
- Child care
- Financial help; city of phoenix and aps
- Food and healthcare
- Housing
- Shelter
- Mental Health

Reasons for Counseling
Students seek counseling for a variety of reasons, including:

- Adjusting to a college setting
- Crisis response
- Eliminating self-defeating behavior in academics
- Improving academic self-esteem
- Making, educational and career choices
- Managing time
- Reducing stress
- Setting personal and academic goals to promote educational success
- Reduce test anxiety

The mission of the Paradise valley Community College Counseling Department is to meet the diverse academic, career, and personal enrichment needs of all students and our campus community. Learning-centered instruction, counseling, and consultation are provided to support and assist students with goal development and completion.

The Counseling Department at Paradise Valley Community College can help you focus on issue assessment, problem-solving, and decision-making as they relate to academic, career, and personal goal achievement. In addition to referral to community providers for mental health and/or crisis services, this can include:

- Consultation
- Crisis response
- Academic counseling
- Student success and retention
- Career counseling
- Counseling / personal development courses (CPD)
- Referral to community resources

Course descriptions for counseling and personal development (CPD) classes are listed in the class schedule and Paradise Valley Community College Catalog and Student Handbook.

Our Responsibility
It is the counselor's job to make students aware of possible alternative solutions to various situations, encouraging responsibility in taking actions. Services include individual change through counseling, consultation, coordination and classroom instruction. Counselors collaborate with other staff to help students reach their potential. Consulting with other professionals brings expertise to help staff, students and faculty find positive solutions.

Adult Re-entry Services Program
Adult re-entry services are designed to help students 25 years and older to make a successful transition to college life. services:

- Counseling: personal, academic and career
- Re-entry seminars: free day and evening seminars on a variety of personal, academic and career growth and development topics
- Course: CPD103BA-Women in Transition personal growth college credit courses are designed to support both men and women who are returning to education. more information can be found on their webpage https://www.paradisevalley.edu/students/adult-re-entry.

Career Counseling
This service enables students to understand their values, interests, skills and experiences in choosing a career path. The career planning process involves matching students to the compatibility of lifestyle and work demands and assessing personality strengths and skills. Some assessments can be found in the counseling department while others are accessible in the career center. Please check with a counselor to see what your needs are for the best fit.

Career and Personality Assessment
We provide counseling tools that include career inventories and personality assessments to assist students in making career choices that are compatible with their interests, personality traits, work values, strengths and abilities. Please check with a counselor to see what your needs are, and which assessments are best for you.

Educational Counseling
Counseling faculty can assist you with finding direction for your educational planning. Trained staff can help you clarify your goals and values and develop your communication skills. Assessments and self-administered tests are also available to help you discover and evaluate your skills and abilities.

Crisis Response
Crisis response is available Monday - Friday (Monday - Thursday during the summer on a limited basis). Students may walk in and self-refer, or a faculty or staff member may refer a student to counseling.

Is my information kept confidential?
Counseling faculty maintain student privacy as outlined by FERPA (Family Educational Rights and Privacy Act) guidelines, and, like other college representatives, may release information as permitted by FERPA or in circumstances involving the safety of students or others. Counseling faculty are mandated by Title IX of the Educational Amendments of 1972 to report knowledge of gender-based or sexual discrimination that involves MCCCD students or employees, including sexual harassment or sexual violence that creates a hostile environment on campus.

Contact the counseling department for additional assistance or to schedule an appointment.

Disability Resources and Services

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - KSC1220
Telephone: (602) 787-7171
Website: https://www.paradisevalley.edu/students/disability-resources-and-services
Email: drs@paradisevalley.edu

The disability resources and services office provides confidential, consultative and collaborative academic support to students with documented physical or mental conditions. DRS is responsible for determining the eligibility, and provision of, reasonable academic adjustments, modifications, and auxiliary aids for students with disabilities under the ADA and Section 504 of the Rehabilitation Act.

Eligibility for accommodations and required documentation is located at the following link:
https://district.maricopa.edu/regulations/admin-regs/section-2/2-8
or visit maricopa.edu and search for “required documentation. then click “2.8 Students with Disabilities.”

Dual Enrollment

Location: Black Mountain Campus // Orion Hall
Telephone: (602) 493-2600
Website: https://www.paradisevalley.edu/black-mountain/dual-enrollment

Paradise Valley Black Mountain partners with Valley high schools to offer dual enrollment credit for academic and occupational classes. Dual enrollment classes are held on high school campuses and are taught by high school instructors who have met dual enrollment instructor qualifications. Dual enrollment courses allow students the opportunity to start college courses while still attending high school. The dual enrollment program strives to increase academic confidence and college attainment of high school students.

Full program information can be found online at Dual Enrollment.

Early College Programs

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - KSC1200
Telephone: (602) 787-7170
Website: https://www.paradisevalley.edu/students/early-college-programs

The Early College Programs Office works with all current high school students interested in college credit opportunities through the various programs within the department. These programs include the ACE, Hoop of Learning, Puma Early College, Dual Enrollment and Start Sooner. In addition, the Early College Programs office is responsible for guiding and directing middle school and high school partnerships to provide the surrounding community with early exposure to college going knowledge, workshops, and resources. This includes the Paradise Valley Unified School District College Navigation Specialists, Arizona Agribusiness & Equine Center, Gateway Academy, and Puma Explore.

Financial Aid

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - Welcome Center
Telephone: (602) 787-7100
Website: https://www.paradisevalley.edu/students/financial-aid
Email: financialaid@paradisevalley.edu
Financial Aid Live Chat

The Financial Aid Office at Paradise Valley Community College provides financial aid to eligible students to help pay for their educational expenses including tuition, program and course fees, books, and living expenses. The Financial Aid Office provides information and guidance to students and families on understanding what aid is available, how to apply, and how to successfully remain eligible for aid throughout your educational career. Educational funding is provided through Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Arizona Leveraging Educational Assistance Partnership (AzLEAP) Grants, William D. Ford Federal Direct Student Loans, Federal Work-Study Employment opportunities and Scholarships. The first critical step in the aid process is to complete the Free Application for Federal Student Aid (FAFSA). This application is required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and Summer Sessions. Please check our website and your Student Center often for new information and opportunities.

Fitness Center

Location: Union Hills Campus // F Building
Telephone: (602) 787-7270
Website: https://www.paradisevalley.edu/academics/health-and-exercise-science/fitness-center

Hours
(Subject to change)

Monday -Thursday 5:30am - 8:00pm
Friday 5:30am - 7:00pm
Saturday 7:00am - 2:00pm
Sunday closed

PVCC's Division of Health and Exercise Science is committed to empower students to develop optimal health through a wellness lifestyle. In today's society, we have become very aware of the cost of not taking care of ourselves, not just to us personally, but also to the businesses that choose to employ us, and society in general. At PVCC we offer a full spectrum of credit wellness classes that teach students skills that can be used to optimize wellness.

Food Service

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - Puma Den
Telephone: (602) 787-7170
Website: https://mcccd-west.catertrax.com/index.asp?&intOrderID=&intCustomerID=
Email: Rebecca.coaxen@sodexo.com

Fall and Spring semester hours
Monday - Friday 7:30am - 1:30pm

Summer semester hours
Friday: closed

Puma den, operated by Sodexo, offers a variety of items from hamburgers to pizza, "grab & go" to entrees. Extensive catering is also available.

Honors Program

Location: Union Hills Campus // K Building - K101 & K102
Telephone: (602) 787-7888
Website: https://www.paradisevalley.edu/academics/honors
Email: honors@paradisevalley.edu

The honors program is designed to enhance students' college experience and readiness by offering challenging opportunities to increase their academic, personal and professional potential. the program offers:

- Benefits & special opportunities to honors students
- Presidents' honors scholarship and honors achievement award
- Enriching, thought-provoking honors classes and projects
- Honors designation on diploma and transcript
- Exclusive programs and guest speakers
- Honors social functions
- Student honors advisory council opportunities
- Leadership retreats, fall honors retreat
- Networking and travel opportunities (including leadership retreats and honors conferences)

Connect with ASU's Honors Alliance Honors Achievement Award
Students who have a cumulative GPA of 3.25 or above, based on at least 12 hours of 100 level or higher course work at any MCCCD college, can submit an application to the honors coordinator for an honors achievement award of up to $500. In conjunction, the student must also enroll in six credit hours or more per semester including at least one three credit honors course.

Presidents' Honors Scholarship
Students who have graduated high school within one academic year from a NCA accredited high school within Maricopa County can qualify for the Presidents' Honors Scholarship through placement testing and by graduating with a minimum 3.0 high school GPA. The Presidents' Honors Scholarship is equal to 15 credits of tuition plus the registration fee. It is renewable for up to four consecutive regular semesters as long as the student maintains eligibility.

Learning Success Center (LSC)

Location: Union Hills Campus // Building E Room 180
Telephone: (602) 787-7180
Website: https://www.paradisevalley.edu/students/learning-success-center
Email: dl-pvc-lsc@paradisevalley.edu

Fall & Spring office hours
Monday - Thursday 8am - 7pm
Friday - 8am - 5pm
Saturday - 10am - 2pm

Summer office hours
Monday - Thursday 8am – 7pm
Friday, Saturday – closed

The Learning Center provides free academic support services for Paradise Valley Community College students and faculty. Listed below are some of the services offered by the learning center.

- Free drop-in tutoring: no appointment needed, tutoring for most subjects, including math at all hours the lsc is open.
- Math lab: work with math tutors in math classes up to mat122.
- The writing center: available by appointment or by dropping in, tutors assist in helping students to address any stage of the writing process, including grammar, punctuation, thesis statements, sentence and paragraph development, organization, transitions, documentation, and ESL assignments.
- Academic reading coaching: meet one-on-one with a reading coach to learn skills and strategies for college reading to get the most out of your textbooks.
- Academic success coaching: work one-on-one with a success coach on work-life-school balance, time management, and study skills and on how to get the most out of pvcc through referrals to campus offices and resources.
- LSC workshops: the LSC sponsors several workshops designed to help students improve their writing skills, including weekly workshops for students in ESL classes. Other workshops are designed to help students with memory and learning strategies, note-taking and study skills, and time management.
- ESL conversation groups: students and community members who are learning English may participate in these tutor-led informal discussions about topics of interest for those who wish to practice English language skills. Schedules are available online and at the LSC.
- Calculator workshops: beginning and advanced workshops for users of Ti83 and Ti84 calculators are available free through canvas. Register at https://maricopa.instructure.com/enroll/8GMRCT.
- Language lab: Rosetta Stone is available for students of English and Spanish and several other languages to practice speaking, listening, reading, and writing.
- Learning resources: resources for use in the LSC include science models, textbooks, laptops, calculators, semester-at-a-glance calendars, and handouts. The LSCalso has rooms available to reserve for group study.

Living Accommodations

Paradise Valley Community College does not provide dormitory accommodations.

Math Center

Location: Union Hills Campus // Math Testing Center - Q210 // Math Tutoring Center Q152
Telephone: (602) 787-7740
Website: https://www.paradisevalley.edu/academics/mathematics/math-center/math-center
Email: mathcenter@paradisevalley.edu

Hours
Fall and Spring Testing/Tutoring Hours
Monday - Thursday 7 am - 6 pm
Friday 7 am - 2 pm.

Summer Testing/Tutoring Hours:
Monday - Thursday
7:00 am – 6:00 pm
Friday - closed

Math tutors are available for in-person tutoring and virtual tutoring. The math center offers services and resources for students which include the following:

- Math tutoring options - in-person (Q-152) and virtual tutoring (Cranium Cafe)
- Calculator rentals/extensions ($20 per semester)
- Math instructional testing
- Study rooms

my.maricopa.edu

my.maricopa.edu provides access for students, faculty and staff to the course management systems, the student self-serve functions for all maricopa community colleges, and the google apps for email. at my maricopa students can do the following:

- Apply for admissions
- Register for courses
- Add/drop courses
- Check class schedule
- Check fee balance and pay fees
- Address verification/correction
- Request official transcripts
- View unofficial transcript
- Check holds
- View financial aid
- Check student grades
- Check course availability
- Track degree progress

If you need assistance with the mymaricopa website, contact the 24-hour technical support hotline at 1-888-994-4433 or visit PVCC's Welcome Center. The welcome center is located in the Kranitz Student Center (KSC).

Puma Power UP (PPU)

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - KSC Welcome Center
Telephone: (602) 787-7000
Website: https://www.paradisevalley.edu/students/advisement/puma-power
Email: advising@paradisevalley.edu

All students new to PVCC are required to attend a two part program designed to help support new-to-college students transition to PVCC. The first part of the PPU is an advising registration session and the second is the New Student Orientation.

The Puma Power Up advising sessions helps new students prepare and register for courses for their first semester at PVCC.

The new student orientation provides the opportunity for incoming students to learn about the many student services available for students, acquire tips and strategies to navigate college, meet their Field of Interest (FOI) advisor and faculty members, take a campus tour, get student ID and learn more about what it takes to be successful.

Recruitment

Locations: Union Hills Campus – Kranitz Student Center (KSC Building) 1st Floor - KSC1030
Telephone: (602) 787-7444
Website: https://www.paradisevalley.edu/students/student-recruitment
Email: recruitment@paradisevalley.edu

The Student Recruitment Office promotes PVCC and educates new students about PVCC's programs, services, resources and college culture. Recruitment serves as a liaison between the college and the community to assist new-to-college students enhance their ability to fulfill their academic, personal and career goals. The Recruitment Office guides incoming students with transitioning to the college and provides the following services:

- College & Career Fair Participation
- Recruitment event programing
- College Planning
- Admission Workshops
- Personalized Enrollment Assistance
- Campus tours (Individual/Group)
- Presentations
- Coordinating New Student Orientation

Student Business Services

Locations:
Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor – KSC Welcome Center
Black Mountain Campus // Orion Hall
Telephone:
Union Hills Campus (602) 787-7862
Black Mountain Campus (602) 493-2600
Website: https://www.paradisevalley.edu/students/student-business-services
email: sbs@paradisevalley.edu

Student business services strives to provide excellent service in a knowledgeable, helpful manner that demonstrates respect for students, faculty, staff and administration. We consistently look for innovative ways to facilitate student success and personal development.

Payment can be made in person or online and include the following methods:

- Cash
- Check, money order, cashier's check - made payable to PVCC
- Visa, mastercard, american express, discover card
- Tuition waivers
- Fee waivers
- Third-party authorizations
- Military tuition authorizations
- Student payment plan

Student CARE & Conduct Office

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor – KSC 1211
Telephone: (602) 787-7076
Website: https://www.paradisevalley.edu/students/care-and-conduct

Students may be referred to student care and conduct when professors, staff, or students are concerned about the success of a student (i.e. financial, personal, or academic) or to recommend for professional growth and development (i.e. student leadership, honors, scholarships, etc.).

Students may also be referred to student care and conduct if a student's behavior in and out of the classroom or community violates the student code of conduct or other college policy or regulation. We recognize that the learning takes place outside of the classroom so the conversations that we have with students are intended to be informative, educational, developmental, and utilize critical thinking. MCCCD reserves the right to levy discipline rather than attempt mediation and guidance, based on the severity of the conduct.
To submit a CARE, Conduct, or Title IX Incident report, please use the links on the Speak Up website:
https://www.paradisevalley.edu/students/care-and-conduct/speak

Student Life/Leadership

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor – KSC1303
Telephone: (602) 787-7240
Website: https://www.paradisevalley.edu/students/student-life
Email: dl-pvc-stulife@paradisevalley.edu

The Paradise Valley Center for Student Life/Leadership offers students the opportunity to become involved in campus and community life. Services and programs include: campus activities and events, leadership development training, student government, student clubs and organizations, intramural sports tournaments, diversity training, Puma2Puma pantry, service learning projects, workshops and speakers.

Student Government (STUGO)
STUGO is PVCC's student government, which is responsible for student clubs' adherence to the general education requirements and that each club includes volunteerism, leadership training, acquisition of skills and knowledge and the development of the "whole person" as key components of its program. Representatives from STUGO serve on college advisory, ad hoc and standing committees allowing student representatives to work closely with PVCC administration on decisions that affect the student population.

Advisors to Student Organizations
Every PVCC student organization must have an advisor. Club advisors shall be employees of the Maricopa Community College District. In order to conduct official business, advisors must attend all meetings.

Emerging Leaders
Emerging Leaders is an experientially based (activity based instead of lecture) program designed to develop a greater understanding of leadership skills, develop a passion and commitment to community betterment, empower people to lead, believing in their ability to make a difference. This values-based leadership program is offered for two credits and meets only six times throughout the semester, which includes a weekend retreat.

Posting Policy
In an effort to preserve our walls and the beauty of our buildings, the following posting regulations are in effect:

- Posting is limited to the inside of the buildings.
- Posting on all walls is strictly prohibited.
- Post information on bulletin boards only.
- All posted information must bear the name of the sponsoring organization and display the student life stamp.
- You may have your information stamped in the Center for Student Life, located in room KSC1132 KSC building. When posting materials, keep the following in mind:
- Do not post your material over someone else's information.
- Do not remove or discard any information other than your own.
- The Center for Student Life/Leadership will remove all posted bulletin board information after two weeks of display or the day following the date of the scheduled event. Please adhere to the information above or your material will be removed and taken to the center for student life.
- Use thumb tacks; no staples please.

Special Events/Activities
Throughout the year at Paradise Valley Community College, the Center for Student Life/Leadership provides special events and activities for the students.

Student Organizations
PVCC has a variety of student clubs and organizations on campus.

- College Artists Society of Theatre (CAST)
- Club Ed
- Club Zeitgeist
- Creative Writing Club
- Male Empowerment Network (M.E.N.)
- Women Rising
- Student Leadership Council
- Phi Theta Kappa
- Steam Club
- Hispanic Student Association
- Outdoor Adventure Club
- Student Nurses Association
- Esports Club
- Remain Calm United Nations Students (Unos)

Technology Helpdesk

Location: Union Hills Campus // E Building - Computer Commons
Telephone: (602) 787-7780
Website: https://www.paradisevalley.edu/employees/information-technology/technology-help-desk

Hours
Monday-Thursday 8:00 am-7:00 pm
Friday - 8:00am-5:00pm
Saturday-Sunday - closed

The Technology Helpdesk is your one stop for all technology needs. The helpdesk is the liaison to technical and functional departments to assist students, faculty and staff in resolving technical issues. The helpdesk supports all students, faculty and staff technical issues with items such as classroom technical problems, password resets, pay for print, software and hardware checkout, email, printer, computer, Canvas, SIS, and HCM issues. Feel free to give a tech a call if you want PVCC email setup on your cell phone or tablet (ipad, android, windows), or have an issue with wifi.

Veteran Services

Location: Union Hills Campus // K Building – K 108
Telephone: (602) 787-7045
Website: https://www.paradisevalley.edu/students/veterans-services
Email: veterans@paradisevalley.edu
Veterans Services Live Chat

Paradise Valley Community College is proud to serve our military service members, veterans, and their families. The PVCC Veteran Services Center provides assistance to military members, veterans, and military/veteran dependent students to explore the numerous education opportunities. Veterans Services Center provides students with the exploration in a field of interest, degree pathway as well as academic advisement, scholarship opportunities, college/community resources, student support services, utilization of VA Education Benefits, military tuition assistance, tuition deferment, and university and/or workforce transition. For more information on veteran services please see Administrative Regulation 2.9, please review the Maricopa County Community College District policies and procedures, located in the common pages.

The school certifying official acts as a liaison between the student and department of veterans affairs, certifying enrollment and maintaining student files.

Student Responsibilities

- Request all official transcripts from previous college(s) and training(s) attended, including military transcripts.
- Ensure attendance requirements are met for both credit and clock hour students.
- Report any or all changes in program of study to the school certifying official.
- After the start of your program of study, at a minimum quarterly, follow-up and meet with the school certifying official.
- Students are responsible for reporting any scholarships received, providing documentation, to school certifying official.

The Veterans Services staff assists service members, veterans, and their families with admissions, enrollment, financial assistance, academic advising, and establishing and using veterans education programs such as:

- The Post 9/11 Gi Bill®
- Fry Scholarship
- The Montgomery Gi Bill®
- Survivors And Dependents Education Assistance Program
- Veteran Readiness and Employment Benefits
- Montgomery Gi Bill ® For The Selective Reserve
- Department Of Defense Tuition Assistance

Paradise Valley Community College has been designated by the Arizona Department of Veterans Services as a veteran supportive campus. All veterans expecting to utilize their VA education benefits should contact the Veteran Services office as early as possible to apply for benefits and ensure their certification documentation is complete and accurate. Please visit our website for further information.

Welcome Center

Location: Union Hills Campus // Kranitz Student Center (KSC Building) 1st Floor - KSC 1100
Telephone: (602) 787-7000
Website: https://www.paradisevalley.edu/students/hours-operation
Email: pvccinfo@paradisevalley.edu
Welcome Center Live Chat

The PVCC Welcome Center is committed to providing students with success from day one. The Welcome Center offers a host of comprehensive services, information, and referrals that enable students to take advantage of the excellent campus resources that support enrollment, academic advising, financial aid, career services, testing and placement, student life, student development, disability resources, veterans services, and more. If you have questions about Paradise Valley Community College, the Welcome Center is the best place to start. Our friendly and knowledgeable staff is here to make sure your experience at the PVCC campus is the best it can be.

MCCCD Graduation and Degree Information

2.3.9 General Graduation Requirements

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

Earning a Certificate or Degree

The Maricopa Community Colleges offers certificates and degrees in a variety of areas. Each certificate and degree has specified program requirements for graduation. See certificate and degree information for specific program requirements. It is the student's responsibility to be aware of these requirements.

Candidates for graduation must satisfy the following requirements:

- Complete the minimum number of credits required for the certificate or degree. For degrees, at least 15 credits must be completed at the awarding college. For certificates that are 15 or more credits, at least 6 credits must be completed at the awarding college. For certificates that are 14 or fewer credits, at least half of the credits must be completed at the awarding college. Exceptions to this institutional residency policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- Meet the general education, program requirements, and electives for the certificate or degree required. Requirements can be satisfied by MCCCD coursework, prior learning assessment, and transfer credit. No more than 45 credit hours can be accepted and applied to a degree using transfer credit and/or prior learning assessment. Transfer credit and prior learning assessment does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- Earn a minimum cumulative grade point average (GPA) of 2.0 on a four-point grading scale in all letter-graded courses (100-level and above) (completed in residence and accepted in transfer) used to fulfill requirements at the college granting the degree or certificate. Some awards may specify additional GPA requirements.
- Remove all deficiencies (e.g. incomplete grades, missing transcripts, national test results, etc.) on the record to use those courses toward program completion.
- Fulfill any financial obligations with the college.
- File a Petition for Graduation with the Admissions & Records/Enrollment Services Office.

AutoAward Policy: MCCCD has an auto-award program that identifies some students who have completed a degree or certificate and never submitted a Petition for Graduation (e.g. Reverse Transfer). However, this program is limited and students should not depend on it for graduation. The Petition for Graduation should always be submitted when a student is intending to graduate.

Maricopa Nursing Program

For the Maricopa Nursing program, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any Maricopa campus and includes pre-requisites, co-requisites, and nursing blocks. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

Graduation with Honors

All courses used to fulfill graduation and degree requirements, including courses from other institutions are used in the grade point average calculation (GPA) at graduation. Degree-seeking students who have distinguished themselves with GPAs 3.50 and higher are recognized with the following graduation honors:

- 3.50 to 3.69 graduation "with distinction"
- 3.70 to 3.89 graduation "with high distinction"
- 3.90 to 4.0 graduation "with highest distinction"

Certificate programs are not eligible for institutional honors.

2.2.5 Catalog Under Which A Student Graduates

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a public community college and/or public university in the state of Arizona.

The rules for maintaining continuous enrollment are:

- A semester in which a student earns course credit will be counted toward continuous enrollment.
- Noncredit courses, audited courses, or courses from which the student withdraws do not count toward continuous enrollment.
- Failure to enroll in three consecutive regular (fall or spring) semesters breaks continuous enrollment; however, enrollment in the intervening summer terms may be used to maintain continuous enrollment status.
- If continuous enrollment is not maintained, the student must fulfill the requirements for graduation specified in the catalog in effect for the academic year in which they re-enroll or any subsequent catalog of their continuous enrollment.
- Students who initially enrolled or re-enrolled during a summer term must follow the annual catalog of the subsequent academic year or any subsequent catalog of their continuous enrollment.

Age of Credit

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than ten years old is applicable to completion of certificate and degree requirements at the discretion of the designated individuals at the college. The college may accept such coursework, reject it, or request that the student revalidate its substance. The ten-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

**Please note that the above language is guided by statewide practices.*

Maricopa County Community College District (MCCCD)
2021-2022 Arizona General Education Curriculum (AGEC) – A, B, S

Description

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit. The AGEC-A and AGEC-B require a minimum of 35* credit hours, and the AGEC-S requires a minimum of 36* credit hours.

In most cases, all courses used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed.

There are three types of AGECs in MCCCD: AGEC-A, AGEC-B, and AGEC-S. As described below, these AGECs are also a component of most MCCCD associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A defines the general education requirements in the Associate in Arts (AA), Associate in Arts, Elementary Education (AAEE), and the Associate in Arts, Fine Arts (AAFA) degrees. The AGEC-B defines the general education requirements in the Associate in Business-General Requirements (ABUS-GR) and Associate in Business-Special Requirements (ABUS-SR) degrees. The AGEC-S defines the general education requirements in the Associate in Science (AS) degree.

As described in more detail below, all AGECs require designated courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA/CS] (Exception: The AGEC-S does not require CS.), Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness.

Purpose of the AGECs

AGECs were designed to articulate with different academic majors, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements; for others the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

1. The **AGEC-A** is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement.

2. The **AGEC-B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.

3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics, general biology for majors, or physical and historical geology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to ten additional credits of Subject Options comprised of math and/or science appropriate to their major.

Academic Policies that Govern the AGEC-A, -B, -S

- Requires completion of at least 35 credit hours* (AGEC-A, AGEC-B) and 36 credit hours* (AGEC-S) in courses numbered 100 and above and that a minimum of 12 of those credits be taken at one or any combination of the MCCCD colleges. See First Year Composition [FYC] notes in the following AGEC descriptions and footer for credit minimum exceptions.*
- All MCCCD courses applied to the AGEC must be completed with a grade of "C" or better.
- All MCCCD courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.

- A single course can simultaneously count toward one or more Awareness Areas and other AGEC requirements. For example, a course in world geography can be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas.
- The AGEC-A and AGEC-B require a minimum of 35* credits and the AGEC-S requires a minimum of 36* credits, however, the AGEC credit count within the total credits for a degree may be lower than these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD's Additional Requirements may also be shared with other AGEC Requirements. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

Transfer Credit from Institutions Outside of MCCCD

- Credits transferred from outside of MCCCD must be a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment in non-traditional setting is transferable to the other colleges in the MCCC district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC.

Completion and Transfer

- Completion of the AGEC with a minimum grade point average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

AGEC Requirements

Descriptions and definitions of the requirements for each of the three AGECs follow. The following website identifies the courses that apply to the different requirements within each AGEC:
AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Note that for students pursuing an associate degree with a specific emphasis (for example: Associate in Arts, Emphasis in History, Associate in Arts, Fine Arts, Emphasis in Theatre, Associate in Science, Emphasis in Physics), the AGEC course requirements are usually more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at curriculum.maricopa.edu for specific degree and AGEC requirements. Consultation with an academic

advisor about course selection is always recommended.

Credits

Arizona General Education Curriculum--Arts (AGEC-A)..... **35 (min.)***

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Programm (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree.See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
   ENG101 OR ENG107..... (3)*
   AND ENG102 OR ENG108..... (3)*
B. Literacy and Critical Inquiry [L]..... **3**
C. Mathematical Applications [MA]..... **3-6**
   Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.
D. Computer/Statistics/Quantitative Applications [CS]..... **3**
E. Humanities, Arts and Design [HU]..... **6**
   Students are encouraged to choose course work from more than one discipline.
F. Social-Behavioral Sciences [SB]..... **6**
   Students are encouraged to choose course work from more than one discipline.
G. Natural Sciences [SQ/SG]..... **8**
   The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.
H. Awareness Areas..... **0-6**

Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Credits

Arizona General Education Curriculum - Business (AGEC-B)..... **35 (min.)***

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-B requirements vary by emphasis. Refer to the Programm (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well asother AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree.See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]	**6***
ENG101 OR ENG107 AND	(3)*
ENG102 OR ENG108	(3)*
B. Literacy and Critical Inquiry [L]	**3**
C. Mathematical Applications [MA]	**3-5**
MAT212 Brief Calculus OR	(3)
MAT213 Brief Calculus OR	(4)
Higher [MA] designated course	(3-5)
D. Computer/Statistics/Quantitative Applications [CS]	**3**
CIS105 Survey of Computer Information Systems	
E. Humanities, Arts and Design [HU]	**6**
Students are encouraged to choose course work from more than one discipline.	
F. Social-Behavioral Sciences [SB]	**6**
ECN211 Macroeconomics AND ECN212 Microeconomics	
G. Natural Sciences [SQ/SG]	**8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas	**0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)	
1. Cultural Diversity in the United States [C]	(0-3)
2. Global Awareness [G] OR Historical Awareness [H]	(0-3)

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Credits

Arizona General Education Curriculum--Science (AGEC-S)..... **36 (min.)***

The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits (fewer than 33 if FYC is met by single transfer course)* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-S requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
ENG101 OR ENG107..... (3)*
AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L]..... **0-3****
Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

C. Mathematical Applications [MA]..... **4-5**
Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a pre-requisite.

D. Humanities, Arts and Design [HU]..... **6**
For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

E. Social-Behavioral Sciences [SB]..... **6**
For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

F. Natural Sciences [SQ/SG]..... **8-10**
Students must complete eight (8) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major for guidance.

[(CHM150 or CHM151) & CHM151LL] or
CHM150AA or CHM151AA General Chemistry I
AND
[CHM152 & CHM152LL] or CHM152AA General Chemistry II
OR
PHY115 or PHY121 University Physics I
AND
PHY116 or PHY131 University Physics II
OR
BIO181 or BIO181XT General Biology (Majors) I
AND

BIO182 or BIO182XT General Biology (Majors) II
OR
GLG101IN Introduction to Geology I - Physical or
GLG101 Introduction to Geology I - Physical Lecture and
GLG103 Introduction to Geology I – Physical Lab
AND
GLG102IN Introduction to Geology II – Historical or
GLG102 Introduction to Geology II - Historical Lecture and
GLG104 Introduction to Geology II – Historical Lab

G. Subject Options - Math/Science..... **6-10**

Refer to transfer resources, including academic advisement and transfer guides, to select six (6)-ten (10) additional math and/or science credits that meet requirements for selected major.

Select Mathematics course(s) [MAT] above Calculus I and/or
Computer Science course(s) [CSC] and/or
Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

H. Awareness Areas..... **0-6**

Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**0 only if shared with HU or SB

AGEC Area Requirements Descriptions/Definitions

First-Year Composition (FYC)
First-Year Composition courses emphasize skills necessary for college-level expository writing, including correct grammar and punctuation, logical organization of ideas, and identification of supporting documentation.

Literacy and Critical Inquiry [L]
In the [L] course students, typically at the sophomore level, gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

Mathematical Applications [MA]
The Mathematical Studies requirement is intended to ensure that students have requisite skill in mathematics appropriate for their discipline and can apply mathematical analysis in their chosen fields.

Computer/Statistics/Quantitative Applications [CS]
AGEC-A and AGEC-B require a course that emphasizes the use of statistics, other mathematical methods, computer programming languages and/or software in the interpretation of data and in describing and analyzing quantitative relationships.

Humanities, Arts and Design [HU]
The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the production of human thought and imagination, particularly in philosophical, historical, religious and artistic traditions. Courses with an

emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.

Social-Behavioral Sciences [SB]
Social-Behavioral Sciences provide scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis in general education curriculum may include study of such disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

Natural Sciences [SQ/SG] In addition to an understanding of basic scientific principles and concepts, courses in the Natural Sciences are designed to help students appreciate, from firsthand laboratory and/or field research experience, the nature of science as a process that embraces curiosity, inquiry, testing, and communication to better understand natural phenomena At least one of the two natural science courses must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

AWARENESS AREAS
Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy other AGEC requirements and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

Cultural Diversity in the United States [C]
The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

Global Awareness [G]
Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines--for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. The study of a non-English language;
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

Historical Awareness [H]
The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a

source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term "history" designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

Maricopa County Community College District (MCCCD)
2021-2022 General Academic Policies for Associate Degrees Designed for University Transfer

The following academic policies govern the associate degrees designed for university transfer: Associate in Arts (AA); Associate in Arts, Elementary Education (AAEE); Associate in Arts, Fine Arts (AAFA); Associate in Business-General Requirements (ABUS-GR); Associate in Business-Special Requirements (ABUS-SR); and Associate in Science (AS). ***Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.***

- The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9).
- Minimum semester credits for completion vary slightly by degree and specific emphasis (when applicable). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for credit minimums for individual degree programs.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of "C" or better. These credits must include a minimum of 35* in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCCD's Additional Requirements.
- Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the program search at https://curriculum.maricopa.edu/.

General Education Requirements:

- The AGEC requirements include a designated number of courses approved for each of the following areas:
    - First Year Composition [FYC]
    - Mathematical Applications [MA]
    - Computer/Statistics/Quantitative Applications [CS] (not required for Associate in Science)
    - Literacy and Critical Inquiry [L]
    - Humanities, Arts and Design [HU]
    - Social-Behavioral Sciences [SB]
    - Natural Sciences: Science Quantitative [SQ], Science General [SG]
    - Awareness Area: Cultural Diversity in the U.S. [C]
    - Awareness Area: Global [G] or Historical [H] Awareness
- Note that there are three different AGECs each aligning with a different subset of associate Degrees--AGEC-A for the AA, AAEE, and AAFA degrees, AGEC-B for the ABUS-GR and ABUS-SR degrees, and AGEC-S for the AS degree. For some types of AGECs/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.
- A single course can simultaneously count toward one or more Awareness Areas, other AGEC requirements, MCCCD Additional Requirements and, for some degree types, other lower division courses used to meet the degree requirements. For example, CRE101 may be used to satisfy both the MCCCD Reading Requirement and the Literacy and Critical Inquiry area [L] of the AGEC core. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree.
- Except for the Associate in Science (AS) degree, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas. For example, a course cannot be used to satisfy [HU] and [SB], but a course can be used to meet [HU] and [C],[G] and/or [H].
- The AGEC-A and AGEC-B require a minimum of 35 credits* and the AGEC-S requires a minimum of 36 credits*, however, the AGEC credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD's Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.
- All MCCCD courses applied to the AGEC must be completed with a grade of "C" or better.
- All MCCCD courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.

Coursework beyond General Education:

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCCD Additional Requirements required for Associate in Arts, Associate in Arts, Elementary Education, Associate in Arts, Fine Arts and Associate in Science degrees. Refer to the Program (Degree) Search at curriculum.maricopa.edu for acceptable options to meet these requirements for individual degree programs.
- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a transfer plan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead meet the minimum number of Restricted Elective credits using a combination of courses from the transfer plans listed. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- General Electives may need to be selected to meet the minimum total credits required for the degree. Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

Transfer Credit from Institutions Outside of MCCCD:

- Credits transferred from outside of MCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC, and no more than 30 credits (including up to 20 toward AGEC) may be applied toward a degree.

Completion and Transfer:

- Completion of the AGEC with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.

- While MCCCD's associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

  Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix and AZTransfer Major Guides at aztransfer.com and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

*Credit minimums may be lower if students have transfer credit from ASU, NAU or UAZ
for a single course that meets First Year Composition in full. See notes on individual degree policies.

Maricopa County Community College District (MCCCD)
2021-2022 Associate in Arts (AA) Degree

Description

The Maricopa County Community College District Associate in Arts (AA) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Arts, Emphasis in Psychology). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AA degree is governed by the MCCCD General Academic Policies for Associate Degrees Designed for University Transfer.

The Associate in Arts degree includes the following components:

I. Program Prerequisites (if applicable, for versions with an emphasis only)
II. Required Courses (for versions with an emphasis only)
III. Restricted Electives (for versions with an emphasis only)
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Arts (AA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Arts (AA) will apply to general university graduation requirements of the majors that align with the AA degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AA with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements

The requirements for the Associate in Arts (AA) follow. No versions of the Associate in Arts require fewer than a minimum of 60 credits; however, minimum credits for the AA vary by specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas:
AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements	***Credits***
I. Program Prerequisites Program prerequisites for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specifc emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.	**Number varies**
II. Required Courses Required (major-specific) courses for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.	**Number varies**

III. Restricted Electives..... **Number varies**

Restricted electives for the Associate in Arts degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

IV. Arizona General Education Curriculum--Arts (AGEC-A)..... **up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree.
See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
   ENG101 OR ENG107..... (3)*
   AND ENG102 OR ENG108..... (3)*
B. Literacy and Critical Inquiry [L]..... **3**
C. Mathematical Applications [MA]..... **3-6**
   Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.
D. Computer/Statistics/Quantitative Applications [CS]..... **3**
E. Humanities, Arts and Design [HU]..... **6**
   Students are encouraged to choose course work from more than one discipline.
F. Social-Behavioral Sciences [SB]..... **6**
   Students are encouraged to choose course work from more than one discipline.
G. Natural Sciences [SQ/SG]..... **8**
   The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.
H. Awareness Areas..... **0-6**

Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

V. MCCCD Additional Requirements..... **0-6**

As noted below, courses in this area may also be applied toward AGEC-A requirements.

A. Oral Communication ..... (0-3)
   COM100 [SB] Introduction to Human Communication OR
   COM110 [SB] Interpersonal Communication OR
   COM225 [L] Public Speaking OR
   COM230 [SB] Small Group Communication (3 credits) OR
   COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
   COM110AA & COM110AB & COM110AC [SB] (3 credits)
B. Critical Reading..... (0-3)
   CRE101 [L] Critical Reading OR equivalent as indicated by assessment

VI. General Electives..... **0-28**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, https://www.maricopa.edu/degrees-certificates/transfer/pathways-partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **60-64****

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Maricopa County Community College District (MCCCD)
2021-2022 Associate in Arts, Elementary Education (AAEE) Degree

Description

The Maricopa County Community College District Associate in Arts, Elementary Education (AAEE) degree requires a minimum of 60 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AAEE degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Arts, Elementary Education degree includes the following components:

I. Required Courses
II. Restricted Electives
III. Arizona General Education Curriculum for Arts (AGEC-A)
IV. MCCCD Additional Requirements (Oral Communication and Critical Reading)

Purpose of the Degree

The Associate in Arts, Elementary Education (AAEE) degree is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona's public universities, and in most cases, its required courses apply to graduation requirements for these Education majors.

Degree Requirements

The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements	***Credits***
I. Required Courses	**17**
EDU221 Introduction to Education	(3)
EDU222 Introducation to the Exceptional Learner	(3)
EDU230 Cultural Diversity in Education	(3)
MAT256 Investigating Quantity: Number, Operations, and Numeration Systems	(4)
MAT257 Investigating Geometry, Probability, and Statistics	(4)
II. Restricted Electives	**8**

A total of 8 semester credits is required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 5 credits in Content Area Electives.

Courses must transfer to all public Arizona universities as elective credit, departmental elective, or equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

Select one additional EDU course (other than EDU221, EDU222, EDU230 or EDU250)..... (3)
Recommended:
EDU110 Education in Film
EDU220 Introduction to Serving English Language Learners (ELL)
EDU236 Classroom Relationships
EDU/HUM/STO292 The Art of Storytelling

Choose any combination from the following list of courses and prefixes to total five (5) credits of additional coursework. Course(s) selected must be different from those used to fulfill a requirement of the AGEC-A and/or those used to fulfill Required Courses.

Content Area Electives: Select 5 credits from the following:..... (5)
AAA/CPD115 Creating College Success
ARH+++ Any ARH Art Humanities course(s)
ART+++ Any ART Art course(s)
BPC+++ Any BPC Business-Personal Computers course(s)
CFS/ECH176 Child Development
CFS205 Human Development
CIS+++ Any CIS Computer Information Systems course(s)
ECN+++ Any ECN Economics course(s)
EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250
EED215 Early Learning: Health, Safety, Nutrition and Fitness
ENG+++ Any ENG English course(s)
ENH+++ Any ENH English Humanities course(s)
GCU+++ Any GCU Cultural Geography course(s)
GPH+++ Any GPH Physical Geography course(s)
HIS+++ Any HIS History course(s)
MAT+++ Any MAT Mathematics course(s) 140 or higher (except MAT256 and MAT257)
MHL+++ Any MHL Music: History/Literature course(s)
MTC+++ Any MTC Music: Theory/Composition course(s)
POS+++ Any POS Political Science course(s)
THE+++ Any THE Theatre course(s)
THF+++ Any THF Theatre and Film course(s)
THP+++ Any THP Theatre Performance/Production course(s)
Any Foreign Language course(s)
Any Natural Science course(s)

III. Arizona General Education Curriculum--Arts (AGEC-A)..... **32-44***

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (III) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
ENG101 OR ENG107..... (3)*
AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L]- COM225 Public Speaking..... **3**

C. Mathematical Applications [MA]..... **3-6**
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher approved general education course in the Mathematical Applications [MA] area for which MAT15+ is a prerequisite. (Note that MAT182, MAT206, MAT256, MAT257 do NOT meet this requirement.

D. Computer/Statistics/Quantitative Applications [CS]..... **3**
BPC110 Computer Usage and Applications OR
CIS105 Survey of Computer Information Systems

E. Humanities, Arts and Design [HU]..... **6**
Note that some of these courses also have Awareness Areas designations and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

1) Select one of the following ARH, DAH, MHL or THE courses:.....
ARH100 Introduction to Art OR (3)

ARH101 Prehistoric through Gothic Art OR
ARH102 Renaissance through Contemporary Art OR
DAH100 Introduction to Dance OR
DAH201 World Dance Studies OR
DAH250 Dance in Popular Culture OR
MHL140 Survey of Music History OR
MHL145 American Jazz and Popular Music OR
MHL146 Survey of Broadway Musicals OR
MHL153 Rock Music and Culture OR
THE111 Introduction to Theatre OR
THE220 Modern Drama

AND

2) Select one of the following EDU, ENH or HUM courses:..... (3)
EDU/ENH291 Children's Literature (Recommended) OR
ENH110 Introduction to Literature OR
ENH241 American Literature Before 1860 OR
ENH242 American Literature After 1860 OR
HUM250 Ideas and Values in the Humanities: Early Civilizations to the Renaissance OR
HUM251 Ideas and Values in the Humanities: Renaissance to the Contemporary World

(EDU/ENH291 recommended)

F. Social-Behavioral Sciences [SB]..... **6**
Note that some of these courses also have Awareness Areas designations and can be used to satisfy [G] and/or [H] requirement as well as [SB]. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

1) Select one of the following US History/Government courses**..... (3)
These courses satisfy the United States Constitution requirement for state teacher certification.
GCU/POS113 United States and Arizona Social Studies OR
HIS103 United States History to 1865 OR
POS110 American National Government

AND

2) Select one of the following CFS, ECH, GCU, ECN, HIS or PSY courses..... (3)
CFS205 Human Development OR
CFS/ECH176 Child Development OR
ECN211 Macroeconomic Principles OR
ECN212 Microeconomic Principles OR
GCU121 World Geography I: Eastern Hemisphere OR
GCU122 World Geography II: Western Hemisphere OR
HIS104 United States History 1865 to Present OR
PSY101 Introduction to Psychology

(CFS/ECH176 recommended)

G. Natural Sciences [SQ/SG]..... **8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

1) Life Sciences: Select four (4) credits of SQ or SG in Biology (BIO)..... (4)
AND
2) Physical Sciences or Earth/Space Sciences: Select four (4) credits of SQ or SG from one of the following prefixes:.....
AGS, ASM, AST, CHM, GPH, GLG, PHS, or PHY (4)

Note: Students are advised to check with the university they plan to attend as specific requirements for lab sciences may vary.

H. Awareness Areas.....
1. Cultural Diversity in the United States [C]..... **0-3**
Met by EDU222 and EDU230 in Required Courses. (0)
2. Global Awareness [G] OR Historical Awareness [H].....
May be met by [HU] and/or [SB] course depending on specific courses selected. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.) (0-3)

IV. MCCCD Additional Requirements..... **0-3**
These requirements may be shared with other AGEC requirements. See the AGEC matrix on aztransfer.com for course designations.

A. Oral Communication..... (0)
Met by COM225 in Required Courses.

B. Critical Reading..... (0-3)
Students may demonstrate proficiency through assessment.
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

TOTAL..... **60-68*****

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**State certification requirements include courses on the constitutions of US and Arizona. Taking GCU/POS113 for [SB] fulfills this requirement completely. Students who instead take HIS103 or POS110 for [SB] should consider taking POS221 as a Content Area Elective so they have completed study of both constitutions. POS220 meets state certification requirements for both constitutions but does not meet [SB].

***64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Maricopa County Community College District (MCCCD)
2021-2022 Associate in Arts, Fine Arts (AAFA) Degree

Description

The Maricopa County Community College District Associate in Arts, Fine Arts (AAFA) degree requires a minimum of 60 semester credits for the program of study; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AAFA degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Arts, Fine Arts degree includes the following components:

I. Program Prerequisites (if applicable, for versions with an emphasis only)
II. Required Courses (for versions with an emphasis only)
III. Restricted Electives (for versions with an emphasis only)
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Arts, Fine Arts (AAFA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts (AAFA) will apply to general university graduation requirements of the majors that align with AAFA degree; however, students need to pay attention to any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA degree with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements

The requirements for the Associate in Arts, Fine Arts (AAFA) follow. No versions of the AAFA require fewer than a minimum of 60 credits; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements	***Credits***
I. Program Prerequisites Program prerequisites for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.	**Number varies**
II. Required Courses Required (major-specific) courses for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.	**Number varies**
III. Restricted Electives Restricted electives for the Associate in Arts, Fine Arts degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis. (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.	**Number varies**

IV. Arizona General Education Curriculum--Arts (AGEC-A)..... **up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
   ENG101 OR ENG107..... (3)*
   AND ENG102 OR ENG108..... (3)*
B. Literacy and Critical Inquiry [L]..... **3**
C. Mathematical Applications [MA]..... **3-6**
   Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.
D. Computer/Statistics/Quantitative Applications [CS]..... **3**
E. Humanities, Arts and Design [HU]..... **6**
F. Social-Behavioral Sciences [SB]..... **6**
   Students are encouraged to choose course work from more than one discipline.
G. Natural Sciences [SQ/SG]..... **8**
   The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.
H. Awareness Areas..... **0-6**

Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

V. MCCCD Additional Requirements..... **0-6**

These requirements may be shared with other AGEC requirements. See the AGEC matrix on aztransfer.com for course designations.

A. Oral Communication..... (0-3)
   Refer to emphasis area (Art, Dance, Music, Musical Theatre, Theatre) for specific COM course required from the following:
   COM100 [SB] Introduction to Human Communication OR
   COM110 [SB] Interpersonal Communication OR
   COM225 [L] Public Speaking OR
   COM230 [SB] Small Group Communication (3 credits) OR
   COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
   COM110AA & COM110AB & COM110AC [SB] (3 credits)
B. Critical Reading..... (0-3)
   Students may demonstrate proficiency through assessment.

CRE101 [L] Critical Reading OR equivalent as indicated by assessment

VI. General Electives..... **0-25**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

MINIMUM TOTAL CREDITS REQUIRED**

AAFA (No Emphasis)..... **60**
AAFA, Emphasis in Art..... **60**
AAFA, Emphasis in Dance..... **62**
AAFA, Emphasis in Music..... **66**
AAFA, Emphasis in Musical Theatre..... **66**
AAFA, Emphasis in Theatre..... **61**

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Maricopa County Community College District (MCCCD)
2021-2022 Associate in Science (AS) Degree

Description

The Maricopa County Community College District Associate in Science (AS) degree requires a minimum of 60 semester credits for the program of study; minimum total credits for vary by specific emphasis (for example, Associate in Science, Emphasis in Physics). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 is required to earn the degree.The AS degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Science degree includes the following components:

I. Program Prerequisites (if applicable, for versions with an emphasis only)
II. Required Courses (for versions with an emphasis only)
III. Restricted Electives (for versions with an emphasis only)
IV. Arizona General Education Curriculum for Science (AGEC-S)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Science (AS) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Science (AS) will apply to general university graduation requirements of the majors that align with the AS degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AS with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of his/her Associate in Science degree.

Special Academic Policies that Govern the Associate in Science Degree

- The AGEC-S does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas of the AGEC-S's Core Area. The credits for such a "shared" course are only counted one time toward the required minimum for the degree.

Degree Requirements

The requirements for the Associate in Science follow. All versions of the Associate in Science require at least 60 credits; for major-specific pathways within the degree, prescribed courses and minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-S and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on each MCCCD college's website.

Requirements	***Credits***
I. Program Prerequisites Program prerequisites for the Associate in Science degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.	**Number varies**

II. Required Courses..... **Number varies**

Required (major-specific) courses for the Associate in Science degree vary by specific emphasis, and are not required for theversion of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

III. Restricted Electives..... **Number varies**

Restricted electives for the Associate in Science degree vary by specific emphasis, and are not required for version of the degree without a specifc emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

IV. Arizona General Education Curriculum—Science (AGEC-S)..... **up to 56**

The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGEC-S requirements and credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits (33 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree.See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
   ENG101 OR ENG107..... (3)*
   AND ENG102 OR ENG108..... (3)*

B. Literacy and Critical Inquiry [L]..... **0-3****
   Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

C. Mathematical Applications [MA]..... **4-5**
   Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a pre-requisite.

D. Humanities, Arts and Design [HU]..... **6**
   For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

E. Social-Behavioral Sciences [SB]..... **6**
   For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

F. Natural Sciences [SQ/SG]..... **8-10**
   Students must complete eight (8) to ten (10) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major for guidance.

[(CHM150 or CHM151) & CHM151LL] or
CHM150AA or CHM151AA General Chemistry I
AND
[CHM152 & CHM152LL] or CHM152AA General Chemistry II
OR
PHY115 or PHY121 University Physics I
AND
PHY116 or PHY131 University Physics II
OR
BIO181 or BIO181XT General Biology (Majors) I
AND
BIO182 or BIO182XT General Biology (Majors) II
OR
GLG101IN Introduction to Geology I - Physical or
GLG101 Introduction to Geology I - Physical Lecture and
GLG103 Introduction to Geology I – Physical Lab
AND
GLG102IN Introduction to Geology II – Historical or
GLG102 Introduction to Geology II - Historical Lecture and
GLG104 Introduction to Geology II – Historical Lab

G. Subject Options - Math/Science **6-10**
Refer to transfer resources, including academic advisement and transfer guides, to select six (6)- ten (10) additional math and/or science credits that meet requirements for selected major.

Select Mathematics course(s) [MAT] above Calculus I and/or
Computer Science course(s) [CSC] and/or
Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

H. Awareness Areas..... **0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

V. MCCCD Additional Requirements..... **0-6**
Some courses in this area have [SB] and [L] designations and may also be applied to the corresponding AGEC requirements. See the AGEC matrix on aztransfer.com for course designations.

A. Oral Communication..... (0-3)
COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading..... (0-3)
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

VI. General Electives..... **0-28**
Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

60-64***

TOTAL.....

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**(0 only if shared with HU or SB)

* 64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Maricopa County Community College District (MCCCD)
2021-2022 Associate in Business, General Requirements (ABUS-GR) Degree

Description

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The Associate in Business-General Requirements degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

This degree provides the first two years of a four-year curriculum for students who wish to specialize in business. For a comprehensive list of bachelor's degrees at Arizona's public universities, refer to the AZTransfer Business Matrix. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

The Associate in Business-General Requirements degree includes the following components:

I. Required Courses
II. Restricted Electives
III. Arizona General Education Curriculum for Business (AGEC-B)
IV. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona's public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-GR Degree

- The ABUS-GR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously:(Awareness Area(s), other AGEC-B requirements), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

Degree Requirements

The 62-72 semester credits required for the Associate in Business General Requirements follow. The following websites identify the courses that apply to the different General Education Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

Requirements	***Credits***
I. Required Courses	**21-25**
Accounting	(6-9)
ACC111 Accounting Principles **AND** ACC230 Uses of Accounting Information I **AND** ACC240 Uses of Accounting Information II **OR** ACC211 Financial Accounting **AND** ACC212 Managerial Accounting **OR** ACC111 Accounting Principles I **AND** ACC112 Accounting Principles II **AND** ACC212 Managerial Accounting	

Some of the following courses can be used to satisfy both this requirement and an AGEC-B requirement. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.

ECN211 [SB] Macroeconomic Principles	(3)
ECN212 [SB] Microeconomic Principles	(3)
GBS205 Legal, Ethical, and Regulatory Issues in Business	(3)
GBS221 Business Statistics	(3)
Quantitative Methods	(3-4)
GBS220 Quantitative Methods in Business **OR**	
MAT217 or MAT218 Mathematical Analysis for Business	

Note: Students planning to transfer to ASU`s W.P. Carey School of Business BS program should take MAT217 or MAT218.
Students planning to transfer to ASU`s W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218.
Students planning to transfer to the University of Arizona should take GBS220.

II. Restricted Electives **0-6**

Complete six (6) credits from the following options. Some courses may be used to satisfy both Restricted Elective and Arizona General Education Curriculum (AGEC) requirements simultaneously. See the AGEC matrix on aztransfer.com for course designations. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.

CIS114DE	Excel Spreadsheet	(3)
CIS133DA	Internet/Web Development Level I	(3)
CIS162AD	C#: Level I	(3)
GBS110	Human Relations in Business and Industry **OR**	
MGT251	Human Relations in Business	(3)
GBS151	Introduction to Business (Recommended)	(3)
GBS220	Quantitative Methods in Business (If course used to satisfy Required Courses, it can not be used to satisfy Restricted Electives.)	(3)
GBS233	Business Communication	(3)
IBS101	Introduction to International Business	(3)
MGT253	Owning and Operating a Small Business	(3)
MKT271	Principles of Marketing	(3)
PAD100	21st Century Public Policy and Service	(3)
REA179	Real Estate Principles I	(3)
REA180	Real Estate Principles II	(3)
REA201	Real Estate Principles I and II	(6)
SBU200	Society and Business	(3)

III. Arizona General Education Curriculum- Business (AGEC-B) **29-37***

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 (fewer than 32 if FYC is met by single transfer course)* credits as long as all requirements listed in this section (III) are completed.
Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree.See AGEC matrix for each course's value(s) in the semester it is taken.

A.	First-Year Composition [FYC]	**6***
	ENG101 OR ENG107 AND	(3)*
	ENG102 OR ENG108	(3)*
B.	Literacy and Critical Inquiry [L]	**3**

*(**Note:** Students planning to attend ASU W.P. Carey will be required to take COM225.)*

C. Mathematical Applications [MA]..... **(3-5)**
MAT212 Brief Calculus OR (3)
MAT213 Brief Calculus OR (4)
Higher [MA] designated course (3-5)

D. Computer/Statistics/Quantitative Applications [CS]..... **3**
CIS105 Survey of Computer Information Systems

E. Humanities, Arts and Design [HU]..... **6**
Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB]..... **0**
Met by Required Courses ECN211 AND ECN212

G. Natural Sciences [SQ/SG]..... **8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

H. Awareness Areas..... **0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:
Any course that transfers to ASU in the SOC prefix and carries the [SB] designation
Any course that transfers to ASU in the PSY prefix and carries the [SB] designation
COM100 Introduction to Human Communication (3) OR
COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) OR
COM259 Communication in Business and Professions (3)
Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options.

IV. General Electives..... **0-12**
Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **62-72****

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a

single course that meets FYC in full.

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Maricopa County Community College District (MCCCD)
2021-2022 Associate in Business, Special Requirements (ABUS-SR) Degree

Description

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. This degree provides the first two years of a four-year curriculum for students who wish to pursue Computer Information Systems majors at Arizona`s public universities. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, computer information systems, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management. The Associate in Business-Special Requirements degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Business-Special Requirements degree includes the following components:

I. Required Courses
II. Arizona General Education Curriculum for Business (AGEC-B)
III. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business' Computer Information Systems majors at Arizona's public universities.. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-SR Degree

- The ABUS-SR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously: Awareness Area(s), other AGEC-B requirements, and/or Required Courses (Common Lower Division Requirements). Credits are counted once toward the total for the degree.

Degree Requirements

The 62-71 semester credits required for the Associate in Business Special Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

Requirements	***Credits***
I. Required Courses	**27-31**
Accounting	(6-9)
ACC111 Accounting Principles **AND** ACC230 Uses of Accounting Information I **AND** ACC240 Uses of Accounting Information II **OR** ACC211 Financial Accounting **AND** ACC212 Managerial Accounting **OR** ACC111 Accounting Principles I **AND** ACC112 Accounting Principles II **AND** ACC212 Managerial Accounting	

Some of the following courses can be used to satisfy both this requirement and an

AGEC-B requirement. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken. (3)

(3)

ECN211 [SB] Macroeconomic Principles..... (3)
ECN212 [SB] Microeconomic Principles..... (3)
GBS205 Legal, Ethical, and Regulatory Issues in Business..... (3)
GBS221 Business Statistics..... (3)
CIS162AD C#: Level 1..... (3-4)
CIS250 Management of Information Systems.....
Quantitative Methods.....
GBS220 Quantitative Methods in Business **OR**
MAT217 or MAT218 Mathematical Analysis for Business

Note: Students planning to transfer to ASU`s W.P. Carey School of Business BS program should take MAT217 or MAT218.
Students planning to transfer to ASU`s W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218.
Students planning to transfer to the University of Arizona should take GBS220. **29-37***

II. Arizona General Education Curriculum- Business (AGEC-B).....
The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (II) are completed.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements or Required Course(s).AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree.See AGEC matrix for each course's value(s) in the semester it is taken. **6***

(3)*

A. First-Year Composition [FYC]..... (3)*
ENG101 OR ENG107 AND..... **3**
ENG102 OR ENG108.....

B. Literacy and Critical Inquiry [L].....
(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.) **3-5**

(3)

C. Mathematical Applications [MA]..... (4)
MAT212 Brief Calculus OR (3-5)
MAT213 Brief Calculus OR **3**
Higher [MA] designated course

A. Computer/Statistics/Quantitative Applications [CS]..... **6**
CIS105 Survey of Computer Information Systems

B. Humanities, Arts and Design [HU].....
Students are encouraged to choose course work from more than one discipline. **0**

C. Social-Behavioral Sciences [SB]..... **8**
Met by Required Courses ECN211 AND ECN212

D. Natural Sciences [SQ/SG].....
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement. **0-6**

B. Awareness Areas.....
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.) (0-3)

(0-3)

1. Cultural Diversity in the United States [C].....
2. Global Awareness [G] OR Historical Awareness [H].....

Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:

Any course that transfers to ASU in the SOC prefix and carries the [SB] designation
Any course that transfers to ASU in the PSY prefix and carries the [SB] designation
COM100 Introduction to Human Communication (3) OR
COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) OR
COM259 Communication in Business and Professions (3)
Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options. **0-6**

III. General Electives.....

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor. **62-71****

A.
B. **TOTAL**.....

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Maricopa County Community College District (MCCCD)
2021-2022 Associate in General Studies (AGS) Degree and General Education Requirements

Description

The Maricopa County Community College District Associate in General Studies degree requires 60-64 semester credits in courses numbered 100 and above. The degree includes the following components:

I. General Education (minimum of 38 credits)
   Core curriculum (requires a grade of "C" or better)
   Distribution courses (requires a grade of "D" or better)
II. General Electives (enough additional courses numbered 100 or above, passed with a grade of "D" or better, to bring total credits to at least 60)

Purpose of the Degree

The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The degree allows students to apply any course numbered 100 or above, including some that are not transferable to the Arizona public universities and may not be transferable to other universities, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university in the future to pursue a bachelor's degree, this degree may be less appropriate than other associate degrees offered (Associate in Arts; Associate in Arts, Elementary Education; Associate in Fine Arts; Associate in Business-General Requirements; Associate in Business-Special Requirements; Associate in Science; and all emphases under these degrees), by the Maricopa Community Colleges.

Academic Policies that Govern the Associate in General Studies Degree:

- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9).

- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are **bold print and <u>underscored</u>** in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement [L] of Distribution area and the Core Curriculum's Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.

- Credits transferred from outside of MCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade ("P") is equivalent to a "C" or better.

- Completion of the AGS with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS is not designed to align with the requirements for bachelors degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

Summary of Degree Requirements:

Details on how to identify courses approved for each of the different categories is described following the outline.

I.	**MCCCD General Education**	35-48*
	Core Areas	13-19
	1. First-Year Composition ENG101 OR ENG107 AND ENG102 OR ENG108	6*
	2. Mathematics	3-6
	3. Computer Usage	1

4. Oral Communication 3
   COM100 Introduction to Human Communication OR
   COM110 Interpersonal Communication OR
   COM225 Public Speaking OR
   COM230 Small Group Communication (3 credits) OR
   COM100AA & COM100AB & COM100AC (3 credits) OR
   COM110AA & COM110AB & COM110AC (3 credits)

5. Critical Reading 0-3
   Students may demonstrate proficiency through assessment.
   CRE101 Critical Reading OR
   equivalent as indicated by assessment

Distribution Areas 22-29

1. Humanities, Arts and Design 9
   Students are encouraged to choose course work from more than one discipline.

2. Social-Behavioral Sciences 6-9
   Students are encouraged to choose course work from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

3. Natural Sciences 7-8
   Two lecture courses and one corresponding laboratory course are to be selected. Credits for lecture and lab components may be combined or each may carry separate credit. For appropriate course selection students should consult with an academic advisor.

4. Literacy and Critical Inquiry ... 0-3
   Literacy requirement may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet [Oral Communication and Literacy] or [Critical Reading and Literacy and Critical Inquiry] requirements.

II. General Electives 13-26
Select additional courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

Associate in General Studies Total Credits: 60-64

*First-Year Composition may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

All courses listed meet AGS requirements as specified. Courses in *Purple Italic Underline* **also** meet Arizona General Education Curriculum AGEC requirements.

Courses in **bold print and underscored** simultaneously count towards a Core Area and a Distribution requirement.

AGS GENERAL EDUCATION CORE
(16 credits - grade of "C" or better)*

First-Year Composition (6 credits)*
ENG English *[101, 107] & [102, 108]*

Oral Communication (3 credits)
COM Communication ***100, 100AA & 100AB & 100AC, 110, 110AA &110AB & 110AC, 225, 230***

Critical Reading (3 credits)
CRE Critical Reading ***101*** or Equivalent as indicated by assessment

Mathematics (3 credits)
MAT Mathematics 112, 114, 115, 120, 121, 122, 126, *140, 141, 142, 145, 146, 150, 150&182, 151, 151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172, 187,* 206, *212, 213, 217, 218, 220, 221, 225, 227, 230, 231, 240, 241,* 256, 257, *261, 276, 277*,
Equivalent course/ Satisfactory completion of a higher level Mathematics course.

Computer Usage (1 credit)
Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.

ACC Accounting 115
ADA Advertising Arts 169, 175, 177, 183, 283, 289
AJS Administration of Justice Studies 205
ARC Architecture 243, 244, 245
ART Art 100, 169, 170, 173, 175, 177, 179, any 180++ course, 183, 283, 289
BIO Biology *283*
BPC Business-Personal Computers Any BPC Course(s), including *110*
CIS Computer Information Systems Any CIS Course(s), including *105, 162AB, 162AD, 163AA* (and except 159, 162AC, 217AM, 259,)
CSC Computer Science Any CSC Course(s), including *100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283* (and except 200, 200AA, 200AB, 210, 210AA, 210AB)
CTR Court Reporting 101, 102
DFT Drafting Technology *105AA***, 251, 254AA
***Must be taken with CSC100AA or AB to meet AGEC value*
ECH Early Childhood Education 238
EDU Education *115*
(Continued in next column)

(Computer Usage Continued)
EED Early Education *115*
EEE Electrical Engineering *120*
ELE Electronic 131, 181, 241, 243, 245
ELT Electronic Technology 131, 243
ENG English 100AE
FON Food & Nutrition 100
GBS General Business *221*
GIS Geographic Information Science *205, 211*
HRM Hotel Restaurant Management 126
JRN Journalism 133
LAS Paralegal Studies 229
MAT Mathematics *206*
MTC Music Theory/Composition *180* , 191
NET Networking Technology 181
OAS Office Automation Systems 111AA
PSY Psychology *230*
SWU Social Work *225*

AGS GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits – grade of "D" or better)

Humanities, Arts and Design (9 credits)
Students are encouraged to choose courses from more than one discipline.

AHU Arabic Humanities *245*
AIS American Indian Studies *213*
AJS Administration of Justice Studies *123*
ARH Art Humanities Any ARH Course(s), including *100, 101, 102,* 109, 110, 112, *115, 118, 145, 201, 203, 204, 217,* 216, 240, 250
ART Art *131*
ASB Anthropology *211, 214, 220, 222, 223, 253*
CCS Chicana and Chicano Studies *101*
COM Communication *241*
CON Construction *101(formerly CNS101)*
DAH Dance Humanities *100, 201, 250, 255*
EDU Education *230 (eff. Spring '22), 291, 292, 294*
ENG English *200, 213, 218*
ENH English Humanities Any ENH Course(s), including *110*, 111, *112, 113, 114,* 117, 130, *140AA, 190, 201, 202, 204, 206, 214, 221, 222, 230, 231, 232, 235, 241, 242, 245, 251,* 253, *254, 255, 256, 259, 260, 275,* 277, *277AG*, 277AA-AK, *280, 284, 285, 291, 294, 295* (and except 250)
FRE French *265*
GST Game Studies *202*
HCR Health Care Related *210*
HIS History *101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 252*
HON Honors *190*
HUM Humanities Any HUM course(s), including 100, *101, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA,* 211AE, 212, *213, 214, 215, 216, 220, 235, 245, 250, 251, 260, 261, 292,* 295 (and except 120, 225)
INT Interior Design *115, 120*
LAT Latin *201, 202*
MHL Music: History/Literature *140, 143, 145, 146, 153, 155, 194, 204, 241, 242, 295*
(Continued on next page)

(Humanties, Arts, and Design Continued)
PHI Philosophy Any PHI Course(s), including *101, 103, 104,*

105, 201, 212, 213, 214, 215, *216, 218, 224, 233AA, 233AB,* 233AC, *244, 245,* 250, *251*, 282AC

REL Religious Studies Any REL Course(s), *100, 101, 151, 200, 202, 203, 205, 206, 207, 210,* 211, *212*, 213, 214, 218, 223, *225,* 230, *240, 244,* 245, 248, *250, 251, 270, 271,* 277, 292, 294, 295, 282AA-AC, *290, 291*

SLC Studies in Language & Culture *201, 202*

SPA Spanish *241, 242, 265, 266*

SPH Spanish Humanities *241, 245*

SSH Sustainability/Social Sciences and Humanities *111*

STO Storytelling *292, 294*

SWU Social Work *183*

TEC Textiles and Clothing *105*

THE Theater *111, 220*

THF Theatre and Film *205, 206, 210*

THP Theater/Performance/Production *217, 241*

WST Women's Studies *209, 284, 285, 290*

Social-Behavioral Sciences (6-9 credits)

Students are encouraged to choose courses from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied meet Oral Communication and Social-Behavioral Science requirements.

AFR African American Studies *202, 203, 204*

AIS American Indian Studies *101, 140, 141*,160

AJS Administration of Justice Studies *101*, 119, *200, 225, 258*, *270*

ASB Anthropology *100, 102, 202, 211, 222, 223, 226, 230, 235, 252*

ASM Anthropology *104/275*

BHS Behavioral Health Services Technology *150, 210*

CCS Chicana and Chicano Studies *202*

CFS Child/Family Studies *112, 157, 159, 176, 205, 235, 259*

COM Communication ***100, 100AA&100AB&100AC, 110, 110AA&110AB&110AC,*** *163,* ***230****, 250, 263*

CPD *180*

ECH Early Childhood Education *176*

ECN Economics *160, 211, 212, 213, 250*

EDU Education *221, 222*

EED Early Education *200, 205, 222*

EMT Emergency Medical Technology *258*

ENG English *213*

FOR Forensic Science *275*

FSC Fire Science Technology *258*

GCU Cultural Geography *102, 113, 121, 122, 141, 221*

HES Health Science *100*

HIS History any HIS Course(s), including *100, 101, 102, 103, 104, 105, 106,108, 109, 113, 114, 140, 145, 173,* 190, *201, 203, 204, 209,* 240, *241, 242, 273, 277* (and except 111, 170, 251, 252)

HON Honors *201*

HUM Humanities *235*

IBS International Business *109*

IFS Information Studies *201, 210, 213*

MCO Mass Communications *120*

MGT Management *229, 230*

(Continued in next column)

(Social-Behavioral Sciences Continued)

PAD Public Administration *200*

POS Political Science Any POS course(s), including *100,* 101, *110, 113, 114, 115, 120, 125, 130, 140,* 180, *210,* 221, 222, *223,* 281AB, 282AA-AC, *285*

PSY Psychology *101,* 123, *132,* 156, *157, 215, 218, 225, 235, 240, 241, 243, 250, 260, 262, 266, 277, 280, 292*

REC Recreation *120*

SBU Society and Business *200*

SLC Studies in Language & Culture *201*

SOC Sociology Any SOC course(s), including *101, 110, 130, 141, 157, 180, 212, 220, 241 251, 266, 270* (and except 143, 245, 253, 265)

SSH Sustainability/Social Sciences and Humanities *111*

SUS Sustainability/Natural Sciences *110*

SWU Social Work *171, 182, 250, 258, 295*

TEC Textiles and Clothing *105*

WED Wellness Education *110*

WST Women's Studies *100, 161*

YAQ Yaqui Indian History and Culture *100*

Natural Sciences (7-8 credits)

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS Agricultural Science *164, 260*

ASB Anthropology *231*

ASM Anthropology *104, 265, 275*

AST Astronomy *101, 106, 111, 112*

BIO Biology *100, 101, 102, 105, 107, 108, 109, 111, 145,* 149AF, 149AH, 149AK, 149AL, 149AM, 149AN, *156, 156XT, 160, 181, 181XT, 182, 182XT, 201, 201XT, 202, 205, 241*

CHM Chemistry *107&107LL, 130&130LL, 130AA, 150&151LL,150AA, 151&151LL, 151AA, 152&152LL, 152AA, 154&154LL, 230&230LL*

CON Construction *106 (formerly CNS106)*

ENV Environmental Sciences *101*

FON Food and Nutrition *241&241LL*

FOR Forensic Science *105, 106, 275*

GLG Geology *101&103, 101IN, 102&104, 102IN, 105, 106, 110&111, 110IN,* 121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA

GPH Physical Geography *111&112, 113, 211, 212&214, 213&215*

PHS Physical Science *110, 115, 120*

PHY Physics *101, 101AA, 111, 111AA, 112, 115, 116, 121, 131*

PSY Psychology *275, 290AB, 290AC*

Literacy and Critical Inquiry (0-3 credits)

Literacy requirements may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet [Critical Reading and Literacy and Critical Inquiry] or [Oral Communication and Literacy and Critical Inquiry] requirements.

AIS American Indian Studies *203, 213*

COM Communication *222, 225, 241*

(Continued on next page)

(Literacy and Critical Inquiry Continued)
CPD Counseling and Personal Development *160*
CRE Critical Reading ***101***, *201*
CUL Culinary Arts *223*
DAH Dance Humanities *255*
EDU Education *282AC*
ENG English *111, 200, 215, 216, 217, 218*
ENH English Humanities *241, 254, 255, 277AG*
EXS Exercise Science *290*
FON Food and Nutrition *225*
GBS General Business *233*
GPH Physical Geography *267*
HUM Humanities *225, 235, 250, 251*
IFS Information Studies *201*
JRN Journalism *201, 215, 234*
MCO Mass Communications *220*
MHL Music: History/Literature *204*
PHI Philosophy *103, 218, 224, 244*
POS Political Science *115*
PSY Psychology *290AB, 290AC*
REL Religious Studies *203, 205, 207, 244*
SLC Studies in Language & Culture *202*
THE Theatre *220*
THP Theatre Performance/Production *241*

Elective Courses (15-22 credits) May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

*First-Year Composition may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Maricopa County Community College District (MCCCD)
2021-2022 Associate in Applied Science (AAS) Degree and General Education Requirements

Description

The Associate in Applied Science (AAS) degree requires at least 60 credits in its program of study. The exact number of credits for a specific degree is identified as part of the presentation of its requirements on the web or in the college catalog.

Purpose of the Degree

The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise in a particular workforce-related area of study. The AAS degree options vary at the different MCCCD colleges and can be searched alphabetically or by field of interest. Requirements for each degree can be found on the linked webpages and in the corresponding college(s)'s catalog.

Academic Policies that Govern the AAS degree:

* Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;

    * All courses must be completed with a grade of C or higher; any additional requirements such as grades of B or higher or minimum grade point average requirements are listed on individual degrees and certificates;

* The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9).

    * Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.

    * Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;

        * Accepts one of the courses that is cross-referenced with other courses.

AAS GENERAL EDUCATION CORE
(12-15 credits)*
Demonstrate college-level skills in the following areas:

First-Year Composition (6 credits)*
ENG English [101/107] & [102/108/111]

Oral Communication (3 credits)
COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB &110AC/225/230

Critical Reading (3 credits)
CRE Critical Reading 101 **or** Equivalent as indicated by assessment

Mathematics (3 credits)
MAT Mathematics 112/114/115/120/121/122/126 140/141/142/145/146/150/ MAT150&182/151/MAT151&182/ 152/152&182/155/155&182/ 156/156&182/172/187/206/212/213/217/218/220/221/ 225/227/230/231/240/241/256/257/261/276/277/ equivalent course/Satisfactory completion of a higher level mathematics course

AAS GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)

Humanities, Arts and Design (2-3 credits)
AHU Arabic Humanities 245
AIS American Indian Studies 213
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ART Art 131
ASB Anthropology 211/214/220/222/223/253
CCS Chicana and Chicano Studies 101
COM Communication 241
CON Construction 101 (formerly CNS 101)
DAH Dance Humanities 100/201/250/255
EDU Education 230 (Eff. Spring '22)/291/292/294
ENG English 200/213/218
ENH English Humanities Any ENH Course(s)
FRE French 265
GST Game Studies 202
HCR Health Care Related 210
HIS History 101/102/103/108/110/111/113/114/203/212/251/252
HON Honors 190
HUM Humanities Any HUM course(s) (except 120, 225)
INT Interior Design 115/120
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/153/155/194/ 204/241/242/295
PHI Philosophy Any PHI Course(s)
REL Religious Studies Any REL Course(s)
SLC Studies in Language & Culture 201/202
SPA Spanish 241/242/265/266
SPH Spanish Humanities 241, 245
SSH Sustainability/Social Sciences and Humanities 111
STO Storytelling 292/294
SWU Social Work 183
TEC Textiles and Clothing 105
THE Theatre 111/220
THF Theatre and Film 205/206/210
THP Theatre Performance/Production 217, 241
WST Women's Studies 209/284/285/290

Social-Behavioral Sciences (3 credits)
AFR African American Studies 202/203/204
AIS American Indian Studies 101/140/141/160
AJS Administration of Justice Studies 101/200/225/258/270
ASB Anthropology 100/102/202/211/222/223/ 226/230/235/252
ASM Anthropology 104/275
BHS Behavioral Health Services Technology 150, 210
CCS Chicana and Chicano Studies 202
CFS Child/Family Studies 112/157/159/176/205/ 235/259
COM Communications 100/100AA&100AB&100AC/ 110/110AA&110AB & 110AC/ 163/230/250/263
CPD Counseling and Personal Development 180
ECH Early Childhood Education 176
ECN Economics Any ECN course(s)
EDU Education 221/222
EED Early Education 200/205/222
EMT Emergency Medical Technology 258
ENG English 213
FOR Forensic Science 275
FSC Fire Science 258
GCU Cultural Geography 102/113/121/122/141/221
HES Health Science 100
HIS History Any HIS course(s) (except 111,170**,** 251, 252)
HON Honors 201
HUM Humanities 235
IBS International Business 109
IFS Information Studies 201, 210, 213
MCO Mass Communications 120
MGT Management 229/230
PAD Public Administration 200
POS Political Science Any POS course(s)
PSY Psychology 101/123/132/156/157/215/218/ 225/235/240/241/243/250/260/262/266/277/280/292
REC Recreation 120
SBU Society and Business 200
SLC Studies in Language & Culture 201
SOC Sociology Any SOC course(s) (except 143, 245, 253, 265)
SSH Sustainability/Social Sciences and Humanities 111
SUS Sustainability/Natural Sciences 110
SWU Social Work 171/182/250/258/295
TEC Textiles and Clothing 105
WED Wellness Education 110
WST Women's Studies 100/161
YAQ Yaqui Indian History and Culture 100

Natural Sciences (4 credits)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.
AGS Agricultural Science 164, 260
ASB Anthropology (Soc/Behv. Science) 231
ASM Anthropology (Science/Math) 104/265/275
AST Astronomy 101/106/111/112
BIO Biology 100/101/102/105/107/108/109/111/145/ 149AN/156/156XT/160/181/181XT/182/182XT/201/ 201XT/202/205/241
CHM Chemistry 107&107LL/130&130LL/130AA/ 150AA/150&151LL/151AA/151&151LL/152AA/ 152&152LL/154&154LL/230&230LL
CON Construction 106 (formerly CNS106)
ENV Environmental Sciences 101
FON Food and Nutrition 241&241LL
FOR Forensic Science 105/106/275
GLG Geology Any GLG course(s)
GPH Physical Geography 111&112/113/211/212&214/ 213&215
PHS Physical Science 110/115/120

PHY Physics 101/101AA/111/111AA/112/115/116/121/131
PSY Psychology 275/290AB/290AC

* FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Maricopa County Community College District (MCCCD)
2021-2022 Academic Certificate (AC)

Purpose of the Academic Certificate

The Maricopa County Community College District Academic Certificate (AC) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in a specific area of emphasis in an academic discipline. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of a body of knowledge, it is not designed to prepare someone for employment in a specific occupation. The coursework for an Academic Certificate may be from a variety of disciplines or it can be discipline specific. There is no required general studies component to an Academic Certificate; however, the program may include some courses that have specific general studies designations such as Humanities, Arts and Design [HU], Social-Behavioral Sciences [SB], Literacy and Critical Inquiry [L], or Cultural Awareness [C]. (See AGEC matrix for current course values.)

Academic Policies that Govern the Academic Certificate:

* Although, the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above;

* Requires a cumulative GPA of 2.0 or better in required courses for completion;

* Follows the graduation policies listed in the college's general catalog for the appropriate catalog year;

* Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements;

* Although ACs may include a subset of coursework required in particular transfer degrees, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university;

* May have admission criteria established by the college if and when appropriate;

* Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s) see the CCTA web site.

Instructional Divisions/Departments

Behavioral Sciences

Chair: Dr. Tom Schmidt
(602) 787-6963

AJS - Administration of Justice Studies
PSY - Psychology
SOC - Sociology
SWU - Social Work

Business & Information Technology

Chair: Mr. Sean Petty
(602) 787-6658

ACC - Accounting
BPC - Business-Personal Computers
CIS - Computer Information Systems
CLD - Cloud Computing
CNT - Cisco Network
CSC - Computer Science
ECN - Economics
EEE - Electrical Engineering
EPS - Entrepreneurial Studies
GBS - General Business
HTM - Healthcare Technology Management
IBS - International Business
ITS - Information Technology
MGT - Management
MKT - Marketing
MST - Microsoft Technology
SBS - Small Business Management
SBU - Society and Business

Communications, Humanities & Languages

Chair: Dr. David Rubí
(602) 787-6578

ASL - American Sign Language
COM - Communication
HUM - Humanities
JPN - Japanese
PHI - Philosophy
REL - Religious Studies
SPA - Spanish
SPH - Spanish Humanities

Counseling

Chair: Dr. James Rubin
(602) 787-6546

AAA - Advancing Academic Achievement
CAP - Counseling & Applied Psychology
CPD - Counseling and Personal Development

English

Chair: Sheila Beeler
(602) 787-6949

ALT - Academic Literacy
CRE - Critical Reading
CRW - Creative Writing
ENG- English
ENH - English Humanities
ESL - English As a Second Language
HON - Honors
JRN - Journalism
MCO - Mass Communication
RDG - Reading

Fine & Performing Arts

Chair: Dr. Christopher Scinto
(602) 787-6686

ARH - Art Humanities
ART - Art
DAH - Dance Humanities
GST - Game Studies
MHL - Music: History/Literature
MTC - Music: Theory/Composition
MUC - Music: Commercial/Business
MUP - Music: Performance
THE - Theatre
THF - Theatre and Film
THP - Theatre Performance/ Production

Health & Exercise Health

Dale Heuser
(602) 787-7276

DAN - Dance
EMT - Emergency Medical Technology
EXS - Exercise Science
FON - Food and Nutrition
FSC - Fire Science
HCC - Health Core Curriculum
HCR - Health Care Related
HES - Health Science
IPH - Integrated Public Health
NCE - Nursing: Continuing Education
NUR - Nursing Science: Basic
PED - Physical Education
PME - Paramedicine
REC - Recreation
SSH - Sustainability/Social Sciences and Humanities
SUS - Sustainability/Natural Science
WED - Wellness Education

Library

Chair: Paula Crossman
(602)787-7203

IFS - Information Studies

Mathematics

Chair: Gary Kellgren
(602) 787-7132

MAT - Mathematics

Life Sciences

Chair: Jeff Lace
(602) 787-7913

BIO - Biology

Physical Sciences

Chair: Dr Scott Massey
(602) 787-6644

AST - Astronomy
CHM - Chemistry
ECE - Engineering Science
GLG - Geology
PHS - Physical Science
PHY - Physics

Social Sciences

Chair: Dr. Stephanie Bjork
(602) 787-6689

AES - Aerospace Studies
ASB - Anthropology
ASM Anthropology
CFS - Child/Family Studies
ECH - Early Childhood Education
EDU - Education
EED - Early Education
FOR- Forensic Science
GCU - Cultural Geography
GPH - Physical Geography
HIS - History
POS - Political Science
WST - Women's Studies

Fields of Interest Matrix

The Maricopa County Community College Field of Interest Matrix identifies all awards currently available for offering within the ten (10) community colleges and skill centers of the district. The awards are grouped under Field of Interest as requested by the colleges. For specific information regarding individual awards, contact the college(s) listed as participating institutions.

College Key

CG: Chandler Gilbert Community College
PC: Phoenix College
EM: Estrella Mountain Community College
PV: Paradise Valley Community College
GC: Glendale Community College
RS: Rio Salado College
GW: GateWay Community College
SC: Scottsdale Community College
MC: Mesa Community College
SM: South Mountain Community College

Applied Technology

Air Conditioning and Electrical Accessories ..... GW
Air Conditioning/Refrigeration/Facilities ..... GW
Aircraft Maintenance Technology ..... CG
Aircraft Maintenance Technology-Airframe ..... CG
Aircraft Maintenance Technology-Powerplant ..... CG
Airway Science Technology, Flight Emphasis ..... CG
Applied Electrical Technologies ..... RS
Architectural and Civil CAD Technology ..... GC
Architectural Technology ..... SC
Automated Industrial Technology ..... EM, MC
Automated Industrial Technology I ..... EM, MC
Automated Industrial Technology II ..... EM, MC
Automotive Automatic Transmission and Transaxle ..... GC, GW, MC
Automotive Brake Systems ..... GC, GW, MC
Automotive Chassis ..... GC, GW, MC
Automotive Drive Train ..... GC, GW, MC
Automotive Electrical, Heating, Ventilation and Air Conditioning Systems ..... GC, GW, MC
Automotive Electronic/Electrical Systems ..... GC, GW, MC
Automotive Engine Performance ..... GC, GW, MC
Automotive Engine Repair ..... GC, GW, MC
Automotive Engine Repair and Performance ..... GC, GW, MC
Automotive Heating, Ventilation and Air Conditioning Systems ..... GC, GW, MC
Automotive Maintenance and Light Repair ..... GC, GW, MC
Automotive Manual Drive Train and Axles ..... GC, GW, MC
Automotive Service ..... GC, GW, MC
Automotive Steering and Suspension ..... GC, GW, MC
Basic Automotive Maintenance ..... RS
Brakes, Alignment, Suspension and Steering ..... MC
Building Inspection ..... GW, MC
Cable and Wire Harness Assembly ..... MC
CAD Application ..... GC
CAD Fundamentals ..... GC
Carpenter Apprenticeship ..... GW
Caterpillar Technician Training ..... MC
Certified Flight Instructor Instrument Airplane Rating ..... CG
CNC Machine Operator ..... GW, MC
CNC Machine Operator (Day) ..... GW
CNC Machine Operator (Night) ..... GW
CNC Machining I ..... GW, MC
CNC Machining I (Day) ..... GW
CNC Machining I (Night) ..... GW
CNC Machining II ..... GW, MC
CNC Machinist (Day) ..... GW
CNC Machinist (Night) ..... GW
Collision Repair Technician (Day) ..... GW
Collision Repair Technician (Night) ..... GW
Computer Aided Drafting ..... MC
Construction Building Codes ..... MC
Construction Management ..... MC
Construction Safety OSHA 30 ..... MC
Construction Technology ..... MC, SM
Construction Trades - Mechanical Trades: Pipefitting ..... GW
Construction Trades - Mechanical Trades: Plumbing ..... GW
Construction Trades - Mechanical Trades: Sheet Metal ..... GW
Construction Trades: Carpentry ..... GW, MC, RS, SM
Construction Trades: Carpentry, Commercial and Residential ..... MC, RS, SM
Construction Trades: Carpentry, Commercial and Residential (Day) ..... GW
Construction Trades: Construction Management ..... GW, MC
Construction Trades: Electrical ..... MC, RS, SM
Construction Trades: Electrical (Day) ..... GW
Construction Trades: Electrical (Night) ..... GW
Construction Trades: Electrical, Commercial and Residential ..... MC, RS, SM

Construction Trades: Electrical, Commercial and Residential (Day) ..... GW
Construction Trades: Electrical, Commercial and Residential (Night) ..... GW
Construction Trades: Electricity ..... GW
Construction Trades: Heat and Frost Insulation ..... GW
Construction Trades: Ironworking ..... GW
Construction Trades: Millwrighting ..... GW
Construction Trades: Painting and Drywalling ..... GW
Construction Trades: Plumbing ..... GW, MC, RS, SM
Construction Trades: Plumbing, Commercial and Residential ..... GW, MC, RS, SM
Construction Trades: Pre-Apprenticeship ..... GW
Drafting and Design Technology ..... MC
Electric Utility Technology ..... CG
Electrical Installer (Day) ..... GW
Electrical Installer (Night) ..... GW
Electrical Systems Technology ..... EM
Electrical Technician (Day) ..... GW
Electrical Technician (Night) ..... GW
Electrical Technology ..... GW
Electrical Technology - Commercial Wiring ..... GW
Electrical Technology - Industrial Wiring ..... GW
Electrical Technology: Residential Wiring ..... GW
Energy and Industrial Technology ..... EM
Engine Performance and Diagnosis ..... GW
Environmental Science and Water Resources Technologies ..... GW
Environmental Science Technology ..... GW
HVAC Commercial Installation and Service Technician ..... GW
HVAC Residential Installation and Service Technician ..... GW
HVAC Residential Installation and Service Technician (Day) ..... GW
HVAC Residential Installation and Service Technician (Night) ..... GW
HVAC Technician (Night) ..... GW
Industrial Design Technology ..... GW
Industrial Design Technology: Design Specialist ..... GW
International Residential Code ..... MC
J-STD Soldering Certification ..... MC
Lineman Technology Level I ..... RS
Lineman Technology Level II ..... RS
Lineman Technology Level III ..... RS
Lineman Technology Level IV ..... RS
Maintenance Technician: Apartments ..... GW
Manufacturing Production Technology ..... MC
Mechanical Drafting ..... MC
Mechanical Systems Technology ..... EM
Millwrighting ..... GW
Nanotechnology ..... RS
Nuclear Power Technology ..... EM
Power Systems Technology ..... EM
Quality Assurance ..... GW
Salt River Project Relay Apprentice ..... MC
Unmanned Aircraft Systems ..... CG
Water and Wastewater Treatment ..... GW
Welding ..... MC
Welding: Combination (Day) ..... GW
Welding: Combination (Night) ..... GW
Welding: Fundamentals ..... MC
Welding: Fundamentals (Day) ..... GW
Welding: Fundamentals (Night) ..... GW
Welding: Gas Metal / Flux Cored Arc Welding (GMAW)/(FCAW) ..... MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous ..... MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Day) ..... GW
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Night) ..... GW
Welding: Gas Tungsten Arc Welding (GTAW) Non-Ferrous ..... MC
Welding: Pipe and Plate (Day) ..... GW
Welding: Pipe and Plate (Night) ..... GW
Welding: Shielded Metal Arc Welding (SMAW) (Day) ..... GW
Welding: Shielded Metal Arc Welding (SMAW) (Night) ..... GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe ..... MC
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Day) ..... GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Night) ..... GW
Welding: Shielded Metal Arc Welding (SMAW) Plate ..... MC
Welding: TIG (GTAW) (Day) ..... GW
Welding: TIG (GTAW) (Night) ..... GW

Behavioral Science and Human Services

Addictions and Substance Use Disorders ..... RS
Addictions and Substance Use Disorders Level I ..... RS
Addictions and Substance Use Disorders Level II ..... RS
Administration of Justice ..... CG, EM, GC, MC, PC, PV, RS, SC, SM
Administration of Justice Studies ..... CG, EM, GC, MC, PC, PV, RS, SC, SM
Adolescent Studies ..... PC
Advanced Behavioral Health Sciences ..... GC, SM
Advanced Corrections and Detention ..... RS
Advanced Juvenile Corrections ..... RS
Associate in Arts, Emphasis in Counseling and Applied Psychological Science ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Criminal Justice ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Family Life Education ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Law and Policy ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Political Science ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Psychology ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Social Work ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Basic Behavioral Health Sciences ..... GC, SM
Basic Corrections ..... RS
Basic Detention ..... RS
Behavioral Sciences ..... GC, SM
Child and Family Organizations Management and Administration ..... GC, RS
Community Emergency Response Team (CERT): Level I ..... PC
Corrections. ..... CG, EM, GC, MC, PC, PV, RS, SC, SM
Corrections and Detention ..... RS
Crime Scene Investigation ..... CG, GC, MC, PC, PV, SC, SM
Developmental Disabilities Specialist ..... GC
Driver Operator ..... GC, MC, PC, PV
Emergency Communications ..... RS
Emergency Communications and Deployment ..... PC
Emergency Management ..... GC, MC, PC, PV
Fingerprint Identification and Photography ..... CG, GC, MC, PC, PV, SC, SM
Fire Science ..... GC, MC, PC, PV
Fire Service Management ..... GC, MC, PC, PV
Firefighter Operations ..... GC, MC, PC, PV
Forensic Science ..... CG, GC, MC, PC, PV, SC, SM
Hazardous Materials Response ..... PC
Homeland Security ..... CG, GC, GW, MC, PC, PV, RS, SM
Human Services - Specialist: Customer Service ..... RS
Human Services – Unemployment Insurance: Customer Service ..... RS
Human Services-Assistance: Public Assistance Eligibility ..... RS
Juvenile Corrections ..... RS
Law Enforcement ..... CG, EM, GC, MC, PC, PV, RS, SC, SM
Law Enforcement Field Training ..... RS
Law Enforcement Investigation ..... GC, RS
Law Enforcement Training ..... CG, GC, RS
Law Enforcement Training Academy ..... CG, GC, RS
Leadership Development, Level I ..... PV
Leadership Development, Level II ..... PV
Leadership in Public Safety Organizations ..... CG, GC, MC, PC
Legal Studies ..... CG, EM, GC, MC, PC, PV, RS, SM
Non-Sworn Fire Service Professional ..... GC, MC, PC, PV
Paralegal ..... RS
Paralegal Studies ..... PC
Professional Addictions Counseling ..... RS
Public Safety Leadership ..... RS
Public Safety Technology ..... RS
Search Warrant Preparation ..... RS
Substance Use Prevention and Interventions ..... RS
Terrorism Liaison Training ..... PC
Victimology ..... CG, GC, MC, PC, PV, RS, SM
Workforce Development and Community Re-Entry ..... RS
Workforce Development: Foundations in Addictions and Substance Use Disorders ..... RS

Business, Entrepreneurialism, and Management

Accounting ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Administrative Professional ..... CG, EM, GC, GW, MC, PC, PV, SM
Airline Operations ..... RS
Airline Operations: Reservations and Ticketing Services ..... RS
Apprentice Meat Cutter ..... GW
Associate in Business, General Requirements (ABUS-GR) ..... CG, EM, GC, GW,MC, PC, PV, RS, SC, SM
Associate in Business, Special Requirements (ABUS-SR) ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Automobile Insurance Claims: Customer Service ..... RS
Automobile Insurance: Customer Service ..... RS
Automobile Insurance: Policy Services ..... RS
Automobile Insurance: Sales ..... RS
Automobile Insurance: Sales Service ..... RS
Bank Account Management: Customer Service ..... RS
Banking and Finance ..... GW, PC
Beauty and Wellness ..... GW, MC
Broadband Telecommunications ..... RS
Broadband Telecommunications: Field Operations ..... RS
Business Administration Fastrack ..... CG, GC, MC, PC, SC
Business Technology Specialist ..... GW
Commercial Baking and Pastry ..... EM, PC, SC
Court Reporting: Judicial ..... GW
Credit Counseling: Customer Service ..... RS
Culinary Arts ..... EM, SC
Culinary Arts I ..... EM, SC
Culinary Arts II ..... EM, SC
Culinary Fundamentals ..... SC, SM
Debt Resolution: Customer Service ..... RS
Debt Resolution: Sales ..... RS
Enrolled Agent ..... CG, GC, GW, MC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level I ..... GC, GW, MC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level II ..... GC, GW, MC, PC, PV, RS, SC, SM
Fashion Merchandising ..... MC, PC
Financial Industry ..... GW
General Business ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Health Care Insurance: Customer Service ..... RS
Hospitality: Golf Management ..... SC
Hospitality: Hotel Management ..... SC
Hospitality: Meeting and Event Management ..... SC
Hospitality: Restaurant Management ..... SC
Hospitality: Spa and Wellness Center Management ..... SC
Hospitality: Tourism Development and Management ..... SC
Human Resources Management ..... CG, GC, GW, MC, PC, RS, SC, SM
Insurance: Customer Service ..... RS
Licensed Residential Appraiser ..... MC
Management ..... CG, GC, GW, MC, PC, PV, RS, SC, SM
Marketing ..... GC, GW, MC, PC, PV, SC, SM
Marketing and Sales ..... GC, GW, MC, PC, PV, SC
Motor Vehicle: Customer Service ..... RS
Organizational Leadership ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Organizational Management ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Personal Loans: Customer Service ..... RS
Project Management ..... MC
Property Insurance: Customer Service ..... RS
Public Administration ..... RS
Public Administration: Legal Services ..... RS
Public Relations ..... MC
Quality Customer Service ..... RS
Real Estate: Prelicense ..... GC, MC, PV, RS, SC, SM
Residential Appraisal Trainee ..... MC
Retail Management ..... CG, EM, GC, GW, MC, PC, RS, SC, SM
Retail Pharmacy: Customer Service ..... RS
Risk Management and Insurance ..... CG, GC, GW, MC, RS, SC
Securities Industry Essentials ..... CG, GW, MC, PC, PV, SC, SM
Small Business Management II ..... GC, GW, MC, PC, RS, SM
Small Business Management Level I ..... EM, GC, GW, MC, PC, RS, SM
Small Business Start-Up ..... CG, PV
Social Media Marketing ..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Utilities: Customer Service ..... RS
Water Services: Customer Service ..... RS

Computer and Information Technology

Adobe Foundations: Animation and Graphics Production ..... CG, GC, MC, PV, SM
Adobe Foundations: Audio and Video Production ..... MC, SM
Amazon Web Services Cloud Associate ..... CG, GC, GW, MC, PC, PV, SC, SM
Amazon Web Services Cloud Practitioner ..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Amazon Web Services Cloud Specialist ..... CG, GC, GW, MC, PC, PV, SC, SM
Android App Development ..... CG, GW, MC, PC, PV, RS, SM
Associate in Science, Emphasis in Computer Science ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Cisco Certified Network Professional: Enterprise ..... CG, EM, GC, GW, MC, PV, SC, SM
Cisco Certified Network Professional: Enterprise Advanced Routing and Services ..... CG, EM, GC, GW, MC, PV, SC, SM
Cisco Certified Network Professional: Enterprise Core ..... CG, EM, GC, GW, MC, PV, SC, SM
Cisco Network Administration and Security ..... CG, EM, GC, GW, MC, PV, SC, SM
Cisco Network Administration: CCNA ..... CG, EM, GC, GW, MC, PV, SC, SM
Cisco Network Administration: CCNP ..... CG, EM, GC, GW, MC, PV, SC, SM
CompTIA A+ Certification Prep ..... GW
CompTIA Security+ Certification Prep ..... GW
Computer Support Specialist (Day) ..... GW
Computer Support Specialist (Night) ..... GW
Computer System Configuration and Support ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Computer System Configuration and Support, Linux ..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Computer System Configuration and Support, Network ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Computer System Configuration and Support, Security ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Critical Infrastructure ..... EM, GC
Cross-Platform App Development ..... GW, MC, PC, PV, RS, SM
Cyber Engineering ..... CG, EM, GC, MC, PC, PV, RS, SC, SM
Cyber Operations ..... CG, EM, GC, GW, MC, PV, SM
Cybersecurity ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Cybersecurity Fundamentals ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Data Analytics ..... EM, GW, MC, PV, RS, SC
Database Development ..... EM, MC, SC
Desktop Support ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Foundations of Mobile App Development ..... MC, PC, PV, RS, SM
Information Security ..... GC
Information Security Technology ..... GC
Information Technology ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
iOS App Development ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
IT Security Associate ..... EM
Linux Associate ..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Linux System Administration ..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Microsoft Desktop Associate ..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Microsoft Office Professional ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Microsoft Office Specialist ..... CG, EM, GC, GW, MC, PV, RS, SC, SM
Microsoft System Administration ..... CG, EM, GC, GW, MC, PC, PV
Mobile App Development ..... MC, PC, PV, RS, SC, SM
Native Mobile App Development ..... GW, MC, PC, PV, RS, SM
Network and Cyber Fundamentals ..... GW
Network and Systems Administration ..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Network Specialist (Day) ..... GW
Network Specialist (Night) ..... GW
Network Support Specialist ..... GW
Network Support Technician ..... GW
Oracle Database Operations ..... CG
Programming ..... EM, RS, SM

Programming and Systems Analysis ..... CG, EM, GC, MC, PC, PV, RS, SC
Programming and Systems Analysis Level I ..... CG, EM, GC, MC, PC, PV, RS, SC
Programming and Systems Analysis Level II ..... CG, EM, GC, MC, PC, PV, RS, SC
Red Hat Linux Administrator..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Red Hat Linux Engineer..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Security Specialist..... GW
Video Game Production..... GC, MC, PV
Video Game Production: Audio and Sound ..... GC, MC, PV
Video Game Production: Coding and Scripting..... GC, MC, PV
Video Game Production: Game Art ..... GC, MC, PV
Video Game Production: Game Narrative ..... GC, MC, PV
VMware Foundations ..... EM, GC, GW, MC, PC, PV, SC
VMware Network Administrator ..... CG, EM, GC, MC, PV
VMware Systems Administrator ..... EM, GC, GW, MC, PC, PV, SC
Web App Development ..... CG, GC, GW, MC, PC, PV, RS, SC, SM
Web Design ..... CG, EM, GC, MC, PV, RS, SC, SM
Web Design/Development ..... CG, EM, GC, MC, PC, PV, RS, SC, SM
Web Development..... CG, EM, GC, GW, MC, PC, PV, SC, SM
Web Foundations ..... CG, EM, GC, MC, PC, PV, RS, SC, SM
Windows App Development..... GW, MC, PC, PV, RS, SM

Culture and Society

African-American Studies ..... MC
American Indian Studies ..... MC, PC, SC
Applied Storytelling ..... EM, SM
Associate in Arts, Emphasis in American Indian Studies..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Anthropology..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Communication ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Economics ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in English (Creative Writing)..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in English (Literature) ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in History ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Humanities ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Information Studies and eSociety ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Japanese..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Philosophy..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Religious Studies ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Sociology ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Spanish..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Women and Gender Studies..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Chicana and Chicano Studies..... GC, PC
Communication Competence in the Workplace ..... GC, MC
Communication Skills for Non-Native English Speakers... GC, MC
Creative Writing ..... CG, EM, GC, MC, PC, PV, RS, SC
Deaf Studies ..... PC
Foundations of Storytelling ..... EM, SM
Global Citizenship..... MC
International Studies ..... PC
Interpreter Preparation..... PC
Journalism and New Media Studies ..... GC, MC
Language and Literary Culture of the USA ..... RS
Language Studies..... CG, GC, MC, RS
Oral Communication Fluency for Non-Native English Speakers ..... GC, MC
Southwest Studies..... PC
Spanish Language and Culture ..... CG, MC, RS
Sustainability and Ecological Literacy..... EM, RS, SM
Sustaining and Advancing Indigenous Nations..... SC
Traditional and Fact-Based Storytelling ..... EM, SM
Women and Gender Studies ..... CG, MC

Education

Associate in Arts, Elementary Education (AAEE) ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Early Childhood Education ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Educational Studies Early Childhood ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Secondary Education..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Secondary Education ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Early Childhood Education ..... CG, EM, GC, MC, PC, PV, RS, SM
Foundations of Early Childhood Education ..... CG, EM, GC, MC, PC, PV, RS, SM
Gifted Education..... EM
Instructional Assistance..... MC, SM
K-12 eLearning Design..... RS
K-12 Online Teaching ..... RS

Health Sciences

Aesthetician (24 Hours Per Week) ..... GW
Aesthetics Instructor ..... GW
Associate in Arts, Emphasis in Exercise Science ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Nutritional Science ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Speech and Hearing Science ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Community Dental Health Coordination ..... RS
Community Health Paramedicine ..... GC, MC, PC, PV
Computed Tomography ..... GW
Cosmetologist (20 Hours Per Week) ..... GW
Cosmetologist (32 Hours Per Week) ..... GW
Cosmetologist (High School) ..... GW
Cosmetology Instructor ..... GW
Critical Care Paramedicine ..... GC, MC, PC, PV
Dental Assisting ..... PC
Dental Hygiene ..... MC, PC, RS
Diagnostic Medical Sonography ..... GW
Electrocardiogram (ECG) Technician ..... GW
Electroneurodiagnostic (END) Technology ..... GW
Emergency Medical Services and Fire Preparatory Academy ..... GW
Emergency Medical Technology ..... CG, GC, MC, PC, PV
Emergency Medical Technology (EMT) ..... GW
Emergency Medical Technology (EMT) (High School) ..... GW
Emergency Medical Technology Comprehensive ..... CG, GC, MC, PC, PV
Exercise Science: Health, Fitness and Sports Performance ..... CG, GC, MC, PV, SC, SM
Fast Track Practical Nursing ..... GW
Foundations of Sports Medicine ..... RS
Group Fitness Instructor ..... MC
Hair Stylist (20 Hours Per Week) ..... GW
Hair Stylist (32 Hours Per Week) ..... GW
Health Information Technology ..... PC
Health Information: Long Term Care Settings ..... PC
Health Services Management ..... GW
Health Unit Coordinating/Patient Care Associate ..... GW
Healthcare Regulatory Compliance ..... GW
Healthcare Technology Systems ..... GC, PV
Histologic Technology ..... PC
Hospital Central Service Technology ..... GW
Integrated Public Health ..... PV, SC
Integrated Public Health: Community Health Work ..... PV, SC
Integrated Public Health: Health Administration ..... PV
Integrated Public Health: Health Education ..... PV
Integrated Public Health: Mobile Integrated Health ..... PV
Laboratory Assisting ..... PC
Magnetic Resonance Imaging ..... GW
Massage Therapy ..... PC
Massage Therapy (24 Hours Per Week) ..... GW
Medical Administrative Assisting ..... PC
Medical Assisting ..... PC
Medical Assisting (Day) ..... GW
Medical Assisting (Night) ..... GW
Medical Billing and Coding: Physician Based (Day) ..... GW
Medical Billing and Coding: Physician Based (Night) ..... GW
Medical Billing and Coding: Physician-Based ..... PC
Medical Coding: Hospital-Based ..... PC
Medical Interpreter – Spanish (12 Hours Per Week) ..... GW
Medical Interpreter – Spanish (6 Hours Per Week) ..... GW
Medical Laboratory Science ..... PC
Micro Certificate in Recreation Management ..... SC
Musculoskeletal Sonography ..... GW
Nail Technician ..... GW
Nail Technician Instructor ..... GW
Nuclear Medicine Technology ..... GW
Nurse Assisting ..... EM, GC, GW, MC, PV
Nursing ..... CG, EM, GC, GW, MC, PC, PV, SC
Nursing Refresher ..... GW, MC
Nutrition and Dietetic Technology ..... PV
Nutrition for Personal Trainers and Coaches ..... SC
Occupational Therapy Assistant ..... GW
Operating Room Nursing ..... GW
Ophthalmic Medical Administrative Assistant Apprenticeship ..... GW
Ophthalmic Medical Assistant ..... GW
Ophthalmic Medical Assistant Apprenticeship ..... GW
Paramedicine ..... GC, MC, PC, PV
Personal Trainer ..... CG, GC, MC, PV, SC, SM
Personal Trainer: Advanced ..... CG, GC, MC, PV, SC, SM
Pharmacy Technician ..... GW
Pharmacy Technician Apprenticeship ..... GW
Phlebotomy ..... PC
Phlebotomy (Day) ..... GW
Phlebotomy (Night) ..... GW
Physical Therapist Assisting ..... GW
Polysomnographic Technology ..... GW
Practical Nursing ..... CG, EM, GC, GW, MC, PC, PV, SC
Radiologic Technology ..... GW
Recreation Management ..... SC
Respiratory Care ..... GW
Spanish Interpreting for Healthcare Professionals ..... GW
Speech Language Pathology Assistant ..... EM
Surgical Technology ..... GW
Sustainable Food Systems ..... RS
Tactical Emergency Casualty Care ..... GC, MC, PC, PV
Yoga Instruction ..... SC
Yoga Therapy ..... SC

Science, Technology, Engineering and Mathematics

Artificial Intelligence and Machine Learning ..... CG, EM
Associate in Arts, Emphasis in Food Science and Technology..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Geography ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Mathematics ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Sustainability and Environmental Studies ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Astronomy ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Biochemistry ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Biological Sciences ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Chemistry..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Engineering ..CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Geography – Meteorology ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Geology..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Physics ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Biomedical Equipment Technology ..... GC, MC
Biotechnology and Molecular Biosciences ..... GC
Electronics Engineering Technology ..... MC
Electronics Technology ..... MC
Engineering Technology..... EM, GC, PV, SM
Environmental and Natural Resource Conservation..... PC
Environmental and Natural Resource Stewardship..... PC
Equine Science..... SC
Food Science and Technology I..... SM
Food Science and Technology II..... SM
Geospatial Technologies..... MC
Landscape Aide..... MC
Landscape Horticulture..... MC
Landscape Specialist ..... MC
Mortuary Science..... CG
Sustainability ..... CG, GC, MC, PV, RS, SC, SM
Sustainable Agriculture..... MC
Veterinary Assisting ..... MC
Veterinary Technology..... MC
Workforce Development: Introduction to Sustainable Food Systems ..... RS

Visual and Performing Arts

Alteration Specialist ..... MC, PC
Animation..... GC, MC, PC
Animation and Time-Based Media ..... GC, MC, PC
Apparel Construction ..... MC, PC
Associate in Arts, Fine Arts..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Art ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Dance ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Music. CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Musical Theatre..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Theatre..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Audio Production Technologies ..... GC, MC, PC, PV, SC
Beginning Piano Pedagogy ..... MC
Ceramics..... MC
Commercial and Freelance Photography ..... GC, PC
Costume Design and Production, Level I..... MC, PC
Costume Design and Production, Level II..... PC
Dance Performance and Technology ..... SC
Digital Arts: Digital Photography ..... MC
Digital Media Arts..... GC, PC
Disc Jockey Techniques ..... MC, SC
Disc Jockey Techniques I ..... MC, SC
Disc Jockey Techniques II ..... MC, SC
Documentary Film Production ..... GC
Drawing and Painting ..... MC
Editing ..... SC
Electronic Music ..... GC, MC, PC, SC
Fashion Design ..... MC, PC
Fashion Design: Entrepreneur..... PC
Fashion Design: Level I ..... MC, PC
Fashion Design: Level II ..... PC
Fashion Illustration..... PC
Film and Media Production ..... GC
Graphic Design ..... MC, PC
Illustration ..... CG, MC, PC
Illustration and Sequential Art ..... CG, MC, PC
Image Consultant ..... MC
Interior Design..... PC, SC
Interior Design Kitchen and Bath ..... PC, SC
Interior Design Professional ..... SC
Interior Design Technology ..... PC, SC
Interior Design Upholstery and Soft Goods Production ..... PC
Interior Merchandising and Home Staging..... EM, PC, SC
Intermediate Piano Pedagogy ..... MC
Motion Picture Production..... SC

Motion Picture, Television, and New Media Production ..... SC
Music Business I ..... GC, MC, PC, PV, SC, SM
Music Business II ..... GC, MC, PC, PV, SC, SM
Music Industries: Music Business ..... GC, MC, PC, PV, SC, SM
Pattern Design, Level I ..... PC
Pattern Design, Level II ..... PC
Photography ..... CG, GC, MC, PC
Retail Sales Manager ..... MC
Screenwriting ..... SC
Sequential Art ..... CG, MC, PC
Technical Theatre ..... MC, PC, SC
Technical Theatre: Audio Technician ..... GC, MC, PC, PV
Technical Theatre: Cosplay I ..... MC
Technical Theatre: Cosplay II ..... MC
Technical Theatre: Costuming ..... GC, MC, PC, PV
Technical Theatre: Hair and Makeup ..... MC
Technical Theatre: Lighting ..... MC, PC, PV
Technical Theatre: Properties ..... MC, PC, PV, SC
Technical Theatre: Puppetry ..... MC, PC, PV
Technical Theatre: Set/Scenic Construction ..... MC, PC
Technical Theatre: Stage Crew Technician ..... GC, MC, PC, PV, SC
Textile and Apparel: Fashion Stylist ..... MC
Time-Based Media ..... MC, PC
Visual Communication ..... SC
Textile and Apparel: Fashion Stylist ..... MC
Visual Communication: Creative Branding ..... SC
Visual Communication: Design ..... SC
Visual Communication: Digital Process Management ..... SC

Transfer Degrees at PVCC

Major Code	Program Title	Total Credits
	Behavioral Science and Human Services	
8137	Associate of Arts, Emphasis in Counseling and Applied Psychological Science	60-64
8139	Associate in Arts, Emphasis in Family Life Education	60-64
8120	Associate in Arts, Emphasis in Political Science	60-64
8122	Associate in Arts, Emphasis in Psychology	60-64
8117	Associate in Arts, Emphasis in Social Work	60-64
	Business, Entrepreneurialism, and Management	
8900	Associate on Business, General Requirements (ABUS-GR)	62
8800	Associate in Business, Special Requirements (ABUS-SR)	62
	Computer and Information Technology	
8601	Associate in Science, Emphasis in Computer Science	60-64
	Culture and Society	
8109	Associate in Arts, Emphasis in Anthropology	60-64
8124	Associate in Arts, Emphasis in Communication	60-64
8111	Associate in Arts, Emphasis in Economics	60-64
8118	Associate in Arts, Emphasis in English (Creative Writing)	60-64
8110	Associate in Arts, Emphasis in English (Literature)	60-64
8114	Associate in Arts, Emphasis in History	60-64
8135	Associate in Art, Emphasis in Philosophy	60-64
8138	Associate in Arts, Emphasis in Religious Studies	60-64
8119	Associate in Arts, Emphasis in Sociology	60-64
8129	Associate in Arts, Emphasis in Spanish	60-64
8128	Associate in Arts, Emphasis in Women and Gender Studies	60-64
	Education	
8101	Associate in Arts, Elementary Education (AAEE)	60-64
8132	Associate in Arts, Emphasis in Early Childhood Education	60-64
8134	Associate in Arts, Emphasis in Educational Studies Early Childhood	60-64
8140	Associate in Arts, Emphasis in Secondary Education	60-64
8609	Associate in Science, Emphasis in Secondary Education	60-64
	Health Sciences	
8121	Associate in Arts, Emphasis in Exercise Science	60-64
8115	Associate in Arts, Emphasis in Nutritional Science	60-64
3059	Associate in Applied Sciences, Exercise Science: Health, Fitness and Sports Performance	63-74.50

STEM

8136	Associate of Arts, Emphasis in Food Science and Technology	60-64
8113	Associate of Arts, Emphasis in Geography	60-64
8125	Associate of Arts, Emphasis in Mathematics	60-64
8123	Associate of Arts, Emphasis in Sustainability and Environmental Studies	60-64
8605	Associate in Science, Emphasis in Astronomy	60-64
8610	Associate in Science, Emphasis in Biochemistry	60-64
8602	Associate in Science, Emphasis in Biological Sciences	60-64
8610	Associate in Science, Emphasis in Chemistry	60-64
8607	Associate in Science, Emphasis in Engineering	60-64
8604	Associate in Science, Emphasis in Geography – Meteorology	60-64
8608	Associate in Science, Emphasis in Geology	60-64
8606	Associate in Science, Emphasis in Physics	60-64

Visual and Performing Arts

8310	Associate in Arts, Fine Arts	60
8311	Associate in Arts, Fine Arts, Emphasis in Art	60-68
8312	Associate in Arts, Fine Arts, Emphasis in Dance	62-92
8313	Associate in Arts, Fine Arts, Emphasis in Music	66-80
8314	Associate in Arts, Fine Arts, Emphasis in Musical Theatre	66-81
8315	Associate in Arts, Fine Arts, Emphasis in Theatre	61-94

MaricopaNursing Concurrent Enrollment Program (CEP)

MaricopaNursing at Paradise Valley Community College (PVCC) offers concurrent enrollment program (CEP) associate/baccalaureate pathway options with partner universities, including Northern Arizona University (NAU), Arizona State University (ASU), Upper Iowa University (UIU), Grand Canyon University (GCU), and Ottawa University (OU).

The Concurrent Enrollment Program (CEP) allows students to pursue an AAS degree in nursing through the MaricopaNursing program while providing an affordable, concurrent, or simultaneous course of study that enables students to complete their BSN degree. MaricopaNursing currently offers one RN to MSN CEP option for students who have a previous bachelor's degree.

Depending on the university partner the student selects, the student may graduate with both the AAS and BSN degrees at the same time; others may complete the BSN degree coursework within one or two semesters following completion of the AAS degree. All students are welcome to explore these options. There are possible CEP entry points at Block One for new students and at mid-point or Block Three of the program. Please keep in mind the only applications accepted during the CEP intake periods are for Block 1; the mid-point applications are submitted directly to the university partners at successful completion of Block 2.

Each semester, the eight MaricopaNursing locations identify their capacity for Block 1 enrollment. Total enrollment includes CEP and traditional (non-CEP) placements. The CEP is a popular program for MaricopaNursing; however, as stated in the information sessions, this program is not for everyone! Traditional students who do not wish to participate in the CEP have the option of applying to any of the MaricopaNursing programs.
Percentages of CEP admissions range from 40% - 90% at the eight MaricopaNursing colleges. Check with the nursing advisor at your college of first choice to see the percentage of CEP students supported at the college(s) you wish to attend.

Admission requirements, prerequisites, costs, and program options vary considerably and students are encouraged to review all available information to determine the best fit for their needs. All students are required to attend either an in-person CEP information session or view the online information session and sign the Declaration of Receipt of Information.

For more information regarding the CEP options,please visit the MaricopaNursing website at https://www.maricopa.edu/degrees-certificates/healthcare-education/maricopa-nursing

Degrees and Certificate Categorized by Fields of Interest

APPLIED TECHNOLOGY

The Applied Technology Field of Interest programs give you the hands-on skills you need to design, develop, or repair high-tech equipment and processes. Students studying in these areas often find work after completing introductory classes and are able to expand their knowledge, skills, and education while earning a livable wage.
Maricopa Community Colleges offers programs in automotive repair, HVAC, airline operations, CAD, construction, welding, electronics repair, electrical technologies, and much more. Classes are scheduled to accommodate both full-time and working students and align to industry standards.

Degrees
The award you are looking at is not offered at this college. Please visit Maricopa Community Colleges' Field of Interest page to view similar offerings at our other colleges.

Certificates
The award you are looking at is not offered at this college. Please visit Maricopa Community Colleges' Field of Interest page to view similar offerings at our other colleges.

View all Applied Technology programs offered at Maricopa Community Colleges.

BEHAVIORAL SCIENCE AND HUMAN SERVICES

If you are motivated to help people, serve your community, and improve the lives of those in need, consider the Behavioral Science and Human Services Field of Interest. Professionals in this field typically work with community members to identify problems and create and implement solutions.
If you aspire to be a first responder, work in the court system, or provide counseling or social work/advocacy services, this Field of Interest offers you the training

you need. Some Behavioral Science and Human Services students may go directly into positions as EMTs, paralegals, or behavioral health technicians, while others may pursue a bachelor's degree at a four-year institution.

Degrees

AAS in Administration of Justice Studies (3181)
AAS in Fire Science (3205)
AAS in Fire Service Management (3207)
AAS in Forensic Science (3183)

Certificates

CCL in Administration of Justice (5007N)
CCL in Corrections (5776N)
CCL in Crime Scene Investigation (5964)
CCL in Driver Operator (5418N)
CCL in Emergency Management (5304)
CCL in Fire Service Management (5420)
CCL in Firefighter Operations (5557)
CCL in Law Enforcement (5987N)
CCL in Legal Studies (5966N)
CCL in Non-Sworn Fire Service Professional (5486)
CCL in Victimology (5392N)

Associate in Applied Sciences in Administration of Justice Studies (3181) Credits 60-69

Description: The Associate in Applied Science (AAS) in Administration of Justice Studies provides in-depth preparation for students desiring to be practitioners or pursue continued education and advancement in several fields including local and federal law enforcement, the courts, corrections, security, and investigations. The program also provides criminal justice practitioners with the opportunity to complete the Certificate of Completion (CCL) in Administration of Justice as well as one of five Certificates of Completion (CCLs) in Corrections, Homeland Security, Law Enforcement, Legal Studies, and Victimology. A transfer pathway in Criminal Justice is also available (Associate Arts (AA), Emphasis in Criminal Justice) as well as an Associate in Applied Science (AAS) in Forensics and related Certificates of Completion.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3012 Administration of Justice Studies
AAS/3057 Administration of Justice
AAS/3137 Administration of Justice
AAS/3396 Administration of Justice Studies
AAS/3397 Administration of Justice
AAS/3398 Administration of Justice Studies

Program Prerequisites
None

Required Courses Credits: 27
AJS101 Introduction to Criminal Justice 3
AJS109 Substantive Criminal Law 3
AJS123 Ethics and the Administration of Justice 3

AJS200 Current Issues in Criminal Justice (3) OR
AJS/EMT/FSC/SWU258 Victimology and Crisis Management (3) 3
AJS212 Juvenile Justice Procedures 3
AJS225 Criminology 3
AJS230 The Police Function 3
AJS240 The Correction Function 3
AJS260 Procedural Criminal Law 3

Restricted Electives Credits: 12-13
AJS113 Criminal Justice Crime Control Policies and Practices 3
(Fulfills ASU transfer requirement)
AJS119 Computer Applications in Justice Studies 3
(Fulfills NAU transfer requirement)
AJS162 Domestic Violence 3
(Fulfills Victimology certificate requirement)
AJS201 Rules of Evidence 3
(Fulfills Legal Studies certificate requirement)
AJS205 Effective Communication and Report Writing in Criminal Justice 3
(Fulfills Corrections, Law Enforcement and Legal Studies certificate requirement)
AJS210 Constitutional Law 3
(Fulfills Legal Studies certificate requirement and NAU transfer requirement)
AJS255 The Criminal Justice System Handling of the Mentally Ill 3
(Fulfills Corrections and Victimology certificate requirement)
AJS270 Community Relations 3
(Fulfills GCU transfer requirement)
AJS275 Criminal Investigation I 3
(Fulfills Corrections and Law Enforcement certificate requirement and GCU transfer requirement)
AJS290BN Courtroom Testimony Seminar 1

AJS+++++ Any AJS Administration of Justice Studies course not listed under Required Courses area (3) OR
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3
(BPC110 or CIS105 fulfills transfer requirement)

CIS114DE Excel Spreadsheet 3
(Fulfills NAU transfer requirement)

PSY101 Introduction to Psychology (3) OR

SOC101 Introduction to Sociology (3) 3
(Fulfills ASU transfer requirement)

REC120 Leisure and the Quality of Life 3
(Fulfills ASU transfer requirement)
SWU171 Introduction to Social Work 3
(Fulfills ASU transfer requirement)

General Electives: Credits 7-9
Recommend the following for transfer:
FOR105 Forensic Science: Physical Evidence (4) OR
FOR106 Forensic Science: Biological Evidence (4) OR
any course with the [SQ] general education designation (4) 4

Recommend the following for transfer: Any course with an [HU] and [G] general education designation OR an [HU] and [H] general education designation 3-5
General Education Requirement Credits: 12-22

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3)
Recommend COM225 for students intending to transfer

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment

Mathematics Credits: 3-6
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT146 College Mathematics with Review (6) OR
Any higher approved general education course in the Mathematics area (3-6)

General Education Distribution Credits: 0-4

Humanities, Arts and Design Credits: 0
Met by AJS123 in the Required Courses area

Social-Behavioral Sciences Credits: 0
Met by AJS200 or AJS/EMT/FSC/SWU258 Required Courses area

Natural Sciences Credits: 0-4
Any approved general education course from the Natural Sciences area.
May be met by FOR105 or FOR106 in Electives area.

Associate in Applied Sciences in Fire Science (3205) Credits 60-88

Description: The Associate in Applied Science (AAS) in Fire Science provides the opportunity for individuals seeking careers in the fire service to acquire standard firefighting skills and prepare for state and/or national certifications, including the Firefighter I and II Certification. Students will gain broad knowledge and skills necessary to work effectively in the fire service as firefighters. A Certificate of Completion (CCL) in Firefighter Operations is also available.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Consult with your faculty mentor or academic advisor to determine educational requirements, including possible university transfer options, for your chosen career field.

This program replaces: AAS/3112 Emergency Response and Operations

Admission Criteria
Admission to program is required. See Program Director for details.

Program Prerequisites
None

Required Courses Credits: 37-57
+ EMT104 Emergency Medical Technology (10) AND

EMT104LL Emergency Medical Technology Practicum (2) OR
Arizona State EMT Certification (0) OR
Arizona State Paramedic Certification (0) OR
Permission of Program Director (0) 0-12

FSC101 Introduction to Fire Service Selection and Entry (4) OR
Current employment as a firefighter as determined by the Program Director. (0) 0-4

+ FSC102 Fire Department Operations 11

FSC105 Hazardous Materials/First Responder (3) OR
Permission of Program Director (0) 0-3

FSC108 Fundamentals of Fire Prevention (3) OR
FSC110 Wildland Firefighter (3) 3
(FSC110 is recommended)

FSC113 Introduction to Fire Suppression 3
FSC117 Fire Apparatus 3
FSC118 Fire Hydraulics 3
FSC119 Introduction Fire Service Ethics 3

FSC130 Fitness for Firefighters/CPAT (1) OR
Verification of CPAT completion (0) 0-1

FSC134 Fitness and Conditioning for Firefighters (3) OR
+ FSC234 Fitness and Wellness for Firefighter Candidates (3) 3
(FSC234 is recommended for students who have already completed the Fire Academy equivalent of FSC102)

+ FSC174 Functions of Command 2
+ FSC208 Firefighter Safety and Building Construction 3
FSC215 Customer Service in the Public Sector 3

Restricted Electives Credits: 1-3
FSC+++++ Any Fire Science Technology course.

Recommend the following:
FSC202 Supervisory Training for Firefighters 3
+ FSC204 Firefighting Tactics and Strategy 3
+ FSC282AC Service-Learning Experience in Fire Science 3
+ FSC296WC Cooperative Education 3

General Education Requirements Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3
COM100 is recommended.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking 3 OR
Equivalent as indicated by assessment. 0-3

Mathematics Credits: 3-6
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
+ MAT145 College Mathematics with Review (5) OR
+ MAT146 College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Fine Arts and Design [HU] area.

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social and Behavioral Sciences [SB] area.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences [SG/SQ] area.

Associate in Applied Science in Fire Service Management (3207) Credits: 60

Description: The Associate in Applied Science (AAS) in Fire Service Management can be used by professional firefighters for promotional opportunities within the Fire Services. The program provides courses for experienced professional firefighters who desire to learn advanced fireground tactics and strategy, building construction, practical incident command, supervisory training of personnel, public administration, basic finance, and human resource management. Students can select from a variety of fire science electives to meet their professional goals. A Certificate of Completion (CCL) in Fire Service Management is also available.

Program Notes
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3064 Fire Service Professional

Admission Criteria
Current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

Program Prerequisites
None

Required Courses Credits: 29
+ ENG111 Technical and Professional Writing 3
FSC119 Introduction Fire Service Ethics 3
+ FSC167 Fire Captain Academy 6
FSC202 Supervisory Training for Firefighters 3
+ FSC204 Firefighting Tactics and Strategy 3
+ FSC208 Firefighter Safety and Building Construction 3
+ FSC214 Human Resources Management in Fire Service 3
+ FSC220 Fire Officer 5

Restricted Electives Credits: 3-9
Students should select 3-9 credit hours from the following courses in consultation with a Program Director.

FSC+++++ Any Fire Science Technology course(s)

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)
AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3
COM100 is recommended.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking 3
OR Equivalent as indicated by assessment. 0-3

Mathematics Credits: 3-6
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
+ MAT145 College Mathematics with Review (5) OR
+ MAT146 College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design [HU] area.

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social and Behavioral Sciences [SB] area.
SOC101 is recommended.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences [SG/SQ] area.
BIO100, or BIO160, or (CHM130 AND CHM130LL) is recommended.

Associate in Applied Science in Forensic Science (3183) Credits: 60-65

Description: The Associate in Applied Science (AAS) in Forensic Science provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an important knowledge base for investigative specialization in a wide range of disciplines and careers. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

Program Notes
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3041 Forensic Science: Crime Lab
AAS/3404 Forensic Technology

Program Prerequisites
None

Required Courses Credits: 31-41
AJS101 Introduction to Criminal Justice 3
AJS123 Ethics and the Administration of Justice 3
AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1

AJS215 Criminalistics: Physical Evidence (3) OR
AJS219 Crime Scene Technology: Physical Evidence (3) OR
FOR105 Forensic Science: Physical Evidence (4) 3-4

AJS216 Criminalistics: Biological Evidence (3) OR
FOR106 Forensic Science: Biological Evidence (4) 3-4

Students should select courses from one of the following emphases based on career goals.

Crime Scene (15 credits)
AJS109 Substantive Criminal Law 3
AJS210 Constitutional Law 3
AJS213 Evidence Technology/ Fingerprints 3
AJS214 Evidence Technology/Photography 3
AJS260 Procedural Criminal Law 3

Lab Science (23 credits)
ASM/FOR275 Forensic Anthropology 4
+ CHM151 General Chemistry I 3
+ CHM151LL General Chemistry I Laboratory 1
+ CHM152 General Chemistry II 3
+ CHM152LL General Chemistry II Laboratory 1

+ PHY111 General Physics I 4
+ PHY112 General Physics II 4
Any course with the HU, C and G general education designations (3) OR
Any course with the HU, C and H general education designations (3) 3

Restricted Electives Credits: 3
Students must complete 3 credits of restricted electives.

Students interested in the Crime Scene Emphasis

CIS105 Survey of Computer Information Systems (3) OR
BPC110 Computer Usage and Applications (3) OR
AJS+++++ Any AJS Administration of Justice Studies course not listed in the required courses area. (3) 3

Students interested in the Lab Science Emphasis
CIS105 Survey of Computer Information Systems (3) OR
BPC110 Computer Usage and Applications (3) 3

General Electives Credits: 0-14
Students must choose zero 0-14 additional credits of General Elective courses. Total number of General
Electives required will largely depend upon emphasis selected.

General Education Requirement Credits: 12-24

General Education Core Credits: 12-20

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication Credits: 3
+ COM225 Public Speaking 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3)
OR Equivalent by assessment

Mathematics Credits: 3-8
For Crime Scene Emphasis
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3)
OR higher course with an [MA] general education designation
3-5

For Lab Science Emphasis
+ MAT150 College Algebra/Functions (5) OR
+ MAT151 College Algebra/Functions (4) OR
+ MAT152 College Algebra/Functions (3) AND
+ MAT182 Plane Trigonometry (3) OR
+ MAT187 Precalculus (5)
OR higher course with an [MA] general education designation
3-8

General Education Distribution Credits: 0-4

Humanities, Arts and Design Credits: 0
Met by AJS123 in Required Courses area

Social-Behavioral Sciences Credits: 0
Met by AJS101 in Required Courses area

Natural Sciences Credits: 0-4
Recommended Course for Crime Scene Emphasis:
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) OR
+ CHM151 General Chemistry I (3) AND
+ CHM151LL General Chemistry I Laboratory (1) OR
FOR105 Forensic Science: Physical Evidence (4) OR
FOR106 Forensic Science: Biological Evidence (4) 0-4

Lab Science Emphasis met by CHM151 and CHM151LL

Certificate of Completion in Administration of Justice (5007N) Credits: 15

Description: The Certificate of Completion (CCL) in Administration of Justice program is designed to be interdisciplinary by nature and provides students with foundational knowledge of the criminal justice system and operational processes for addressing crime within society. This program also examines diverse populations and communities, and their effects on relationships with the criminal justice system. In addition, this program allows students to familiarize themselves with and evaluate various career opportunities in the criminal justice field and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces

CCL/5008 Administration of Justice - Comprehensive
CCL/5327 Justice Studies
CCL/5837 Administration of Justice
CCL/5861N Justice Studies

Program Prerequisites

None

Required Courses Credits: 15

AJS101 Introduction to Criminal Justice 3

AJS109 Substantive Criminal Law (3) or
AJS260 Procedural Criminal Law (3) 3

AJS123 Ethics and the Administration of Justice 3
AJS230 The Police Function 3
AJS240 The Corrections Function 3

Certificate of Completion in Corrections (5776N) Credits: 15

Description: The Certificate of Completion (CCL) in Corrections program is designed for students intending to pursue careers in various correctional components of the justice system, including parole, probation, jail, and prisons. Focus is broader learning about the correction function in the context of overall administration of justice system.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses: Credits: 15

AJS101 Introduction to Criminal Justice 3

AJS123 Ethics and the Administration of Justice (3) OR
AJS255 The Criminal Justice System Handling of the Mentally Ill (3) 3

AJS212 Juvenile Justice Procedures 3
AJS240 The Correction Function 3

AJS205 Criminal Justice Report Writing (3) OR
AJS275 Criminal Investigation (3) 3

Certificate of Completion in Crime Scene Investigation (5964) Credits: 16-18

Description: The Certificate of Completion (CCL) in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

Program Notes
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5490 Crime Scene Investigation

Admission Criteria
None

Program Prerequisite
None

Required Courses Credits: 16-18
AJS213 Evidence Technology/Fingerprints (3) OR
AJS243 Crime Scene Reconstruction (3) 3

AJS215 Criminalistics: Physical Evidence (3) OR
AJS219 Crime Scene Technology: Physical Evidence (3) OR
FOR105 Forensic Science: Physical Evidence (4) 3-4

AJS216 Criminalistics: Biological Evidence (3) OR
FOR106 Forensic Science: Biological Evidence (4) 3-4

AJS214 Evidence Technology Photography 3
AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1

Certificate of Completion in Driver Operator (5418N) Credits: 8

Description: The Certificate of Completion (CCL) in Driver Operator program is designed for students who need (1) advanced training as professional firefighters, (2) preparation courses for career advancement opportunities in fire services, and/or (3) more comprehensive information about the role and function of an emergency vehicle driver/operator.

Suggested Course Plan Sequenced by Semester
GC, EM, MC, PC, PV

Program Notes
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria
Acceptance into the program and permission of Program Director is required.

Program Prerequisites
None

Required Courses Credits: 8
FSC111 Emergency Vehicle Driver Operator 2
FSC117 Fire Apparatus 3
FSC118 Fire Hydraulics 3

Certificate of Completion in Emergency Management (5304) Credits: 18

Description: The Certification of Completion (CCL) in Emergency Management provides the student with knowledge and skills required to conduct a comprehensive emergency management program. The program prepares students to manage emergency operations, hazardous materials incidents, tactics, strategy, and safety of firefighting activities, and customer service in the public sector. The student will be prepared for positions such as Emergency Manager, Emergency Management Planner, Emergency Operations Coordinator, Environmental Compliance Planner, and Emergency Management Specialist, working in state, local, federal, and international governments, business and industry, military installations, and health care facilities.

Program Notes
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5774N Domestic Preparedness and Homeland Security

Program Prerequisites
None

Required Courses Credits: 18
AJS/FSC139 Emergency Response to Terrorism 3
AJS/FSC146 Disaster Recovery Operations 3
AJS/FSC147 Emergency Preparedness 3
AJS/FSC148 Fundamentals of Emergency Management 3
AJS/FSC149 Hazard Mitigation 3
FSC224 Incident Command Systems 3

Certificate of Completion in Fire Service Management (5420) Credits: 21

Description: The Certificate of Completion (CCL) in Fire Service Management can be used by professional firefighters for promotional opportunities within the Fire Services. The program provides courses for experienced professional firefighters who desire to learn advanced fireground tactics and strategy, building construction, practical incident command, supervisory training of personnel, public administration, basic finance, and human resource management. An Associate in Applied Science (AAS) in Fire Service Management is also available.

Program Notes
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5514 Fire Service Professional

Admission Criteria
Current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

Program Prerequisites
None

Required Courses Credits: 21
FSC119 Introduction Fire Service Ethics 3
+ FSC167 Fire Captain Academy 6
FSC202 Supervisory Training for Firefighters 3
+ FSC204 Firefighting Tactics and Strategy 3
+ FSC208 Firefighter Safety and Building Construction 3
+ FSC214 Human Resources Management in Fire Service 3

Certificate of Completion in Firefighter Operations (5557) Credits: 16-32

Description: The Certificate of Completion (CCL) in Firefighter Operations provides the opportunity for individuals seeking careers in the fire service to acquire minimum standard firefighting skills and prepare for state and/or national certifications, including the Firefighter I and II Certification. An Associate in Applied Science (AAS) in Fire Science is also available.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria
Formal application and admission to the program is required.

Program Prerequisites
None

Required Courses Credits: 16-32
+ EMT104 Emergency Medical Technology (10) AND
EMT104LL Emergency Medical Technology Practicum (2) OR
Arizona State EMT Certification (0) OR
Arizona State Paramedic Certification (0) OR
Permission of Program Director (0) 0-12
FSC105 Hazardous Materials/First Responder (3)
OR Permission of Program Director (0) 0-3

FSC130 Fitness for Firefighters/CPAT (1) OR
Verification of CPAT completion (0) 0-1

+ FSC102 Fire Department Operations 11
+ FSC134 Fitness and Conditioning for Firefighters 3
+ FSC174 Functions of Command 2

Certificate of Completion in Law Enforcement (5987N) Credits: 15

Description: The Certificate of Completion (CCL) in Law Enforcement is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Program Notes
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5107 Police Science
CCL/5145N Law Enforcement

Program Prerequisites
None

Required Courses Credits: 15
AJS101 Introduction to Criminal Justice 3
AJS123 Ethics and the Administration of Justice 3
AJS205 Effective Communication and Report Writing in Criminal Justice 3
AJS230 The Police Function 3
AJS275 Criminal Investigation I 3

Certificate of Completion in Legal Studies (5966N) Credits: 15

Description: The Certificate of Completion (CCL) in Legal Studies is designed for students who are interested in pursuing a course of study specifically focused on legal studies. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Program Notes
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better for all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5635 Legal Studies

Program Prerequisites
None

Required Courses Credits: 15
AJS109 Substantive Criminal Law 3
AJS201 Rules of Evidence 3

AJS123 Ethics and the Administration of Justice (3) OR
AJS205 Effective Communication and Report Writing in Criminal Justice (3) 3

AJS210 Constitutional Law 3
AJS260 Procedural Criminal Law 3

Certificate of Completion in Non-Sworn Fire Service Professional (5486) Credits: 18

Description: The Certificate of Completion (CCL) in Non-Sworn Fire Service Professional program is designed for students who need basic preparation courses to pursue a non-sworn career as a fire service professional and/or more comprehensive information about life safety, fire hazards, and prevention. A unique feature of the program is that the instructors are professional fire service personnel including firefighters.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 18
FSC105 Hazardous Materials Awareness and Operations 3
FSC106 Introduction to Fire Protection 3
FSC108 Fundamentals of Fire Prevention 3
FSC113 Introduction to Fire Suppression 3
+ FSC208 Firefighter Safety and Building Construction 3
FSC215 Customer Service in the Public Sector 3

Certificate of Completion in Victimology (5392N) Credits: 15

Description: The Certificate of Completion (CCL) in Victimology is designed for students who are interested in pursuing a course of study specifically focused on crisis intervention, community services, and victim rights. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 15

AJS101 Introduction to Criminal Justice 3
AJS162 Domestic Violence 3
AJS225 Criminology 3
AJS255 The Criminal Justice System Handling of the Mentally Ill 3
AJS/EMT/FSC/SWU258 Victimology and Crisis Management 3

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Because our global economy starts with the small business on the corner and extends to the world's most valuable companies, we've designed our business pathway to give you the knowledge and experience you need to be an economic and social leader at every level of your career.

The Business Field of Interest is designed for students who have an interest in business management and administration, finance, hospitality and tourism, culinary arts, and marketing. Programs and majors in this pathway lead to careers in accounting, management, sales, marketing, human resources, owning and operating a small business, and customer service.

Degrees

AAS in Accounting (3149)
AAS in General Business (3148)
AAS in Management (3070)
AAS Marketing and Sales (3094)
AAS in Organizational Management (3727)

Certificates

CCL in Accounting (5665)
CCL in Enrolled Agent (5958)
CCL in Entrepreneurial Studies Level I (5819N)
CCL in Entrepreneurial Studies Level II (5820)
CCL in General Business (5683)
CCL in Management (5729)
CCL in Marketing (5094)
CCL in Organizational Leadership (5731)
CCL in Small Business Start-Up (5706N)
CCL in Social Media Marketing (5830)

Associate in Applied Science in Accounting (3149) Credits: 61-70

Description: The Associate in Applied Science (AAS) in Accounting program is designed to provide fundamental skills for individuals planning to enter the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, payroll clerk, credit clerk, bookkeeper, accounting intern, tax preparation or comparable positions. This program may prepare students for certification in Certified Bookkeeper (CB), Enrolled Agent (EA), and Certified Payroll Professional (CPP). Certificates of Completion (CCL) in Accounting and Enrolled Agent are available.

Program Notes

Students must earn a grade of C or better in all courses in the program.
PConsultation with an Academic Advisor is recommended for course selection.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces

AAS/3130 Accounting-Specialized Para-Professional
AAS/3131 Accounting Paraprofessional

Program Prerequisites

None

Required Courses Credits: 33-36

ACC111 Accounting Principles I (3) AND
+ ACC230 Uses of Accounting Information I (3) AND
+ ACC240 Uses of Accounting Information II (3)
OR
ACC111 Accounting Principles I (3) AND
+ ACC112 Accounting Principles II (3) AND
+ ACC212 Managerial Accounting (3)
OR
ACC211 Financial Accounting (3) AND
+ ACC212 Managerial Accounting (3) 6-9

ACC105 Payroll, Sales and Property Taxes (3) OR
+ ACC222 Payroll Accounting (3) 3
+ ACC115 Computerized Accounting 3

ACC121 Individual Tax Preparation (3) OR
+ ACC221 Tax Accounting (3) 3

+ ACC219 Intermediate Accounting I 3

CIS114DE Excel Spreadsheet 3
CIS105 Survey of Computer Information Systems 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GBS120 Workplace Communication Skills (3) OR
+ GBS233 Business Communication (3) 3

Restricted Electives Credits: 6
Students must select six (6) credits from the list below:

ACC+++ Any additional ACC Accounting course(s) except ACC111, ACC112, ACC211, ACC212, ACC230, ACC240 0-6
GBS131 Business Calculations 3
+ GBS220 Quantitative Methods in Business 3
+ GBS221 Business Statistics 3
GBS261 Investments I 3

MGT101 Techniques of Supervision (3) OR
MGT175 Business Organization and Management (3) OR
MGT229 Management and Leadership I (3) 3

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3

Mathematics Credits: 3-6
Any approved general education course from the Mathematics [MA] area. 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design [HU] area. 3

Social-Behavioral Sciences Credits: 3
ECN211 Macroeconomic Principles (3) OR
ECN212 Microeconomic Principles (3) OR
SBU200 Society and Business (3) 3

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences area.

Associate in Applied Science in General Business (3148) Credits: 61-66

Description: The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student`s business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. A Certificate of Completion (CCL) in General Business is available.

Program Notes
Students must earn a grade of C or better in all courses in the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3051 General Business Specialized

Program Prerequisites
None

Required Courses Credits: 21
ACC111 Accounting Principles I 3
CIS105 Survey of Computer Information Systems 3

GBS120 Workplace Communication Skills (3) OR
+ GBS233 Business Communication (3) 3

GBS151 Introduction to Business 3
GBS205 Legal, Ethical and Regulatory Issues in Business 3

MGT175 Business Organization and Management (3) OR
MGT251 Human Relations in Business (3) 3

MKT271 Principles of Marketing 3

Restricted Electives Credits: 18
Students should select eighteen (18) credits from the following courses.
Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.
ACC+++ Any ACC Accounting course(s)
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
EPS+++ Any EPS Entrepreneurial Studies course(s)
GBS+++ Any GBS General Business course(s)
IBS+++ Any IBS International Business course(s)
MGT+++ Any MGT Management course(s)
MKT+++ Any MKT Marketing course(s)
REA+++ Any REA Real Estate course(s)
SBS+++ Any SBS Small Business Management course(s)

General Education Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3)
COM110 Interpersonal Communication (3)
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3

Mathematics Credits: 3-5
Any approved general education course from the Mathematics area.

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course in the Humanities, Arts and Design area.

Social-Behavioral Sciences Credits: 3
ECN211 Macroeconomic Principles (3) OR
ECN212 Microeconomic Principles (3) OR
SBU200 Society and Business (3) 3

Natural Sciences Credits: 4
Any approved general education course in the Natural Sciences area.

Associate in Applied Science in Management (3070) Credits: 61-66

Description: The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student`s business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. A Certificate of Completion (CCL) in General Business is available.

Program Notes
Students must earn a grade of C or better in all courses in the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3051 General Business Specialized

Program Prerequisites
None

Required Courses Credits: 21
ACC111 Accounting Principles I 3
CIS105 Survey of Computer Information Systems 3

GBS120 Workplace Communication Skills (3) OR
+ GBS233 Business Communication (3) 3

GBS151 Introduction to Business 3
GBS205 Legal, Ethical and Regulatory Issues in Business 3

MGT175 Business Organization and Management (3) OR
MGT251 Human Relations in Business (3) 3

MKT271 Principles of Marketing 3

Restricted Electives Credits: 18
Students should select eighteen (18) credits from the following courses.
Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.
ACC+++ Any ACC Accounting course(s)
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
EPS+++ Any EPS Entrepreneurial Studies course(s)
GBS+++ Any GBS General Business course(s)
IBS+++ Any IBS International Business course(s)
MGT+++ Any MGT Management course(s)
MKT+++ Any MKT Marketing course(s)
REA+++ Any REA Real Estate course(s)
SBS+++ Any SBS Small Business Management course(s)

General Education Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3)
COM110 Interpersonal Communication (3)
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3

Mathematics Credits: 3-5
Any approved general education course from the Mathematics area.

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course in the Humanities, Arts and Design area.

Social-Behavioral Sciences Credits: 3
ECN211 Macroeconomic Principles (3) OR
ECN212 Microeconomic Principles (3) OR
SBU200 Society and Business (3) 3

Natural Sciences Credits: 4
Any approved general education course in the Natural Sciences area.

Associate in Applied Science in Marketing and Sales (3094) Credits: 61-66

Description: The Associate in Applied Science (AAS) in Marketing and Sales program is designed to develop competencies essential for success in marketing and personal selling. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations, including wholesaling, retailing, professional sales, and entrepreneurship. Certificates of Completion (CCL) in Marketing and Social Media Marketing are available.

Program Notes
Students must earn a grade of C or better for all courses in the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 24
ACC111 Accounting Principles I 3

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS151 Introduction to Business 3

GBS120 Workplace Communication Skills (3) OR
+ GBS233 Business Communication (3) 3

MKT110 Marketing and Social Networking 3
MKT263 Advertising Principles 3
MKT267 Principles of Sales 3
MKT271 Principles of Marketing 3

Restricted Electives Credits: 15
Students should select 15 credits from the following courses in consultation with a Department Advisor.

CIS103 Introduction to Social Media 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
IBS101 Introduction to International Business 3
MGT126 Customer Service Skills and Strategies 3
MGT251 Human Relations in Business 3
MKT+++ Any MKT Marketing courses except courses used to satisfy the Required Courses area. 3-15

General Education Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
Any approved general education courses from the First-Year Composition area.

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics Credits: 3-5
Any approved general education course from the Mathematics area.

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design area.

Social-Behavioral Sciences Credits: 3
SBU200 Society and Business 3

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences area. 4

Associate in Applied Science in Organizational Management (3727) Credits: 60-65

Description: The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student`s individual needs in addition to the knowledge and skills needed in today`s changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 18
Certificate of Completion in Organizational Leadership (5731) - Requirements listed below

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS110 Human Relations in Business and Industry (3) OR
MGT251 Human Relations in Business (3) 3

GBS120 Workplace Communication Skills 3
GBS151 Introduction to Business 3

MGT175 Business Organization and Management (3) OR
TQM240 Project Management in Quality Organizations (3) 3

MGT101 Techniques of Supervision (3) OR
MGT229 Management and Leadership I (3) 3

Restricted Electives Credits: 20
Students must choose 20 industry/job related course credits from any MCCCD occupational program and/or Academic Certificate.

Industry/job related course credits must include a minimum of 9 credits with a common subject or theme. Program of study must be approved by the business department chair or designee.

General Education Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
Any approved general education course from the Oral Communication area.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3

Mathematics Credits: 3-5
Any approved general education course from the Mathematics [MA] area. 3-5

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design area. 3

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

Natural Sciences Credits: 4
Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

Certificate of Completion in Accounting (5665) Credits: 24-27

Description: The Certificate of Completion (CCL) in Accounting program is designed for students seeking to gain skills and knowledge in the field of accounting and tax. Possible entry-level positions for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, credit clerk, bookkeeper, accounting intern, or comparable positions. An Associate in Applied Science (AAS) in Accounting and a Certificate of Completion (CCL) in Enrolled Agent are also available.

Program Notes
Students must earn a grade of C or better in all courses in the program.
Consultation with an Academic Advisor is recommended for course selection.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5156 Accounting Specialized Para-Professional
CCL/5157 Bookkeeping

Program Prerequisites
None

Required Courses Credits: 24-27
ACC111 Accounting Principles I (3) AND
+ ACC230 Uses of Accounting Information I (3) AND
+ ACC240 Uses of Accounting Information II (3)
OR
ACC111 Accounting Principles I (3) AND
+ ACC112 Accounting Principles II (3) AND
+ ACC212 Managerial Accounting (3)
OR
ACC211 Financial Accounting (3) AND
+ ACC212 Managerial Accounting (3) 6-9

ACC105 Payroll, Sales and Property Taxes (3) OR
+ ACC222 Payroll Accounting (3) 3

ACC121 Individual Tax Preparation (3) OR
+ ACC221 Tax Accounting (3) 3

+ ACC115 Computerized Accounting 3
CIS114DE Excel Spreadsheet 3
CIS105 Survey of Computer Information Systems 3
GBS151 Introduction to Business 3

Certificate of Completion in Enrolled Agent (5958) Credits: 17-18

Description: The Certificate of Completion (CCL) in Enrolled Agent program helps to prepare students for the Enrolled Agent Examination. The Internal Revenue Service (IRS) Enrolled Agent credential allows tax practitioners to represent taxpayers before the IRS when it comes to collections, audits, and appeals. Enrolled Agents` expertise in the continually changing field of taxation enables them to effectively represent taxpayers at all administrative levels within the IRS. Students who successfully complete this CCL may also seek employment as tax preparers.

Program Notes
Students must earn a grade of C or better in all courses in the program.
Consultation with an Academic Advisor is recommended for course selection.
The Volunteer Income Tax Assistance (VITA) program internship is only available in the spring semester- Contact a program adviser for more information.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 15
ACC111 Accounting Principles I (3) OR
ACC211 Financial Accounting (3) 3

ACC121 Individual Tax Preparation 3
+ ACC221 Tax Accounting 3
+ ACC224 Tax Practice Administration and Business Entity Analysis 3
CIS105 Survey of Computer Information Systems 3

Restricted Electives Credits: 2-3
Students should select 2-3 credits from the list below:
ACC105 Payroll, Sales and Property Taxes 3
+ ACC112 Accounting Principles II 3
+ ACC115 Computerized Accounting 3
+ ACC222 Payroll Accounting 3
+ ACC230 Uses of Accounting Information I 3
+ ACC270AB Accounting Internship 2
+ ACC270AC Accounting Internship 3

Certificate of Completion in Entrepreneurial Studies Level I (5819N) Credits: 10-11

Description: The Certificate of Completion (CCL) in Entrepreneurial Studies Level I program is designed to provide students with an introduction to the entrepreneurial process. Courses include a history of entrepreneurship, current research into its impacts on society, types of business start-up opportunities, and creating a preliminary business plan, as well as securing a healthy financial future. A Certificate of Completion (CCL) in Entrepreneurial Studies Level II is also available.

Program Notes
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better for all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5192N Small Business Entrepreneurship
CCL/5706N Small Business Start-Up
CCL/5892 Business Micro Finance

Program Prerequisites
None

Required Courses Credits: 10-11
EPS150 Introduction to Entrepreneurship 3
EPS160 New Venture Creation 2

EPS162 Introduction to Social Entrepreneurship (3) OR
EPS195 Business Start-?Up and Planning (2) 2?-3

GBS/HEC132 Personal and Family Financial Security 3

Certificate of Completion in Entrepreneurial Studies Level II (5820) Credits: 18-19

Description: The Certificate of Completion (CCL) in Entrepreneurial Studies Level II program is designed to prepare students to acquire additional skills, tools and knowledge necessary for successful venture opportunities. A Certificate of Completion (CCL) in Entrepreneurial Studies Level I is also available and fully embedded in this program.

Program Notes
Students must earn a grade of C or better for all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5892 Business Micro Finance

Program Prerequisites
None

Required Courses Credits: 18-19
EPS150 Introduction to Entrepreneurship 3
EPS160 New Venture Creation 2

EPS162 Introduction to Social Entrepreneurship (3) OR
EPS195 Business Start-?Up and Planning (2) 2?-3

GBS/HEC132 Personal and Family Financial Security 3

EPS161 New Venture Law and Finance (3) OR
EPS180 Technology Business Planning (3) 3

EPS165 New Venture Feasibility Analysis 2
MGT253 Owning and Operating a Small Business 3

Certificate of Completion in General Business (5683) Credits: 21

Description: The Certificate of Completion (CCL) in General Business is designed to provide business training for various entry-level positions in business. The courses include an introduction to business concepts, accounting and computer principles, and legal issues related to business. An Associate in Applied Science (AAS) is also available.

Program Notes
Students must earn a grade of C or better in all courses in the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 12
ACC111 Accounting Principles I 3
CIS105 Survey of Computer Information Systems 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical and Regulatory Issues in Business 3

Restricted Electives Credits: 9
Students should select nine (9) credits from the following courses.

Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.
ACC+++ Any ACC Accounting course(s)
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
EPS+++ Any EPS Entrepreneurial Studies course(s) 1-3
GBS+++ Any GBS General Business course(s)
MGT+++ Any MGT Management course(s)
MKT+++ Any MKT Marketing course(s)
IBS+++ Any IBS International Business course(s)
REA+++ Any REA Real Estate course(s)
SBS+++ Any SBS Small Business Management course(s)

Certificate of Completion in Management (5729) Credits: 18

Description: The Certificate of Completion (CCL) in Management is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. An Associate in Applied Science (AAS) in Management is also available.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces:
CCL/5072 Middle Management
CCL/5088 Management
CCL/5721N Supervision and Management I
CCL/5722 Supervision and Management II

Program Prerequisites
None

Required Courses Credits: 18
ACC111 Accounting Principles I 3

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
MGT229 Management and Leadership I 3
MGT251 Human Relations in Business 3

Certificate of Completion in Marketing (5094) Credits: 21

Description: The Certificate of Completion (CCL) in Marketing program meets students` needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in Marketing. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship. An Associate in Applied Science (AAS) in Marketing and Sales is available.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 18
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS151 Introduction to Business 3
GBS120 Workplace Communication Skills 3
MKT263 Advertising Principles 3
MKT267 Principles of Sales 3
MKT271 Principles of Marketing 3

Restricted Electives Credits: 3
Students should select from the following courses in consultation with Department Advisor.

CIS103 Introduction to Social Media 3
MKT101 Introduction to Public Relations 3
MKT110 Marketing and Social Networking 3
MKT268 Merchandising 3

Certificate of Completion Organizational Leadership (5731) Credits: 18

Description: The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today`s changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in an Associate in Applied Science (AAS) in Organizational Management.

Program Notes
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 18
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

GBS110 Human Relations in Business and Industry (3) OR
MGT251 Human Relations in Business (3) 3

GBS120 Workplace Communication Skills 3

GBS151 Introduction to Business 3

MGT175 Business Organization and Management (3) OR
TQM240 Project Management in Quality Organizations (3) 3

MGT101 Techniques of Supervision (3) OR
MGT229 Management and Leadership I (3) 3

Certificate of Completion in Small Business Start-Up (5706N) Credits: 12

Description: The Certificate of Completion (CCL) in Small Business Start-Up program is designed to meet the needs of individuals who wish to become entrepreneurs. Courses provide a background in marketing, management, finance, and a capstone course in which students complete a business plan. The goal of the Small Business Start-Up certificate is to create a foundation for prospective small business owners and contribute to the long-term success of the business community.

Program Notes:
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better for all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program will be replaced by
CCL/5819N Entrepreneurial Studies Level I

Program Prerequisites
None

Required Courses Credits: 12
MGT253 Owning and Operating a Small Business 3
MKT271 Principles of Marketing 3
SBS213 Hiring and Managing Employees 1
SBS214 Small Business Customer Relations 1
SBS220 Internet Marketing for Small Business 2
SBS230 Financial and Tax Management for Small Business 2

Certificate of Completion in Social Media Marketing (5830) Credits: 17-18

Description: The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social media, digital communications, integrated marketing, media relations, and brand management. An Associate in Applied Science (AAS) in Marketing and Sales is also available.

Suggested Course Plan Sequenced by Semester: **CG**, MC, PC, **SC**, SM

Program Notes
Students must earn a grade of C or better for all courses in the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisitions
None

Requires Courses Credits: 15
CIS103 Introduction to Social Media 3
GBS120 Workplace Communication Skills 3
MKT110 Marketing and Social Networking 3
+ MKT111 Applied Marketing and Social Networking 3
MKT271 Principles of Marketing 3

Restricted Electives Credits: 2-3
MKT101 Introduction to Public Relations 3
+ MKT280AB Marketing Internship 2
+ MKT298AB Special Projects 2



As technology evolves and data management systems become increasingly complex, the demand for highly skilled technology professionals continues to grow. In the Computer and Information Technology Field of Interest, you can explore careers in gaming, programming, technology support, web design and development, cybersecurity, and more.
Maricopa Community Colleges offers advanced laboratories, modern equipment, internships, and flexible and specialized classes where you will learn about computing hardware and software, web-based platforms, networks, telecommunications systems, and other innovative technology. Maricopa Community Colleges also makes it easy for you to transfer to a four-year program through our partnerships with over 40 colleges and universities nationwide.

Degrees

AAS in Cybersecurity (3197)
AAS in Information Technology (3196)
AAS in Network and Systems Administration (3189)
AAS in Programming and Systems Analysis (3844)
AAS in Video Game Production (3890)
AAS in Web Design/Development (3185)

Certificates

CCL in Adobe Foundations: Animation and Graphics Production (5167N)
CCL in Cisco Certified Network Professional: Enterprise (5190)
CCL in Cisco Network Administration and Security (5036)
CCL in Cisco Network Administration: CCNP (5037)
CCL in Computer System Configuration and Support (5038N)
CCL in Computer System Configuration and Support, Linux (5039N)
CCL in Computer System Configuration and Support, Network (5044N)
CCL in Computer System Configuration and Support, Security (5040N)
CCL in Cross-Platform App Development (5067)
CCL in Cyber Engineering (5149)
CCL in Cyber Operations (5165)
CCL in Cybersecurity Fundamentals (5154)
CCL in Data Analytics (5884)
CCL in Desktop Support (5043)
CCL in Foundations of Mobile App Development (5793)
CCL in Linux Associate (5046N)
CCL in Microsoft Desktop Associate (5030N)
CCL in Microsoft Office Professional (5132)
CCL in Microsoft System Administration (5031)
CCL in Native Mobile Application Development (5063)
CCL in Programming and Systems Analysis Level I (5048)
CCL in Programming and Systems Analysis Level II (5962)
CCL in Video Game Production: Audio and Sound (5130)
CCL in Video Game Production: Coding and Scripting (5129)
CCL in Video Game Production: Game Art (5123)
CCL in Video Game Production: Game Narrative (5125)
CCL in Vmware Network Administrator (5032)
CCL in Web App Development (5835N)
CCL in Web Design (5986)
CCL in Web Foundations (5984)

Associate in Applied Science in Cybersecurity (3197) Credits: 61-74

Description: The Associate in Applied Science (AAS) in Cybersecurity is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. Certificates of Completion (CCLs) are also available in the following areas: Cybersecurity Fundamentals, Cyber Operations, Linux System Administration, Microsoft, Cisco Networking CCNA Security, Cyber Engineering, and Critical Infrastructure.

Program Notes
Students must earn a grade of C or better in all courses within the program.
+indicates course has prerequisites and/or corequisites..
++ indicates that any suffixed course may be selected.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces
AAS/3097 Information Technology: Network and Cyber Security
AAS/3160 IT and Power Systems Security

Program Prerequisite
None

Required Courses Credits: 24-28
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3
(MST150++ required for Microsoft System Administration specialization and Critical Infrastructure specialization)

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4
(CNT140AB required for Cisco Network Administration and Security specialization and Critical Infrastructure specialization)

+ CIS271DB Information Security Essentials (3) AND
+ CIS272DB Information Security Principles (3) OR
+ CIS270 Essentials of Network and Information Security (3) OR
+ ITS110 Information Security Fundamentals (3) 3-6
(ITS110 required for Cyber Operations specialization; CIS271DB AND CIS272DB required for Critical Infrastructure specialization)

+ ITS240 Ethical Hacking and Network Defense 3

Restricted Electives Credits: 12-18
Students must complete 12-18 credits from the following list of courses. Courses that are required for a specialization in Cyber Operations, Linux System Administration, Microsoft System Administration, Cisco Network Administration and Security, Cyber Engineering, and/or Critical Infrastructure are noted. Courses cannot be repeated for credit.

Specialization I: Cyber Operations Credits: 17
+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS290AC Computer Information Systems Internship (3) OR
+ CIS298AC Special Projects (3) 3

+ ITS291 Computer Forensics Foundations 4
+ ITS292 Advanced Computer Forensics 4

Specialization II: Linux System Administration Credits: 15
+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS239DL Linux Shell Scripting 3

+ CIS240DL Linux Network Administration (3) OR

+ CIS240RH Red Hat System Administration III (3) 3

+ CIS271DL Linux Security (3) OR
+ CIS271RH Red Hat System Administration IV (3) 3

+ CIS275DL Linux Capstone 3

Specialization III: Microsoft System Administration Credits: 15
CIS121AH Microsoft PowerShell/Command Line Operations 3
+ MST155DC Installation, Storage, and Compute with Windows Server 4
+ MST157DC Networking with Windows Server 4
+ MST158DC Identity Management with Windows Server 2016 4

Specialization IV: Cisco Network Administration and Security Credits: 12
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
+ CNT205 Cisco Certified Network Associate Security (4) 4

Specialization V: Cyber Engineering Credits: 18
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276++ Any SQL Database course (3) 3

+ CIS162++ Any C Programming: Level I course 3
(Students intending to transfer to U of A South should take CIS162 C Programming)

CIS227 Assembler Language 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3
+ CIS262++ Any C Programming: Level II course 3

Specialization VI: Critical Infrastructure Credits: 16
+ CIS143 Introduction to Critical Infrastructure Protection 3
+ CIS201 Introduction to Operational Technology 3
+ CIS202 Introduction to Smart Grid Security 3
+ CIS203 Principles of the Risk Management Framework 3
+ CNT150AB Switching, Routing, and Wireless Essentials 4

General Electives Credits: 0-3
Select additional courses 100-level or higher to complete a minimum of 61-semester credits. It is recommended to select from the restricted elective options. Consult with a faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals.

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 3

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

COM100 required for students intending to transfer to ASU West to earn a Bachelor of Science in Applied Computing (Cybersecurity).

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics Credits: 3-6
Any approved general education course in the Mathematics area. 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course(s) in the Humanities, Arts and Design area.

Social-Behavioral Sciences Credits: 3
Any approved general education course(s) in the Social-Behavioral Sciences area.

Natural Sciences Credits: 4
Any approved general education course(s) from the Natural Sciences area.

Associate in Applied Science in Information Technology (3196) Credits: 60-65

Description: The Associate in Applied Science (AAS) in Information Technology (IT) program is designed to provide students with skills to meet information technology needs across industries. This program includes instruction in the principles of computer hardware components and business software, programming, databases, networking, customer service, web development, and information systems and project management. Coursework helps prepare students for a variety of industry-recognized examinations and certifications. Students will earn one or more of the following Certificates of Completion (CCLs):

CCL/5154 Cybersecurity Fundamentals
CCL/5083 Database Development
CCL/5043 Desktop Support
CCL/5793 Foundations of Mobile App Development
CCL/5132 Microsoft Office Professional
CCL/5031 Microsoft System Administration
CCL/5048 Programming and Systems Analysis Level I
CCL/5183N Oracle Database Operations
CCL/5050N Red Hat Linux Engineer
CCL/5984 Web Foundations

Program Notes
Students must earn a grade of C or better in all courses required within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3023 Information Technology
AAS/3098 Information Technology: Computer Applications Specialist
AAS/3152 Computer Information Systems
AAS/3162 Computer Information Systems Technologies
AAS/3167 Computer and Information Technologies
AAS/3217 Computer Technology
AAS/3546 Business Office Computer Applications
AAS/3547 Computer Applications Technology
AAS/3548 Business Applications
AAS/3786 Computer Information Technology

Program Prerequisites
None

Required Courses Credits: 32-38

Specialization 1: Cybersecurity Fundamentals Credits: 33-38
Information Technology Core Credits: 24-25
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

CIS133DA Internet/Web Development Level I 3
+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3
Students taking CIS271DB would be required to take CIS250.

Cybersecurity Fundamentals Credits: 9-12
CIS111 Ethics in Information Technology (3) OR
+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

+ CIS270 Essentials of Network and Information Security (3) OR
+ CIS271DB Information Security Essentials (3) AND
+ CIS272DB Information Security Principles (3) OR
+ ITS110 Information Security Fundamentals (3) 3-6

+ ITS240 Ethical Hacking and Network Defense 3
Related Area Credits: 0-5
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 2: Database Development 36-38
Information Technology Core Credits: 21-22
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3
+ CIS119DO Introduction to Oracle: SQL 3
CIS133DA Internet/Web Development Level I 3

+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
CIS250 Management of Information Systems (3) 3

Database Development Credits: 15
CIS117DM Microsoft Access: Database Management (3) OR
+ CIS154 Database Modeling and Design (3) 3

+ CIS150++ Programming Fundamentals 3

+ CIS164AB Oracle: PL/SQL Programming (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

+ CIS217AM Advanced Microsoft Access: Database Management (3) OR
+ CIS276DB SQL Server Database (3) 3

+ CIS225AB Object-Oriented Analysis and Design 3

Related Area Credits : 0-2
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 3: Desktop Support Credits: 32-38
Information Technology Core Credits: 24-25
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Desktop Support Credits: 6
+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
CIS102DA Customer User Support 3

Related Area Credits: 2-8
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 4: Foundations of Mobile App Development Credits: 33-38

Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

+BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3
+ CIS162++ Any C Programming: Level I course 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Foundations of Mobile App Development Credits: 12
CIS120DF Introduction to Adobe Photoshop 3
+ CIS165 Introduction to IOS Application Development 3
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

Related Area Credits: 0-5
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 5: Microsoft Office Professional Credits: 31-38
Information Technology Core Credits: 18-19
CIS105 Survey of Computer Information Systems 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

MST150++ Microsoft Windows (3) OR
BPC270 A+ Exam Prep: Operating System Configuration and Support (3) 3

Microsoft Office Professional Credits: 11-13
BPC/OAS111AA Computer Keyboarding (1) OR
Permission of Program Director (0) 0-1

CIS113DE Microsoft Word: Word Processing 3
CIS114DE Excel Spreadsheet 3
CIS118DB Desktop Presentation: PowerPoint 3

CIS124AA Project Management Software: Level I (1) AND
CIS124BA Project Management Software: Level II (1) OR
CIS224 Project Management Microsoft Project for Windows (3) 2-3

Related Area Credits: 0-8
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 6: Microsoft Server 36-38
Information Technology Core: 21-22
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

MST150++ Microsoft Windows 3

Microsoft Server Credits: 15

CIS121AH Microsoft PowerShell/Command Line Operations 3
+ MST155DC Installation, Storage, and Compute with Windows Server 4
+ MST157DC Networking with Windows Server 4
+ MST158DC Identity Management with Windows Server 2016 4

Related Area Credits: 0-2
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 7: Oracle Database Operations 32-38
Information Technology Core Credits: 21-22
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3
+ CIS119DO Introduction to Oracle: SQL 3
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Oracle Database Operations Credits: 9
+ CIS119DP Oracle: Database Administration 3
+ CIS154 Database Modeling and Design 3
+ CIS164AB Oracle: PL/SQL Programming 3

Related Area Credits : 2-8
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 8: Programming and Systems Analysis Level 1 Courses: 32-38
Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS133DA Internet/Web Development Level I 3
+ CIS150AB Object-Oriented Programming Fundamentals 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Programming and Systems Analysis Credits: 9
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+CIS163AA Java Programming: Level I (3) OR
+ CIS165++ Any Mobile Application Development course (3) 3

+ CIS166++ Any Web Scripting course 3
GBS151 Introduction to Business 3

Related Area Credits: 1-8
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 9: Redhat Linux Engineer 32-38
Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126RH Red Hat System Administration I 3
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Redhat Linux Engineer Credits: 6
+ CIS238RH Red Hat System Administration II 3
+CIS240RH Red Hat System Administration III 3

Related Area Credits: 5-11
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 10: Web Foundations Credits: 36-38
Information Technology Core Credits: 21-22
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+CIS119DO Introduction to Oracle: SQL (3) OR
+CIS276DA MySQL Database (3) OR
+CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Web Foundation Credits: 15
CIS120DF Introduction to Adobe Photoshop 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

Related Area Credits: 0-2
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 11: A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits) AND the following core courses with permission of the Program Director.
Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS133DA Internet/Web Development Level I 3

+ CIS224 Project Management Microsoft Project for Windows (3) OR
CIS250 Management of Information Systems (3) 3

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)
AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-6
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design [HU] area. 3

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

Natural Sciences Credits: 4
Any approved general education course from the Natural Science [SG] or [SQ] area. 4

Associate in Applied Science in Network and System Administration (3189)
Credits: 60-71

Description: The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and internetworking systems technology principles and desktop support. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

Program Notes
Students must earn a grade of C or better in all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
Students may receive credit for courses within the program based on current industry certifications.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3013 Linux Networking Administration
AAS/3095 Information Technology: Cisco Networking
AAS/3096 Information Technology: Network Server
AAS/3208 Networking System Administration
AAS/3312 Computer and Networking Technology
AAS/3778 Microsoft Networking Technology
AAS/3794 Network Administration
AAS/3816 Networking Technology: Cisco

Program Prerequisites
None

Required Courses Credits: 30-43
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3
CIS102DA Customer User Support 3
CIS105 Survey of Computer Information Systems 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4
(CNT140AB is required for students on the Cisco emphasis)

Students must also select from one of the following areas of emphasis based on their career goals.

Emphasis 1: Cisco System Administration (CCNA) and Security Credits: 12
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
+ CNT205 Cisco Certified Network Associate Security (4) 4

Emphasis 2: Cisco System Administration (CCNP) Credits: 24
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND

+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

Emphasis 3: Linux System Administration
Credits: 12
+ CIS238DL Linux System Administration 3
+ CIS239DL Linux Shell Scripting 3
+ CIS240DL Linux Network Administration 3
+ CIS275DL Linux Capstone 3

Emphasis 4: Red Hat Enterprise Linux Administration Credits: 15
+ CIS238RH Red Hat System Administration II 3
+ CIS239DL Linux Shell Scripting 3
+ CIS240RH Red Hat System Administration III 3
+ CIS271RH Red Hat System Administration IV 3
+ CIS275DL Linux Capstone 3

Emphasis 5: Microsoft System Administration Credits: 18
CIS121AH Microsoft PowerShell/Command Line Operations 3
MST150++ Any Microsoft Windows Operating System course 3
+ MST155DC Installation, Storage, and Compute with Windows Server 4
+ MST157DC Networking with Windows Server 4
+ MST158DC Identity Management with Windows Server 2016 4

Emphasis 6: VMware Network Administrator Credits: 12
CIS189 Virtualization and IT Solutions for Digital Businesses 3
+ CIS197 VMware ESXI Server Enterprise 3
+ CIS198 VMware vSphere: Optimize and Scale 3
+ CIS200 VMware NSX: Install, Configure, Manage 3

Restricted Electives Credits: 0-8
Students are to select enough Restricted Elective credits to meet a minimum of 60 credits not used to satisfy Required Courses or selected area of emphasis within the Required Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

Cisco Electives
CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4
+ CNT171 CCNA Exam Prep 1
+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
+ CNT205 Cisco Certified Network Associate Security (4) 4
+ CNT206 Cisco Certified Network Associate Wireless 4

Linux Electives
+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3
+ CIS239DL Linux Shell Scripting 3
+ CIS240DL Linux Network Administration (3) OR
+ CIS240RH Red Hat System Administration III (3) 3
+ CIS275DL Linux Capstone 3

Microsoft Electives
MST+++++ Any MST Microsoft Technology course
CIS121AB Microsoft Command Line Operations 1
CIS121AH Microsoft PowerShell/Command Line Operations 3

Security Electives
+ CIS270 Essentials of Network and Information Security 3
+ CIS271DB Information Security Essentials 3
+ CIS272DB Information Security Principles 3
+ ITS110 Information Security Fundamentals 3

VMware Electives
CIS189 Virtualization and IT Solutions for Digital Businesses 3
+ CIS197 VMware ESXI Server Enterprise 3
+ CIS198 VMware vSphere: Optimize and Scale 3
+ CIS200 VMware NSX: Install, Configure, Manage 3

Other Information Technology Electives
BPC171 Recycling Used Computer Technology 1-3
CIS111 Ethics in Information Technology 3
CIS124AA Project Management Software: Level I 1
+ CIS124BA Project Management Software: Level II 1
+ CIS156 Python Programming: Level I 3
+ CIS190 Introduction to Networking 3
CIS224 Project Management Microsoft Project for Windows 3
+ CIS240 Local Area Network Planning and Design 3
+ CIS250 Management of Information Systems 3
+ CIS266 Network Integration Capstone 4
+ CIS290++ Computer Information Systems Internship 1-3
+ CIS296++ Cooperative Education 1-4
+ CIS298++ Special Projects 1-3
ITS120 Legal, Ethical, and Regulatory Issues 3

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR

+ ENG107 First-Year Composition for ESL (3)
AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6
(ENG111 does not count as an ENG Transfer option)

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3
COM225 is recommended for students transferring to Northern Arizona University.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-6
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design [HU] area. 3

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences [SG] or [SQ] area. 4

Associate in Applied Science in Programming and Systems Analysis (3844)
Credits: 61-68

Description: The Associate in Applied Science (AAS) in Programming and Systems Analysis program provides an in-depth exploration of different computer language and technical skills. The AAS includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. Certificate of Completions (CCLs) in Programming and Systems Analysis Level I and Level II and iOS App Development are also available.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
Consultation with an Academic Advisor is recommended for course selection.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3164 Computer Programming

Program Prerequisites
None

Required Courses Credits: 33-34
CIS105 Survey of Computer Information Systems 3
GBS151 Introduction to Business 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
+ MST150++ Any Microsoft Windows course (3) 3

CIS133DA Internet/Web Development Level I 3

Students interested in pursuing an iOS Certificate of Completion (CCL) are recommended to take CIS150AB
+ CIS150 Programming Fundamentals (3) OR
+ CIS150AB Object-Oriented Programming Fundamentals (3) 3

+ CIS166++ Any Web Scripting course(s) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) OR
+ MST140 Microsoft Networking Essentials (3) 3-4

+ CIS225 Business Systems Analysis and Design (3) OR
+ CIS225AB Object-Oriented Analysis and Design (3) OR
+ CIS250 Management of Information Systems (3) 3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

Select a programming language from below that best aligns with academic and professional goals (2 courses for a total of 6 credits) in one of the following areas:

+ CIS156 Python Programming: Level I (3) AND
+ CIS256 Python Programming: Level II (3) OR

+ CIS159 Visual Basic Programming I (3) AND
+ CIS259 Visual Basic Programming II (3) OR

+ CIS162++ Any C Programming: Level I course (3) AND
+ CIS262++ Any C Programming: Level II course (3) OR

+ CIS163AA Java Programming: Level I (3) AND
+ CIS263AA Java Programming: Level II (3) OR

+ CIS165++ Any Mobile Application Development course (3) AND
+ CIS265 Advanced iOS Application Development (3) 6

Restricted Electives Credits: 6
Students may not use courses from the Required Courses Area.
CIS224 Project Management Microsoft Project for Windows 3
+ CIS151 Computer Game Development-Level I 3
+ CIS156 Python Programming: Level I 3
+ CIS159 Visual Basic Programming I 3
+ CIS162++ Any C Programming: Level I course 3
+ CIS163AA Java Programming: Level I 3
+ CIS165++ Any Mobile Application Development course 3
+ CIS251 Computer Game Development-Level II 3
+ CIS256 Python Programming: Level II 3
+ CIS259 Visual Basic Programming II 3
+ CIS262++ Any C Programming: Level II course 3
+ CIS263AA Java Programming: Level II 3
+ CIS265 Advanced iOS Application Development 3
GBS211 Legal, Ethical and Regulatory Issues of the Internet Studies 3

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
Any approved general education course in the Oral Communication area.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3

Mathematics Credits: 3-6
+ MAT150 College Algebra/Functions (5) OR
+ MAT151 College Algebra/Functions (4) OR
+ MAT152 College Algebra/Functions (3) OR
+ MAT155 College Algebra/Functions with Review (5) OR
+ MAT156 College Algebra/Functions with Review (6) 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education courses in the Humanities, Arts and Design [HU] area. 3

Social-Behavioral Sciences Credits: 3
ECN211 Macroeconomic Principles (3) OR
ECN212 Microeconomic Principles (3) OR
SBU200 Society and Business (3) 3

Natural Sciences Credits: 4
Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

Associate in Applied Science in Video Game Production (3890) Credits: 61-76

Description: The Associate in Applied Science (AAS) in Video Game Production provides students with the essential skill sets needed to plan, design, and produce video games. The program features interdisciplinary coursework and related studies to build a strong foundation bridging the art and science of video game production. The Associate in Applied Science in Video Game Production`s curriculum brings together business concepts, game technology, game narrative, music, sound design, and animation to prepare students for entry-level careers as a Level Designer, Environment Artist, Production Artist, Character Modeler, Character Animator, Game Designer, Game Developer, Mobile Game Developer, Commercial Artist, Game Writer, Composer and/or Sound Designer. Embedded Certificates of Completion (CCL) are available in Video Game Production: Game Art, Video Game Production: Audio and Sound and Video Game Production: Narrative and Video Game Production: Scripting and Coding.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
Students interested in transferring should meet with an Academic, Faculty, or Program Director.
GST201 Game Studies is recommended for students who intend to transfer to Arizona State University.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3145 Game Technology

Program Prerequisites
None

Required Courses Credits: 28
In addition to the required course work, students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

ART100 Introduction to Digital Arts 1

+ ADA/ART177 Digital Photographic Imaging I (3) OR
CIS120DF Introduction to Adobe Photoshop (3) 3

ART/MMT185 3D Modeling for Animation I (3) OR
CIS130DA 3D Studio Max: Modeling (3) 3
Note: ART/MMT185 is recommended for students interested in the Game Art Emphasis and CIS130DA is recommended for students interested in the Coding and Scripting Emphasis

CIS105 Survey of Computer Information Systems 3
+ CIS107 The Electronic Game Industry 3
+ CIS151 Computer Game Development Level I 3
+ CIS251 Computer Game Development Level II 3
CRW176 Writing Narrative for Video Games 3
+ GST202 Games, Culture and Aesthetics 3
MUC122 Sound Design I 3

Restricted Electives Credits: 14-23
Students must select 1 of the following 4 specializations.

Specialization I Game Art Credits: 23
+ ADA/ART/MMT184 Digital Animation I 3
ART116 Life Drawing 3
ART/COM/STO150 Digital Storytelling 3
+ ART200 Animation and Interactivity 3

+ ART240 Cinematography and Directing for 2D/3D Animation (3) OR
+ CIS230DB 3D Studio Max: Lighting and Rendering (3) 3

+ ART/MMT285 3D Modeling and Animation II (3) OR
+ CIS130DB 3D Studio Max: Animation (3) 3

+ ART287 3D Character Animation 3
+ ART298AB Special Projects 2

Specialization II Game Narrative Credits: 17
ART/COM/STO150 Digital Storytelling 3
CRW160 Introduction to Writing Poetry 3
CRW170 Introduction to Writing Fiction 3
CRW190 Introduction to Screenwriting 3
+ CRW270 Intermediate Fiction Writing 3
+ CRW298AB Special Projects 2

Specialization III Coding and Scripting Emphasis Credits: 14
CIS120DC Introduction to Adobe Animate 3
+ CIS150AB Object-Oriented Programming Fundamentals ?3
+ CIS156 Python Programming: Level I 3
+ CIS163AA? Java Programming: Level I 3
+ CIS298AB Special Projects 2

Specialization IV Audio and Music Credits: 17-18
MTC191 Electronic Music I (3) OR

MUC194 Audio Mixing Techniques (3) 3

+ MUC111 Digital Audio Workstation I (DAW I) 3

+ MTC192 Electronic Music II (3) OR
+ MUC196 Studio Recording II (3) 3

MUC195 Studio Music Recording I 3
+ MUC222 Sound Design II 3

+ MUC292 Sound Design III (3) OR
+ MUC298AB Special Projects (2) 2-3

General Education Requirement Credits: 19-25

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics Credits: 3-6
Recommended for students who do not intend to transfer.
+ MAT120 Intermediate Algebra (5) OR
+ MAT121 Intermediate Algebra (4) OR
+ MAT122 Intermediate Algebra (3) OR
MAT126 Intermediate Algebra with Review (6) OR
satisfactory completion of a higher level mathematics course 3-6

Recommended for students who intend to transfer to Arizona State University in the Game Arts, Narrative for Games, or Audio and Music emphases.
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) 3-6

Recommended for students who intend to transfer to Arizona State University in the Scripting and Coding emphasis.
+ MAT150 College Algebra/Functions (5) OR
+ MAT151 College Algebra/Functions (4) OR
+ MAT152 College Algebra/Functions (3) OR
+ MAT155 College Algebra/Functions with Review (5) OR
+ MAT156 College Algebra/Functions with Review (6) 3-6

General Education Distribution Credits: 7

Humanities, Arts and Design Credits: 0
Met by GST202 in Required Courses

Social-Behavioral Sciences Credits: 3
Any approved Social and Behavioral Sciences.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences Area.

Associate in Applied Science in Web Design/Development (3185) Credits: 60-67

Description: The Associate in Applied Science (AAS) in Web Design/Development prepares students to design, create, and administer interactive and professional web sites. Courses focus on "hands-on" experience with web publishing, web graphics preparation, scripting, content management systems and e-commerce solutions. The program provides students a pathway to either develop advanced skills in Web Design or Web Development. Certificates of Completion (CCLs) in Foundational Web Technologies, Web Design and Web Development are also available.

Program Notes
Students must earn a grade of C or better in each course in the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3029 Web Design Technologies
AAS/3031 Web Development
AAS/3084 Web Developer
AAS/3085 Web Designer
AAS/3100 Web Development and Graphic Design
AAS/3147 Digital Media/Multimedia Technology
AAS/3824 Media Arts: Web Design

Program Prerequisites
None

Required Courses Credits: 21
In addition to the required course work students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

CIS105 Survey of Computer Information Systems 3
CIS120DF Introduction to Adobe Photoshop 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

Restricted Electives Credits: 17-22

Specialization I: Web Design Credits: 17-22
ADA/ART183 Digital Graphic Arts I (3)
OR
ART100 Introduction to Digital Arts (1) AND
ART181 Graphic Design I (3)
OR
ART112 Two-Dimensional Design (3) 3-4

CIS120DA Introduction to Adobe Premiere (3) OR
CIS120DK Introduction to Digital Video Editing (3) 3

CIS120DB Introduction to Adobe Illustrator 3

CIS120DC Introduction to Adobe Animate (3) OR
+ CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging (3) 3

+ CIS138DA Desktop Design and Publishing Using Adobe InDesign 3

Students must select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

Specialization II: Web Development Credits: 18
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276++ Any Database Management Systems course (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

Programming Language: Select two courses for a total of 6 credits
+ CIS150AB Object-Oriented Programming Fundamentals 3
+ CIS156 Python Programming: Level I 3
+ CIS159 Visual Basic Programming I 3
+ CIS162++ Any C Programming course 3
+ CIS163AA Java Programming: Level I 3

+ CIS165++ Any Mobile Application Development course 3
+ CIS256 Python Programming: Level II 3
+ CIS262AD C# Level II 3
+ CIS263AA Java Programming: Level II 3
+ CIS265++ Any Advanced Application Development 3

Students must select 3 credits of any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
Any approved general education course from the Oral Communication area.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR

Equivalent as indicated by assessment (0) 0-3

Mathematics Credits: 3-6

Any approved general education course in the Mathematics Area.

(MAT140, MAT141, MAT142, MAT145, MAT146 College Mathematics) OR (MAT150, MAT151, MAT152, MAT155, MAT156 College Algebra/Functions) OR higher math course with the Mathematical Applications [MA] general education designation recommended for students intending to transfer to a four-year institution.

MAT187 Precalculus is recommended for students intending to transfer to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design area

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences area.

PSY101 Introduction to Psychology is recommended for students intending to transfer to ASU (Polytechnic campus) to earn a BS in Technical Communication (User Experience) or to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences area

Certificate of Completion in Adobe Foundation: Animation and Graphics Production (5167N) Credits: 9

Description: The Certificate of Completion (CCL) in Adobe Foundations: Animation and Graphics Production program helps prepare students to create, edit, and enhance digital images, graphics, and animation for use in web, print, and video. A Certificate of Completion in Adobe Foundations: Video and Audio Production and an Associate in Applied Science (AAS) in Web Design and Development are also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses required within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces

CCL/5807N Adobe Foundations

Program Prerequisites

None

Required Courses Credits: 9

CIS120DB Introduction to Adobe Illustrator 3
CIS120DC Introduction to Adobe Animate 3
CIS120DF Introduction to Adobe Photoshop 3

Certificate of Completion in Cisco Certified Network Professional: Enterprise (5190) Credits: 16

Description: The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise builds the advanced knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes fundamental concepts of virtualization, network assurance, security, automation, and the implementation and troubleshooting of advanced routing technologies, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Cisco Enterprise Network Core Technologies (ENCOR) certification and Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) exams aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core, CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications.

Additional Certificates of Completion (CCLs) in Cisco Certified Network Security (CCNA Security), Cisco Certified Network Professional: Enterprise Core, Cisco Certified Network Professional: Enterprise Advanced Routing and Services, Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

Program Notes

This Certificate of Completion (CCL) is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a program director for additional information.
Students must earn a grade of C or better for all courses required within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required courses.

Program Prerequisites

None

Required Courses Credits: 16

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

Certificate of Completion in Cisco Network Administration and Security (5036)
Credits: 16-19

Description: The Certificate of Completion (CCL) in Cisco Network Administration and Security provides training for those interested in working with Cisco network and Internet hardware with a particular emphasis on securing networks from threats and vulnerabilities. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure routing protocols, and Local Area Networks (LANs); troubleshoot problems with various hardware and software configurations; perform administrative tasks in a network. Specific skills in maintaining integrity, accountability, and confidentiality of data are also developed. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Security examinations. Students who complete this program may seek employment in a variety of environments. An additional Certificate of Completion (CCL) in Cisco Certified Network Professional (CCNP), as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

Program Notes

Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 16-19

CIS105 Survey of Computer Information Systems (3) OR
Permission of the Program Director (0) 0-3

CNT140AB Introduction to Networks 4

+ CNT150AB Switching, Routing, and Wireless Essentials 4

+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR

+ CNT205 Cisco Certified Network Associate Security (4) 4

Certificate of Completion in Cisco Network Administration: CCNP (5037) Credits: 28-31

Description: The Certificate of Completion (CCL) in Network Administration: Cisco Network Professional (CCNP) provides students with advanced knowledge and skills to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot complex hardware and software configurations; and perform administrative tasks in a network at the professional level. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP) examinations. Students who complete this program may seek employment in a variety of environments. An additional Certificate of Completion (CCL) in Cisco Network Administration and Security, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

Program Notes
Students must earn a grade of C or better in all courses within the program.
Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5328 Network Administration: Cisco Network Professional
CCL/5526 Information Technology: Cisco Networking

Program Prerequisites
None

Required Courses Credits: 28-31
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

Certificate of Completion in Computer System Configuration and Support (5038N) Credits: 6-9

Description: The Certificate of Completion (CCL) in Computer System Configuration and Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on hardware installation, maintenance, mobile devices, hardware troubleshooting, proper use of tools, safety procedures, and professionalism. This program helps prepare students for the CompTIA A+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 6-9

CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

Certificate of Completion in Computer System Configuration and Support, Linux (5039N) Credits: 9-12

Description: The Certificate of Completion (CCL) in Computer System Configuration and Support, Linux program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on Linux. The classes focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on the Linux Operating system including knowledge and skills required to install, configure and troubleshoot a Linux-based workstation. This program helps prepare students for the CompTIA A+ and Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 9-12

CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

Certificate of Completion in Computer System Configuration and Support, Network (5044N) Credits: 9-13

Description: The Certificate of Completion (CCL) in Computer System Configuration and Support, Network program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on networking. The courses focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on elements of a data network, network components, and use of a network. This program helps prepare students for the CompTIA A+ and Network+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

This program replaces

CCL/5909 Computer Hardware and Network Support

Program Prerequisites

None

Required Courses Credits: 9-13

CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

Certificate of Completion in Computer System Configuration and Support, Security (5040N) Credits: 9-19

Description: The Certificate of Completion (CCL) in Computer System Configuration and Support, Security program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on security. The courses focus on the development of knowledge and skills in computer and security technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on preventing, identifying, and mitigating threats to the security of information systems and utilizing the basic tools for information security. This program helps prepare participants for the CompTIA A+, Security+, and certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

This program replaces

CCL/5841 Microsoft Technical Specialist

Program Prerequisites

None

Required Courses Credits: 9-19

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

Select from one of the following areas of specialization.

Specialization 1: Credits 3-6

+ CIS270 Essentials of Network and Information Security (3)
OR
+ ITS110 Information Security Fundamentals (3) AND
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3-6

Specialization 2: Credits 9-10

CNT140AB Introduction to Networks (4) OR
CIS190 Introduction to Networking (3) 3-4

CIS250 Management of Information Systems 3
+ CIS271DB Information Security Essentials 3

Certificate of Completion in Cross-Platform App Development (5067) Credits: 18-21

Description: The Certificate of Completion (CCL) in Cross-Platform App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows Mobile apps and web apps. This CCL will help students prepare to take the Microsoft Technology Associate (MTA) Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Program Notes
Students must earn a grade of C or better in all courses within the program.
Program requirements for CCL/5833N Windows App Development and CCL/5835N Web App Development may be taken in the CCL/5067 Cross-Platform App Development.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 18-21
CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair (0) 0-3

+ CIS133DA Internet/Web Development Level I 3
+ CIS162AD C#: Level I 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

+ CIS166AA Introduction to JavaScripting 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS262AD C# Level II 3

Certificate of Completion in Cyber Engineering (5149) Credits: 42-46

Description: The Certificate of Completion (CCL) in Cyber Engineering program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Engineering program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

Program Notes
Students must earn a grade of C or better in all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 42-46
The following courses are required and included in the CCL in Cybersecurity Fundamentals

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

+ CIS270 Essentials of Network and Information Security (3)
OR
+ CIS271DB Information Security Essentials (3) AND
+ CIS272DB Information Security Principles (3)
OR
+ ITS110 Information Security Fundamentals (3) 3-6

+ ITS240 Ethical Hacking and Network Defense 3

The following courses are required in the CCL in Cyber Engineering

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276++ Any SQL Database course (3) 3

+ CIS162++ Any C Programming: Level I course 3

CIS227 Assembler Language 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3
+ CIS262++ Any C Programming: Level II course 3

Certificate of Completion in Cyber Operations (5165) Credits: 41-42

Description: The Certificate of Completion (CCL) in Cyber Operations program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Operations program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

Program Notes
Students must earn a grade of C or better in all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 41-42
The following courses are required and included in CCL Cybersecurity Fundamentals.

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

+ ITS110 Information Security Fundamentals 3
+ ITS240 Ethical Hacking and Network Defense 3

The following courses are required in Cyber Operations
+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS290AC Computer Information Systems Internship (3) OR
+ CIS298AC Special Projects (3) 3

+ ITS291 Computer Forensics Foundations 4
+ ITS292 Advanced Computer Forensics 4

Certificate of Completion in Cybersecurity Fundamentals (5154) Credits: 24-31

Description: The Certificate of Completion (CCL) in Cybersecurity Fundamentals is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to provide applied skills necessary for government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

Program Notes
Students must earn a grade of C or better in all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5530 Information Technology: Network and Cyber Security

Program Prerequisites
None

Required Courses Credits: 24-31
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

+ CIS250 Management of Information Systems (3) 0-3
Only students taking CIS271DB would be required to take CIS250.

+ CIS270 Essentials of Network and Information Security (3)
OR
+ CIS271DB Information Security Essentials (3) AND
+ CIS272DB Information Security Principles (3)
OR
+ ITS110 Information Security Fundamentals (3) 3-6

+ ITS240 Ethical Hacking and Network Defense 3

Certificate of Completion in Data Analytics (5884) Credits 18-24

Description: The Certificate of Completion (CCL) in Data Analytics program is designed to prepare students to model, synthesize, analyze, and present large data sets for business decision making. Courses will focus on the techniques and computer software used in industry to extract data from various data sources, model and integrate that data, and then visualize this data for business decision making and intelligence gathering.

Program Notes
Students must earn a grade of C or better in all courses within the program.
CIS214DE is not equivalent to CIS214DA for the purposes of this certificate and should not be used to complete program requirements.
Students who have completed GBS221 can use this course in lieu of GBS220.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 18-24
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
+ CIS214DA Advanced Excel for Data Analytics 3

+ CIS217AM Advanced Microsoft Access: Database Management (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

GBS151 Introduction to Business 3

+ GBS220 Quantitative Methods in Business (3) OR
+ GBS221 Business Statistics (3) 3

+ MAT150 College Algebra/Functions (5) OR
+ MAT151 College Algebra/Functions (4) OR
+ MAT152 College Algebra/Functions (3) OR
+ MAT155 College Algebra/Functions with Review (5) OR
+ MAT156 College Algebra/Functions with Review (6) OR
Satisfactory District math placement (0) 0-6

Certificate of Completion in Desktop Support (5043) Credits: 19-22

Description: The Certificate of Completion (CCL) in Desktop Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer, network, and security technologies, as well as the interpersonal skills in customer service/technical support needed to be successful within the industry. Depending on course selection, this program helps prepare students for the CompTIA A+, CompTIA Network+, and/or CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes
Students must earn a grade of C or better in all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5841 Microsoft Technical Specialist

Program Prerequisites
None

Required Courses Credits: 18-19
+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3
CIS102DA Customer User Support 3
CIS105 Survey of Computer Information Systems 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4
(Note: CNT140AB is recommended for students interested in pursuing their Cisco Network Administration Certification)

Restricted Electives Credits: 1-3
Students must select one to three (1-3) credits from the following:
BPC171 Recycling Used Computer Technology 1
+ CIS290AA Computer Information Systems Internship 1
+ CIS290AB Computer Information Systems Internship 2
+ CIS290AC Computer Information Systems Internship 3
+ CIS296WB Cooperative Education 2
+ CIS296WC Cooperative Education 3
+ CIS298AA Special Projects 1
+ CIS298AB Special Projects 2
+ CIS298AC Special Projects 3

Certificate of Completion in Foundations of Mobile App Development (5793) Credits: 18-21

Description: The Certificate of Completion (CCL) in the Foundations of Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with foundational experience in a variety of platforms, including iOS, Android, Windows and web app development. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Program Notes
Students must earn a grade of C or better in all courses within the program.
Students should consult with a Department Advisor in arranging their schedules.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 18-21
CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair (0) 0-3

CIS120DF Introduction to Adobe Photoshop 3
+ CIS133DA Internet/Web Development Level I 3
+ CIS162AD C#: Level I 3
+ CIS165 Introduction to IOS Application Development 3
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

Certificate of Completion in Linux Associate (5046N) Credits: 9

Description: The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for employment or to improve current professional skills. The program includes Linux operating system basics and management including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. This program helps prepare students for the Linux Professional Institute Certification (LPIC-1) and CompTIA Linux + certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses within the program.
Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5219 Linux Associate

Required Courses Credits: 6-9
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

CIS126DL Linux Operating System 3
+ CIS238DL Linux System Administration 3

Certificate of Completion in Microsoft Desktop Associate (5030N) Credits: 3

Description: The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes:

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program.

Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 3

MST150WT Installing and Configuring
Microsoft Windows 10 3

Certificate of Completion in Microsoft Office Professional (5132) Credits: 16-22

Description: The Certificate of Completion (CCL) in Microsoft Office Professional emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. This certificate provides students with the knowledge and skills requisite of various business settings. This certificate helps with initial preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS). This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology and Certificate of Complete (CCL) in Microsoft Office Specialist.

Program Notes:
Students must earn a grade of C or better in all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5146 Computer Applications: Microsoft Office Specialist/Basic
CCL/5147 Computer Applications: Microsoft Office Specialist/Advanced
CCL/5212 Business Office Computer Applications
CCL/5213 Computer Usage and Applications
CCL/5214 Computer Applications Technology
CCL/5217 Computer Applications
CCL/5644 Business Applications Specialist

Program Prerequisites
None

Required Courses Credits: 16-22
BPC/OAS111AA Computer Keyboarding I (1) OR
Permission of Program Director (0) 0-1

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

CIS113DE Microsoft Word: Word Processing 3
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS118DB Desktop Presentation: Powerpoint 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS121AE Windows Operating System: Level I (1) AND
CIS122AE Windows Operating System: Level II (1) OR
MST150++ Microsoft Windows (3) 2-3

CIS124AA Project Management Software: Level I (1) AND
CIS124BA Project Management Software: Level II (1) OR
CIS224 Project Management Microsoft Project for Windows (3) 2-3

Certificate of Completion in Microsoft System Administration (5031) Credits: 18-21

Description: The Certificate of Completion (CCL) in Microsoft System Administration program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. The program includes a core of Microsoft courses to develop professionals who implement, manage, and troubleshoot existing network and system environments based on current Microsoft operating systems including active directory, messaging services, file and print servers, and firewalls. The courses in the program are also designed to help prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate and Microsoft Certified Solutions Associate (MCSA) - Windows Server 2016 certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes:
Students must earn a grade of C or better in all courses within the program.
Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5124 Network Administration: Microsoft Windows Server
CCL/5852 Microsoft Server Administration

Program Prerequisites
None

Required Courses Credits: 18-21
CIS105 Survey of Computer Information Systems (3) OR
May be waived by permission of the Program Director (0) 0-3

CIS121AH Microsoft PowerShell/Command Line Operations 3

MST150++ Any Microsoft Windows course 3
+ MST155DC Installation, Storage, and Compute with Windows Server 4
+ MST157DC Networking with Windows Server 4
+ MST158DB Installing and Configuring Windows Server 4

Certificate of Completion in Native Mobile Application Development (5063)
Credits: 18-21

Description: The Certificate of Completion (CCL) in Native Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on native iOS and Android mobile apps. This CCL will help students prepare to take the App Developer with Swift Certification Level 1 and Associate Android Developer certifications. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Program Notes:
Students must earn a grade of C or better in all courses within the program.
Students should consult with a Department Advisor in arranging their schedules.
Program requirements for CCL5834 Android Application Development and CCL5914 iOS Application Development CCL may be taken in the CCL 5063 Native Mobile App Development.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 18-21
CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair
(0) 0-3

+ CIS150 Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AD C# Level I (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS150AB Object-Oriented Programming Fundamentals 3
+ CIS165 Introduction to IOS Application Development 3
+ CIS165DA Introduction to Android Application Development 3
+ CIS265 Advanced iOS Application Development 3
+ CIS265DA Advanced Android Application Development 3

Certificate of Completion in Programming and Systems Analysis Level I (5048)
Credits: 24

Description: The Certificate of Completion (CCL) in Programming and Systems Analysis Level I provides an exploration of different computer language and technical skills. The CCL includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) in Programming and Systems Analysis Level II, Certificate of Completion (CCL) in iOS App Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are also available.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
Consultation with an Academic Advisor is recommended for course selection.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5084 Software Development
CCL/5207 Computer Programming

Program Prerequisites
None

Required Courses Credits: 24
CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
+ MST150++ Any Microsoft Windows course (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150 Programming Fundamentals (3) OR
+ CIS150AB Object-Oriented Programming Fundamentals (3) 3
+ CIS166++ Any Web Scripting course(s) 3
GBS151 Introduction to Business 3

Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas:
+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) OR

+ CIS165++ Any Mobile Application Development course (3) 3

Certificate of Completion in Programming and Systems Analysis Level II (5962)
Credits: 36-37

Description: The Certificate of Completion (CCL) in Programming and Systems Analysis Level II provides an in-depth exploration of different computer language and technical skills. This CCL includes, but is not limited to the following: local area networks, team roles, and dynamics. A Certificate of Completion (CCL) in iOS App Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are available.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
Consultation with an Academic Advisor is recommended for course selection.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5084 Software Development
CCL/5207 Computer Programming

Program Prerequisites
None

Required Courses Credits: 33-34
The following courses are required and included in CCL Programming and Systems Analysis Level I

CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
+ MST150++ Any Microsoft Windows course (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150 Programming Fundamentals (3) OR
+ CIS150AB Object-Oriented Programming Fundamentals (3) 3

+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) OR
+ CIS165++ Any Mobile Application Development course (3) 3

+ CIS166++ Any Web Scripting course(s) 3
GBS151 Introduction to Business 3

The following courses are required for CCL Programming and Systems Level II

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) OR
+ MST140 Microsoft Networking Essentials (3) 3-4

+ CIS225 Business Systems Analysis and Design (3) OR
+ CIS225AB Object-Oriented Analysis and Design (3) OR
+ CIS250 Management of Information Systems (3) 3

Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas:

+ CIS256 Python Programming: Level II (3) OR
+ CIS259 Visual Basic Programming II (3) OR
+ CIS262++ Any C Programming: Level II course (3) OR
+ CIS263AA Java Programming: Level II (3) OR
+ CIS265 Advanced iOS Application Development (3) 3

Restricted Electives Credits: 3
Select one of the courses below that best aligns with academic and professional goals for a total of 3 credits. Students may not choose courses they have taken from the Required Courses area.
+ CIS151 Computer Game Development-Level I 3
+ CIS156 Python Programming: Level I 3
+ CIS159 Visual Basic Programming I 3
+ CIS162++ Any C Programming: Level I course 3
+ CIS163AA Java Programming: Level I 3
+ CIS165++ Any Mobile Application Development course 3
CIS224 Project Management Microsoft Project for Windows 3
+ CIS251 Computer Game Development-Level II 3
+ CIS256 Python Programming: Level II 3
+ CIS259 Visual Basic Programming II 3
+ CIS262++ Any C Programming: Level II course 3
+ CIS263AA Java Programming: Level II 3
+ CIS265 Advanced iOS Application Development 3
GBS211 Legal, Ethical and Regulatory Issues of the Internet Studies 3

Certificate of Completion in Video Game Production: Audio and Sound (5130) Credits: 30-31

Description: The Certificate of Completion (CCL) in Video Game Production: Audio and Sound provides students with the introductory skills in audio and sound for video games. Coursework focuses on the music aspects of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is available. Certificates of Completion (CCL) are also available in Video Game Production: Game Art, Video Game Production: Coding and Scripting, and Video Game Production: Narrative.

Program Notes

Students must earn a grade of C or better for all courses required within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 30-31

Students must complete the following courses for a total of 13 credits that apply to the core of the Associate of Applied Science (AAS) in Video Game Production.

ART100 Introduction to Digital Arts 1
CIS105 Survey of Computer Information Systems 3
+ CIS151 Computer Game Development Level I 3
MUC122 Sound Design I 3
CRW176 Writing Narrative for Video Games 3

Students must complete the following courses for a total of 17 to 18 credits that apply to the Video Game Production: Audio and Sound Emphasis of the Associate of Applied Science (AAS) in Video Game Production.

MTC191 Electronic Music (3) OR
+ MUC194 Audio Mixing Techniques (3) 3

+ MUC111 Digital Audio Workstation I (DAW I) 3

+ MTC192 Electronic Music II (3) OR
+ MUC196 Studio Recording II (3) 3

MUC195 Studio Music Recording I 3
+ MUC222 Sound Design II 3

+ MUC292 Sound Design III (3) OR
+ MUC298AB Special Projects (2) 2-3

Certificate of Completion in Video Game Production: Coding and Scripting (5129) Credits: 33

Description: The Certificate of Completion (CCL) in Video Game Production: Coding and Scripting provides students with the introductory skills to code and write script for video games. Coursework focuses on the coding and scripting aspects of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is also available. Certificates of Completion (CCL) are also available in Video Game Production: Game Art, Video Game Production: Audio and Sound and Video Game Production: Narrative.

Program Notes

Students must earn a grade of C or better for all courses required within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 33

Students must complete the following courses for a total of 13 credits that apply to the core of the Associate of Applied Science (AAS) in Video Game Production.

ART100 Introduction to Digital Arts 1
CIS105 Survey of Computer Information Systems 3
+ CIS151 Computer Game Development Level I 3
MUC122 Sound Design I 3
CRW176 Writing Narrative for Video Games 3

Students must complete the following courses for a total of 20 credits that apply to the Video Game Production: Coding and Scripting Emphasis of the Associate of Applied Science (AAS) in Video Game Production.

+ CIS107 The Electronic Game Industry 3
CIS120DC Introduction to Adobe Animate 3
CIS130DB 3D Studio Max: Animation 3
+ CIS150AB Object-Oriented Programming Fundamentals 3
+ CIS156 Python Programming: Level I 3
+ CIS163AA Java Programming: Level I 3
+ CIS298AB Special Projects 2

Certificate of Completion in Video Game Production: Game Art (5123) Credits: 39

Description: The Certificate of Completion (CCL) in Video Game Production: Game Art provides students with the introductory skills to design Art for video games. Coursework focuses on the artistic aspect of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is available. Certificates of Completion (CCL) are also available in Video Game Production: Audio and Sound, Video Game Production: Coding and Scripting, and Video Game Production: Narrative.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 39
Students must complete the following courses for a total of 13 credits that apply to the core of the Associate of Applied Science (AAS) in Video Game Production.

ART100 Introduction to Digital Arts 1
CIS105 Survey of Computer Information Systems 3
+ CIS151 Computer Game Development Level I 3
CRW176 Writing Narrative for Video Games 3
MUC122 Sound Design I 3

Students must complete the following courses for a total of 26 credits that apply to the Video Game Production: Game Art Emphasis of the Associate of Applied Science (AAS) in Video Game Production.

+ ADA/ART/MMT184 Digital Animation I 3
ART116 Life Drawing 3
ART/COM/STO150 Digital Storytelling 3

+ ART/MMT185 3D Modeling for Animation I (3) OR
+ CIS130DA 3D Studio Max: Modeling (3) 3

+ ART200 Animation and Interactivity 3

+ ART240 Cinematography and Directing for 2D/3D Animation (3) OR
+ CIS230DB 3D Studio Max: Lighting and Rendering (3) 3

+ ART/MMT285 3D Modeling and Animation II (3) OR
+ CIS130DB 3D Studio Max: Animation (3) 3

+ ART287 3D Character Animation 3
+ ART298AB Special Projects 2

Certificate of Completion in Video Game Production: Game Narrative (5125) Credits: 27

Description: The Certificate of Completion (CCL) in Video Game Production: Game Narrative provides students with the introductory skills to write narrative for video games. Coursework focuses on the narrative aspect of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is also available. Certificates of Completion (CCL) are available in Video Game Production: Game Art, Video Game Production: Audio and Sound and Video Game Production: Coding and Scripting.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 27
Students must complete the following courses for a total of 13 credits that apply to the core of the Associate of Applied Science (AAS) in Video Game Production.

ART100 Introduction to Digital Arts 1
CIS105 Survey of Computer Information Systems 3
+ CIS151 Computer Game Development Level I 3
MUC122 Sound Design I 3
CRW176 Writing Narrative for Video Games 3

Students must complete the following courses for a total of 14 credits that apply to the Video Game Production: Game Narrative Emphasis of the Associate of Applied Science (AAS) in Video Game Production.

CRW160 Introduction to Writing Poetry 3
CRW170 Introduction to Writing Fiction 3
CRW190 Introduction to Screenwriting 3
+ CRW270 Intermediate Fiction Writing 3
+ CRW298AB Special Projects 2

Certificate of Completion in Vmware Network Administrator (5032) Credits: 24-28

Description: The Certificate of Completion (CCL) in VMware Network Administrator program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software-defined data centers. Courses will build the knowledge and skills for students to design, install, configure, troubleshoot, and manage virtual environments and help prepare students for the CompTIA A+, CompTIA Linux +, CompTIA Network +; VMware VCA, VCP, and/or VCAP-NV Deploy certification exams. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes
Students must earn a grade of C or better in all courses within the program.
Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 24-28
+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

CIS189 Virtualization and IT Solutions for Digital Businesses 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

+ CIS197 VMware ESXI Server Enterprise 3
+ CIS198 VMware vSphere: Optimize and Scale 3
+ CIS200 VMware NSX: Install, Configure, Manage 3

Certificate of Completion in Web App Development (5835N) Credits: 9-12

Description: The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in Mobile App Development and Cross-Platform App Development.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses within the program.
Students should consult with a Department Advisor in arranging their schedules.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits 9-12

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair
(0) 0-3
+ CIS133DA Internet/Web Development Level I 3
+ CIS166AA Introduction to JavaScript 3
+ CIS233DA Internet/Web Development Level II 3

Certificate of Completion in Web Design (5986) Credits: 38-43

Description: The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in Mobile App Development and Cross-Platform App Development.

Program Notes
Students must earn a grade of C or better for all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5159 Web Design
CCL/5168 Web Development and Graphic Design
CCL/5172 Web Design Technologies
CCL/5344 Web Designer
CCL/5345 Advanced Web Designer
CCL/5885 Media Arts: Web Design

Program Prerequisites
None

Required Courses Credits 36-37
The following courses are required and also fulfill the requirements for the CCL in Web Foundations:

CIS105 Survey of Computer Information Systems 3
CIS120DF Adobe Photoshop Level I: Digital Imaging 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

The following courses are required and fulfill the requirements for the CCL in Web Design:

ADA/ART183 Digital Graphic Arts I (3)
OR
ART100 Introduction to Digital Arts (1) AND
ART181 Graphic Design I (3)
OR
ART112 Two-Dimensional Design (3) 3-4

CIS120DB Computer Graphics: Adobe Illustrator 3

CIS120DA Introduction to Digital Video Editing: Adobe Premiere (3) OR
CIS120DK Introduction to Digital Video Editing (3) 3

+ CIS138DA Desktop Design and Publishing Using Adobe InDesign 3
+ CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging 3

Restricted Electives Credits: 2-6
Select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

Certificate of Completion in Web Foundations (5984) Credits: 21

Description: The Certificate of Completion (CCL) in Web Foundations introduces students to designing and developing web pages. This CCL prepares students for entry level web positions. Certificates of Completion (CCL) in Web Design and Web Development are available. An Associate in Applied Science (AAS) degree in Web Design/Development is also available.

Program Notes

Students must earn a grade of C or better for all courses within the program.
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits 21

CIS105 Survey of Computer Information Systems 3
CIS120DF Adobe Photoshop Level I: Digital Imaging 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3



Programs in the Culture and Society Field of Interest are focused on acquiring a deep understanding of humanity, society, and human expression. These programs foster critical and analytical thinking and create flexible problem solvers who are ready to tackle complex global issues.
Our Culture and Society programs are also designed for easy transfer to a four-year college, and our students are prepared for a broad range of careers, including marketing, post-secondary teaching, law, translation, government law agencies, and private and government research groups and think tanks.

Degrees

See Transfer Degrees

EDUCATION

If you love learning and want to help students discover their potential, the Education Field of Interest is for you. With so many Education certificates and degrees to choose from at Maricopa Community Colleges, you're sure to discover one that excites you.
Specialize in early childhood education, K-12 education, multicultural education, eLearning design, and more. While studying education can prepare you to be a classroom instructor at virtually any academic level, becoming a teacher isn't your only career option. You can also learn to design instructional media and materials, work as a school administrator, become a librarian, or provide needed training for workers re-entering the workforce. No matter which path you choose, a background in education can prepare you for a rewarding – and meaningful – career.

Degrees

AAS in Early Childhood Education (3186)

Certificates

CCL in Early Childhood Education (5056)
CCL in Foundations of Early Childhood Education (5054)

Associate in Applied Science in Early Childhood Education (3186) Credits: 60-71

Description: The Associate in Applied Science (AAS) in Early Childhood Education (ECE) program is designed to prepare individuals for employment as early childhood professionals in a variety of educational settings. The AAS program includes courses based on current ECE theory and practice as well as general education classes to broaden a student`s base of knowledge. Certificates of Completion are also available.

Program Notes
Students must earn a grade of C or better for all courses within the program.
For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
AAS/3007 Early Childhood Education
AAS/3109 Early Childhood Administration and Management
AAS/3124 Early Learning and Development
AAS/3356 Early Childhood Education and Administration: Birth through Age Five
AAS/3836 Early Childhood Education

Program Prerequisites
None

Required Courses Credits: 29-34
CFS/ECH176 Child Development (3) OR
CFS235 Developing Child: Theory into Practice, Prenatal - Age 8 (3) OR
EED205 The Developing Child: Prenatal to Age Eight (3) 3

EED225 Language and Literacy in the Context of Culture and Relationships 3

CFS101AH Art Activities for the Young Child (1) AND
ECH281 Movement/Music for the Young Child (1) OR
+ EED210 Creative and Cognitive Play (3) OR
ECH128 Early Learning: Play and the Arts (3) 2-3
EED200 Foundations of Early Childhood Education 3

CFS/ECH271 Arranging the Environment (1) AND
CFS282 Mainstreaming The Young Child with A Disability (1) AND
ECH282 Discipline/Guidance of Child Groups (1) OR
EED212 Guidance, Management and the Environment (3) 3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND
CFS125 Safety in Early Childhood Settings (1) AND
ECH280 Food Experiences With Young Children (1) OR
EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3

EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR

EDU222 Introduction to the Exceptional Learner (3) 3

CFS/ECH269 Child Care Seminar (1) AND
CFS/ECH287 Professional Development in Early Childhood Education (1) OR
EED255 Portfolio Development and Writing for the Profession (3) 2-3

+ CFS/ECH284AB Early Childhood Teaching Internship (3) OR
+ EED260 Early Childhood Infant/Toddler Internship (1) AND
+ EED261 Early Childhood Preschool Internship (1) 2-3

ECH272 Science for the Young Child (1) AND
CFS/ECH273 Math for the Young Child (1) AND
CFS/ECH275 Literacy Development and the Young Child (1) AND
ECH279 Early Childhood Curriculum Development (1) OR
+ EED278 Early Learning: Curriculum and Instruction - Birth/Preschool (3) 3-4

ECH140 Learning Made Visible Through Documentation (1) AND
ECH270 Observing Young Children (1) OR
+ EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight (3) 2-3

Restricted Electives Credits: 9-12
Students must select 9-12 credits from the following and must complete a minimum of 60 credits for the degree. Students are encouraged to consult with a faculty advisor or student services analyst to identify the requirements for their desired academic and professional goals:

CFS+++ Any CFS Child/Family Studies course(s)
ECH+++ Any ECH Early Childhood Education course(s)
EDU+++ Any EDU Education course(s)
EED+++ Any EED Early Education course(s)
FCS+++ Any FCS Family and Consumer Science course(s)
ITD+++ Any ITD Infant/Toddler Development course(s)

General Education Requirement Credits: 19-25

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication Credits: 3
Any approved general education course from the Oral Communication area.

Note: COM225 is recommended for students who wish to transfer to the BAE at ASU.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment

Mathematics Credits: 3-6
Any approved general education course in the Mathematical Applications [MA] area (3-6) 3-6

General Education Distribution Credits: 7

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design area.

Recommend: EDU/ENH291 Children`s Literature OR EDU/HUM/STO292 The Art of Storytelling

Social-Behavioral Sciences Credits: 0
Fulfilled by EDU222 or EED222 in Required Courses area.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences area.

Certificate of Completion in Early Childhood Education (5056) Credits: 36

Description: The Certificate of Completion (CCL) in Early Childhood Education program is designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. An Associate in Applied Science (AAS) in Early Childhood Education is also available and includes additional early childhood electives and general education classes to broaden the student`s base of knowledge.

Program Notes
Students must earn a grade of C or better for all courses within the program.
For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/5016 Early Childhood Education
CCL/5356 Early Childhood Education and Administration: Birth through Age Five
CCL/5358 Early Care Specialist
CCL/5374 Early Childhood Education

Program Prerequisites
None

Required Courses Credits: 29-34
CFS/ECH176 Child Development (3) OR
CFS235 Developing Child: Theory into Practice, Prenatal - Age 8 (3) OR
EED205 The Developing Child: Prenatal to Age Eight (3) 3

EED200 Foundations of Early Childhood Education 3

CFS/ECH271 Arranging the Environment (1) AND
CFS282 Mainstreaming The Young Child with A Disability (1) AND
ECH282 Discipline/Guidance of Child Groups (1) OR
EED212 Guidance, Management and the Environment (3) 3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND
CFS125 Safety in Early Childhood Settings (1) AND
ECH280 Food Experiences With Young Children (1) OR
EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3

CFS101AH Art Activities for the Young Child (1) AND
ECH281 Movement/Music for the Young Child (1) OR
ECH128 Early Learning: Play and the Arts (3) OR
+ EED210 Creative and Cognitive Play (3) 2-3

EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
EDU222 Introduction to the Exceptional Learner (3) 3

ECH272 Science for the Young Child (1) AND
CFS/ECH273 Math for the Young Child (1) AND
CFS/ECH275 Literacy Development and the Young Child (1) AND
ECH279 Early Childhood Curriculum Development (1) OR
+ EED278 Early Learning: Curriculum and Instruction - Birth/Preschool (3) 3-4

EED225 Language and Literacy in the Context of Culture and Relationships 3

ECH140 Learning Made Visible Through Documentation (1) AND
ECH270 Observing Young Children (1) OR
+ EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight (3) 2-3

CFS/ECH269 Child Care Seminar (1) AND
CFS/ECH287 Professional Development in Early Childhood Education (1) OR
EED255 Portfolio Development and Writing for the Profession (3) 2-3

+ CFS/ECH284AB Early Childhood Teaching Internship (3) OR
+ EED260 Early Childhood Infant/Toddler Internship (1) AND
+ EED261 Early Childhood Preschool Internship (1) 2-3

Restricted Electives Credits: 2-7
Students must select 2-7 credits from the following courses to meet a minimum of 36 credits for the certificate. Cannot be shared with Required Courses Area.

CFS+++ Any CFS Child/Family Studies course(s)

ECH+++ Any ECH Early Childhood Education course(s)
EDU+++ Any EDU Education course(s)
EED+++ Any EED Early Education course(s)
FCS+++ Any FCS Family and Consumer Science course(s)
ITD+++ Any ITD Infant/Toddler Development course(s)

Certificate of Completion in Foundations of Early Childhood Education (5054) Credits: 18-19

Description: The Certificate of Completion (CCL) in Foundations of Early Childhood Education is designed to prepare students with foundational knowledge regarding the growth and development of the young child. Topics include cognitive and physical development of the young child, language acquisition, curriculum development, health and safety guidelines, business procedures, and family/community relationship building. This CCL is embedded (can be used to fulfill part of the requirements) in a second available CCL, Early Childhood Education. Both CCLs are embedded (can be used to fulfill requirements) in the Associate in Applied Science (AAS) in Early Childhood Education.

Program Notes

Students must earn a grade of C or better for all courses within the program.
For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces

CCL/5016 Early Childhood Education
CCL/5019N Early Childhood Classroom Management
CCL/5356 Early Childhood Education and Administration: Birth through Age Five
CCL/5358 Early Care Specialist
CCL/5374 Early Childhood Education
CCL/5710 Foundations of Early Childhood Education
CCL/5714 Family Child Care Management
CCL/5715 Infant and Toddler Development

Program Prerequisites

None

Required Courses Credits: 18-19

CFS/ECH176 Child Development (3) OR
CFS235 Developing Child: Theory into Practice, Prenatal - Age 8 (3) OR
EED205 The Developing Child: Prenatal to Age Eight (3) 3

EED200 Foundations of Early Childhood Education 3

CFS/ECH271 Arranging the Environment (1) AND
CFS282 Mainstreaming The Young Child with A Disability (1) AND
ECH282 Discipline/Guidance of Child Groups (1) OR
EED212 Guidance, Management and the Environment (3) 3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND
CFS125 Safety in Early Childhood Settings (1) AND
ECH280 Food Experiences With Young Children (1) OR
EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3

CFS101AH Art Activities for the Young Child (1) AND
ECH281 Movement/Music for the Young Child (1) OR
ECH128 Early Learning: Play and the Arts (3) OR
+ EED210 Creative and Cognitive Play (3) 2-3

EDU222 Introduction to the Exceptional Learner (3) OR
EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) 3

+EED260 Early Childhood Infant/Toddler Internship (1) OR
+EED261 Early Childhood Preschool Internship (1) 1



If you want to help people live better, safer, healthier lives, consider the Health Sciences Field of Interest (FOI). Our Health Sciences degrees and certificates are designed to give you comprehensive training for health-related work in the hospital, healthcare, or exercise and fitness settings.
In addition to preparing you for employment, the Health Sciences FOI also fully prepares you to transfer to a four-year program. So, whether you want to be a nurse, an EMT, a physical therapist, or a personal trainer, Maricopa Community Colleges' programs give you the flexibility you need to pursue your goals.

Degrees

AAS in Healthcare Technology Systems (3161)
AAS in Integrated Public Health (3175)
AAS in Nursing (3812)
AAS in Nutrition and Dietetic Technology (3840)
AAS in Paramedicine (6375)

Certificates

CCL in Community Health Paramedicine (5017N)
CCL in Critical Care Paramedicine (5003N)
CCL in Emergency Medical Technology (5643N)
CCL in Emergency Medical Technology Comprehensive (5058)
CCL in Healthcare Technology Systems (5836)
CCL in Integrated Public Health: Community Health Work (5896)
CCL in Integrated Public Health: Health Administration (5900)
CCL in Integrated Public Health: Health Education (5898)
CCL in Integrated Public Health: Mobile Integrated Health (5902)
CCL in Paramedicine (5990)
CCL in Personal Trainer (5421)
CCL in Personal Trainer: Advanced (5445)
CCL in Practical Nursing (5957)
CCL in Tactical Emergency Casualty Care (5998N)

Associate in Applied Science in Healthcare Technology Systems (3161) Credits: 62-77

Description: The Associate in Applied Science (AAS) in Healthcare Technology Systems degree is designed to develop the knowledge, technical skills and problem solving strategies needed by IT departments of healthcare organizations. Potential employers include hospitals, insurance companies, billing companies, medical practices, pharmacies, health solutions companies, and public agencies. Coursework and career development experiences include training in web development, programming, database management, Data Analytics, system development, project management, as well as Artificial Intelligence (AI), Machine Learning, and other emerging technologies to solve healthcare IT challenges in jobs such as an analyst, software developer, project manager, and informatics specialist. A standalone Certificate of Completion (CCL) is also available for students who already have a bachelor`s degree or equivalent work experience as determined by the Program Director. Students can also pursue a bachelor`s degree in technology or related fields.

Program Notes
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates any suffixed courses.
BPC110 or CIS105 are not applicable if taken more than five years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.
Students are encouraged to speak with an Academic Advisor or Program Director before starting the program.
Students interested in pursuing the Business and Administration Interdisciplinary Studies - Technology Management 90-30, bachelor program should consult with a Northern Arizona University transfer specialist at their campus.

Program Prerequisites
None

Required Courses Credits: 40-49
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director 0-3

CIS116 Computer Graphics: Introduction to Microsoft Visio 1
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
+ CIS150AB Object-Oriented Programming Fundamentals 3
CIS224 Project Management Microsoft Project for Windows 3

+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

HCC130 Fundamentals of Health Care Delivery (3) OR
Permission of Program Director 0-3

HCC145 Medical Terminology for Health Care Professionals (3) OR
HCC145AA Medical Terminology for Health Care Professionals I (1) OR
HCC146 Common Medical Terminology for Health Care Professionals (2) OR
Permission of Program Director 0-3

+ HTM150 Introduction to Healthcare IT Systems 3
+ HTM200 Healthcare IT Software Infrastructure: Interoperability, Security and mHealth 3
+ HTM230 Healthcare Data Analytics, Artificial Intelligence and Machine Learning 3
+ HTM250 Healthcare IT Systems Development Life Cycle (SDLC) 3
+ HTM270 Healthcare IT Systems Capstone 3
+ HTM280 Healthcare Technology Systems Career Strategies 3

+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AC Visual C++: Level I (3) OR
+ CIS162AD C#: Level I (3) OR
+ CIS163AA Java Programming: Level I (3) 3

CIS165++ Any Mobile Application Development course (3) OR
CIS166++ Any Web Scripting course(s) (3) 3

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
Any approved general education course from the Oral Communication (COM) area.
COM225 Public Speaking is recommended for students transferring to Northern Arizona University (NAU).

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-6
+ Any approved general education course in the Mathematics area 3-6

Recommend MAT14+ or MAT15+ for students seeking university transfer

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design [HU] area.

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences [SB] area.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

Associate in Applied Science in Integrated Public Health (3175) Credits: 61-70

Description: The Associate in Applied Science (AAS) in Integrated Public Health degree program is designed to prepare individuals for the broadly defined public health workforce as a generalist. Students study general education and health care principles and skills needed for employment as public health professionals and apply their learning in supervised field work experiences.

Program Notes
Students must earn a grade of C or better in all courses required within the program.
One or more of the prerequisite courses for a Required Course may be waived by Program Director depending on student experience and/or prior skills.
Students intending to transfer to a four-year institution to earn a bachelor`s degree can achieve the AGEC-A by completing BIO105 to fulfill the Natural Sciences requirements and by completing FON241LL and any approved general education course in the [HU] area (except HCR210).
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria
Formal application and acceptance into the program.
Arizona Department of Public Safety Level one fingerprint clearance card required.
Students must undergo a background check, drug screening, health, and immunization requirements.

Program Prerequisite
None

Required Courses Credits: 39-42
ASB100 Introduction to Global Health 3

CIS105 Survey of Computer Information Systems (3) OR
Permission of the Department/Instructor to enroll in HTM150
0-3

COM270 Health Communication 3
FON241 Principles of Human Nutrition 3

HES210 Cultural Aspects of Health and Illness (3) OR
HCR230 Culture and Health (3) 3

+ HTM150 Introduction to Healthcare IT and Systems 3
IPH101 Introduction to Public Health 3
IPH105 Introduction to Patient Navigation 3
IPH110 Principles of Health and Behavior Change 3
IPH115 Introduction to Health Administration and the U.S. Health System 3
+ IPH201 Introduction to Epidemiology 3

+ IPH275 Patient Navigator Practicum (1) OR
+ IPH280 Health Education Practicum (3) OR
+ IPH285 Health Administration Practicum (3) 3
Note: IPH275 must be repeated for a total of three (3) credits.

+ MAT206 Elements of Statistics (3) OR
+ PSY230 Introduction to Statistics (3) 3

SPA117 Health Care Spanish I 3

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) 3 AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
+ COM225 Public Speaking 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR equivalent by assessment 0-3

Mathematics Credits: 3-6
+ MAT142 College Mathematics (3) OR
Satisfactory completion of higher level mathematics course 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
+ HCR210 Clinical Health Care Ethics 3

Social-Behavioral Sciences Credits: 3
PSY101 Introduction to Psychology 3

Natural Sciences Credits: 4
BIO105 Environmental Biology (4) OR
BIO160 Introduction to Human Anatomy and Physiology (4) 4

Associate in Applied Science in Nursing (3812) Credits: 62-75

Description: The Associate in Applied Science (AAS) in Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; (404.975.5000); email: info@acennursing.org.

Program offerings
This program is offered at the following sites:
Chandler-Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College

Waiver of Licensure/Certification Guarantee
Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCD Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

Health Declaration
It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients` lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the MaricopaNursing Program
1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

University Transfer Students
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

REGISTERED NURSE PATHWAY
Associate in Applied Science Degree in Nursing Program
The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community-based healthcare settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

Suggested Course Plan Sequenced by Semester

Program Notes
Students must earn a grade of C or better in all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Course Fee Information
Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

Admission Criteria: High School diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the `Declaration of High School Graduation or GED completion`. In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed prior to submission of application.
A passing score on a nursing program admission test is required to complete an application.
Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3.
The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student`s participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

Program Prerequisites Credits: 10-20
The credit-hour range is subject to change depending on the student`s educational experience.

+ BIO156 Introductory Biology for Allied Health (4) OR
+ BIO181 General Biology (Majors) I (4) OR
One year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4

+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) OR
+ CHM130AA Fundamental Chemistry with Lab (4) OR
One year of high school chemistry 0-4

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) 3

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
Satisfactory completion of higher level math course 3-5

Required Courses Credits: 36
+ NUR152 Nursing Theory and Science I 9
+ NUR172 Nursing Theory and Science II 9
+ NUR252 Nursing Theory and Science III 9
+ NUR283 Nursing Theory and Science IV 9

General Education Requirement Credits: 16-19

General Education Core Credits: 3-6

First-Year Composition Credits: 3
Three (3) credits of First Year Composition are met by ENG101 or ENG107 in Program Prerequisites area.

+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication Credits: 0
Waived

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment

Mathematics Credits: 0
Met by MAT140 OR MAT141 OR MAT142 OR Satisfactory completion of higher level mathematics course in Program Prerequisites area.

General Education Distribution Credits: 13

Humanities, Arts and Design Credits: 2
Any approved general education course in the Humanities, Arts and Design area.

Social-Behavioral Sciences Credits: 3
PSY101 Introduction to Psychology 3

Natural Sciences Credits: 8
+ BIO202 Human Anatomy and Physiology II (4) AND
+ BIO205 Microbiology (4)

Associate in Applied Science in Nursing (3812) Credits: 62-75 (Spring 2022)

Description: The Associate in Applied Science (AAS) in Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; (404.975.5000); email: info@acennursing.org.

Program offerings
This program is offered at the following sites:
Chandler-Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College

Waiver of Licensure/Certification Guarantee
Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCD Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

Health Declaration
It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients` lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the MaricopaNursing Program
1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

University Transfer Students
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

REGISTERED NURSE PATHWAY
Associate in Applied Science Degree in Nursing Program
The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community-based healthcare settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

Program Notes
Students must earn a grade of C or better in all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Course Fee Information
Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

Admission Criteria
High school diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the `Declaration of High School Graduation or GED completion.` In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed prior to submission of application. A passing score on a nursing program admission test is required to complete an application. Successful completion of a nurse assistant course (NCE150 or NUR158 or equivalent as determined by the Nursing Director or designee) or current active AZ certification or licensure as a Nurse Assistant in good standing is required to complete an application.

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final placement decision rests with the Nursing Program Chair at the college to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate or license as a Nursing Assistant and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student`s participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

Program Prerequisites Credits: 10-20
The credit-hour range is subject to change depending on the student's educational experience.

+ BIO156 Introductory Biology for Allied Health (4) OR
+ BIO181 General Biology (Majors) I (4) OR
One year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4

+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) OR
+ CHM130AA Fundamental Chemistry with Lab (4) OR
One year of high school chemistry 0-4

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) 3

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR

Satisfactory completion of higher level math course 3-5

Required Courses Credits: 36
+ NUR152 Nursing Theory and Science I 9
+ NUR172 Nursing Theory and Science II 9
+ NUR252 Nursing Theory and Science III 9
+ NUR283 Nursing Theory and Science IV 9

General Education Requirement Credits: 16-19

General Education Core Credits: 3-6

First-Year Composition Credits: 3
Three (3) credits of First Year Composition are met by ENG101 or ENG107 in Program Prerequisites area.

+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

Oral Communication Credits: 0
Waived

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR

Equivalent as indicated by assessment

Mathematics Credits: 0
Met by MAT140 OR MAT141 OR MAT142 OR Satisfactory completion of higher level mathematics course in Program Prerequisites area.

General Education Distribution Credits: 13

Humanities, Arts and Design Credits: 2
Any approved general education course in the Humanities, Arts and Design area.

Social-Behavioral Sciences Credits: 3
PSY101 Introduction to Psychology 3

Natural Sciences Credits: 8
+ BIO202 Human Anatomy and Physiology II (4) AND
+ BIO205 Microbiology (4)

Associate in Applied Science in Nutrition and Dietetic Technology (3840) Credits: 64-69

Description: The Associate in Applied Science (AAS) in Nutrition and Dietetic Technology is a degree that emphasizes medical nutrition therapy, community nutrition and food service management. Students acquire the knowledge and skills foundation to work in dietetics through the integration of classroom learning and 466 hours of supervised practice. Emphasis is placed on the development of communication and human relations techniques that prepare the graduate for professional success. Upon successful completion of the program, the graduate will be eligible to take the Nutrition and Dietetics Technician, Registered (NDTR) Examination by the Commission on Dietetic Registration (CDR).

Job Description: The Nutrition and Dietetics Technician, Registered (NDTR) is prepared to play a key role in providing quality, cost-effective client care and food service management in a variety of employment settings. Job responsibilities may include patient counseling and education in Medical Nutrition Therapy, medical record documentation, health promotion and disease prevention, menu development, and management skills related to nutrition services and institutional food production.

Opportunities: NDTRs are an integral part of healthcare and food service management teams. They work independently or in partnership with Registered Dietitian Nutritionists (RDNs) in a variety of settings: acute and long term care facilities, community health programs, senior centers, home health care programs, school lunch programs, WIC programs, fitness and wellness centers, and weight management clinics.

Program Notes
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits 42
BIO160 Introduction to Human Anatomy and Physiology 4

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

FON104 Certification in Food Service Safety and Sanitation 1
FON125 Introduction to Professions in Food, Nutrition, and Dietetics 1
FON142AB Science of Food 3
+ FON207 Introduction to Nutrition Services Management 3

+ FON210 Sports Nutrition and Supplements for Physical Activity (3) OR
+ FON247 Weight Management Science (3) 3

+ FON225 Research in Complementary and Alternative Nutrition Therapies 3
+ FON241 Principles of Human Nutrition 3
+ FON241LL Principles of Human Nutrition Laboratory 1

+ FON242 Introduction to Medical Nutrition Therapy 3
+ FON244AA Food Service Management Practicum 2
+ FON244AB Food Service Management Practicum Laboratory 2.5
+ FON245AA Medical Nutrition Therapy Practicum 2
+ FON245AB Medical Nutrition Therapy Practicum Laboratory 2.5
+ FON246AA Community Nutrition Practicum 2
+ FON246AB Community Nutrition Practicum Laboratory 2
HCC145AA Medical Terminology for Health Care Professionals I 1

General Education Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-5

+ MAT120 Intermediate Algebra (5) OR
+ MAT121 Intermediate Algebra (4) OR
+ MAT122 Intermediate Algebra (3) OR
Equivalent course OR
Satisfactory completion of a higher level mathematics course. 3-5

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3

Any approved general education course from the Humanities, Arts and Design area 3

Social-Behavioral Sciences Credits: 3

PSY101 Introduction to Psychology (3) OR
SOC101 Introduction to Sociology (3) 3

Natural Sciences Credits: 4

+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) 4

Associate in Applied Science in Paramedicine (3889) Credits: 63-75

Description: The Associate in Applied Sciences (AAS) in Paramedicine is a nationally accredited program designed to prepare students to become Paramedics. This program is a formal education in such paramedicine topics as anatomy and physiology, pathophysiology, cardiology, pulmonary, pharmacology, pediatrics, geriatrics hematology, toxicology. Paramedicine builds upon EMT education and includes paramedic scope of practice. Paramedicine is integrated with fire service, law enforcement, ground transport services, flight transport services, search and rescue, hospitals, clinical setting, community paramedicine, and EMS education. There is a Certificate of Completion (CCL) in Paramedicine available.

Program Notes
Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified as an Emergency Medical Technician. EMT certification preparatory courses are available at Maricopa County Community Colleges. Contact an academic advisor for details.
Students must complete an application and selection process.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 45-51
BIO160 Introduction to Human Anatomy and Physiology 4

PME190 Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals (3) OR
Permission of Program Director (0) 0-3

PME191 Introduction to Pharmacology for EMS Professionals (3) OR
Permission of Program Director (0) 0-3

+ PME201 Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine 1
+ PME202 Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine 1
+ PME203 Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine 1
+ PME204 Neonatal Resuscitation Provider (NRP) in Paramedicine 0.5
+ PME205 Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine 1
+ PME206 International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) 1
+ PME240 Pharmacology in Paramedicine 3
+ PME245 Airway and Ventilatory Management in Paramedicine 3
+ PME250 Comprehensive Patient Assessment in Paramedicine 1

+ PME251 Medical Emergencies in Paramedicine I 4
+ PME252 Medical Emergencies in Paramedicine II 4
+ PME253 Medical Emergencies in Paramedicine III 4
+ PME254 Technical Operations in Paramedicine 2.5
+ PME260 Trauma Patient Management in Paramedicine 2
+ PME270 Immersive Total Patient Management Experience (ITPME) 2
+ PME280 Preparation for Paramedicine Practicum 1

+ PME281 Paramedicine Clinical Practicum: Comprehensive (2) OR
+ PME281AA Paramedicine Clinical Practicum: Phase I (1) AND
+ PME281AB Paramedicine Clinical Practicum: Phase II (1) 2

+ PME288 Paramedicine Comprehensive Field Internship Practicum 5
+ PME289 Preparation for Paramedic National Credentialing 2

General Education Requirement Credits: 18-24

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

+ COM225 recommended for students who intend to transfer to satisfy the AGEC-A literacy requirement
COM110 or COM230 recommended for students who do not intend to transfer.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical

Thinking (3) OR
Equivalent as indicated by assessment

Mathematics Credits: 3-6
+ MAT126 Intermediate Algebra with Review (6) OR
+ MAT120 Intermediate Algebra (5) OR
+ MAT121 Intermediate Algebra (4) OR
+ MAT122 Intermediate Algebra (3) 3-6

MAT150, or MAT151, or MAT152 recommended for students who intend to transfer

General Education Distribution Credits: 6

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design area.

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences area.

Natural Sciences Credits: 0
Met by BIO160 in the Required Courses area.

Certificate of Completion in Community Health Paramedicine (5017N) Credits: 8

Description: The Certificate of Completion (CCL) in Community Health Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the community setting. This certificate prepares students for a community health paramedic credential.

Program Notes
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria
Current state Paramedic certification.
Required Courses Credits: 8
PME291 Community Health Paramedicine 8

Certificate of Completion in Critical Care Paramedicine (5003N) Credits: 8

Description: The Certificate of Completion (CCL) in Critical Care Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence based paramedicine in the clinical, out-of-hospital, and inter-facility transport settings. This certificate prepares students for a critical care paramedic credential.

Program Notes
This program is not eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better in all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria
Current state Paramedic certification.

Program Prerequisites
None
Required Courses Credits: 8
PME292 Critical Care Paramedicine 8

Certificate of Completion in Emergency Medical Technology (5643N) Credits: 13

Description: The Certificate of Completion (CCL) in Emergency Medical Technology curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program.

EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario based experience. Depending on the college, this may be completed through EMT104AB or program director-approved rotation.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 13

Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR

Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) AND
Credit By Evaluation (0.5) 0.5

+ EMT104AB Applied Practical Studies for Emergency Medical Technology 0.5
+ EMT104LL Emergency Medical Technology Practicum 2
+ EMT104 Emergency Medical Technology 10

Certificate of Completion in Emergency Medical Technology Comprehensive (5058) Credits: 16-17

Description: The Certificate of Completion (CCL) in Emergency Medical Technology Comprehensive curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. This certificate provides students with the expanded knowledge and skills for pre-hospital settings. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

Program Notes

Students must earn a grade of C or better in all courses within the program.
EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario based experience. Depending on the college, this may be completed through EMT104AB or program director-approved rotation.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 13

Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR
Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) AND Credit By Evaluation (0.5) 0.5
+ EMT104AB Applied Practical Studies for Emergency Medical Technology 0.5
+ EMT104LL Emergency Medical Technology Practicum 2
+ EMT104 Emergency Medical Technology 10

Restricted Electives Credits: 3-4

AJS/EMT/FSC/SWU258 Victimology and Crisis Management 3
BIO156 Introductory Biology for Allied Health 4
HCC145 Medical Terminology for Health Care Professionals 3
PME190 Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals 3
PME191 Introduction to Pharmacology for EMS Professionals 3

Certificate of Completion in Healthcare Technology Systems (5836) Credits: 37-46

Description: The Certificate of Completion (CCL) in Healthcare Technology Systems degree is designed to develop the knowledge, technical skills and problem solving strategies needed by IT departments of healthcare organizations. Potential employers include hospitals, insurance companies, billing companies, medical practices, pharmacies, health solutions companies, and public agencies. Coursework and career development experiences include training in web development, programming, database management, Data Analytics, system development, project management, as well as Artificial Intelligence (AI), Machine Learning, and other emerging technologies to solve healthcare IT challenges in jobs such as an analyst, software developer, project manager, and informatics specialist. An Associate in Applied Science (AAS) in Healthcare Technology Systems is also available for students who do not have a bachelor`s degree or equivalent work experience as determined by the Program Director.

Program Notes

Students must earn a grade of C or better in all courses within the program.
BPC110 or CIS105 are not applicable if taken more than five years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.
Students who already possess a bachelor`s degree, or higher from an accredited institution, are allowed to pursue the Certificate of Completion (CCL) in Healthcare Technology Systems rather than the Associate in Applied Science (AAS) in Healthcare Technology Systems option. Students who do not yet have a bachelor`s degree but who have the relevant work or other educational experience may speak with the Program Director to see if an exception is possible.
Students are encouraged to speak with an academic advisor or Program Director before starting the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 37-46

BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director 0-3

CIS116 Computer Graphics: Introduction to Microsoft Visio 1
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
+ CIS150AB Object-Oriented Programming Fundamentals 3
CIS224 Project Management Microsoft Project for Windows 3

+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

HCC130 Fundamentals of Health Care Delivery (3) OR
Permission of Program Director 0-3

HCC145 Medical Terminology for Health Care Professionals (3) OR
HCC145AA Medical Terminology for Health Care Professionals I (1) OR
HCC146 Common Medical Terminology for Health Care Professionals (2) OR
Permission of Program Director 0-3

+ HTM150 Introduction to Healthcare IT Systems 3
+ HTM200 Healthcare IT Software Infrastructure: Interoperability, Security and mHealth 3
+ HTM230 Healthcare Data Analytics, Artificial Intelligence and Machine Learning 3
+ HTM250 Healthcare IT Systems Development Life Cycle (SDLC) 3
+ HTM270 Healthcare IT Systems Capstone 3

+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AC Visual C++: Level I (3) OR
+ CIS162AD C#: Level I (3) OR
+ CIS163AA Java Programming: Level I (3) 3

CIS165++ Any Mobile Application Development course (3) OR
CIS166++ Any Web Scripting course(s) (3) 3

Certificate of Completion in Integrated Public Health: Community Health Work (5896) Credits: 17-19

Description: The Certificate of Completion (CCL) in Integrated Public Health: Community Health Worker program is designed to prepare individuals for entry-level employment as health navigators or community health workers. It is designed to prepare students for employment in a variety of health industries, including public health, clinics, hospitals, insurance companies, and a variety of non-profit agencies that serve the community. Students will be exposed to how to identify appropriate health resources and services for clients and to communicate with diverse populations. In addition, students will study in depth a variety of insurance coverage and government programs to help their clients optimize the benefits and resources available to them. Students will specialize in either health navigation or health care coordination to address specific community and career needs.

Program Notes
Students must earn a grade of C or better in each course in the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admissions Criteria
Formal application and acceptance into the program.
Arizona Department of Public Safety Level one fingerprint clearance card required.
Students must undergo a background check, drug screening, health, and immunization requirements.

Program Prerequisites
None

Required Courses Credits: 15-16
COM270 Health Communication 3

HCC146 Common Medical Terminology for Health Care Professionals (2) OR
SPA117 Health Care Spanish I (3) 2-3

HES100 Healthful Living 3
IPH101 Introduction to Public Health 3
IPH105 Introduction to Patient Navigation 3
+ IPH275 Patient Navigator Practicum 1

Restricted Electives Credits: 2-3
Specialization 1: Health Navigation Credits: 2
IPH205 Chronic Disease Management 2

Specialization 2: Health Care Coordination Credits: 3
IPH220 Introduction to Mobile Integrated Health Care

Certificate of Completion in Integrated Public Health: Health Administration (5900) Credits: 24-27

Description: The Certificate of Completion (CCL) in Integrated Public Health: Health Administration program is designed to prepare individuals for the broadly defined public health workforce with a special focus on entry-level employment as a health administrator or manager. Students study principles and skills needed for employment as health administration professionals who manage, lead, and direct health care programming in a variety of health industries, including public health, clinics, hospitals, insurance companies, and a variety of non-profit agencies that serve the community.

Program Notes

Students must earn a grade of C or better in all courses required within the program.
One or more of the prerequisite courses for a Required Course may be waived by Program Director depending on student experience and/or prior skills.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria

Formal application and acceptance into the program.
Able to meet background check drug screening, health and immunization requirements.

Program Prerequisites

None

Required Courses Credits: 24-27

CIS105 Survey of Computer Information Systems (3) OR
Permission of the Department/Instructor to enroll in HTM150 0-3

COM270 Health Communication 3

HES210 Cultural Aspects of Health and Illness (3) OR
HCR230 Culture and Health (3) 3

HSM222 Health Services Management 3
+ HTM150 Introduction to Healthcare IT and Systems 3
IPH101 Introduction to Public Health 3
IPH115 Introduction to Health Administration and the U.S. Health System 3
+ IPH285 Health Administration Practicum 3
SPA117 Health Care Spanish I 3

Certificate of Completion in Integrated Public Health: Health Education (5898) Credits: 24

Description: The Certificate of Completion (CCL) in Integrated Public Health: Health Education program is designed to prepare individuals for the public health workforce with a special focus on entry-level employment as a health educator. It is designed to prepare students for employment in a variety of health industries, including public health, clinics, hospitals, insurance companies, and a variety of non-profit agencies. Students will be exposed to the principles and skills necessary to assess needs, identify factors that influence health behaviors, assess current health disparities and emerging issues influencing health, and empower individuals and communities to sustain positive changes to obtain optimal health. Upon completion, individuals will be prepared to serve the community as health education professionals who work in health behavior change venues.

Program Notes
Students must earn a grade of C or better in all courses required within the program.
One or more of the prerequisite courses for a Required Course may be waived by Program Director depending on student experience and/or prior skills.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria
Formal application and acceptance into the program.
Arizona Department of Public Safety Level one fingerprint clearance card required.
Able to meet background check drug screening, health and immunization requirements.

Program Prerequisites
None

Required Courses Credits: 24
COM270 Health Communication 3
FON241 Principles of Human Nutrition 3

HES210 Cultural Aspects of Health and Illness (3) OR
HCR230 Culture and Health (3) 3

IPH101 Introduction to Public Health 3
IPH110 Principles of Health and Behavior Change 3
IPH112 Community-Based Health Education in Health and Illness 3
+ IPH280 Health Education Practicum 3
SPA117 Health Care Spanish I 3

Certificate of Completion in Integrated Public Health: Mobile Integrated Health (5902) Credits: 24-27

Description: The Certificate of Completion (CCL) in Integrated Public Health: Mobile Integrated Health program is designed for licensed health care providers such as nursing assistants, nurses, advanced practice nurses, emergency medical technicians, paramedics, dieticians, and other allied health professionals. It enhances their previous training in direct patient care, preparing them for this newly expanded role in public health to serve the community as advocates, facilitators, educators, liaisons, and resource coordinators.

Program Notes
Students must earn a grade of C or better in all courses required within the program.
One or more of the prerequisite courses for a Required Course may be waived by Program Director depending on student experience and/or prior skills.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria
Previous licensure in a health or allied health program.
Formal application and acceptance into the program.
Arizona Department of Public Safety Level one fingerprint clearance card required.
Able to meet background check, drug screening, health and immunization requirements.

Program Prerequisites
None

Required Courses Credits: 24-27
CIS105 Survey of Computer Information Systems (3) OR
Permission of Instructor to enroll in HTM150 0-3

COM270 Health Communication 3
FON241 Principles of Human Nutrition 3
HCR230 Culture and Health (3) OR
HES210 Cultural Aspects of Health and Illness (3)

+ HTM150 Introduction to Healthcare IT and Systems 3
IPH101 Introduction to Public Health 3
IPH220 Introduction to Mobile Integrated Health Care 3
+ IPH290 Mobile Integrated Health Practicum 3
SPA117 Health Care Spanish I 3

Certificate of Completion in Paramedicine (5990) Credits: 45

Description: The Certificate of Completion (CCL) in Paramedicine is a nationally accredited program designed to prepare students to become Paramedics. This program is a formal education in such paramedicine topics as anatomy and physiology, pathophysiology, cardiology, pulmonary, pharmacology, pediatrics, geriatrics hematology, toxicology. Paramedicine builds upon EMT education and includes paramedic scope of practice. Paramedicine is integrated with fire service, law enforcement, ground transport services, flight transport services, search and rescue, hospitals, clinical setting, community paramedicine, and EMS education. There is an Associate in Applied Science (AAS) in Paramedicine available.

Program Notes
Students must earn a grade of B or better in all PME courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

This program replaces
CCL/55313 Paramedicine

Admission Criteria
Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified as an Emergency Medical Technician. EMT certification preparatory courses are available at Maricopa County Community Colleges. Contact an academic advisor for details.
Students must complete an application and selection process.

Program Prerequisites
None

Required Courses Credits: 45
BIO160 Introduction to Human Anatomy and Physiology 4

+ PME201 Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine 1
+ PME202 Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine 1
+ PME203 Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine 1
+ PME204 Neonatal Resuscitation Provider (NRP) in Paramedicine 0.5
+ PME205 Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine 1
+ PME206 International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) 1
+ PME240 Pharmacology in Paramedicine 3
+ PME245 Airway and Ventilatory Management in Paramedicine 3
+ PME250 Comprehensive Patient Assessment in Paramedicine 1
+ PME251 Medical Emergencies in Paramedicine I 4
+ PME252 Medical Emergencies in Paramedicine II 4
+ PME253 Medical Emergencies in Paramedicine III 4
+ PME254 Technical Operations in Paramedicine 2.5
+ PME260 Trauma Patient Management in Paramedicine 2
+ PME270 Immersive Total Patient Management Experience (ITPME) 2
+ PME280 Preparation for Paramedicine Practicum 1

+ PME281 Paramedicine Clinical Practicum: Comprehensive (2)
OR
+ PME281AA Paramedicine Clinical Practicum: Phase I (1) AND
+ PME281AB Paramedicine Clinical Practicum: Phase II (1) 2

+ PME288 Paramedicine Comprehensive Field Internship Practicum 5
+ PME289 Preparation for Paramedic National Credentialing 2

Certificate of Completion in Personal Trainer (5421) Credits: 18-18.5

Description: The Certificate of Completion (CCL) in Personal Trainer is designed to provide students with the foundational skills needed to design and implement fitness routines appropriate to clients` goals and aligned with current industry best practices. The curriculum for this certificate fosters the development of critical thinking, leadership, and communication skills important for developing and implementing individualized exercise programs. A CCL in Personal Training: Advanced and an Associate in Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance are also available for students interested in continuing their studies in this field.

Program Notes

Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits 18-18.5

EXS101 Introduction to Exercise Science 3
+ EXS125 Introduction to Exercise Physiology 3
+ EXS210 Assessment and Program Design: Muscular Fitness 2
+ EXS211 Assessment and Program Design: Flexibility and Balance 2
+ EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2
+ EXS213 Assessment and Program Design: Weight Management and Motivation 2
+ EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (1) OR
+ EXS275AA Sport Science Internship (1) 1

FON241 Principles of Human Nutrition 3

HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR
Current CPR/AED certification 0-0.5

Certificate of Completion in Personal Trainer: Advanced (5445) Credits 31-31.5

Description: The Certificate of Completion (CCL) in Personal Trainer: Advanced is designed to prepare students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM), and the American Council on Exercise (ACE) personal trainer certifications. These certifications are generally required for employment in personal training positions and/or professional advancement within the fitness industry. The curriculum includes the foundational courses required for the CCL in Personal Trainer coupled with some additional advanced and specialized courses.

Program Notes

Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credite: 31-31.5

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) OR
HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR
Current Basic Life Support (BLS) Health Care Provider/Professional Rescuer certification (0) 0-0.5

EXS101 Introduction to Exercise Science 3
+ EXS125 Introduction to Exercise Physiology 3
+ EXS210 Assessment and Program Design: Muscular Fitness 2
+ EXS211 Assessment and Program Design: Flexibility and Balance 2
+ EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2
+ EXS213 Assessment and Program Design: Weight Management and Motivation 2
+ EXS215 Resistance Training and Recovery Techniques 3
+ EXS217 Cardiorespiratory and Flexibility Training 3

+ EXS239 Practical Applications of Personal Training Skills and Techniques Internship (3) OR
+ EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (1) AND
+ EXS239AB Practical Applications of Personal Training Skills and Techniques Internship (2) OR
+ EXS275 Sport Science Internship (3) OR
+ EXS275AA Sport Science Internship (1) AND
+ EXS275AB Sport Science Internship (2) OR
+ EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (1) AND
+ EXS275AB Sport Science Internship (2) OR
+ EXS239AB Practical Applications of Personal Training Skills and Techniques Internship (2) AND
+ EXS275AA Sport Science Internship (1) 3

FON100 Introductory Nutrition (3) OR
FON241 Principles of Human Nutrition (3) 3

HES100 Healthful Living 3

PED101ST Strength Training 1

PED101BC Boot Camp (1) OR
PED101BS Body Sculpting (1) OR
PED101CY Cycling - Indoor (1) OR
PED101GF Group Fitness/Aerobics (1) OR
PED101KB Kickboxing (1) OR
PED101PC Physical Conditioning (1) OR
PED101PS Pilates (1) OR
PED101SR Stretch and Relaxation (1) OR
PED101TC Tai Chi (1) OR
PED101TX Suspension Training (1) OR
PED101YG Gentle Yoga (1) OR
PED101YH Hatha Yoga (1) OR
PED101YO Yoga (1) OR
PED101YP Power Yoga (1) OR
PED101YR Restorative Yoga (1) OR
PED101ZU Zumba Fitness (1) 1

Certificate of Completion in Practical Nursing (5957) Credits: 35-45

Description: The Certificate of Completion (CCL) in Practical Nursing Program is available at seven of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Practical Nursing Program graduates are eligible to apply for the national exam for the practical nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Certificate of Completion Practical Nursing Program is approved by the Arizona State Board of Nursing.

Program offerings
This program is offered at the following sites:
Chandler Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College

Waiver of Licensure/Certification Guarantee
Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCD Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

Health Declaration
It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients` lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the Nursing Program
1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

University Transfer Students
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

PRACTICAL NURSE EXIT OPTION
Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (LPN) may be employed in acute, long-term, and community-based health care settings under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404.975.5000); email: info@acennursing.org.

Suggested Course Plan Sequenced by Semester

Program Notes
Students must earn a grade of C or better in all courses within the program.

Course Fee Information
Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Admission Criteria
High School diploma or GED is required for the Certificate of Completion in Practical Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the `Declaration of High School Graduation or GED completion`. In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed prior to submission.
A passing score on a nursing program admission test is required to complete an application.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assistant and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student`s participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

Program Prerequisites Credits: 10-20
The credit-hour range is subject to change depending on the student's educational experience
+ BIO156 Introductory Biology for Allied Health (4) OR
+ BIO181 General Biology (Majors) I (4) OR
One year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4

+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) OR
+ CHM130AA Fundamental Chemistry with Lab (4) OR
One year of high school chemistry 0-4

+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) 3

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
Satisfactory completion of higher level mathematics course 3-5

Students that are admitted into the MaricopaNursing Program for Fall 2015 and Spring 2016, AND completed MAT120, MAT121, or MAT122 prior to Fall 2015 as an admission requirement, may complete the program without completing MAT140, MAT141, or MAT142 as a graduation requirement, by waiver of the program director.

Required Courses Credits: 25
+ BIO202 Human Anatomy and Physiology II 4
+ NUR152 Nursing Theory and Science I 9
+ NUR172 Nursing Theory and Science II 9
+ NUR191 Practical Nursing Transition 3

Certificate of Completion in Tactical Emergency Casualty Care (5998N) Credits: 2.5

Description: The Certificate of Completion (CCL) in Tactical Emergency Casualty Care is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the tactical emergency setting. This certificate prepares students for a tactical emergency casualty care paramedic credential.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses required within the program.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Admission Criteria

Current state Paramedic certification.

Program Prerequisites

None

Required Courses Credits: 2.5

PME293 Tactical Emergency Casualty Care (TECC) 2.5



STEM

If you want to work in a lab, design electronics, become a pharmacist or doctor, or play with numbers all day, then the Science, Technology, Engineering, and Mathematics (STEM) Field of Interest might be right for you.
Maricopa Community Colleges' STEM degrees and certificates can help you prepare for a career where you can use your skills to solve problems and discover new frontiers. STEM careers involve critical thinking and creative problem solving through research and design. Maricopa Community Colleges can get you started on the path to becoming a doctor, pharmacist, science researcher, data scientist/statistician, physicist, engineer, and more. You can also earn certificates in biotechnology and biosciences, electrical engineering, nanotechnology, and more. Many of the skills you'll acquire in your STEM coursework can be applied to a variety of fields, like computer science, healthcare, and even sports medicine.

Degrees

AAS in Engineering Technology (3187)

Certificates

CCL in Sustainability (6240N)

Associate in Applied Science in Engineering Technology (3187) Credits: 60-68

Description: The Associate in Applied Science (AAS) in Engineering Technology program prepares students as entry-level engineering technicians. They will apply basic engineering principles and technical skills to support engineers engaged in a wide variety of projects. Includes instruction in various engineering support functions, including preparation in the areas of research, production, and operations. This degree will prepare highly skilled and needed workers for area manufacturers and the tech industry.

Program Notes

Students must earn a grade of C or better in each course in the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 26-33

+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1)
OR
+ CHM130AA Fundamental Chemistry with Lab (4)
OR
+ CHM150 General Chemistry I (4) AND
+ CHM151LL General Chemistry I Laboratory (1)
OR
+ CHM150AA General Chemistry I (5)
OR
+ CHM151 General Chemistry I (3) AND
+ CHM151LL General Chemistry I Laboratory (1)
OR
+ CHM151AA General Chemistry I (4) 4-5

CIS105 Survey of Computer Information Systems 3

+ CIS150 Programming Fundamentals (3) OR
+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AB C++: Level I (3) OR
+ CIS162AC Visual C++: Level I (3) OR
+ CIS162AD C#: Level I (3) OR
+ CIS163AA Java Programming: Level I (3) OR
+ CSC100 Introduction to Computer Science (C++) (3) OR
+ CSC100AA Introduction to Computer Science (C++) (3) OR
+ CSC100AB Introduction to Computer Science (C++) (4) OR
+ CSC110 Introduction to Computer Science (Java) (3) OR
+ CSC110AA Introduction to Computer Science (Java) (3) OR
+ CSC110AB Introduction to Computer Science (Java) (4) 3-4

+ ECE102 Engineering Analysis Tools and Techniques 2
+ ECE103 Engineering Problem Solving and Design 2
+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer Aided Engineering Laboratory 1

+ ECE104 EPICS Gold I (2) OR
+ ECE294++ Special Topics in Engineering (1-4) OR
+ ECE296++ Cooperative Education (1-3) OR
+ ECE298++ Special Projects (1-3) 1-4

+ PHY111 General Physics I (4) OR
+ PHY111AA General Physics I (5)
+ PHY115 University Physics I (5) OR

+ PHY121 University Physics I: Mechanics (4) 4-5

+ PHY112 General Physics II (4) OR
+ PHY116 University Physics II (5) OR
+ PHY131 University Physics II: Electricity and Magnetism (4) 4-5

Restricted Electives Credits: 12-15
In consultation with an Academic, Faculty, or Program Advisor, complete 12-15 credits of coursework from any of the areas below that best align with academic and professional goals. Students may select courses from multiple areas.

General Application
Select one of the following programming courses not already taken in required courses:
+ CIS150 Programming Fundamentals (3) OR
+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AB C++: Level I (3) OR
+ CIS162AC Visual C++: Level I (3) OR
+ CIS162AD C#: Level I (3) OR
+ CIS163AA Java Programming: Level I (3) OR
+ CSC100 Introduction to Computer Science (C++) (3) OR
+ CSC100AA Introduction to Computer Science (C++) (3) OR
+ CSC100AB Introduction to Computer Science (C++) (4) OR
+ CSC110 Introduction to Computer Science (Java) (3) OR
+ CSC110AA Introduction to Computer Science (Java) (3) OR
+ CSC110AB Introduction to Computer Science (Java) (4) 3-4

Select one of the following courses not already taken in required courses:
+ ECE104 EPICS Gold I (2) OR
+ ECE294++ Special Topics in Engineering (1-4) OR
+ ECE296++ Cooperative Education (1-3) OR
+ ECE298++ Special Projects (1-3) 1-4

+ ECE105 MATLAB Programming 1

ECE106 Survey of Nanotechnology (1) OR
+ MNT110 General Principles of Nanotechnology (3) 1-3

AIT100 Industrial Safety (1) OR
CON271 Construction Safety (3) OR
GTC/MIT/OSH106 Industrial Safety (2) 1-3

+ MAT206 Elements of Statistics 3

Biomedical Engineering Technician
BIO160 Introduction to Human Anatomy and Physiology (4) OR
+ BIO201 Human Anatomy and Physiology I (4) 4

ABS/BIO175 Research Methods in Biology 1
BIO211AA Biotechnology Seminar: Biomedical Applications 1
ECE111 Bioengineering Systems 3

Civil Engineering Technician
+ CET211 Strength of Materials (3) OR
CON223 Strength of Materials (3) 3

+ CON241 Surveying 3
+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1

GLG101 Introduction to Geology I - Physical Lecture (3) AND
GLG103 Introduction to Geology I - Physical Lab (1) OR
GLG101IN Introduction to Geology I - Physical (4) 4

Drafting for Engineering Technician
CAD100 Fundamentals of 2D AutoCAD 3
+ CAD101 Elements of CAD Graphics (AutoCAD) 3
+ CAD145 Design Principles for Industry 3
DFT100 Introduction to Drafting 3
DFT110 Introduction to Drafting 3
DFT126 Building Trades Blueprint Reading 3
+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1

General Education Requirement Credits: 19-23

General Education Core Credits: 13-17

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Recommend COM225 or COM230

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics Credits: 4-5
+ MAT187 Precalculus (5) OR

+ MAT220 Calculus with Analytic Geometry I (5) OR
+ MAT221 Calculus with Analytic Geometry I (4) 4-5

General Education Distribution
Credits: 6

Humanities, Arts and Design Credits: 3
Any approved general education course in the Humanities, Arts and Design area.

Social-Behavioral Sciences Credits: 3
Any approved general education course in the Social-Behavioral Sciences area.

Recommend ECN211 or ECN212

Natural Sciences Credits: 0
Met by CHM or PHY in Required Courses.

Certificate of Completion in Sustainability (6240N) Credits: 15-18

Description: The Academic Certificate (AC) in Sustainability is interdisciplinary and builds a strong academic expertise within a student`s desired focus area of Sustainability. The focus areas are established within and among the foundational pillars of Sustainability (social - environmental - economic).

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses required within the program.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 6

SSH111 Sustainable Cities 3

SUS110 Sustainable World 3

Restricted Electives Credits: 9-12

Students must select three focus area classes

ASM104 Bones, Stones, and Human Evolution 4

BIO105 Environmental Biology 4

CHM107 Chemistry and Society (3) and
+ CHM107LL Chemistry and Society Laboratory (1) 4

COM263 Elements of Intercultural Communication 3

FON135 Sustainable Cooking 3

ECN212 Microeconomic Principles 3

EPS150 Introduction to Entrepreneurship 3

ENV101 Introduction to Environmental Science 4

GLG110 Geological Disasters and the Environment (3) and
GLG111 Geological Disasters and the Environment Lab (1) 4

GPH113 Introduction to Physical Geography 4

PHI216 Environmental Ethics 3

PSY132 Psychology and Culture 3

SBU200 Society and Business 3

SUS100 Introduction to Sustainability 3

SCT100 Introduction to Sustainable Built Environments 3

VISUAL AND PERFORMING ARTS

If you are a creative thinker and like to communicate ideas through visual art, design, dance, music, or theatre, the Visual and Performing Arts Field of Interest may be the right choice for you.
Maricopa Community Colleges' Visual and Performing Arts students gain hands-on foundational skills in their chosen mode of expression, including studio art, fashion design, interior design, acting, theatre production, vocal and instrumental performance, and film and audio production. They also develop cultural awareness and the communication, creative, and critical thinking skills necessary for success in a variety of fields.
Students in the Visual and Performing Arts FOI may seek direct employment as artists, musicians, designers, actors or audio producers, or they may pursue a bachelor's or graduate-level degree for a career in teaching, art direction, theatre production, fashion or interior design, media arts, and film.

Degrees

AAS in Audio Production Technologies (3024)
AAS in Music industries: Music Business (3017)

Certificates

CCL in Audio Production Technologies (5334)
CCL in Music Business I (5106)
CCL in Music Business II (5258)
CCL in Technical Theatre: Audio Technician (5077N)
CCL in Technical Theatre: Costuming (5090N)
CCL in Technical Theatre: Lighting (5095N)
CCL in Technical Theatre: Properties (5098N)
CCL in Technical Theatre: Puppetry (5148N)
CCL in Technical Theatre: Stage Crew Technician (5099N)

Associate in Applied Science in Audio Production Technologies (3024) Credits: 61-68

Description: The Associate in Applied Science (AAS) in Audio Production Technologies program offers students hands-on study of audio engineering and related media fields. Students learn and apply the concepts and theories associated with music recording, live sound reinforcement, and sound design. The program is designed to give students foundational knowledge and experience essential in the field of audio production. An embedded Certificate of Completion (CCL) in Audio Production Technologies is also available.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 30-31
In addition to the required course work, students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

MTC101 Introduction to Music Theory 3
MTC191 Electronic Music I 3
+ MTC192 Electronic Music II 3
MUC109 Music Business: Content Creation and Copyright 3

MUC110 Music Business: Marketing and Monetization (3) OR
MUC145 Recording Studio Business Operations (2) 2-3

+ MUC111 Digital Audio Workstation I (DAW I) 3
+ MUC194 Audio Mixing Techniques 3

MUC195 Studio Music Recording I (3) OR
MUC195AA Studio Music Recording I (3) 3

+ MUC196 Studio Music Recording II 3
MUC197 Live Sound Reinforcement I 3

+ MUC297AA Audio Production Internship (1) OR
+ MUC296WA Cooperative Education (1) OR
MUC298AA Special Projects (1) 1

Restricted Electives Credits: 9
Students must select one (1) of two (2) Specializations:

Specialization I: Audio Engineering Credits: 9
+ MUC112 Digital Audio Workstation II (DAW II) 3
+ MUC198 Live Sound Reinforcement II 3

+ MUC289 Live Sound Reinforcement III (3) OR
+ MUC295 Studio Music Recording III (3) 3

Specialization II: Sound Design Credits: 9

MUC122 Sound Design I 3
MUC222 Sound Design II 3
+ MUC292 Sound Design III 3

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

COM110 is recommended.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-6

Any approved general education course from the Mathematics area.

Students who intend to transfer must take:
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
+ MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education courses from the Humanities, Arts and Design area.

MHL140 or MHL145 or MHL153 are recommended.

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences area.

PSY101 is recommended.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences area.

Associate in Applied Science in Music Industries: Music Business (3017) Credits: 60-67

Description: The Associate in Applied Science (AAS) in Music Industries: Music Business is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. Students will choose a focus area among business and marketing, commercial performance, and music production. They will employ analytical and communication skills and explore aesthetic, cultural, and historical perspectives relevant to the music industry.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 25-26
MGT253 Owning and Operating a Small Business 3
MKT110 Marketing and Social Networking 3
MKT271 Principles of Marketing 3
MUC109 Music Business: Content Creation and Copyright 3
MUC110 Music Business: Marketing and Monetization 3

+ MTC180 Computer Literacy for Musicians (3) OR
+ MUC180 Computer Literacy for the Music Business (3) 3
Note: Students who have not already completed MTC180 must take MUC180

+ MUC209 Music Industry Entrepreneurship 3
MUC293 Self Promotion for Music 1

Music Industry Capstone Experience
+ MUC290AA Music Business Internship (1) OR
+ MUC296WA Cooperative Education (1) OR
+ MUC298AA Special Projects (1) 1

Overview of Music Genres
MHL155 Survey of American Music (3) OR
MUC242 Music Genres and Styles (2) 2-3

Restricted Courses Credits: 12-13
Students should work with their program advisor to select 12-13 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from required courses area may not be used.

Business and Marketing
GBS+++ Any GBS General Business course(s)
MKT+++ Any MKT Marketing course(s)
MUC+++ Any MUC Music: Commercial/Business course(s)

Music Production
MTC+++ Any MTC Music: Theory/Composition course(s)
MUC+++ Any MUC Music: Commercial/Business course(s)

Commercial Performance
MTC+++ Any MTC Music: Theory/Composition course(s)
MUP+++ Any MUP Music: Performance course(s)

General Electives Credits: 0-1
Select courses 100-level or higher to complete a minimum of 60 semester credits. Consult with an Academic and/or Program Advisor.

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6

ENG101 or ENG107 and ENG102 or ENG108 is recommended for students who intend to transfer.

Oral Communication Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

Consult with an academic advisor about specific COM requirements if intending to transfer.

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-6

+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) 3-6

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course from the Humanities, Arts and Design [HU] area.

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences [SB] area.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences area.

Certificate of Completion in Audio Production Technologies (5334) Credits: 39-40

Description: The Certificate of Completion (CCL) in Audio Production Technologies program offers students hands-on study of audio engineering and related media fields. Students learn and apply the concepts and theories associated with music recording, live sound reinforcement, and sound design. The program is designed to give students foundational knowledge and experience essential in the field of audio production. An Associate in Applied Science (AAS) is also available.

Program Notes
Students must earn a grade of C or better in all courses within the program.
This program replaces: CCL/5686 Sound Design
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 30-31
In addition to the required course work, students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

MTC101 Introduction to Music Theory 3
MTC191 Electronic Music I 3
+ MTC192 Electronic Music II 3
MUC109 Music Business: Content Creation and Copyright 3

MUC110 Music Business: Marketing and Monetization (3) OR
MUC145 Recording Studio Business Operations (2) 2-3

+ MUC111 Digital Audio Workstation I (DAW I) 3
+ MUC194 Audio Mixing Techniques 3

MUC195 Studio Music Recording I (3) OR
MUC195AA Studio Music Recording I (3) 3

+ MUC196 Studio Music Recording II 3
MUC197 Live Sound Reinforcement I 3
+ MUC297AA Audio Production Internship 1

Restricted Electives Credits: 9
Students must select one (1) of two (2) Specializations:

Specialization I: Audio Engineering Credits: 9
+ MUC112 Digital Audio Workstation II (DAW II) 3
+ MUC198 Live Sound Reinforcement II 3

+ MUC289 Live Sound Reinforcement III (3) OR
+ MUC295 Studio Music Recording III (3) 3

Specialization II: Sound Design Credits: 9
MUC122 Sound Design I 3
+ MUC222 Sound Design II 3
+ MUC292 Sound Design III 3

Certificate of Completion in Music Business I (5106) Credits (16)

Description: The Certificate of Completion (CCL) in Music Business I is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines foundational and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. There is a Certificate of Completion (CCL) in Music Business II available as well as an Associate in Applied Science (AAS) in Music Industries: Music Business.

Program Notes
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 16
MGT253 Owning and Operating a Small Business 3

MKT110 Marketing and Social Networking (3) OR
MKT271 Principles of Marketing (3) 3

MUC109 Music Business: Content Creation and Copyright 3

MUC110 Music Business: Marketing and Monetization 3
MUC293 Self Promotion for Music 1

+ MTC180 Computer Literacy for Musicians (3) OR
MUC180 Computer Literacy for the Music Business (3) 3
Note: Students who have not already completed MTC180 must take MUC180

Certificate of Completion in Music Business II (5258) Credits: 35-37

Description: The Certificate of Completion (CCL) in Music Business II is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. An Associate in Applied Science (AAS) in Music Industries: Music Business is available.

Program Notes
Students must earn a grade of C or better for all courses within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites
None

Required Courses Credits: 25-26
MGT253 Owning and Operating a Small Business 3
MKT110 Marketing and Social Networking 3
MKT271 Principles of Marketing 3
MUC109 Music Business: Content Creation and Copyright 3
MUC110 Music Business: Marketing and Monetization 3

+ MTC180 Computer Literacy for Musicians (3) OR
MUC180 Computer Literacy for the Music Business (3) 3
Note: Students who have not already completed MTC180 must take MUC180

+ MUC209 Music Industry Entrepreneurship 3
MUC293 Self Promotion for Music 1

Music Industry Capstone Experience
+ MUC290AA Music Business Internship (1) OR
+ MUC296WA Cooperative Education (1) OR
MUC298AA Special Projects (1) 1

Overview of Music Genres
MUC242 Music Genres and Styles (2) OR
MHL155 Survey of American Music (3) 2-3

Restricted Electives Credits: 10-11
Students should work with their program advisor to select 10-11 credits from courses that align with the academic/career goals and further their development in the areas of Music Business and Marketing, Music Production, and Commercial Performance. Courses from required courses area may not be used.

Music Business and Marketing
GBS+++ Any GBS General Business course
MKT+++ Any MKT Marketing course
MUC+++ Any MUC Music: Commercial/Business course

Music Production
MTC+++ Any MTC Music: Theory/Composition course
MUC+++ Any MUC Music: Commercial/Business course

Commercial Performance
MTC+++ Any MTC Music: Theory/Composition course
MUP+++ Any MUP Music: Performance course

Certificate of Completion in Technical Theatre: Audio Technician (5077N) Credits: 11-12

Description: The Certificate of Completion (CCL) in Technical Theatre: Audio Technician is designed to prepare students to apply live sound reinforcement in theatre productions. Classes include instruction in live sound reinforcement, setting up equipment, and sound design for theatrical productions. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses required within the program.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 11-12

+ MUC122 Sound Design I 3

MUC197 Live Sound Reinforcement I 3

+ MUC198 Live Sound Reinforcement II 3

THP201AA Theatre Production I (1) OR
THP201AB Theatre Production II (2) OR
THP202 Theatre Production Projects (1) OR
THP202AB Theatre Production I Electrics (1) OR 1-2

THP251 Safety Practices in Theatre and Film Production 1

Certificate of Completion in Technical Theatre: Costuming (5090N) Credits: 8-9

Description: The Certificate of Completion (CCL) in Technical Theatre: Costuming is designed to provide students with skills in the acquisition, construction, alteration, and maintenance of costumes for theatrical performances. Courses include instruction in costume construction, theory and period styles. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses required within the program.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 5-6

THP201AA Theatre Production I (1) OR
THP201AB Theatre Production II (2) OR
THP202AC Theatre Production I Costume Shop (1) 1-2

THP206 Introduction to Costume Construction for Theatre 4

Restricted Electives Credits: 3

Students should select courses for a total of 3 credits based on their career goal. Speak to a Program Director for additional information.

TEC113 Textiles: Dyeing 1
TEC114 Textiles: Block Printing/Silk Screening 1
TEC115 Textiles: Hand Painting 1
TEC225 Pattern Design I 3
THF115 Makeup for Stage and Screen 3

Certificate of Completion in Technical Theatre: Lighting (5095N) Credits: 12-13

Description: The Certificate of Completion (CCL) in Technical Theatre: Lighting is designed to provide students with skills in lighting for theatrical performances. Courses Include instruction in basic circuiting and dimmer application, lighting plots, programming, hanging and focus of lighting instruments, light board operation, and safety in the theatre. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses required within the program.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 12-13

THP201AA Theatre Production I (1) OR
THP201AB Theatre Production II (2) OR
THP202AB Theatre Production I Electrics (1) 1-2

THP213 Introduction to Technical Theatre 4
THP216 Beginning Stage Lighting 3
THP251 Safety Practices in Theatre and Film Production 1
THP263 Entertainment Industry Drafting I: 2D CAD 3

Certificate of Completion in Technical Theatre: Properties (5098N) Credits: 12-14

Description: The Certificate of Completion (CCL) in Technical Theatre: Properties is designed to provide students with skills in the acquisition, construction, alteration, maintenance, and repair of properties for theatrical performances. Courses include instruction in prop construction, sewing, use of tools, and creation and maintenance of production paperwork. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses required within the program.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 12-14

THP201AA Theatre Production I (1) OR
THP201AB Theatre Production II (2) OR
THP202AA Theatre Production I Scene Shop (1) OR
THP202AC Theatre Production I Costume Shop (1) 1-2

THP206 Introduction to Costume Construction for Theatre (4) OR

+ THP267 Painting Techniques for Film, TV and Theatre (3) 3-4

THP213 Introduction to Technical Theatre 4
THP250 Stage Properties 3
THP251 Safety Practices in Theatre and Film Production 1

Certificate of Completion in Technical Theatre: Puppetry (5148N) Credits: 15-16

Description: The Certificate of Completion (CCL) in Technical Theatre: Puppetry is designed to provide students with skills in puppetry for theatrical performances. Courses include instruction in the creation and operation of puppets in performance. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 15-16

THP112 Acting I (3) OR
THP151 Theatre for Youth (3) 3

THP201AA Theatre Production I (1) OR
THP201AB Theatre Production II (2) OR
THP202AA Theatre Production I Scene Shop (1) OR
THP202AC Theatre Production I Costume Shop (1) 1-2

THP206 Introduction to Costume Construction for Theatre 4
THP219 Introduction to Puppetry 3
THP250 Stage Properties 3
THP251 Safety Practices in Theatre and Film Production 1

Certificate of Completion in Technical Theatre: Stage Crew Technician (5099N) Credits: 6-7

Description: The Certificate of Completion (CCL) in Technical Theatre: Stage Crew Technician is designed to provide students with skills to work on theatrical productions as part of the stage crew. The courses include instruction in general theatre knowledge and safety and provide opportunities for hands-on theatrical production experience. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates that any suffixed course may be selected.

Program Prerequisites

None

Required Courses Credits: 6-7

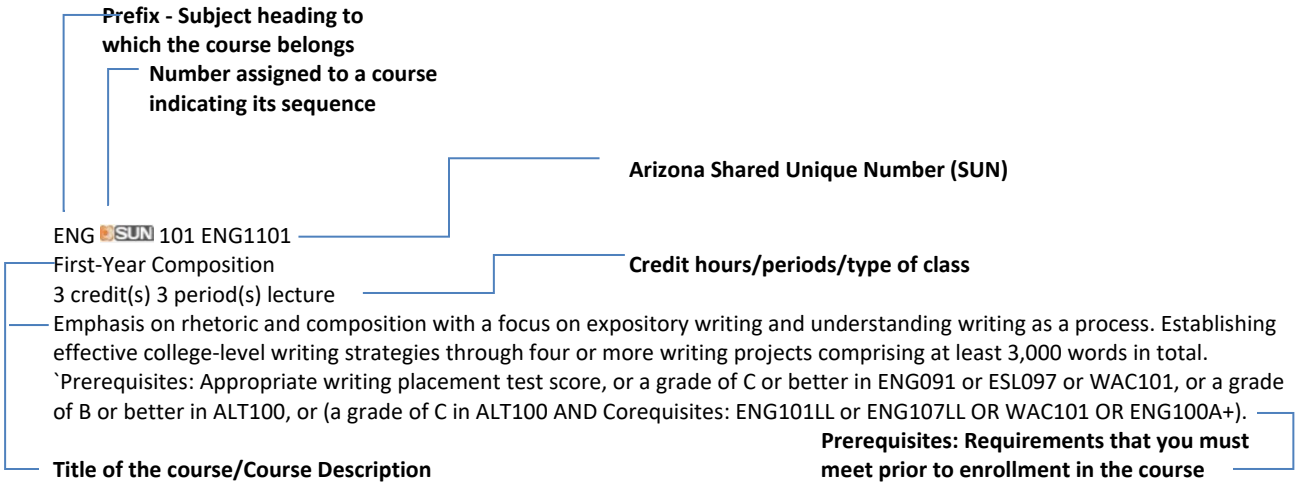
THP201AA Theatre Production I (1) OR
THP201AB Theatre Production II (2) OR
THP202AA Theatre Production I Scene Shop (1) OR
THP202AB Theatre Production I Electrics (1) 1-2

THP213 Introduction to Technical Theatre 4
THP251 Safety Practices in Theatre and Film Production 1

Official Course Descriptions

The following course descriptions which are offered at PVCC are those officially ap oved by the Maricopa County Community College District for use by Chandler-Gilbert Community College, Estrella Mountain Community College, Gateway Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College. For descriptions not included in this catalog, visit the district website: https://curriculum.maricopa.edu/.

All courses have six common course elements which include prefix, number, title, description, credits, and prerequisites.



Prefix -The three-letter prefix designates the subject under which the course is offered.

Number - The number assigned to a course provides information about its sequence. Numbers range from 001-299. Numbers below 100 are not considered for transfer to four-year institutions and are not applicable to degrees awarded by the Maricopa Community Colleges. First year courses are generally identified with 100-level numbers. Second year courses are generally identified with 200-levels. Courses at 200-level generally require prerequisites.

Title - The title identifies the course. It may also indicate the level of the course, i.e., Intermediate Algebra, or Beginning Spanish.

Credit hours - Credit hours are awarded for the satisfactory completion of a course. The semester hours of credit for all courses are indicated immediately after course titles. Tuition rates are assessed on a per credit hour basis and vary depending on the student's residency classification. Check with the Admissions and Records Office for information on tuition rates and residency requirements.

Periods – Length of the class, one period is equivalent to 50minutes per week for your 16 week class.

Type of Class – Lecture only, Lab only and lecture and lab

Course Description - Below each course number and title a brief description of the course is given. You should read the course description carefully to be sure that the course meets the requirements of your program of study. Instructors give supplemental course information (i.e. class outline, syllabus etc.), during the first week of classes so that you will know specific course procedures, grading criteria, and course objectives.

Detailed information on degrees, transfer programs, course equivalency information, general education requirements, assessment, success seminars, and career information is available in the Advisement Center. We recommend that you consult with an advisor prior to registration.

Arizona Shared Unique Number (SUN System) is a college course numbering system designed to help Arizona students plan their education and ensure successful transfer of course credits. Refer to https://www.aztransfer.com/sun/ for more information.

Detailed information on degrees, transfer programs, course equivalency information, general education requirements, assessment, success seminars, and career information is available in the Advisement Center. We recommend that you consult with an advisor prior to registration.

AAA - Advancing Academic Achievement

AAA115
Creating College Success
3 credit(s) 3 period(s) lecture
Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience.
Prerequisites: None.

ACC - Accounting

ACC111
Accounting Principles I
3 credit(s) 3 period(s) lecture
Fundamental theory of accounting principles and procedures.
Prerequisites: None.

ACC112
Accounting Principles II
3 credit(s) 3 period(s) lecture
Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements.
Prerequisites: A grade of C or better in ACC111 or permission of Department or Division.

ACC115
Computerized Accounting
3 credit(s) 3 period(s) lecture + lab
Understanding of fundamental accounting principles and mastery of an accounting information systems including the general ledger, accounts receivable, accounts payable and payroll.
Prerequisites: None.

ACC121
Individual Tax Preparation
3 credit(s) 3 period(s) lecture + lab
Theory and practice of accounting for individual taxation.
Prerequisites: None.

ACC211 SUN ACC2201
Financial Accounting
3 credit(s) 3 period(s) lecture
Introduction to theory and practice in the preparation and interpretation of general purpose financial statements.
Prerequisites: None.

ACC212 SUN ACC2202
Managerial Accounting
3 credit(s) 3 period(s) lecture
Developent and analysis of accounting information for managerial planning and control.
Prerequisites: A grade of C or better in (ACC111 and ACC112) or ACC211 and (CIS105 or permission of Department or Division).

ACC219
Intermediate Accounting I
3 credit(s) 3 period(s) lecture
Continuation of the theory and practice of financial accounting, applicable to assets, liabilities, equity related problems of income determination and financial reporting.
Prerequisites: A grade of C or better in ACC212 or ACC240 or permission of Department or Division.

ACC221
Tax Accounting
3 credit(s) 3 period(s) lecture
Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures.
Prerequisites: A grade of C or better in ACC111 or ACC211 or permission of Department or Division.

ACC222
Payroll Accounting
3 credit(s) 3 period(s) lecture
Payroll records for businesses required by federal and state laws.
Prerequisites: A grade of C or better in ACC111 or ACC211 or permission of Department or Division.

ACC224
Tax Practice Administration and Business Entity Analysis
3 credit(s) 3 period(s) lecture
Federal income tax representation, practices, and procedures, including trust and estate income tax, exempt organizations, and retirement plans.
Prerequisites: A grade of C or better in ACC121 or ACC221.

ACC270AA
Accounting Internship
1 credit(s) 1 period(s) lab
Accounting work experience in a business or industry. Eighty hours of designated work per credit per semester.
Prerequisites: Permission of Department or Division.

ACC270AB
Accounting Internship
2 credit(s) 2 period(s) lab
Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 160 hours per semester.
Prerequisites: Permission of Department or Division.

ACC270AC
Accounting Internship
3 credit(s) 3 period(s) lab
Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 240 hours per semester.
Prerequisites: Permission of Department or Division.

AES - Aerospace Studies

Note: AES courses are taught on the ASU Main campus.

AES101
Air Force Today I
2 credit(s) 1 period(s) lecture
0 credit(s) 1 period(s) lab
Survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps (AFROTC). Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. The Leadership Laboratory component provides dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the AFROTC academic program. Emphasizes common Air Force customs and courtesies, drill and ceremonies, health and physical fitness through group participation.
Prerequisites: None.

AES103
Air Force Today II
2 credit(s) 1 period(s) lecture
0 credit(s) 1 period(s) lab
Introduce students to the United States Air Force and encourage participation in Air Force Reserve Officer Training Corps (AFROTC). Featured topics include: introduction to leadership, Air Force core values, introduction to interpersonal communication and team building, and a continuation of communication skills. The Leadership Laboratory component provides dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force.
Prerequisites: None.

AES201
Evolution of USAF Air and Space Power I
2 credit(s) 1 period(s) lecture
0 credit(s) 1 period(s) lab
Focuses on facilitating the transition from Air Force ROTC cadet to Air Force ROTC candidate. Examines the general aspects of air and space power through a historical perspective. Utilizing this perspective, covers a time period from the first balloons and dirigibles to the modern technology currently used in overseas contingency operations. Featured topics include: Air Force heritage, Air Force leaders, introduction to ethics and values, group leadership problems and continuing application of communication skills. The Leadership Laboratory component provides dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the AFROTC academic program. Provides application of advanced drill and ceremonies; issuing commands; knowing flag etiquette; and developing, directing, and evaluating skills to lead others.
Prerequisites: None.

AES294
Air Force Physical Fitness
1 credit(s) 3 period(s) lecture + lab
Physical training component of Air Force ROTC. Covers topics of immediate or special interest to a faculty member and students.
Prerequisites: None.

AJS - Administration of Justice Studies

AJS101 SUN **AJS1101**
Introduction to Criminal Justice
3 credit(s) 3 period(s) lecture
An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities.
Prerequisites: None.

AJS109
Substantive Criminal Law
3 credit(s) 3 period(s) lecture
Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense.
Prerequisites: None.

AJS123
Ethics and the Administration of Justice
3 credit(s) 3 period(s) lecture
Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Explores issues of how media/social media shape ethics. Encourages critical thinking and value decision making in criminal justice system situations.
Prerequisites: None.

AJS192
Serial Killers and Mass Murderers
3 credit(s) 3 period(s) lecture
The study of serial killers, mass murderers and their victims. Examines the history and frequency of these crimes, profiles the killers and their victims, explores theories of causation, and discusses the problems and techniques of investigation, prosecution, punishment, and prevention.
Prerequisites: None.

AJS195
International and Domestic Terrorism
3 credit(s) 3 period(s) lecture
An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it.
Prerequisites: None.

AJS212
Juvenile Justice Procedures
3 credit(s) 3 period(s) lecture
Examines the nature and extent of juvenile delinquency to the present. Including but not limited to the history, jurisdictions, terminology, procedures, and institutions of the juvenile justice system.
Prerequisites: None.

AJS215
Criminalistics: Physical Evidence
3 credit(s) 3 period(s) lecture
The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson.
Prerequisites: None.

AJS216
Criminalistics: Biological Evidence
3 credit(s) 3 period(s) lecture
The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers, and topics of special interest in criminalistics.
Prerequisites: None.

AJS220
Transnational Organized Crime
3 credit(s) 3 period(s) lecture
The study of organized crime on a domestic and global scale. Examines the history, structure, and activities of domestic and transnational organized crime groups. Explores domestic and global responses to transnational organized crime, along with accompanying challenges and future implications.
Prerequisites: None.

AJS225
Criminology
3 credit(s) 3 period(s) lecture
Study of deviance, society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum.
Prerequisites: None.

AJS230
The Police Function
3 credit(s) 3 period(s) lecture
Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented.
Prerequisites: None.

AJS240
The Correction Function
3 credit(s) 3 period(s) lecture
Examines the history and development of correctional theories and institutions.
Prerequisites: None.

AJS258
Victimology and Crisis Management
3 credit(s) 3 period(s) lecture
Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system.
Prerequisites: None.

AJS260
Procedural Criminal Law
3 credit(s) 3 period(s) lecture
Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system.
Prerequisites: None.

AJS275
Criminal Investigation I
3 credit(s) 3 period(s) lecture
Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques.
Prerequisites: None.

ALT - Academic Literacy

ALT100
Academic Literacy Through Integrated Reading and Writing
4 credit(s) 4 period(s) lecture
Develops academic language skills and critical reading skills for organizing, analyzing, and retaining material through complementary reading and writing assignments. Prepares students for college level reading and writing intensive courses as well as career-related reading and writing tasks.
Prerequisites: An appropriate District placement.

ARH - Art Humanities

ARH100
Introduction to Art
3 credit(s) 3 period(s) lecture
Understanding and enjoyment of art and visual culture through study of two-dimensional and three-dimensional works of art, design elements, media and processes, and cultural contexts. Emphasis on contemporary topics and cultural diversity in the arts.
Prerequisites: None.

ARH101 SUN ART1101
Prehistoric through Gothic Art
3 credit(s) 3 period(s) lecture
History of art from prehistoric through medieval period.
Prerequisites: None

ARH102 SUN ART1112
Renaissance Through Contemporary Art
3 credit(s) 3 period(s) lecture
History of art from around the world from the Renaissance through contemporary period.
Prerequisites: None.

ARH112
History of Modern Art
3 credit(s) 3 period(s) lecture
Development of and significant aspects of modern art since the mid-nineteenth century. Emphasis on modern art's relationship to socio-political and aesthetic developments, new media and the rise of mass culture.
Prerequisites: None.

ARH115
History of Photography
3 credit(s) 3 period(s) lecture
Survey of history of photography from beginning to present. Emphasizes medium's impact upon society and other visual arts. Technical developments, aesthetic concerns, and individual photographers studied.
Prerequisites: None.

ARH201
Art of Asia
3 credit(s) 3 period(s) lecture
Introduction to the origins and historic development of art in Asia, with emphasis on China, Japan, and India.
Prerequisites: None.

ARH204
Roman Art and Architecture
3 credit(s) 3 period(s) lecture
Detailed examination of the art and architecture of ancient Rome from the monarchical period to the late empire, with emphasis on the visual culture and artifacts of the civilization.
Prerequisites: None.

ART - Art

Ceramics

ART161
Ceramics I
3 credit(s) 6 period(s) lecture + lab
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel.
Prerequisites: None.

ART162
Ceramics II
3 credit(s) 6 period(s) lecture + lab
Major emphasis on wheel throwing, glaze making and decorating techniques.
Prerequisites: A grade of C or better in ART161.

ART261
Ceramics III
3 credit(s) 6 period(s) lecture + lab
Emphasis on wheel throwing skill and individual style development.
Prerequisites: A grade of C or better in ART162.

ART262
Ceramics IV
3 credit(s) 6 period(s) lecture + lab
Experimental work in clays and glazes.
Prerequisites: A grade of C or better in ART261.

ART290GC
Studio Art: Ceramics
3 credit(s) 6 period(s) lecture + lab
Studio course for art majors allowing continuation in a subject field.
Prerequisites: A grade of C or better in ART162 or permission of Instructor.

Computer Art

ART100
Introduction to Digital Arts
1 credit(s) 2 period(s) lecture + lab
Foundation course in digital arts and design, with emphasis in the production of art using the computer.
Prerequisites: None.

ART150
Digital Storytelling
3 credit(s) 6 period(s) lecture + lab
Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story.
Prerequisites: None.

ART200
Animation and Interactivity
3 credit(s) 6 period(s) lecture + lab
Animation and object-oriented programming concepts and techniques using industry standard authoring tools applied by the creative industry to animation productions, and interactive media. Introduction to animation and object- oriented programming concepts and techniques using industry standard authorizing tools. Includes tools used by the creative industry for animation productions and interactive media.
Prerequisites: A grade of C or better in ART100 or permission of Instructor.

Drawing, Design & Color

ART111 SUN ART1111
Drawing I
3 credit(s) 6 period(s) lecture + lab
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media.
Prerequisites: None.

ART112 SUN ART1112
Two-Dimensional Design
3 credit(s) 6 period(s) lecture + lab
Study of fundamental elements and principles of two-dimensional design.
Prerequisites: None.

ART113
Color
3 credit(s) 6 period(s) lecture + lab
Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design.
Prerequisites: None.

ART115 SUN ART1115
Three-Dimensional Design
3 credit(s) 6 period(s) lecture + lab
Fundamental principles of three-dimensional design.
Prerequisites: None.

ART122
Drawing & Composition II
3 credit(s) 6 period(s) lecture + lab
Emphasis on composition and exploration of drawing media.
Prerequisites: A grade of C or better in ART111.

Life Drawing

ART116
Life Drawing I
3 credit(s) 6 period(s) lecture + lab
Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship.
Prerequisites: None.

ART117
Life Drawing II
3 credit(s) 6 period(s) lecture + lab
Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition.
Prerequisites: A grade of C or better in ART116.

Marketing & Gallery

ART255AB
The Portfolio
1 credit(s) 1 period(s) lecture
Choosing the right pieces to include, presenting art work, developing the portfolio.
Prerequisites: None.

Painting

ART165
Watercolor Painting I
3 credit(s) 6 period(s) lecture + lab
Transparent and Gouache watercolor painting.
Prerequisites: A grade of C or better in (ART111 and ART112) or permission of Instructor.

ART166
Watercolor Painting II
3 credit(s) 6 period(s) lecture + lab
Painting in water soluble media. Emphasis on individual techniques and design.
Prerequisites: A grade of C or better in ART165.

Photography

ART131
Photography I
3 credit(s) 6 period(s) lecture + lab
Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society.
Prerequisites: None.

ART140
Portrait Photography
3 credit(s) 6 period(s) lecture + lab
Fundamentals of portrait photography. Basic techniques of lighting, posing, design, and digital workflows applicable to the industry. Theory and practices of a portrait photography business.
Prerequisites: A grade of C or better in ART131, or ART142, or permission of Instructor.

ART142
Introduction to Digital Photography
3 credit(s) 6 period(s) lecture + lab
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography.
Prerequisites: None.

ART143
Intermediate Digital Photography
3 credit(s) 6 period(s) lecture + lab
Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output.
Prerequisites: A grade of C or better in ART142 or permission of Instructor.

ART234
Color Photography I
3 credit(s) 6 period(s) lecture + lab
Basic principles of color theory, camera and input and output techniques using slide film or digital photography.
Prerequisites: A grade of C or better in ART131 or ART142 or permission of Instructor.

ART236
Photography Location Shooting
3 credit(s) 6 period(s) lecture + lab
Practical application of camera techniques, use of lighting, and on-location shooting for post-production printing.
Prerequisites: A grade of C or better in (ART131 OR ART142) OR permission of Instructor.

ART290MC
Studio Art: Digital Photography
3 credit(s) 6 period(s) lecture + lab
Studio course for art majors allowing continuation in a subject field.
Prerequisites: A grade of C or better in ART143 or permission of Instructor.

ASB, ASM - Anthropology

ASB100
Introduction to Global Health
3 credit(s) 3 period(s) lecture
The study of human health patterns at an international and local scale. Focus on pressing global health challenges that the world faces today are examined from a broad social, ecological, and cultural context.
Prerequisites: None.

ASB102
Introduction to Cultural Anthropology
3 credit(s) 3 period(s) lecture
Principles of cultural anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language.
Prerequisites: None.

ASB211
Women in Other Cultures
3 credit(s) 3 period(s) lecture
Cross-cultural analysis of the economic, social, political, and religious factors that affect women's status in traditional and modern societies.
Prerequisites: None.

ASB214
Magic, Witchcraft and Healing: An Introduction to Comparative Religion
3 credit(s) 3 period(s) lecture
Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture.
Prerequisites: None.

ASB222
Buried Cities and Lost Tribes: Old World
3 credit(s) 3 period(s) lecture
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia.
Prerequisites: None.

ASB223
Buried Cities and Lost Tribes: New World
3 credit(s) 3 period(s) lecture
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North America, Central America, and South America.
Prerequisites: None.

ASB282AA
Service-Learning Experience in Anthropology
1 credit(s) 1 period(s) lab
Unpaid Service-Learning (SL) experience, completed with approved community partner.
Prerequisites: Permission of Instructor.

ASM104
Bones, Stones, and Human Evolution
4 credit(s) 5 period(s) lecture + lab
Study of human evolution and variation; including fossil hominids and their tools, primate anatomy and behavior, human genetics, and the environment and human biology.
Prerequisites: None.

ASM275
Forensic Anthropology
4 credit(s) 5 period(s) lecture + lab
Survey of the role of forensic anthropologists, from the crime scene to the courtroom. Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes. Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains. Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline.
Prerequisites: None.

ASL - American Sign Language

ASL101
American Sign Language I
4 credit(s) 4 period(s) lecture
Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.).
Prerequisites: None. ASL103 suggested as a corequisite but not required.

ASL102
American Sign Language II
4 credit(s) 4 period(s) lecture
Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical, and grammatical structure stressed with continued development of sign vocabulary.
Prerequisites: A grade of C or better in ASL101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

AST - Astronomy

AST101
Survey of Astronomy
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Survey of astronomy for the nontechnical student. The history, content, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology.
Prerequisites: None.

AST106
Life in the Universe
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Introduction to the search for life in the universe for the non-science major. Earth's location in space and time, nature of life, light and the spectrum, origin and history of the universe, origin of life on Earth and the possibility of life on other planets.
Prerequisites: A grade of C or better in MAT090 or MAT091 or MAT092 or completion of higher level mathematics course, or satisfactory score on placement exam.

AST1114
Introduction to Solar System Astronomy
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab

Introduction to astronomy for the non-science major. The scientific method, properties of light, astronomical instruments, our Solar System and solar systems around other stars. Includes hands-on astronomical observations and laboratory exercises.
Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory score on district placement exam.

AST112
Introduction to Stars, Galaxies, and Cosmology
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Introduction to astronomy for the non-science major. Structure and evolution of stars; supernovae, black holes, and quasars; nebulae; star clusters; galaxies; cosmology, including the birth and death of the universe.
Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory score on district placement exam.

AST294AB
Special Topics in Astronomy
1 credit(s) 1 period(s) lab
Conceptual, experimental, and computational aspects of a special topic in astronomy.
Prerequisites: Permission of Department or Division.

BIO - Biology

BIO100
Biology Concepts
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored.
Prerequisites: None.

BIO105
Environmental Biology
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students` expense.
Prerequisites: None.

BIO108
Plants and Society
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
A global study of plants in relation to humans; as a source of food, fiber, drugs, and other products; for aesthetic value, survival, and energy.
Prerequisites: None.

BIO145
Marine Biology
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms.
Prerequisites: None.

BIO156
Introductory Biology for Allied Health
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics.
Prerequisites: A grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one-semester of college level chemistry is strongly recommended.

BIO160
Introduction to Human Anatomy and Physiology
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body.
Prerequisites: None.

BIO181 SUN **BIO1181**
General Biology (Majors) I
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics.
Prerequisites: A grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

BIO182 SUN **BIO1182**
General Biology (Majors) II
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology.
Prerequisites: A grade of C or better in BIO181 or BIO181XT.

BIO201 SUN **BIO2201**
Human Anatomy and Physiology I
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system.
Prerequisites: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101. CHM130 or higher or one year of high school chemistry suggested but not required.

BIO202 SUN **BIO2202**
Human Anatomy and Physiology II
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance.
Prerequisites: A grade of C or better in BIO201 or BIO201XT.

BIO205 SUN **BIO2205**
Microbiology
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Study of microorganisms and their relationship to health, ecology, and related fields.
Prerequisites: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101. CHM130 or higher or one year of high school chemistry suggested but not required.

BIO240
General Genetics
4 credit(s) 4 period(s) lecture
Intensive introduction to the field of genetics including historical perspective, Mendelian insights and patterns of inheritance, exceptions to expected Mendelian ratios, quantitative genetics, non-Mendelian inheritance, pedigree analysis, molecular levels of gene expression, genetic control of metabolic pathways, analytic dissection of molecular mechanisms behind DNA replication, transcription, translation, and gene regulation in both prokaryotes and eukaryotes, population genetics, genetics of behavior, and genetics of evolution and speciation.
Prerequisites: A grade of C or better in BIO181.

BIO298AB
Special Projects
2 credit(s) 2 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

BPC - Business - Personal Computers

BPC110
Computer Usage and Applications
3 credit(s) 4 period(s) lecture + lab
Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics.
Prerequisites: None.

BPC125
Microcomputer Set Up and Maintenance
1 credit(s) 1 period(s) lecture + lab
How to install and maintain a microcomputer (personal computer). Steps used to set up a new or add options to a previously installed microcomputer. Installation of internal options (memory, graphics, modems, etc.), as well as external options and devices (printers, monitors, communications, etc.). Troubleshoot (identify and repair or have repaired) microcomputer problems.
Prerequisites: None.

BPC170
A+ Exam Prep: Computer Hardware Configuration and Support
3 credit(s) 4 period(s) lecture + lab
Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis placed on hardware installation, maintenance, mobile devices, and hardware troubleshooting. Helps prepare students for the CompTIA A+ examinations.
Prerequisites: None.

BPC270
A+ Exam Prep: Operating System Configuration and Support
3 credit(s) 4 period(s) lecture + lab
Explore advanced technical aspects of maintaining and servicing computers. Emphasis placed on OS installation, maintenance, mobile devices, security, software troubleshooting, and on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations.
Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CAP - Counseling & Applied Psychology

CAP120
Introduction to Counseling
3 credit(s) 3 period(s) lecture
Introduction to the field of counseling with a focus on skills and competencies needed as a mental health practitioner. Foundations of counseling including counseling theories, ethical considerations, prevention and intervention topics, and multicultural counseling practices.
Prerequisites: None.

CAP220
The Counselor in a Multicultural Society
3 credit(s) 3 period(s) lecture
Current theories and research on culture, race and ethnicity, gender and other aspects of cultural diversity in a multicultural society through the lens of counseling. Focus on personal perspectives, will explore themes, theories, topics and research related to power, privilege and oppression in the United States as applied to counseling discipline.
Prerequisites: None.

CAP240
Introduction to Counseling Skills
3 credit(s) 3 period(s) lecture
Introduction to basic skills and techniques used in the counseling field. Focuses on active listening, self-awareness, and other related skills.
Prerequisites: A grade of C or better in CAP120.

CFS - Child/Family Studies

CFS101AH
Art Activities for the Young Child
1 credit(s) 1 period(s) lecture
The creative use of art media and techniques at appropriate developmental levels.
Prerequisites: None.

CFS112
Personal Growth and Family Relations
3 credit(s) 3 period(s) lecture
Personal development as related to the individual, the family, and their relations. Emphasis on interpersonal family relationships. Skills and techniques to facilitate and strengthen the individual and family relationships.
Prerequisites: None.

CFS123
Health and Nutrition In Early Childhood Settings
1 credit(s) 1 period(s) lecture
Creating and maintaining healthy environments and practices in programs serving young children. Emphasis on assessing the child's health status, nutrition and food service, communicable disease recognition, transmission, and prevention, infection control, regulations and regulatory agencies, current topics, resources, and innovative practices.
Prerequisites: None.

CFS125
Safety in Early Childhood Settings
1 credit(s) 1 period(s) lecture
Fundamental concepts of promoting a safe, but challenging learning environments. Establishing and maintaining safety procedures in the early childhood setting. Emphasis on indoor and outdoor equipment and activities, risk analysis, accident, evacuation, and emergency plans, regulations, regulatory agencies and resources, current topics, and innovative practices.
Prerequisites: None.

CFS176
Child Development
3 credit(s) 3 period(s) lecture
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues.
Prerequisites: None.

CFS177
Parent-Child Interaction
3 credit(s) 3 period(s) lecture
Positive methods to strengthen relationships and resolve conflicts with children. Focus on effective interpersonal skills and guidance techniques.
Prerequisites: None.

CFS205
Human Development
3 credit(s) 3 period(s) lecture
Explores the growth and development process over the human life span. Research and theoretical approaches; physical, cognitive, social, and personality development from birth through adulthood and death.
Prerequisites: None.

CFS235
Developing Child: Theory into Practice, Prenatal to Age Eight
3 credit(s) 3 period(s) lecture
Understanding and working with young children, birth through age eight. Analysis of young children's physical, social, emotional, cognitive and linguistic development within their home, school, and cultural contexts. Typical and atypical development. Implications for teachers and parents. Emphasis on observations and planning curriculum based on theories, research, and child-specific data.
Prerequisites: None.

CFS282
Mainstreaming The Young Child with A Disability
1 credit(s) 1 period(s) lecture
An exploration of the educational, social, and behavioral issues and concerns involved in the successful integration of children with disabilities into typical preschool classes. Includes discussion of practical concerns such as adaptation of environment and accessing existing resources in the community.
Prerequisites: None.

CFS285AA
Family-School Interaction: Preschool
1 credit(s) 1 period(s) lecture
Interaction among parents, teachers and the preschool. Emphasis on methods used cooperatively by parents and preschool teachers to provide for education and developmental needs.
Prerequisites: A grade of C or better in CFS/ECH176 or CFS278 or permission of Instructor.

CHM - Chemistry

CHM100
Preparation for Fundamental Chemistry
1 credit(s) 1 period(s) lecture
A preparatory course designed to review fundamental math and chemistry principles for students inexperienced or insecure with these concepts. Stresses individualized instruction. Designed to prepare students for CHM130.
Prerequisites: None.

CHM130 SUN CHM1130
Fundamental Chemistry
3 credit(s) 3 period(s) lecture
A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology.
Prerequisites: A grade of C or better in (CHM090 or MAT090 or MAT091 or MAT092 or higher level mathematics course or satisfactory math placement) and (RDG100 or higher or eligibility for CRE101 or RDG100LL as indicated by appropriate reading placement), or permission of the Instructor, or Department or Division Chair.

CHM130AA
Fundamental Chemistry with Lab
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology.
Prerequisites: A grade of C or better in [CHM090 or MAT090 or MAT091 or MAT092 or (MAT103AA and MAT103AB) or higher level mathematics course or satisfactory score on math placement exam] and [RDG100 or RDG100LL or higher or eligibility for CRE101 as indicated by appropriate reading placement test score], or permission of the Instructor, or Department or Division Chair.

CHM130LL SUN CHM1130
Fundamental Chemistry Laboratory
1 credit(s) 3 period(s) lab
Laboratory experience in support of CHM130.
Prerequisites: A grade of C or better in CHM130 or Corequisites: CHM130.

CHM151AA SUN CHM1151
General Chemistry I
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Detailed study of principles of chemistry for science majors and students in pre-professional curricula.
Prerequisites: A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry with a grade of C or better taken within the last five years], and [a grade of C or better in MAT151 or higher level mathematics course, or satisfactory score on placement exam], or permission of the Instructor, or Department or Division Chair.

CHM152AA SUN CHM1152
General Chemistry II
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics.
Prerequisites: A grade of C or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair.

CHM235 SUN CHM2235
General Organic Chemistry I
3 credit(s) 3 period(s) lecture
Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized.
Prerequisites: A grade of C or better in (CHM152 and CHM152LL), or CHM152AA, or (CHM154 and CHM154LL), or permission of the Instructor, or Department or Division Chair.

CHM235AA
General Organic Chemistry I with Lab
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized.
Prerequisites: A grade of C or better in (CHM152 and CHM152LL), or CHM152AA, or (CHM154 and CHM154LL), or permission of the Instructor, or Department or Division Chair.

CHM235LL SUN CHM2235
General Organic Chemistry I Laboratory
1 credit(s) 4 period(s) lab
Laboratory experience in support of CHM235.
Prerequisites: A grade of C or better in CHM235 or Corequisites: CHM235. Completion of prerequisites within the last two years recommended.

CHM236 SUN CHM2236
General Organic Chemistry IIA
3 credit(s) 3 period(s) lecture
Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized.
Prerequisites: A grade of C or better in CHM235 and CHM235LL, or permission of the Instructor, or Department or Division Chair.

CHM236AA
General Organic Chemistry IIA with Lab
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized.
Prerequisites: A grade of C or better in (CHM235 and CHM235LL) or CHM235AA, or permission of the Instructor, or Department or Division Chair.

CHM236LL SUN CHM2236
General Organic Chemistry IIA Laboratory
1 credit(s) 4 period(s) lab
Laboratory experience in support of CHM236.
Prerequisites: A grade of C or better in CHM236 or Corequisites: CHM236. Completion of prerequisites within the last two years recommended.

CIS - Computer Information Systems

CIS102DA
Customer User Support
3 credit(s) 4 period(s) lecture + lab
Examines skills, tools and strategies necessary for becoming a computer help-desk or end-user support professional.
Prerequisites: None.

CIS103
Introduction to Social Media
3 credit(s) 4 period(s) lecture + lab
Identify and explain social media and Web 2.0 technologies for personal, academic, professional, and business applications. Create and maintain accounts on various sites to socialize, write, and share multimedia, while understanding the related ethics, privacy and security issues.
Prerequisites: The student must be 13 years or older.

CIS105 SUN CIS1120
Survey of Computer Information Systems
3 credit(s) 4 period(s) lecture + lab
Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies.
Prerequisites: None.

CIS107
The Electronic Game Industry
3 credit(s) 4 period(s) lecture + lab
Introduction to the electronic game industry, including history, market, distribution and publishing channels, business models, team roles, and career landscape. Technical topics covered include software engineering, artificial intelligence, game physics, computer graphics, and networking.
Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS111
Ethics in Information Technology
3 credit(s) 3 period(s) lecture
Ethical issues that arise as a result of increasing use of computers, and the responsibilities of those who work with computers, either as computer science professionals or end users. Critical inquiry and review of ethical challenges in information technology business, including professional and corporate responsibility, government regulation, fiduciary responsibilities of information, infringement of intellectual property, security risk assessment, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and the ethics of IT corporations.
Prerequisites: None.

CIS113DE
Microsoft Word: Word Processing
3 credit(s) 4 period(s) lecture + lab
Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents.
Prerequisites: None.

CIS114DE
Excel Spreadsheet
3 credit(s) 4 period(s) lecture + lab
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets.
Prerequisites: None.

CIS117DM
Microsoft Access: Database Management
3 credit(s) 4 period(s) lecture + lab
Introduction to Microsoft Access. Emphasis on features, design, and database management.
Prerequisites: None.

CIS120DB
Introduction to Adobe Illustrator
3 credit(s) 4 period(s)lecture + lab
Provides students with the knowledge and skills to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file.
Prerequisites: None.

CIS120DC
Introduction to Adobe Animate
3 credit(s) 4 period(s) lecture + lab
Focuses on entry-level skill expectations for digital animation using Adobe Animate. Covers basic animation techniques used in the creation, manipulation, and editing of animation graphics. Prepares students for the Adobe certifications related to Adobe Animate.
Prerequisites: None.

CIS120DF
Introduction to Adobe Photoshop
3 credit(s) 4 period(s) lecture + lab
Focuses on entry-level skills and knowledge for digital imaging using Adobe Photoshop. Prepares students for the Adobe Certifications related to Photoshop.
Prerequisites: None.

CIS121AE
Windows Operating System: Level I
1 credit(s) 2 period(s) lecture + lab
Specific topics include Windows basics, navigating and customizing the desktop, maintaining hardware and software, improving performance, configurations, securing your computer, taskbar, organizing, searching and managing folders and files, installing and uninstalling applications, Internet Explorer fine tuning, security, and searching, including advanced search techniques, keyboard shortcuts, and current topics.
Prerequisites: None.

CIS126DL
Linux Operating System
3 credit(s) 4 period(s) lecture + lab
Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry-level industry certification covered.
Prerequisites: None.

CIS133DA
Internet/Web Development Level I
3 credit(s) 4 period(s) lecture + lab
Overview of the Internet/World Wide Web (WWW) and its resources. Hands-on experience with various Internet/WWW resource discovery, information retrieval, and social media tools. Design and Development of multi-page websites using current Hyper Text Markup Language (HTML) and Cascading Style Sheets (CSS) standards.
Prerequisites: None.

CIS150AB
Object-Oriented Programming Fundamentals
3 credit(s) 4 period(s) lecture + lab
Structured and Object-Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using an appropriate programming language.
A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: CIS105 or permission of Instructor.

CIS151
Computer Game Development -Level I
3 credit(s) 4 period(s) lecture + lab
Introduction to object-oriented game development, game design, and game theory. Use of computer software to demonstrate and teach concepts using an appropriate game development platform to model real-time simulations and create computer games using object oriented tools. Introduction to developing PC games, educational software, and training software using windows based object oriented developments tools.
Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS156
Python Programming: Level I
3 credit(s) 4 period(s) lecture + lab
Introduction to Python programming. Includes general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming.
Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS162AD
C#: Level I
3 credit(s) 4 period(s) lecture + lab
Introduction to C# programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming.
Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS166AA
Introduction to JavaScript
3 credit(s) 4 period(s) lecture + lab
Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation.
Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.

CIS190
Introduction to Networking
3 credit(s) 4 period(s) lecture + lab
Overview of networks. Emphasis on the elements of a network, current issues and products, and use of a network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Helps prepare students for the CompTIA Network+ examination.
Prerequisites: None. Corequisites: CIS105 or permission of Instructor.

CIS224
Project Management Microsoft Project for Windows
3 credit(s) 4 period(s) lecture + lab
Introduction to project management concepts while working with MS Project to solve complex project management networks, including creating Gantt and PERT charts, tracking project progress, planning for restrictions, and integrating MS Project with other software packages such as Excel, Word, Powerpoint, and cc Mail.
Prerequisites: None.

CIS233DA
Internet/Web Development Level II
3 credit(s) 4 period(s) lecture + lab
Plan, design and create web sites using HTML and Advanced Cascading Style Sheets (CSS). Expedite the development process using CSS frameworks and libraries. Enhance user experience and web site functionality using supporting technologies. Exploration of User Interface (UI) and User Experience (UX), best practices, accessibility, strategies, and careers in web design and development.
Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.

CIS238DL
Linux System Administration
3 credit(s) 4 period(s) lecture + lab
Managing Linux Operating Systems including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. Preparation for industry certifications such as the CompTIA Linux+, the Red Hat Certified System Administrator (RHCSA), the Red Hat Certified Engineer (RHCE) and the Linux Professional Institute (LPIC-1).
Prerequisites: A grade of C or better in CIS126DL or CIS126RH or permission of Instructor.

CIS250
Management of Information Systems
3 credit(s) 4 period(s) lecture + lab
The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management.
Prerequisites: A grade of C or better in CIS105.

CIS251
Computer Game Development -Level II
3 credit(s) 4 period(s) lecture + lab
Advanced object-oriented game development, advanced game design, and advanced game theory. Use of game development software tools to demonstrate advanced concepts for modeling real-time simulations and creating computer games using object oriented development tools. In depth coverage of game programming (scripting) techniques, and decision logic using object oriented techniques.
Prerequisites: A grade of C or better in CIS151 or permission of Instructor.

CIS262AD
C# Level II
3 credit(s) 4 period(s) lecture + lab
Advanced C# programming with emphasis on data structures, dynamic memory allocation, object-oriented programming, user interfaces, and database processing. Overview of web applications, network programming, and reporting tools.
Prerequisites: A grade of C or better in CIS162AD or permission of Instructor.

CIS270
Essentials of Network and Information Security
3 credit(s) 4 period(s) lecture + lab
Threats to security of information systems; responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the Comptia Security+ exam and the GIAC Security Essentials Certificate (GSEC).
Prerequisites: A grade of C or better in BPC270 or CIS190 or CNT140AB or MST150++ or permission of Instructor.

CIS271DB
Information Security Essentials
3 credit(s) 4 period(s) lecture + lab
Overview of information security principles, access control, risk management, and compliance. Provides partial preparation for certification in one or all of the following: Comptia Security + exam, International Information Systems Security Certification Consortium (ISC)2, Systems Security Certified Practitioner (SSCP) exam, the Committee on National Security Systems (CNSS) 4011 certification, or GIAC Security Essentials Certificate (GSEC).
Prerequisites: A grade of C or better in (BPC270 or CIS126DL or CIS126RH or MST150++) and (CIS190 or CNT140++) and (CIS111 or ITS120).

CIS276DB
SQL Server Database
3 credit(s) 4 period(s) lecture + lab
A broad overview of the Microsoft Structured Query Language (SQL) Server database. Includes SQL instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install SQL Server, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies.
Prerequisites: A grade of C or better in CIS105, or CIS117DM, or permission of Instructor.

CIS290AA
Computer Information Systems Internship
1 credit(s) 6 period(s) lab
Work experience in business or industry.
Prerequisites: Permission of Instructor.

CIS290AC
Computer Information Systems Internship
3 credit(s) 18 period(s) lab
Work experience in business or industry.
Prerequisites: Permission of Instructor.

CIS296WB
Cooperative Education
2 credit(s) 10 period(s) lab
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE.
Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.

CIS296WC
Cooperative Education
3 credit(s) 15 period(s) lab
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE.
Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.

CIS298AB
Special Projects
2 credit(s) 2 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

CIS298AC
Special Projects
3 credit(s) 3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

CLD – Cloud Computing

CLD110
Amazon Web Services Cloud Foundations
3 credit(s) 4 period(s) lecture + lab
Provides a detailed overview of cloud concepts, Amazon Web Services (AWS) core services, security, architecture, pricing, and support. Intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. Helps to prepare students for the AWS Certified Cloud Practitioner exam.
Prerequisites: None. CIS105 suggested but not required.

CNT - Cisco Network Technology

CNT140AB
Introduction to Networks
4 credit(s) 6 period(s) lecture + lab
Focus on the architecture, structure, functions, components, and models of the Internet and other computer networks. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for Cisco certification examination.
Prerequisites: A grade of C or better in CNT140AB or permission of Instructor.

CNT150AB
Switching, Routing, and Wireless Essentials
4 credit(s) 6 period(s) lecture + lab
Focus on configuring switches and routers for use in small and medium size networks. Including Virtual Local Area Networks (VLANs), VLAN trunking, Inter-VLAN routing, Spanning Tree Protocol (STP), EtherChannel, Dynamic Host Configuration Protocol (DHCP), First Hop Redundancy, Local area Network (LAN) and Switch security, and Static routing. Knowledge and skills needed to implement a Wireless Local Area Network (WLAN) is also covered. Preparation for Cisco certification examination.
Prerequisites: A grade of C or better in CNT140AB or permission of Instructor.

CNT160AB
Enterprise Networking, Security, and Automation
4 credit(s) 6 period(s) lecture + lab
Focus on the configuration of routers and switches within small and medium size networks for advanced functionality including Open Shortest Path First (OSPF), Network security, Access Control Lists (ACLs), Network Address Translation (NAT), Wide Area Network (WAN) concepts, Virtual Private Networks (VPNs), Quality of Service (QOS), network management, design, troubleshooting, virtualization, and automation. Preparation for Cisco certification examination.
Prerequisites: A grade of C or better in CNT150AB or permission of Instructor.

COM - Communication

COM100 SUN COM1100
Introduction to Human Communication
3 credit(s) 3 period(s) lecture
Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication.
Prerequisites: None.

COM110 SUN COM1110
Interpersonal Communication
3 credit(s) 3 period(s) lecture
Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships.
Prerequisites: None.

COM207
Introduction to Communication Inquiry
3 credit(s) 3 period(s) lecture
Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process.
Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent and COM100 or equivalent or permission of Instructor.

COM225
Public Speaking
3 credit(s) 3 period(s) lecture
Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills.
Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.

COM230 SUN COM2271
Small Group Communication
3 credit(s) 3 period(s) lecture
Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing.
Prerequisites: None.

COM263
Elements of Intercultural Communication
3 credit(s) 3 period(s) lecture
Diverse cultural contexts are explored through basic concepts, principles, and theories of intercultural communication. Discovering effective interaction and appropriate communication in a global community is emphasized.
Prerequisites: None.

COM270
Health Communication
3 credit(s) 3 period(s) lecture
Theory and practice of interpersonal, intercultural, public, and team communication skills in a healthcare setting.
Prerequisites: None.

CPD - Counseling & Personal Development

CPD102AB
Career Exploration
2 credit(s) 2 period(s) lecture
Designed to assist students make informed career decisions. Focuses on current occupational trends and outlook. Explores career-related interests, values, needs, preferences, skills, and strengths with the use of various assessments. Aids in the development of individualized educational/career goals and action plan.
Prerequisites: None.

CPD102AH
Stress Management
2 credit(s) 2 period(s) lecture
Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to manage and reduce stress. Helps students develop and understand behaviors to create a healthy balance in their lives by studying the biological, psychological, physiological, and social aspects of stress and wellness.
Prerequisites: None.

CPD102AJ
Personal Spiritual Development
2 credit(s) 2 period(s) lecture
Designed to encourage exploration of human spirituality. Focus on personal values and individual belief systems. Emphasis on developing an integrated concept of spirituality and applying it to one's own life.
Prerequisites: None.

CPD103BA
Women In Transition
2 credit(s) 2 period(s) lecture
Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring education/career/life options in terms of the realities of roles for women today.
Prerequisites: None.

CPD104
Career and Personal Development
3 credit(s) 3 period(s) lecture
An overview of the holistic process of career/life planning through self-awareness and understanding of the world of work. Exploration and application of behavioral, social, and cultural factors leading to college, career, and personal success with emphasis on assessment, applied behavior management, motivation, self-care, and career development.
Prerequisites: None.

CPD150
Strategies for College Success
3 credit(s) 3 period(s) lecture
Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning.
Prerequisites: None.

CPD160
Introduction to Multiculturalism
3 credit(s) 3 period(s) lecture
Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Critical thinking skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures through written and oral discourse.
Prerequisites: A grade of C or better in ENG101, or ENG107, or permission of Instructor.

CPD250
Peer Mentor Training
3 credit(s) 4 period(s) lecture + lab
Development and application of beginning skills and knowledge required to establish and maintain effective peer helping relationships in a college setting. Focus on the role, function, and responsibilities of the peer mentor; verbal and nonverbal communication skills; problem solving; and strategies and resources for first-year student success. Includes on-campus service-learning component.
Prerequisites: Completion of 24 credit hours (100-level or above) with a B grade point average or better and permission of Instructor.

CPD298AA
Special Projects
1 credit(s) 1 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

CRE – Critical Reading

CRE101
College Critical Reading and Critical Thinking
3 credit(s) 3 period(s) lecture
Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.
Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.

CRW - Creative Writing

CRW150
Introduction to Creative Writing
3 credit(s) 3 period(s) lecture
Introduction to the basic aesthetics and techniques in contemporary creative writing within a variety of genres. Introduction to the analytical concepts and terminology necessary to understand, interpret, and enact contemporary creative writing. Facilitation of writing practices and evaluation. Introduction to literature's role in society.
Prerequisites: None.

CRW160
Introduction to Writing Poetry
3 credit(s) 3 period(s) lecture
Prewriting (invention and discovery); writing; analyzing and evaluating (in workshop); and revising to practice manipulating various elements of poetry, critique one's own and the poetry of others, and produce a portfolio of finished, marketable poems.
Prerequisites: None. CRW150 recommended but not required.

CRW170
Introduction to Writing Fiction
3 credit(s) 3 period(s) lecture
Practice in writing fiction through a process of prewriting (invention and discovery), writing, analysis and evaluation (in workshop), and revision; practice in manipulating various elements and forms of fiction.
Prerequisites: None. CRW150 recommended but not required.

CRW176
Writing Narrative for Video Games
3 credit(s) 3 period(s) lecture
Provides an introduction to narrative theory as it relates to video game production. Delivers a variety of video game storylines, narrative theories, and processes for narrative development in video games. Terminology and video game industry standards are covered. Offers discussion of team building and the role of video games in society.
Prerequisites: None.

CRW190
Introduction to Screenwriting
3 credit(s) 3 period(s) lecture
Overview of screenwriting elements; introduction to screenwriting techniques CRW150 recommended but not required.
Prerequisites: None. CRW150 recommended but not required.

CRW298AA
Special Projects
1 credit(s) 1 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.
Prerequisites: Permission of Program Director or Instructor.

CRW298AB
Special Projects
2 credit(s) 2 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.
Prerequisites: Permission of Program Director or Instructor.

CRW298AC
Special Projects
3 credit(s) 3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.
Prerequisites: Permission of Program Director or Instructor.

CSC - Computer Science

CSC110AB
Introduction to Computer Science (Java)
4 credit(s) 4 period(s) lecture + lab
Concepts of problem-solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors.
Prerequisites: A grade of C or better in MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126.

CSC120
Digital Design Fundamentals
4 credit(s) 6 period(s) lecture + lab
Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits.
Prerequisites: None. Corequisites: CSC100 or CSC110 or permission of Instructor.

CSC205AB
Object Oriented Programming and Data Structures
4 credit(s) 4 period(s) lecture + lab
Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms.
Prerequisites: A grade of C or better in CSC110 or permission of Instructor.

CSC205AC
Object Oriented Programming and Data Structures
4 credit(s) 5 period(s) lecture + lab
Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms.
Prerequisites: A grade of C or better in CSC110 or permission of Instructor.

CSC230
Computer Organization and Assembly Language
4 credit(s) 5 period(s) lecture + lab
Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory.
Prerequisites: A grade of C or better in [(CSC100 or CSC110) and CSC120 EEE120] or permission of Instructor.

CSC240
Introduction to Different Programming Languages
3 credit(s) 5 period(s) lecture + lab
Introduction to procedural (C/C++), applicative (LISP), and declarative (Prolog) languages.
Prerequisites: A grade of C or better in CSC205 or permission of Instructor.

DAH - Dance Humanities

DAH100
Introduction to Dance
3 credit(s) 3 period(s) lecture
Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance.
Prerequisites: None.

DAH201
World Dance Studies
3 credit(s) 3 period(s) lecture
Exploration, analysis, synthesis, and evaluation of the role of dance in various cultures around the world.
Prerequisites: None. DAH100 strongly suggested but not required.

DAH255
Hip Hop: Arts, Aesthetic and Culture
3 credit(s) 3 period(s) lecture
Selective survey and historico-cultural analysis of hip hop arts, aesthetics and culture organized around the founding elements of DJing, MCing,
B-boy and B-girling, graffiti arts and knowledge.
Prerequisites: A grade of C or better in ENG101 or ENG107.

DAN - Dance

DAN101AA
Social Dance: Ballroom
1 credit(s) 2 period(s) lecture + lab
Theory and practice of Ballroom dance. Development of movement quality and performance skills individually, with a partner or in a group setting.
Prerequisites: None.

DAN101AB
Social Dance: Swing
1 credit(s) 2 period(s) lecture + lab
Theory and practice of Swing dance. Development of movement quality and performance skills individually, with a partner or in a group setting.
Prerequisites: None.

DAN101AC
Social Dance: Latin
1 credit(s) 2 period(s) lecture + lab
Theory and practice of Latin dance. Development of movement quality and performance skills individually, with a partner or in a group setting.
Prerequisites: None.

DAN101AE
Social Dance: Tango
1 credit(s) 2 period(s) lecture + lab
Theory and practice of Tango dance. Development of movement quality and performance skills individually, with a partner or in a group setting.
Prerequisites: None.

DAN131
Ballet I
1 credit(s) 3 period(s) lecture + lab
Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills.
Prerequisites: None.

DAN132
Modern Dance I
1 credit(s) 3 period(s) lecture + lab
Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills.
Prerequisites: None.

DAN133
Jazz Dance I
1 credit(s) 3 period(s) lecture + lab
Introduction to the theory and practice of jazz dance at the beginning level. Development of movement quality and performance skills.
Prerequisites: None. Corequisites: DAN138 for dance majors.

DAN134
Ballet II
1 credit(s) 3 period(s) lecture + lab
Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills.
Prerequisites: A grade of C or better in DAN131 or permission of Instructor.

DAN135
Modern Dance II
1 credit(s) 3 period(s) lecture + lab
Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills.
Prerequisites: A grade of C or better in DAN132 or permission of Instructor.

DAN136
Jazz Dance II
1 credit(s) 3 period(s) lecture + lab
Theory and practice of jazz dance at the advanced beginning level. Development of movement quality and performance skills.
Prerequisites: A grade of C or better in DAN133 or permission of Instructor.

DAN150
Dance Performance I
1 credit(s) 3 period(s) lecture + lab
An introduction to the process and practice of dance performance.
Prerequisites: None. Corequisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance.

DAN155
Dance Performance II
1 credit(s) 3 period(s) lecture + lab
Continued study of the process and practice of dance performance at advanced beginning level.
Prerequisites: A grade of C or better in DAN150 or permission of Instructor. Corequisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance.

DAN210
Dance Production I
3 credit(s) 3 period(s) lecture + lab
Introduction to the elements of pre-production and production, including but not limited to production organization, production management, lighting design, and sound design as they relate to the art of dance.
Prerequisites: None.

DAN221
Rhythmic Awareness I
3 credit(s) 3 period(s) lecture + lab
Exploration of rhythm in dance performance, choreography and pedagogy. Emphasis on the basic understanding of rhythm and cultivating awareness of rhythm in everyday life.
Prerequisites: None.

DAN231
Ballet III
1 credit(s) 3 period(s) lecture + lab
Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills.
Prerequisites: A grade of C or better in DAN134 or permission of Instructor.

DAN232
Modern Dance III
1 credit(s) 3 period(s) lecture + lab
Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills.
Prerequisites: A grade of C or better in DAN135 or permission of Instructor.

DAN233
Jazz Dance III
1 credit(s) 3 period(s) lecture + lab
Theory and practice of jazz dance at the beginning intermediate level. Development of movement quality and performance skills.
Prerequisites: A grade of C or better in DAN136 or permission of Instructor.

DAN234
Ballet IV
1 credit(s) 3 period(s) lecture + lab
Theory and practice of ballet at the intermediate level. Development of movement quality and performance skills.
Prerequisites: A grade of C or better in DAN231 or permission of Instructor.

DAN235
Modern Dance IV
1 credit(s) 3 period(s) lecture + lab
Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills.
Prerequisites: A grade of C or better in DAN232 or permission of Instructor.

DAN236
Jazz Dance IV
1 credit(s) 3 period(s) lecture + lab
Theory and practice of jazz dance at the intermediate level. Development of movement quality and performance skills.
Prerequisites: A grade of C or better in DAN233 or permission of Instructor.

DAN264
Choreography I
3 credit(s) 3 period(s) lecture + lab
Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy.
Prerequisites: None.

DAN265
Choreography II
3 credit(s) 3 period(s) lecture + lab
Exploration of choreography at the intermediate level. Experimentation with the various approaches to creative practice as established by 20th and 21st century artists.
Prerequisites: A grade of C or better in DAN264 or permission of Instructor.

DAN280
Dance Practicum
2 credit(s) 6 period(s) lecture + lab
A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project.
Prerequisites: Permission of Instructor.

DAN298AA
Special Projects
1 credit(s) 1 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

ECE - Engineering Science

ECE102 SUN EGR1102
Engineering Analysis Tools and Techniques
2 credit(s) 4 period(s) lecture + lab
Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design.
A grade of C or better is required in all Prerequisites. Prerequisites or Corequisites: MAT182, or higher level mathematics course, or permission of Instructor or Department or Division Chair.

ECE103 SUN EGR1102
Engineering Problem Solving and Design
2 credit(s) 4 period(s) lecture + lab
Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession.
Prerequisites: A grade of C or better in ECE102 or permission of Instructor or Division or Department Chair.

ECE211
Engineering Mechanics-Statics
3 credit(s) 3 period(s) lecture
0 Credits, 2 Periods lab
Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus.
Prerequisites: A grade of C or better in PHY115 or PHY121 or permission of Instructor. Corequisites: MAT230 or MAT231.

ECE212
Engineering Mechanics - Dynamics
3 credit(s) 3 period(s) lecture
0 Credits, 2 Periods lab
Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles.
A grade of C or better required in all Prerequisites. Prerequisites: ECE211, and (PHY115 or PHY121). Prerequisites or Corequisites: MAT240 or MAT241.

ECH - Early Childhood Education

ECH140
Learning Made Visible Through Documentation
1 credit(s) 1 period(s) lecture
The study of documentation in early childhood environments including strategies to reflect on children's thinking, hypothesis development, and the multiple relationships essential in the learning environments.
Prerequisites: None.

ECH267
Child Development Associate Preparation
Practicum I
1 credit(s) 1 period(s) lecture
Participation in early childhood education related work experience for the purpose of final preparation for the Child Development Associate (CDA) national credential process.
Prerequisites: A grade of C or better in (CFS123, or CFS125, or CFS/ECH287) and (CFS/ECH271, or ECH280) and (CFS101AH, or CFS101AJ, or CFS101AP, or CFS101AR, or CFS160, or CFS/ECH275, or ECH236, or ECH279, or ECH281) and (CFS116, or ECH282, or ITD201) and (CFS285AA or ITD204).

ECH268
Child Development Associate Preparation
Practicum II
1 credit(s) 1 period(s) lecture
Participation in early childhood education related work experience for the purpose of final preparation for the Child Development Associate (CDA) national credential process.
Prerequisites: A grade of C or better in (CFS178 or CFS194AB or CFS192 or CFS193) and (CFS/ECH287 or CFS278 or CFS196) and ECH270 and (CFS/ECH176 or CFS205).

ECH269
Child Care Seminar
1 credit(s) 1 period(s) lecture
Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues.
Prerequisites: Permission of Department or Division.

ECH270
Observing Young Children
1 credit(s) 1 period(s) lecture
Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications.
Prerequisites: None.

ECH271
Arranging the Environment
1 credit(s) 1 period(s) lecture
Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced.
Prerequisites: None.

ECH273
Math for the Young Child
1 credit(s) 1 period(s) lecture
Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget.
Prerequisites: None.

ECH275
Literacy Development and the Young Child
1 credit(s) 1 period(s) lecture
Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom.
Prerequisites: None.

ECH279
Early Childhood Curriculum Development
1 credit(s) 1 period(s) lecture
An intensive focus on the process of building curriculum units appropriate to the developmental needs and abilities of the young child. Design, use and evaluation of materials and activities.
Prerequisites: None.

ECH280
Food Experiences with Young Children
1credit(s) 1 period(s) lecture
A discussion of the nutritional needs of young children and the cultural and social meanings of foods, feeding and eating. Includes planning and managing food experiences in home and group settings.
Prerequisites: None.

ECH281
Movement/Music for the Young Child
1 credit(s) 1 period(s) lecture
Consideration of motor development in the toddler through the 8-year-old and exploration of age-appropriate rhythmic, musical and creative movement methods.
Prerequisites: None.

ECH282
Discipline/Guidance of Child Groups
1 credit(s) 1 period(s)
Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment.
Prerequisites: None.

ECH284AB
Early Childhood Teaching Internship
3 credit(s) 3 period(s) lecture + lab
Work experience in child care centers. 80 hours of designated work per credit. Maximum of 6 credits allowed.
Prerequisites: A grade of C or better in CFS/ECH176 and permission of Department or Division. Corequisites: CFS/ECH269.

ECH287
Professional Development in Early Childhood Education
1 credit(s) 1 period(s) lecture
Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning.
Prerequisites: None.

ECH288
Community Resources and Referral
1 credit(s) 1 period(s) lecture
Survey of current community agencies, resources, and support groups for a variety of child and family needs. Considers appropriate procedures for referral, handling of information, confidentiality and follow up.
Prerequisites: None.

ECH298AC
Special Projects
3 credit(s) 3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

ECN - Economics

It is recommended that students enroll in either ECN211 or ECN212 after completing the math course(s) required by the student's major (if any). If you are only taking one economics class, it is recommended that you take ECN211 Macroeconomic Principles.

ECN211 SUN ECN2201
Macroeconomic Principles
3 credit(s) 3 period(s) lecture
A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies.
Prerequisites: None.

ECN212 SUN ECN2202
Microeconomic Principles
3 credit(s) 3 period(s) lecture
Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation.
Prerequisites: None.

EDU - Education

EDU221
Introduction to Education
3 credit(s) 3 period(s) lecture
Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching.
Prerequisites: None.

EDU222
Introduction to the Exceptional Learner
3 credit(s) 3 period(s) lecture
Overview of the exceptional learner with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mild disabilities, severe disabilities, emotional and behavioral disorders, intellectual disabilities, and students who are gifted.
Prerequisites: None.

EDU230
Cultural Diversity in Education
3 credit(s) 3 period(s) lecture
Examination of the relationship of cultural values to the formation of self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups.
Prerequisites: None.

EDU291
Children's Literature
3 credit(s) 3 period(s) lecture
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children.
Prerequisites: None.

EDU292
The Art Of Storytelling
3 credit(s) 3 period(s) lecture
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom.
Prerequisites: None.

EED - Early Education

EED200
Foundations of Early Childhood Education
3 credit(s) 3 period(s) lecture
Overview of early childhood education (birth to age eight) in American society, including current issues and responsibilities. Emphasis on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths.
Prerequisites: None.

EED220
Child, Family, Community and Culture
3 credit(s) 3 period(s) lecture
Examines family, community and cultural influences on development of the young child (birth to age eight). Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain.
Prerequisites: None.

EED222
Introduction to the Exceptional Young Child: Birth to Age Eight
3 credit(s) 3 period(s) lecture
Overview of the exceptional learner (birth - age eight), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Issues related to learning exceptionalities, sensory and communication disorders, social and emotional problems, physical and health related disorders, and giftedness. Includes field experience.
Prerequisites: None.

EED225
Language and Literacy in the Context of Culture and Relationships
3 credit(s) 3 period(s) lecture
Introduces children's language acquisition and literacy development. Exploration of the relationships among language, literacy, family, culture, and community. Study of educational practices and advocacy opportunities that support language acquisition, literacy development and the preservation of heritage languages.
Prerequisites: None.

EED260
Early Childhood Infant/Toddler Internship
1 credit(s) 1 period(s) lab
Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit.
Prerequisites: Permission of Department or Division.

EED261
Early Childhood Preschool Internship
1 credit(s) 1 period(s) lab
Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit.
Prerequisites: Permission of Department or Division.

EED277
Early Learning Curriculum and Instruction: Language Arts, Social Studies, Art, Music and Movement
3 credit(s) 3 period(s) lecture
Overview and practical application of teaching language arts, social studies, art, music and movement to typical and atypical toddlers, preschoolers, and students K-3. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on overview and practical application of National Association for the Education of Young Children Standards, Early Learning Standards, Arizona Academic Standards (K-3), and State Board of Education Professional Teaching Standards.
Prerequisites: A grade of C or better in CFS/ECH176 or EED205.

EEE - Electrical Engineering

EEE120
Digital Design Fundamentals
4 credit(s) 6 period(s) lecture + lab
Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits.
Prerequisites: None. Corequisites: CSC100 or CSC110 or permission of Instructor.

EEE230
Computer Organization and Assembly Language
4 credit(s) 5 period(s) lab
Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory.
Prerequisites: A grade of C or better in [(CSC100 or CSC110) and CSC120 EEE120] or permission of Instructor.

EMT - Emergency Medical Technology

EMT101
Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers
.50 credit(s) .50 period(s) lecture + lab
Designed to provide the allied healthcare provider with the knowledge and skills to perform Basic Life Support (BLS) according to current guidelines for emergency cardiovascular care (ECC).
Prerequisites: None.

EMT104
Emergency Medical Technology
10 credit(s) 10 period(s) lecture
Designed as the Emergency Medical Technician (EMT) lecture to prepare students for scope of practice and standard of care with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical and trauma emergencies and non-emergencies.
Prerequisites: Appropriate score on Reading placement test to demonstrate minimum tenth grade level reading, or completion of an Associate's degree or higher from an accredited institution.

EMT104AB
Applied Practical Studies for Emergency Medical Technology
.50 credit(s) .50 period(s) lab
Simulation of actual emergency responses, with practical application of techniques and skills covered in EMT curricula. Scenario based learning applied to the techniques of emergency medical care in accordance with national and state curriculum. Practical application of anatomy, physiology, patient assessment, and treatment of medically or traumatically compromised patients, special hazards and medical operations. Also includes patient-assisted medication administration, semi-automatic external defibrillator and blood glucose monitoring. Students operate in outside, scenario based environments.
Prerequisites: None. Corequisites: EMT104.

EMT104LL
Emergency Medical Technology Practicum
2 credit(s) 3.50 period(s) lab
Designed as the simulated Emergency Medical Technician (EMT) practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical and trauma emergencies. Provides scenario based learning applied to the techniques of emergency medical care in accordance with national and state curriculum.
Prerequisites: A grade of C or better in EMT104 or permission of Instructor or Corequisites: EMT104.

EMT200
Refresher Course for Certified Emergency Medical Technicians
2 credit(s) 2.7 period(s) lecture + lab
Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies.
Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or permission of Instructor.

EMT258
Victimology and Crisis Management
3 credit(s) 3 period(s) lecture
Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system.
Prerequisites: None.

ENG - English

ENG100AC
The Mechanics of Written English
1 credit(s) 1 period(s) lecture
Review of the mechanics of written English, including punctuation, arbitrary marks and usages, capitalization, agreement, tense, and sentence patterns.
Prerequisites: Appropriate English placement test score or a grade of C or better in ENG091 or ESL097 or permission of Instructor.

ENG101 SUN ENG1101
First-Year Composition
3 credit(s) 3 period(s) lecture
Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total.
Prerequisites: Appropriate district placement, or a grade of B or better in ALT100, or a grade of C or better in ENG091 or ESL097 or WAC101 OR (Prerequisites: ALT100. Corequisites: ENG100A+ or ENG101LL or ENG107LL or WAC101).

ENG102 SUN ENG1102
First-Year Composition
3 credit(s) 3 period(s) lecture
Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total.
Prerequisites: A grade of C or better in ENG101.

ENG107
First-Year Composition for ESL
3 credit(s) 3 period(s) lecture
Equivalent of ENG101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total.
Prerequisites: Appropriate district placement, or a grade of B or better in ALT100, or a grade of C or better in ENG091 or ESL097 or WAC101 OR (Prerequisites: ALT100. Corequisites: ENG100A+ or ENG101LL or ENG107LL or WAC101).

ENG108
First-Year Composition for ESL
3 credit(s) 3 period(s) lecture
Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total.
Prerequisites: A grade of C or better in ENG107.

ENG111
Technical and Professional Writing
3 credit(s) 3 period(s) lecture
Covers analyzing, planning, organizing, researching, and writing correspondence, reports, and presentations for specific work-related audiences. Includes integrating data and graphics into work-related documents and presentations.
Prerequisites: A grade of C or better in ENG101 or permission of Instructor.

ENH - English Humanities

ENH110
Introduction to Literature
3 credit(s) 3 period(s) lecture
Introduction to international literature through various forms of literary expression; e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans.
Prerequisites: None.

ENH111
Literature and the American Experience
3 credit(s) 3 period(s) lecture
Introduction to the foundations and diversity of American culture through a survey of its literature, including minority and women writers. Exploration of various facets of American culture including frontier, regional, rural, and urban life; ethnic, racial, and immigrant experience; and political and social philosophies.
Prerequisites: None.

ENH140AA
Sports in Literature and Film
3 credit(s) 3 period(s) lecture
Explores how sports are and have been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways in which narrative representation engages changing cultural and historical contexts, and shapes of how fields of human endeavor are perceived. Focus on analysis of narratives' form and content, and the construction of meaning.
Prerequisites: Appropriate reading placement test score and eligibility for ENG101 as indicated by appropriate writing placement test score.

ENH245
J.R.R. Tolkien and C.S. Lewis: Battling Modernism
3 credit(s) 3 period(s) lecture
Focuses on the writings, language, themes, influences and vision of J.R.R. Tolkien and C.S. Lewis in contrast to the ideas and literature of the Modernist movement.
Prerequisites: None.

ENH251
Mythology
3 credit(s) 3 period(s) lecture
Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures.
Prerequisites: None.

ENH285
Contemporary Women Writers
3 credit(s) 3 period(s) lecture
Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background.
Prerequisites: None.

ENH295
Banned Books and Censorship
3 credit(s) 3 period(s) lecture
History, motivations, and effects of censorship in a democratic society. Censorship and book banning as a method of silencing diverse voices. Critical analysis of banned or challenged literature for children and adults.
Prerequisites: None.

ENH298AA
Special Projects
1 credit(s) 1 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

EPS - Entrepreneurial Studies

EPS150
Introduction to Entrepreneurship
3 credit(s) 3 period(s) lecture
Overview of entrepreneurship. Includes the entrepreneurial process and the skills required to be successful, including starting, planning, financing, marketing, and managing a business.
Prerequisites: None.

EPS160
New Venture Creation
2 credit(s) 2 period(s) lecture
Process of starting a new venture including evaluating specific business opportunities identifying financing alternatives, and defining start-up issues.
Prerequisites: None.

EPS195
Business Start-Up and Planning
2 credit(s) 2 period(s) lecture
Development of a feasibility approach to strategic decision making concerning new venture start-up. Includes development of a business feasibility study and a preliminary business plan.
Prerequisites: None.

ESL - English as a Second Language

ESL020
English as a Second Language II: Grammar
3 credit(s) 3 period(s) lecture
Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing.
Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL010.

ESL021
English as a Second Language II: Listening and Speaking
3 credit(s) 3 period(s) lecture
Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses.
Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL010 or ESL011 or ESL012 or RDG010.

ESL022
ESL II-Writing with Oral Practice
3 credit(s) 3 period(s) lecture
Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing.
Prerequisites: Appropriate ESL course placement score or a grade of C or better in ESL012 or permission of Instructor.

ESL030
English as a Second Language III: Grammar
3 credit(s) 3 period(s) lecture
Third level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice.
Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL020.

ESL031
English as a Second Language III: Listening and Speaking
3 credit(s) 3 period(s) lecture
Emphasis on listening and speaking skills related primarily to the academic environment. Asking questions, working in small groups, using college resources, informal oral presentation.
Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL020, or ESL021, or ESL022, or ESL/RDG026.

ESL032
ESL III-Writing with Oral Practice
3 credit(s) 3 period(s) lecture
Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting.
Prerequisites: Appropriate ESL course placement score or a grade of C or better in ESL022 or permission of Instructor.

ESL040
English as a Second Language IV: Grammar
3 credit(s) 3 period(s) lecture
Fourth-level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice.
Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL030.

ESL041
English as a Second Language IV: Listening and Speaking
3 credit(s) 3 period(s) lecture
Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations.
Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL030, or ESL031, or ESL032, or ESL/RDG036.

ESL042
ESL IV-Writing with Oral Practice
3 credit(s) 3 period(s) lecture
Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays.
Prerequisites: Appropriate ESL course placement score or a grade of C or better in ESL032 or permission of Instructor.

ESL050
Review Grammar For ESL
3 credit(s) 3 period(s) lecture
Review of grammatical concepts for ESL (English as a Second Language) students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English.
Prerequisites: Appropriate ESL course placement score or a grade of C or better in ESL040 or permission of Instructor.

ESL051
Pronunciation Improvement for ESL Speakers
3 credit(s) 3 period(s) lecture
Individualized pronunciation practice and drills for English as a second language (ESL) speakers.
Prerequisites: Appropriate ESL course placement score, or a grade of C or better in (ESL020, or ESL021, or ESL022, or ESL/RDG026), or permission of Instructor.

ESL097
Preparatory Academic Writing III for ESL
3 credit(s) 3 period(s) lecture
Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity.
Prerequisites: Appropriate writing placement score, or a grade of C or better in ESL087 or ENG081, or permission of Department or Division.

EXS - Exercise Science

EXS101
Introduction to Exercise Science
3 credit(s) 3 period(s) lecture
Introductory course that will provide the student with a general overview of the key theories and concepts, professions, and research areas associated with the field of Exercise Science. Educational pathways and career options will also be examined.
Prerequisites: None.

EXS125
Introduction to Exercise Physiology
3 credit(s) 3 period(s) lecture
Principles of exercise science applied to fitness instruction. Major factors related to the function of the human body will be examined/introduced with an emphasis on exercise physiology and functional anatomy.
A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: EXS101 or permission of Instructor.

EXS211
Assessment and Program Design: Flexibility and Balance
2 credit(s) 3 period(s) lecture + lab
Principles of flexibility and balance including evaluation of movement patterns, selection and interpretation of assessment techniques and evidence-based program design for healthy and special populations.
Prerequisites: A grade of C or better in EXS125.

EXS213
Assessment and Program Design: Weight Management and Motivation
2 credit(s) 3 period(s) lecture + lab
Principles of weight management including evidence-based program design and interpretation of assessments for various populations as well as explanation of theories of motivation and behavior modification.
Prerequisites: A grade of C or better in EXS125.

EXS215
Resistance Training and Recovery Techniques
3 credit(s) 4 period(s) lecture + lab
Fundamental methods for safe and effective instruction of resistance and functional movement training exercises. Application of foundational principles of physiology and kinesiology. Overview of warm-up, cooldown, and recovery techniques.
Prerequisites: A grade of C or better in EXS125 or permission of Instructor.

EXS239
Practical Applications of Personal Training Skills and Techniques Internship
3 credit(s) 5.4 period(s) lecture + lab
A capstone experience in a fitness or health related facility. Eighty (80) hours of designated work per credit.
Prerequisites: Completion of a grade of C or better in nine (9) credits of EXS courses, approved by the Department Chair and/or Director, current CPR and AED card, and permission of Department or Division.

EXS239AA
Practical Applications of Personal Training Skills and Techniques Internship
1 credit(s) 1.8 period(s) lecture + lab
A capstone experience in a fitness or health related facility. Eighty (80) hours of designated work per credit.
Prerequisites: Completion of a grade of C or better in nine (9) credits of EXS courses, approved by the Department Chair and/or Director, current CPR and AED card, and permission of Department or Division.

EXS239AB
Practical Applications of Personal Training Skills and Techniques Internship
2 credit(s) 3.6 period(s) lecture + lab
A capstone experience in a fitness or health related facility. Eighty (80) hours of designated work per credit.
Prerequisites: Completion of a grade of C or better in nine (9) credits of EXS courses, approved by the Department Chair and/or Director, current CPR and AED card, and permission of Department or Division.

EXS290
Introduction to Evidence-Based Practice
3 credit(s) 3 period(s) lecture
Introduction to best practices in the acquisition, analysis, synthesis, and potential application of research in the discipline of exercise science. Specific emphasis on the application of research-based evidence for applied problem solving in exercise science.
Prerequisites: A grade of C or better in (RDG100 or RDG100LL or RDG111 or RDG112 or RDG113 or satisfactory score on District reading placement exam) and (MAT090 or MAT091 or MAT092 or satisfactory score on District math placement exam) and (ENG101 or ENG107) or permission of Instructor. EXS101 recommended.

FON - Food and Nutrition

FON100
Introductory Nutrition
3 credit(s) 3 period(s) lecture
Introduction to the science of food and human nutrition. Current sustainable dietary recommendations and applications for maximizing well-being and minimizing risk of chronic disease throughout the life cycle. An overview of the nutrients, emphasizing the importance of energy and fluid balance, and optimal functioning of the digestive system. Understanding factors that influence food intake in different cultures. Methods for evaluating credibility of nutrition claims, a focus on modern food safety and technology practices, and a worldview of nutrition are included. Emphasis is on personal dietary behavior change for a holistic life of wellness.
Prerequisites: None.

FON104
Certification in Food Service Safety and Sanitation
1 credit(s) 1 period(s)
Preparation for and certification in a national food sanitation and safety program. Emphasis on food from purchasing, receiving, and storing to preparation, holding, and serving. Focuses on safe and sanitary food service facilities and equipment, employee habits and personal hygiene, and role of management in safety and sanitation. Includes time-temperature principles, foodborne illnesses, pest control, accident prevention, standards for cleaning and sanitizing, and regional regulations and standards.
Prerequisites: None.

FON125
Introduction to Professions in Food, Nutrition, and Dietetics
1 credit(s) 1 period(s) lecture
Overview and discussion of career opportunities in the fields of food, nutrition, and dietetics. Includes information about history, ethics, standards of practice, communication and counseling skills. Emphasis on how to become a Registered Dietitian Nutritionist or a Dietetic Technician Registered.
Prerequisites: None.

FON135
Sustainable Cooking
3 credit(s) 4 period(s) lecture + lab
Basic cooking techniques for healthful and enjoyable eating. Emphasis on strategies for maximizing the use of whole, local, and nutrient-dense food while focusing on applying the dietary recommendations for optimal health to food choices. Opportunities to learn about sustainable food living and identifying resources that enable people to be more in control of their food supply.
Prerequisites: None.

FON142AB
Science of Food
3 credit(s) 5 period(s) lecture + lab
Exploration and Application of Scientific Principles of Food; experiences with ingredient functionality and application in cooking techniques.
Prerequisites: None.

FON143
Food and Culture
3 credit(s) 3 period(s) lecture + lab
Understanding diet in the context of culture. Historical, religious, and sociocultural influences on the development of cuisine, meal patterns, eating customs, cooking methods, and nutritional status of various ethnic groups. Traditional and contemporary food habits. Health and social impact of changes in diet. Preparation and serving of foods from many cultures.
Prerequisites: None.

FON207
Introduction to Nutrition Services Management
3 credit(s) 3 period(s) lecture
Principles, knowledge, and techniques required for effective nutrition services management. Includes nutrition service issues in relation to health care trends, leadership skills, management theories and styles, food service manager responsibilities, and laws which pertain to nutrition service operations.
Prerequisites: A grade of C or better in [(MAT055 and MAT056 and MAT057) or MAT090 or MAT091 or MAT092] or satisfactory score on mathematics placement exam.

FON210
Sports Nutrition and Supplements for Physical Activity
3 credit(s) 3 period(s) lecture
Principles of nutrition applied to fitness, exercise, and sports. Dietary fundamentals as applied to body fuels, hydration, and other unique needs for exercise and sports. Includes dietary guidelines for weight or endurance training, glycogen loading, the pre-game meal, and glycogen recovery. Emphasis on maximizing fitness, performance, and safety. Discussion of supplements and their effects on metabolic enhancement. Discussion of anabolic, catabolic, and energy-producing agents. Addresses current supplements on the market.
Prerequisites: A grade of C or better in FON100 or FON241.

FON225
Research in Complementary and Alternative Nutrition Therapies
3 credit(s) 3 period(s) lecture
Introduction to basic research methods and statistics as applied to complementary and alternative nutrition therapies. Emphasis on the analysis and interpretation of health-related research.
Prerequisites: A grade of C or better in MAT092 or equivalent or satisfactory score on district placement exam.

FON241
Principles of Human Nutrition
3 credit(s) 3 period(s) lecture
Scientific principles of human nutrition. Emphasis on scientific literacy and the study of nutrients for disease prevention. Includes micro and macro nutrients, human nutrient metabolism and nutrition's role in the health of the human body throughout the life cycle. Addresses nutrition principles for prevention of nutrition-related health conditions.
Prerequisites: None.

FON241LL
Principles of Human Nutrition Laboratory
1 credit(s) 3 period(s) lab
Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, clinical, dietary analysis, and ecological/economical assessments. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications.
Prerequisites: A grade of C or better in FON241 or Corequisites: FON241.

FON242
Introduction to Medical Nutrition Therapy
3 credit(s) 3 period(s) lecture
Introduction to fundamental principles of medical nutrition therapy. Introduces the study of nutritional therapy of disease and evidence-based practice in prevention and nutritional management of diseases. Nutrition care planning for chronic diseases is taught via a variety of methods including case studies. This course applies foundational skills in the application of the Nutrition Care Process (NCP) for diet therapy implementation and documentation. Includes strategies to promote dietary adherence and the development of educational programs for a diverse adult population.
Prerequisites: A grade of C or better in BIO160 and FON241.

FON244AA
Food Service Management Practicum
2 credit(s) 2 period(s) lecture
Classroom preparation and training, under the instruction and supervision of a registered dietitian. Application of principles, knowledge, and skills required in the delivery of nutrition services for food service management including food service operations, quantity food production, procurement, organizing and management principles, facility design and equipment, financial management, food safety and sanitation, menu planning, and marketing.
Prerequisites: A grade of C or better in (FON104, FON125, FON142AB, FON207, and FON242) and permission of Program Director. Corequisites: FON244AB.

FON244AB
Food Service Management Practicum Laboratory
2.5 credit(s) 10 period(s) lab
Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge, and skills required in the delivery of nutrition services for food service management including food service operations, quantity food production, procurement, organizing and management principles, facility design and equipment, financial management, food safety and sanitation, menu planning, and marketing.
Prerequisites: A grade of C or better in (FON104, FON125, FON142AB, FON207, and FON242) and permission of Program Director. Corequisites: FON244AA.

FON246AA
Community Nutrition Practicum
2 credit(s) 2 period(s)
Classroom preparation and training, under the instruction of a registered dietitian. Understanding of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes knowledge and understanding of nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds.
Prerequisites: A grade of C or better in (FON125 and FON242) and permission of Program Director. Corequisites: FON246AB.

FON246AB
Community Nutrition Practicum Laboratory
2 credit(s) 10 period(s)
Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds.
Prerequisites: A grade of C or better in (FON125 and FON242) and permission of Program Director. Corequisites: FON246AA.

FON247
Weight Management Science
3 credit(s) 3 period(s)
The comprehensive study of obesity as a disease of modern society due to multiple determinants. Use of evidence-based data and methods to assess and manage weight in various settings. Use of client-centered counseling strategies, including behavior change theories. Focus on discovering successful healthful long-term weight management strategies.
Prerequisites: A grade of C or better in FON100 or FON241 or permission of Instructor.

FOR - Forensic Science

FOR105
Forensic Science: Physical Evidence
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Scientific analysis and examination of physical evidence for forensic purposes. Covers fingerprints, shoe prints, tool marks, glass, soil and mineral evidence, firearms identification, paint chips, and arson and explosive evidence. Includes the history of forensic science, functions of the crime lab and criminalist career specialties.
Prerequisites: None.

FOR106
Forensic Science: Biological Evidence
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Scientific analysis and examination of physical evidence for forensic purposes. Covers fingerprints, shoe prints, tool marks, glass, soil and mineral evidence, firearms identification, paint chips, and arson and explosive evidence. Includes the history of forensic science, functions of the crime lab and criminalist career specialties.
Prerequisites: None.

FOR275
Forensic Anthropology
4 credit(s) 5 period(s) lecture + lab
Survey of the role of forensic anthropologists, from the crime scene to the courtroom. Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes. Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains. Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline.
Prerequisites: None.

FSC - Fire Science

FSC101
Introduction to Fire Service Selection and Entry
4 credit(s) 5 period(s) lecture + lab
Overview of the application and selection processes used by various fire departments and fire service organizations. Focus on the skills and abilities required for entry-level positions in the fire department, including oral and written communication skills, mathematical and mechanical skills, problem-solving skills, and physical agility and stamina. Elements of fire service culture and their effects on personal growth and interpersonal relationships. Major components of written application processes, requirements, preparation of resumes and their effect on employment prospects. Preparation for the interview to include communications skills, mental preparation techniques, behaviors, and the importance of the interview in the pre-employment process.
Prerequisites: None.

FSC102
Fire Department Operations
11 credit(s) 19.6 period(s) lecture + lab
Introductory fire science course primarily designed for the fire department recruit. Includes firefighting skills, equipment, and administrative policies, fire department operations, personnel policies, and International Fire Service Accreditation Congress Practical Skills Testing. Satisfies minimum standards for certification testing set forth by the current Arizona State Training and Certifying Authority.
Prerequisites: A grade of C or better in FSC105, FSC130, and permission of Instructor. Corequisites: (FSC134 or FSC234) and FSC174.

FSC103
Advanced Firefighter
7credit(s) 11 period(s) lecture + lab
Comprehensive review of Fire Department Standard Operating Procedures, Evaluation of Fitness and Conditioning as they relate to fire ground skills. Emphasis on physical development and hands on activities providing participants with skills necessary to safely operate on the fire ground and at emergency scenes.
Successful completion of the Fire Operations Academy Certified Firefighter I and II through Arizona Fire Marshal and current PASS on Candidate Physical Ability Test (CPAT).

FSC105
Hazardous Materials Awareness and Operations
3 credit(s) 3 period(s) lecture + lab
Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Satisfies minimum standards for certification testing set forth by the current ProBoard and/or Arizona State Training and Certifying Authority.
Prerequisites: None.

FSC106
Introduction to Fire Protection
3 credit(s) 3 period(s) lecture + lab
History and evaluation of fire department organization. Role of the fire service in the community. Responsibilities of the fire administrator including organization, departmental functions, interdepartmental relationships, management of buildings and equipment; techniques of fire-fighting. Also includes emergency medical services and fire prevention.
Prerequisites: None.

FSC108
Fundamentals of Fire Prevention
3 credit(s) 3 period(s) lecture + lab
Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies. Field trips and lectures from industry also included.
Prerequisites: None.

FSC110
Wildland Firefighter
3 credit(s) 3 period(s) lecture + lab
Basic-level course for individuals with little or no experience in the wildland environment. Preparation for performing as a beginning-level wildland firefighter with an organized fire department engine or hand crew. Satisfies minimum standards for certification testing set forth by the National Wildland Coordinating Group (NWCG).
Prerequisites: None.

FSC111
Emergency Vehicle Driver Operator
2 credit(s) 2 period(s) lecture
Emergency vehicle operators training including the problems facing operators; the personal qualities of emergency vehicle operator candidates; legal responsibilities of operators; and physical forces involved in driving an emergency vehicle. Includes hands-on training in an emergency response vehicle.
Prerequisites: None.

FSC113
Introduction to Fire Suppression
3 credit(s) 3 period(s) lecture
0 credit(s) 1 period(s) lab
Introduction to the characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, firefighter safety, fire suppression organization and equipment, and basic fire fighting tactics.
Prerequisites: None.

FSC114
Hazardous Materials First on the Scene/Awareness Level
.5 credit(s) .5 period(s) lecture
Designed to assist first responders involved in potential hazardous materials incident. Provides an overview of capabilities and limitations of first responders in the recognition and detection of hazardous materials, safety considerations, and pre-emergency planning.
Prerequisites: None.

FSC117
Fire Apparatus
3 credit(s) 3 period(s) lecture
Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Driving, troubleshooting and producing effective fire streams.
Prerequisites: None.

FSC118
Fire Hydraulics
3 credit(s) 3 period(s) lecture
Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumpers.
Prerequisites: None.

FSC125
Hazardous Materials Emergency Scene Management
1 credit(s) 1 period(s) lecture
Emphasis on detection and identification of dangers associated with the release of hazardous materials. Step-by-step guide to the management of response resources for the purpose of mitigating a hazardous materials incident.
Prerequisites: None.

FSC128
Hazardous Materials Air Monitoring/Breathing Protection
1 credit(s) 1 period(s) lecture
Fundamentals of emergency air monitoring and respiratory protection used in response to hazardous materials releases. Theory and practical application. Includes use of monitoring instruments in conjunction with respiratory protection systems for tactical and risk analysis work; respiratory protection devices and their physiological effects; all state and federal laws pertaining to respiratory protection.
Prerequisites: None.

FSC129
Physical Properties of Hazardous Materials
1 credit(s) 1 period(s) lecture
Practical application of physical properties of hazardous materials for risk and hazard analysis. Working knowledge of chemicals, exposure, and physical property nomenclature for the selection of proper decontamination methods and proper personal protective clothing and equipment
Prerequisites: None.

FSC130
Fitness for Firefighters/CPAT
1 credit(s) 1.5 period(s) lecture + lab
Skills and abilities required for entry level position in the fire service including physical ability, and stamina. Opportunity to take the accredited International Association of Fire Fighters (IAFF) Candidate Physical Ability Test (CPAT) at the end of the course at a IAFF licensed agency.
Prerequisites: None.

FSC131
Introduction to Urban Technical Rescue
3 credit(s) 3 period(s) lecture + lab
Practical application of safe rescue practices for urban technical rescue. Includes ropes and rope systems, trench rescue, confined-space rescue, swiftwater rescue, and rescue from collapsed structures.
Prerequisites: None.

FSC132
Personal Protective Equipment for Emergency Spill Control at Hazardous Materials Incidents
1 credit(s) 1 period(s) lecture
Fundamentals of personal protective equipment and practical application of theoretical information. Includes the design, components, interface, use, application, and materials of chemical protective clothing; thermal limitations of chemical protective clothing in flammable and toxic atmospheres; physiological and psychological effects of wearing these types of garments. Fundamentals of basic emergency spill control, identification, response teams, safety, and decontamination.
Prerequisites: None.

FSC134
Fitness and Conditioning for Firefighters
3 credit(s) 4.6 period(s) lecture + lab
Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and firefighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning.
Prerequisites: None.

FSC139
Emergency Response to Terrorism
3 credit(s) 3 period(s) lecture
Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies.
Prerequisites: None.

FSC147
Emergency Preparedness
3 credit(s) 3 period(s) lecture
Emergency preparedness related to natural and manmade disasters. Planning concepts and the planning process; awareness and education programs and strategies for the general community as well as business and industries.
Prerequisites: None.

FSC153
Minimum Company Standards for Fire Fighters
2 credit(s) 4 period(s) lecture + lab
Comprehensive review of Standard Operating Procedures as they relate to fire ground skills. Emphasis placed on hands on activities allowing participants to practice necessary skills to safely operate on the fire ground and vehicle accident scenes.
Successful completion of the Fire Operations Academy and current Candidate Physical Ability Test (CPAT).

FSC158
Advanced Education for Probationary Firefighter
3 credit(s) 3 period(s) lecture
Preparation to advance skill level of the probationary firefighter. Includes preparation for ambulance operations, driver's training and safety issues, fire ground operations, and fire department organizational structure. Hands-on application of skills and concepts.
Prerequisites: Permission of Instructor.

FSC159
Ladder Operations
1 credit(s) 1 period(s) lecture + lab
Comprehensive training for members of fire department ladder companies. Emphasis on safety, progressive skills, and equipment review.
Prerequisites: Permission of Instructor.

FSC174
Functions of Command
2 credit(s) 3 period(s) lecture + lab
Basic functions of command in the fire service. Includes brief history and future trends of incident command. Analysis of recent local, national, and international tactical and strategic concerns. Utilizes a Command Training Center to provide real-time, computer- and prop-enhanced simulations.
Prerequisites: Permission of Instructor. Corequisites: FSC102.

FSC175
Fireground Survival
.5 credit(s) .7 period(s) lecture + lab
On-deck procedures, focusing on implementation, tasks and responsibilities, logistics, and their impact on tactics, strategy, and scene safety. Assignment of Rapid Intervention Company (RIC) responsibilities to the on-deck company. Fireground survival skills.
Prerequisites: Permission of Instructor.

FSC200
Fire Service Instructor- Level I
3 credit(s) 3 period(s) lecture
Designed to prepare students for Level I Training Officer as defined by the National Fire Protection Association (NFPA) 1041 standards. Includes methods of delivering instructional materials, preparation of lesson plans, instructional aids and evaluation instruments; techniques and strategies for organizing the learning environment and management of recordkeeping are also included.
Prerequisites: None.

FSC201
Fire Service Instructor- Level II
3 credit(s) 3 period(s) lecture
Designed to prepare students for Level II Training Officer as defined by the National Fire Protection Association (NFPA) 1041 standards. Continued knowledge and skills in methods of delivering instructional materials, preparation of lesson plans, instructional aids and evaluation instruments; techniques and strategies for organizing the learning environment and management of recordkeeping are also included.
Prerequisites: A grade of C or better in FSC200 or permission of Program Director or Instructor.

FSC202
Supervisory Training for Firefighters
3 credit(s) 3 period(s) lecture
Administrative methods applied to the fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fire service planning, and relationships with other city departments.
Prerequisites: None.

FSC204
Firefighting Tactics and Strategy
3 credit(s) 3 period(s) lecture
Methods of coordinating personnel, equipment, and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises.
Prerequisites: A grade of C or better in FSC113 or permission of Instructor or current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

FSC205
Command Strategies for Major Emergencies
3 credit(s) 3 period(s) lecture
Effective methods of managing major emergency incidents including multiple alarm structural fires, high rise fires, major brush fires, complex hazardous materials incidents and multi-casualty medical incidents. Includes incidents that require the commitment of resources based on a transitional situation and/or managing the effective interaction between numerous agencies to achieve control.
Prerequisites: A grade of C or better in FSC204.

FSC208
Firefighter Safety and Building Construction
3 credit(s) 3 period(s) lecture
Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage.
Prerequisites: A grade of C or better in FSC113 or permission of Instructor or current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

FSC213
Hazard Categorization (HAZ CAT)
1 credit(s) 1 period(s) lecture
Fundamentals of basic chemical identification for field application. Includes demonstration of sampling techniques, safety, key charts, test descriptions and use, and flow charts for tactical application at hazardous materials incidents.
Fundamentals of basic chemical identification for field application. Includes demonstration of sampling techniques, safety, key charts, test descriptions and use, and flow charts for tactical application at hazardous materials incidents

FSC215
Customer Service in the Public Sector
3 credit(s) 3 period(s) lecture
Examines the personal and practical skills needed to enhance customer service in the public sector with an emphasis on application, basic management requirements, and training.
Prerequisites: None.

FSC216
Fundamentals of Flammable Hazardous Materials
3 credit(s) 3 period(s) lecture
Fundamentals of chemistry used in fire service, chemistry of flammable hazardous materials, containers used to store and transport flammable hazardous materials, and equipment and materials used in controlling emergencies involving flammables. Also includes tactics for hazardous materials emergencies, and laws at federal, state, and local levels pertaining to the use, storage, and transportation of hazardous materials and hazardous wastes.
Prerequisites: A grade of C or better in FSC105.

FSC217
Dangerous and Explosive Hazardous Materials
3 credit(s) 3 period(s) lecture
The chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals, and the measures taken to protect responders, the community, and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances.
Prerequisites: A grade of C or better in FSC216.

FSC226
Incident Safety Officer
3 credit(s) 3 period(s) lecture
Comprehensive review of the critical factors that threaten the safety and well being of operating firefighting crews with an emphasis on the role an Incident Safety Officer has in recognizing, minimizing and mitigating threats. Focus on the Principles and types of construction, building dating, Smoke and Fire size-up, unique building types and standard company operations within Incident Management System providing the framework for effective Incident Safety Officer actions and overall impact on fire ground safety. Safety of Fire companies operating on every other type of incident in which a Command Structure is established, focus on the scope of an Incident Safety Officer.
Rank of Fire Captain or Chief Officer.

FSC230
Fire Officer Leadership II
3 credit(s) 3 period(s) lecture
Management techniques which develop leadership and leadership effectiveness. Written and verbal communication skills, fire service excellence goals, counseling and problem solving methods. Role-playing and case studies emphasized throughout.
Prerequisites: Permission of Instructor.

FSC231
Battalion Chief Academy
3 credit(s) 5 period(s) lecture + lab
Examine the many roles and responsibilities required of a chief officer. Manage emergency incidents, explore personal and professional growth, view department issues more globally, manage personnel more effectively, manage conflict resolution for positive outcomes, and define leadership.
Prerequisites: None. FSC202 and FSC204 are suggested but not required.

FSC238
Vehicular Extrication and Patient Stabilization
2 credit(s) 2 period(s) lecture
Participative course designed for the Emergency Medical Technicians (EMT). Incorporates new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provides exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios.
Basic EMT certification current enrollment in an EMT-Basic program nurse with emergency department experience or law enforcement personnel or permission of Instructor.

FSC258
Victimology and Crisis Management
3 credit(s) 3 period(s) lecture
Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system.
Prerequisites: None.

FSC260
Technical Rope Rescue (RR) 1, 2, 3
3 credit(s) 3.6 period(s) lecture + lab
Concepts, techniques, and skills needed to support technical rope rescue. Meets Arizona Fire Marshal Office requirements for RR1, RR2, RR3 and National Fire Protection Association (NFPA) 1670 Operational Rope Rescue.
Prerequisites: A grade of C or better in FSC131 or permission of Instructor.

FSC261
National Fire Protection Agency Rope Technician
3 credit(s) 3.6 period(s) lecture + lab
Advanced anchor construction, use of elevated anchor points on difficult edges, horizontal rope systems, and study of force multipliers commonly experienced during high angle rope rescue. Meets the certification requirements for the NFPA (National Fire Protection Agency) 1670 for Operational Rope Rescue and NFPA 1006 for Technical Rescue Rope Technician.
Prerequisites: A grade of C or better in FSC260 or (the Office of the Arizona State Fire Marshalxxs Ropes 1 2 and 3 class) or permission of Instructor.

FSC282AA
Service-Learning Experience in Fire Science
1 credit(s) 1 period(s) lab
Unpaid Service-Learning (SL) experience, completed with approved community partner.
Prerequisites: Permission of Instructor.

FSC282AC
Service-Learning Experience in Fire Science
3 credit(s) 3 period(s) lab
Unpaid Service-Learning (SL) experience, completed with approved community partner.
Prerequisites: Permission of Instructor.

FSC296WC
Cooperative Education
3 credit(s) 15 period(s) lab
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE.
Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.

FSC298AA
Special Projects
1 credit(s) 1 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

FSC298AB
2 credit(s) 2 period(s) lab
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

FSC298AC
3 credit(s) 3 period(s) lab
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

GBS – General Business

For additional Business courses, see International Business (IBS), Management (MGT), and Marketing (MKT) areas.

GBS110
Human Relations in Business and Industry
3 credit(s) 3 period(s) lecture
Exploration of fundamental theories and concepts of human relations in business and industry. Particular emphasis is placed on developing effective interpersonal relationships and leadership skills within an organization.
Prerequisites: None.

GBS132
Personal and Family Financial Security
3 credit(s) 3 period(s) lecture
Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting, and general principles of consumerism.
Prerequisites: None.

GBS151
Introduction to Business
3 credit(s) 3 period(s) lecture
Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance.
Prerequisites: None.

GBS205
Legal, Ethical, and Regulatory Issues in Business
3 credit(s) 3 period(s) lecture
Legal theories, ethical issues and regulatory climate affecting business policies and decisions.
Prerequisites: None.

GBS221 SUN BUS2201
Business Statistics
3 credit(s) 3 period(s) lecture
Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis.
Prerequisites: A grade of C or better in GBS220 or MAT217 or MAT218.

GBS233
Business Communication
3 credit(s) 3 period(s) lecture
Internal and external business communications, including verbal and nonverbal techniques.
Prerequisites: A grade of C or better in ENG101 or ENG107 with grade of C or better or permission of Department or Division.

GCU – Cultural Geography

GCU102
Introduction to Human Geography
3 credit(s) 3 period(s) lecture
Systematic study of human use of the earth. Spatial organization of economic, social, political, and perceptual environments.
Prerequisites: None.

GCU221
Arizona Geography
3 credit(s) 3 period(s) lecture
The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today.
Prerequisites: None.

GLG - Geology

GLG101 SUN GLG1101
Introduction to Geology I - Physical Lecture
3 credit(s) 3 period(s) lecture
Introduction to Earth's materials, surface and internal geologic processes, plate tectonics and geologic time.
Prerequisites: None.

GLG103 SUN GLG1101
Introduction to Geology I - Physical Lab
1 credit(s) 3 period(s) lab
Includes practical experience in rock and mineral identification, topographic maps, and applied problems in geology.
Prerequisites: None.

GLG110
Geological Disasters and the Environment
3 credit(s) 3 period(s) lecture
Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as earthquakes, volcanoes, floods and landslides. Examines environmental impact and use of mineral and energy resources.
Prerequisites: None.

GLG111
Geological Disasters and the Environment Lab
1 credit(s) 3 period(s) lab
Introduction to geological processes and concepts. Application of basic geologic knowledge to evaluate, interpret and propose solutions for a variety of current and past geology-related environmental disasters and hazards.
Prerequisites: None.

GPH – Physical Geography

GPH113
Introduction to Physical Geography
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Earth's physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics and practical experiences include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind, topographic maps.
Prerequisites: None.

GPH211
Landform Processes
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Geographic characteristics of landforms and earth-surface processes emphasizing erosion, transportation, deposition and implications for human management of the environment.
Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.

GPH213
Climate and Weather
3 credit(s) 3 period(s) lecture
Study of atmospheric phenomena over periods of time measured in months, years or longer. Includes average weather conditions, infrequent and unusual types of weather, and the influence of weather on the cultural and human landscape.
Prerequisites: None.

GPH215
Climate and Weather Laboratory
1 credit(s) 3 period(s) lab
A mathematical, statistical, and spatial analysis of climatological phenomena.
Prerequisites: None. Corequisites: GPH213.

GST - Game Studies

GST202
Games, Culture and Aesthetics
3 credit(s) 3 period(s) lecture
Considers games as artifacts and expressions of our basic consciousness, humanity, and potential. Explores through the lens of world cultures such concepts as values, power relations, gender roles, arts, aesthetics, and desire. Compares games across cultural, temporal, geographic, and linguistic divides, for the purpose of examining and appreciating the experiences, contributions, and values of diverse populations, as conveyed through the global phenomenon of games.
Prerequisites: A grade of C or better in (RDG100 or RDG100LL) or (RDG100AA and RDG100AB and RDG100AC) or RDG111 or RDG112 or RDG113 or eligibility for ENG101 as indicated by appropriate writing assessment test score.

HCC - Health Core Curriculum

HCC130
Fundamentals in Health Care Delivery
3 credit(s) 3 period(s) lecture
Overview of current and recent development of health care professions, including career and labor market information, health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate inter-professional teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies.
Prerequisites: None.

HCC145
Medical Terminology for Health Care Professionals
3 credit(s) 3 period(s) lecture
Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling.
Prerequisites: None.

HCC145AA
Medical Terminology for Health Care Professionals I
1 credit(s) 1 period(s) lecture
Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing selected terms using basic word parts. Selected medical abbreviations and symbols and term spelling.
Prerequisites: None.

HCC146
Common Medical Terminology for Health Care Professionals
2 credit(s) 2 period(s) lecture
Common medical terms used in health care. Body systems approach to common terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing common terms using word parts. Common medical abbreviations and symbols and term spelling.
Prerequisites: None.

HCR - Health Care Related

HCR210
Clinical Health Care Ethics
3 credit(s) 3 period(s) lecture
An introduction to health care ethics with emphasis on analysis and ethical decision making at both the clinical and health policy levels for health care professionals. Theoretical foundation of bioethics reviewed within historical and contemporary contexts.
Prerequisites: A grade of C or better in ENG102 or ENG108 or permission of Instructor.

HCR220
Introduction to Nursing and Health Care Systems
3 credit(s) 3 period(s) lecture
Introduction to the social, political, and economic contexts of the nursing profession and health care systems in the United States.
Prerequisites: A grade of C or better in ENG102 or ENG108 or permission of Instructor.

HCR240
Human Pathophysiology
4 credit(s) 4 period(s) lecture
Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered.
Prerequisites: A grade of C or better in BIO202 or BIO205, or permission of Instructor.

HES - Health Science

HES100
Healthful Living
3 credit(s) 3 period(s) lecture
Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles.
Prerequisites: None.

HES154
First Aid/Cardiopulmonary Resuscitation
3 credit(s) 3 period(s) lecture
Cardiopulmonary Resuscitation (CPR) and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation.
Prerequisites: None.

HES210
Cultural Aspects of Health and Illness
3 credit(s) 3 period(s) lecture
Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S.
Prerequisites: None.

HES271
Sports Medicine Foundations
3 credit(s) 3 period(s) lecture
Introduction to sports medicine knowledge, techniques, and careers. Exploration of current trends in athletic injury prevention, management and rehabilitation including wound care, taping, wrapping, bracing, splinting and protective equipment.
Prerequisites: None.

HES275
Rehabilitation and Therapeutic Interventions in Sports Medicine
3 credit(s) 4 period(s) lecture + lab
Exploration of current trends in the basic and advanced methodologies used in the rehabilitation of athletic injuries. Incorporates demonstrations of injury-appropriate strength and fitness training and therapeutic exercise techniques.
Prerequisites: A grade of C or better in HES271.

HIS - History

HIS101
History of Western Civilization Middle Ages to 1789
3 credit(s) 3 period(s) lecture
Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment.
Prerequisites: None.

HIS102
History of Western Civilization 1789 to Present
3 credit(s) 3 period(s) lecture
Survey of origin and development of Western civilization and its institutions from French Revolution through the present.
Prerequisites: None.

HIS103 SUN HIS1131
United States History to 1865
3 credit(s) 3 period(s) lecture
The political, economic, and social development of the United States from the Pre-Columbian period through the end of the Civil War (1865).
Prerequisites: None.

HIS104 SUN HIS1132
United States History 1865 to Present
3 credit(s) 3 period(s) lecture
The political, economic, and social development of United States from 1865 to the present time.
Prerequisites: None.

HIS113
History of Eastern Civilizations to 1850
3 credit(s) 3 period(s) lecture
An examination of the characteristics and development of civilizations, religions and philosophies of the Middle East, India, Far East, and Southeast Asia. From ancient times to the mid-nineteenth century.
Prerequisites: None.

HIS114
History of Eastern Civilizations 1850 to Present
3 credit(s) 3 period(s) lecture
Examination of characteristics and development of civilizations of Middle East, India, Far East, and Southeast Asia, from mid-nineteenth century to present.
Prerequisites: None.

HON - Honors

HON190
The Honors Experience
3 credit(s) 3 period(s) lecture
Interdisciplinary studies of selected issues confronting the individual and society and overall human experience. Critical inquiry of specific themes from a wide variety of academic viewpoints. Comprehensive and interdisciplinary review of global, historical, and cultural trends, supplemented by readings and discussion. Varied content due to changing honors forum themes and issues.
Prerequisites: Admission to the college honors program or permission of Instructor.

HON201
Leadership Development: Historical and Contemporary Perspectives
3 credit(s) 3 period(s) lecture
Interdisciplinary study of leadership focusing on development of leadership skills.
Prerequisites: Admission to the college honors program or permission of Instructor.

HUM - Humanities

HUM205
Introduction to Cinema
3 credit(s) 3 period(s) lecture
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements.
Prerequisites: None.

HUM209
Women and Films
3 credit(s) 3 period(s) lecture
Analysis of images of women in films from both historical and contemporary perspectives.
Prerequisites: None.

HUM210
Contemporary Cinema
3 credit(s) 3 period(s) lecture
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form.
Prerequisites: None.

HUM250
Ideas and Values in the Humanities: Early Civilizations to the Renaissance
3 credit(s) 3 period(s) lecture
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures.
Prerequisites: A grade of C or better in ENG101.

HUM251
Ideas and Values in the Humanities: Renaissance to the Contemporary World
3 credit(s) 3 period(s) lecture
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including Western and Non-Western cultures.
Prerequisites: A grade of C or better in ENG101.

HTM - Health Care Technology Management

HTM150
Introduction to Healthcare IT and Systems
3 credit(s) 3 period(s) lecture
Introduction to current and emerging Healthcare IT systems with particular emphasis on healthcare information and data, governance, information systems and technologies, and industry challenges in a value-added healthcare environment.
Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

HTM270
Healthcare IT Systems Capstone
3 credit(s) 4 period(s) lecture + lab
Culminating application of the skills, knowledge, communication and critical thinking skills from the Healthcare Technology Systems program to address industry-specific challenges. Includes investigation and application of current and emerging healthcare technologies.
Prerequisites: A grade of C or better in HTM250.

IBS - International Business

IBS101
Introduction to International Business
3 credit(s) 3 period(s) lecture
A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications.
Prerequisites: None.

IFS - Information Studies

IFS201
Information in a Post-Truth World
3 credit(s) 3 period(s) lecture
Development of critical thinking skills in using information. Exploration of how information can be used as a tool or a weapon. Explanation of the role of information as a consumer and creator. Recognition of the impact of culture and worldview on how information is understood, created, and disseminated.
Prerequisites: A grade of C or better in ENG101 or ENG107.

IFS210
Information Without Borders: Research in a Global Society
3 credit(s) 3 period(s) lecture
A comparative study focused on access to digital information in a global environment. Explore the global culture developing around the Internet and the impact of local, national and global cultures as well as economic and social factors related to the flow of information in a global society. Examine emerging technologies to produce and distribute information across cultures in a global society in an ethical manner.
Prerequisites: None.

IPH - Integrated Public Health

IPH101
Introduction to Public Health
3 credit(s) 3 period(s) lecture
Introduction to Public Health introduces students to the broad discipline of public health and how it influences community and individual health status. Includes sciences of public health, historical context of public health, role of various public health agencies, core functions, methods of measurement and evaluation, major public health issues in the United States, public policy, and factors that contribute to individual and community health.
Prerequisites: None.

IPH105
Introduction to Patient Navigation
3 credit(s) 3 period(s) lecture
Basic concepts of patient navigation including disease prevention and community health, health insurance navigation, as well as accessing and analyzing health information. Training in assisting individuals with limited health literacy to access the maximum array of benefits from community services, clinical care, and health insurance.
Prerequisites: None.

IPH110
Principles of Health and Behavior Change
3 credit(s) 3 period(s) lecture
Introduction to the social and behavioral science theories used in public health. Provides an overview of health promotion principles and various theories and models developed to change health behavior and promote the health of individuals and societies.
Prerequisites: None.

IPH115
Introduction to Health Administration and the U.S. Health System
3 credit(s) 3 period(s) lecture
Introduction to the U.S. health care delivery system including knowledge and skills needed to navigate health care within a health care organization.
Prerequisites: None.

Information Technology

ITS110
Information Security Fundamentals
3 credit(s) 4 period(s) lecture + lab
Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, Public Key Infrastructure (PKI), network attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration.
Prerequisites: A grade of C or better in CIS126DL, or CIS126RH, or permission of Program Director. Corequisites: BPC270 or MST150++.

JPN - Japanese

JPN101 JPN1101
Elementary Japanese I
5 credit(s) 6 period(s) lecture + lab
Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills.
Prerequisites: None.

JPN102 JPN1102
Elementary Japanese II
5 credit(s) 6 period(s) lecture + lab
Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills.
Prerequisites: A grade of C or better in JPN101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

JRN - Journalism

JRN203
Writing for Online Media
3 credit(s) 3 period(s) lecture
Writing using the modes and resources available on the internet. Use of information and resources available on the Internet in writing, as well as writing for the Internet itself.
Prerequisites: Eligibility for ENG101 or ENG107 or permission of Instructor.

MAT - Mathematics

MAT103
College Mathematics Prep
3 credit(s) 3 period(s) lecture
Foundational knowledge of topics necessary for success in College Mathematics. Emphasis on understanding mathematical concepts and their applications. Topics include number sense, proportional reasoning, numerical and algebraic expressions, linear equations, and representations of data.
Prerequisites: None.

MAT114
College Algebra Prep
4 credit(s) 4 period(s) lecture
Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions.
Prerequisites: None.

MAT115
College Algebra Prep
5 credit(s) 5 period(s) lecture
Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions.
Prerequisites: None.

MAT141 SUN MAT1142
College Mathematics
4 credit(s) 4 period(s) lecture
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics.
Prerequisites: An appropriate District placement or a grade of C or better in (MAT052, MAT053 and MAT055) or (MAT055, MAT056 and MAT057) or MAT085 or MAT09+ or MAT103 or MAT114 or MAT115 or MAT12+.

MAT142 SUN MAT1142
College Mathematics
3 credit(s) 3 period(s) lecture
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics.
Prerequisites: An appropriate District placement or a grade of C or better in (MAT052, MAT053 and MAT055) or (MAT055, MAT056 and MAT057) or MAT085 or MAT09+ or MAT103 or MAT114 or MAT115 or MAT12+.

MAT150 SUN MAT1151
College Algebra/Functions
5 credit(s) 5 period(s) lecture
Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems.
Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair.

MAT151 SUN MAT1151
College Algebra/Functions
4 credit(s) 4 period(s) lecture
Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems.
Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair.

MAT182
Plane Trigonometry
3 credit(s) 3 period(s) lecture
A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive credit for only one of the following: MAT182 or MAT187.
Prerequisites: A grade of C or better in (MAT150 or MAT151 or MAT151AA or MAT151AB or MAT151AC or MAT151AD or MAT152 or MAT155 or MAT156), OR an appropriate district placement. Corequisites: (MAT150 or MAT151 or MAT151AA or MAT151AB or MAT151AC or MAT151AD or MAT152 or MAT155 or MAT156).

MAT187 SUN MAT1187
Precalculus
5 credit(s) 5 period(s) lecture
A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus.
Prerequisites: A Grade of B or better in (MAT120 or MAT121 or MAT122 or MAT122AA or MAT122AB or MAT122AC or MAT126), OR an appropriate district placement.

MAT206 SUN MAT1160
Elements of Statistics
3 credit(s) 3 period(s)
Basic concepts and applications of statistics, including data description, estimation and hypothesis tests.
Prerequisites: A grade of C or better in MAT14+, or MAT15+, or MAT187, or equivalent, or an appropriate District placement, or permission of Department/Division Chair.

MAT212 SUN MAT2212
Brief Calculus
3 credit(s) 3 period(s)
Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences.
Prerequisites: A grade of C or better in MAT15+, or MAT187, or an appropriate District placement.

MAT213 SUN MAT2212
Brief Calculus
4 credit(s) 4 period(s)
Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences.
Prerequisites: A grade of C or better in MAT15+, or MAT187, or an appropriate District placement.

MAT217
Mathematical Analysis for Business
3 credit(s) 3 period(s) lecture
An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions.
Prerequisites: A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221.

MAT218
Mathematical Analysis for Business
4 credit(s) 4 period(s) lecture
An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions.
Prerequisites: A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221.

MAT220 MAT2220
Calculus with Analytic Geometry I
5 credit(s) 5 period(s) lecture
Limits, continuity, differential and integral calculus of functions of one variable.
Prerequisites: A grade of C or better in (MAT182 and MAT15+), or MAT187, or an appropriate District placement.

MAT221
Calculus with Analytic Geometry I
4 credit(s) 4 period(s) lecture
Limits, continuity, differential and integral calculus of functions of one variable.
Prerequisites: A grade of C or better in (MAT182 and MAT15+), or MAT187, or an appropriate District placement.

MAT225
Elementary Linear Algebra
3 credit(s) 3 period(s)
Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills.
Prerequisites: A grade of C or better in MAT212 or MAT213 or MAT220 or MAT221, or equivalent.

MAT227 MAT2227
Discrete Mathematical Structures
3 credit(s) 3 period(s)
Course emphasizes discrete mathematics connections to computer science by exposing students to foundational concepts of set theory, logic, counting, induction, proof techniques, graph theory, and algorithms.
Prerequisites: A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221, or permission of Department or Division Chair.

MAT230 MAT2230
Calculus with Analytic Geometry II
5 credit(s) 5 period(s)
Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series.
Prerequisites: A grade of C or better in MAT220 or MAT221 or equivalent.

MAT231
Calculus with Analytic Geometry II
4 credit(s) 4 period(s) lecture
Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series.
Prerequisites: A grade of C or better in MAT220 or MAT221 or equivalent.

MAT241 MAT2241
Calculus with Analytic Geometry III
4 credit(s) 4 period(s) lecture
Multivariate calculus including vectors, vector- valued functions, partial differentiation, multiple integration and an introduction to vector fields.
Prerequisites: A grade of C or better in MAT230 or MAT231.

MAT256
Investigating Quantity: Number, Operations and Numeration Systems
4 credit(s) 4 period(s) lecture
Explore number, numeration systems and operations on numbers. Techniques of problem solving with an emphasis on exploring a variety of strategies. Use a variety of visualization techniques to develop a conceptual understanding of these topics.
Prerequisites: A grade of C or better in (MAT15+ or higher), or (MAT12+ and MAT14+), or [MAT14+ and (MAT114 or MAT115)], or (MAT14+ and an appropriate District placement into MAT150, MAT151, or MAT152), or permission of Department/Division Chair.

MAT257
Investigating Geometry, Probability and Statistics
4 credit(s) 4 period(s) lecture
Explores geometry, measurement, probability and statistics. Uses visualization, technologies, problem solving, reasoning and proof to develop a conceptual understanding of these topics.
Prerequisites: A grade of C or better in MAT256 or permission of Department/Division Chair.

MAT276
Modern Differential Equations
4 credit(s) 4 period(s) lecture
Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB.
Prerequisites: A grade of C or better in MAT230 or MAT231 or permission of Department/Division Chair.

MCO – Mass Communication

MCO120
Media and Society
3 credit(s) 3 period(s) lecture
Study of historical and contemporary roles of media and its pervasiveness in society as it relates to culture, politics and education.
Prerequisites: A grade of C or better in ENG101 or ENG107.

MGT - Management

MGT109
Development of Professional Skills and Standards
3 credit(s) 3 period(s) lecture + lab
Explores the skills and qualities necessary to develop and maintain a successful professional life. Topics include management/leadership skill development, effective job search, image development, career advancement, gender issues, professional conduct, time/financial management, and human relations.
Prerequisites: None.

MGT126
Customer Service Skills and Strategies
3 credit(s) 3 period(s) lecture + lab
Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers, interactions among people, processes, and systems within the organization and how to integrate these areas into a total quality delivery program.
Prerequisites: None.

MGT175
Business Organization and Management
3 credit(s) 3 period(s) lecture
Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility.
Prerequisites: None.

MGT229
Management and Leadership I
3 credit(s) 3 period(s) lecture
Covers management concepts and applications for business, industry, and government organizations.
Prerequisites: None.

MGT251
Human Relations in Business
3 credit(s) 3 period(s) lecture
Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations.
Prerequisites: None. MGT101 or MGT175 or MGT229 suggested but not required.

MGT253
Owning and Operating a Small Business
3 credit(s) 3 period(s) lecture
Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics.
Prerequisites: None.

MHL – Music Humanities

MHL143
Music in World Cultures
3 credit(s) 3 period(s) lecture
Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles.
Prerequisites: None.

MHL145
American Jazz and Popular Music
3 credit(s) 3 period(s) lecture
The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800's to present.
Prerequisites: None.

MHL153
Rock Music and Culture
3 credit(s) 3 period(s) lecture
History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution.
Prerequisites: None.

MHL155
Survey of American Music
3 credit(s) 3 period(s) lecture
History of the music of North America from the earliest American Indian music to the present. Introduction to the musical trends, composers, socioeconomic developments and trends, musical forms and styles that influence our modern American musical sense.
Prerequisites: None.

MHL204
Hip-Hop Music and Culture
3 credit(s) 3 period(s) lecture
A history of Hip-Hop's musical and artistic elements and how cultural, social, political, and economic conditions have shaped its evolution.
Prerequisites: A grade of C or better in ENG101, or ENG107, or permission of Instructor.

MKT - Marketing

MKT111
Applied Marketing and Social Networking
3 credit(s) 4 period(s) lecture + lab
Examination of the strategic use of digital and social media marketing platforms and tools for global communication and networking, including analysis of various digital and social media platforms and tools for developing brands, creating professional networks and creating engaging content. Hands-on use of social media platforms and tools to conduct research, develop strategies for creating, integrating, and evaluating social media marketing campaigns, and development of metrics to measure effectiveness.
Prerequisites: A grade of C or better in MKT110.

MKT263
Advertising Principles
3 credit(s) 3 period(s) lecture
Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns MKT271 suggested, but not required.
Prerequisites: None. MKT271 suggested but not required.

MKT267
Principles of Sales
3 credit(s) 3 period(s) lecture
Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations.
Prerequisites: None.

MKT271
Principles of Marketing
3 credit(s) 3 period(s) lecture
An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs.
Prerequisites: None.

MST - Microsoft® Technology

Note: Under the terms and conditions specified in the legal agreement between Microsoft® Corporation and each AATP campus in the Maricopa Community College District, Microsoft requires that "all instructors of Microsoft Official Curriculum and Microsoft Approved
Study Guides pass the Microsoft® Certified Professional exam in the product area of the courseware being delivered."

MST150WT
Installing and Configuring Microsoft Windows 10
3 credit(s) 4 period(s) lecture + lab
In-depth exploration of how to effectively install and configure Windows 10. Includes features of Windows 10, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 10 certification examination.
Prerequisites: None. CIS190 or CNT140AB suggested but not required.

MTC – Music: Theory/Composition

MTC101
Introduction to Music Theory
3 credit(s) 3 period(s) lecture
Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors.
Prerequisites: None.

MTC105
Music Theory I
3 credit(s) 3 period(s) lecture
The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts.
Prerequisites: A grade of C or better in MTC100 or MTC101 or permission of instructor. Corequisites: MTC106.

MTC106
Aural Perception I
1 credit(s) 2 period(s) lecture + lab
The development of listening and performing skills through dictation, sight singing and keyboard harmony.
Prerequisites: None. Corequisites: MTC105.

MTC140
Songwriting
3 credit(s) 3 period(s) lecture
An introduction to the art and craft of songwriting through the study and analysis of diverse songwriters and musical styles, and creation of original songs.
Prerequisites: A grade of C or better in MTC101 or MTC105 or permission of Instructor.

MTC155
Music Theory II
3 credit(s) 3 period(s) lecture
A continuation of Music Theory I with emphasis on harmony and part-writing procedures.
Prerequisites: A grade of C or better in MTC105. Corequisites: MTC156.

MTC156
Aural Perception II
1 credit(s) 2 period(s) lecture + lab
A continuation of Aural Perception I, including harmonic practices.
Prerequisites: A grade of C or better in MTC106. Corequisites: MTC155.

MTC180
Computer Literacy for Musicians
3 credit(s) 4 period(s) lecture + lab
Instruction in basic computer literacy, including generic applications and music-specific programs with hands-on experience. Ability to read music notation required.
Prerequisites: A grade of C or better in MTC101, or MTC105, or Corequisites: MTC105, or permission of Instructor.

MTC181
Popular Music Orchestration and Arranging
3 credit(s) 3 period(s) lecture
Basic orchestration and arranging techniques as used in popular music genres including jazz, pop, and rock music for vocal and instrumental music performance ensembles. Idiomatic uses of harmony, melodic rhythm, voicing, tonal color and notation.
A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: (MTC155 or higher level of MTC music theory course) and MTC180. Higher Level Theory Courses: MTC156 or MTC205 or MTC206 or MTC255 or MTC256.

MTC191
Electronic Music I
3 credit(s) 4 period(s) lecture + lab
An introduction to creating music with computers, utilizing the Musical Instrument Digital Interface (MIDI) protocol, synthesizers, digital audio software/hardware, and MIDI controllers.
Prerequisites: None.

MTC192
Electronic Music II
3 credit(s) 4 period(s) lecture + lab
Continued study of creating music with computers, utilizing the Musical Instrument Digital Interface (MIDI) configurations, audio editing, and music software/hardware at the intermediate level. Emphasis on more complex configurations and their applications in compositions.
Prerequisites: A grade of C or better in MTC191.

MTC205 SUN MUS2222
Music Theory III
3 credit(s) 3 period(s) lecture
The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure.
Prerequisites: A grade of C or better in MTC155. Corequisites: MTC206.

MTC206 SUN MUS2222
Aural Perception III
1 credit(s) 2 period(s) lecture + lab
A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style.
Prerequisites: A grade of C or better in MTC156. Corequisites: MTC205.

MTC240
Composition
3 Credits, 0.6 Periods lecture + lab
Introduction to the basics of music composition, stressing techniques and procedures for developing original ideas.
Prerequisites: A grade of C or better in (MTC105 and MTC106 or equivalent) and permission of Instructor.

MTC255 SUN MUS2223
Music Theory IV
3 credit(s) 3 period(s) lecture
A continuation of Music Theory III, including 20th century theories and techniques.
Prerequisites: A grade of C or better in MTC205. Corequisites: MTC256.

MTC256 SUN MUS2223
Aural Perception IV
1 credit(s) 2 period(s) lecture + lab
A continuation of Aural Perception III, including extended chords.
Prerequisites: A grade of C or better in MTC206. Corequisites: MTC255.

MTC291
Electronic Music III
3 credit(s) 4 period(s) lecture + lab
Continued study of the production of music using electronic processes. Emphasis on more complex configurations and their applications in live performance or studio use.
Prerequisites: A grade of C or better in MTC192.

MUC - Music: Commercial Business

MUC109
Music Business: Content Creation and Copyright
3 credit(s) 3 period(s) lecture
Designed to provide an overview of content creation and copyright considerations within the Music Industry. Topics include songwriting and music creation, copyright, publishing and licensing, studio production, media applications of music, business ownership and operations, and emerging technologies.
Prerequisites: None.

MUC110
Music Business: Marketing and Monetization
3 credit(s) 3 period(s) lecture
Designed to provide an overview of the marketing and monetization of music. Topics include music label operations; contracts; marketing, promotion, and merchandising; agents, managers, and attorneys; concert promotion and touring; and unions and guilds.
Prerequisites: None.

MUC111
Digital Audio Workstation I (DAW I)
3 credit(s) 5 period(s) lecture + lab
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management.
Prerequisites: A grade of C or better in MUC195 or MUC195AA or FMP105 or permission of Instructor.

MUC112
Digital Audio Workstation II (DAW II)
3 credit(s) 5 period(s) lecture + lab
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management.
Prerequisites: A grade of C or better in MUC111, and (MUC195 or MUC195AA).

MUC122
Sound Design I
3 credit(s) 5 period(s) lecture + lab
Introduction to Sound Design and Audio Post-Production for Multimedia. Includes creating and editing Sound Effects, ADR, Foley, Music, and Ambience, such as Film, TV, Video Gaming, Theatre, and Dance. Emphasis on computer assisted production using Digital Audio Workstations and sound design techniques using industry-standard equipment.
Prerequisites: None.

MUC180
Computer Literacy for the Music Business
3 credit(s) 3 period(s) lecture + lab
Basic computer literacy, including business applications used in the Music Industry, with hands-on experience.
Prerequisites: A grade of C or better in MUC109 or permission of Instructor or Department or Division Chair.

MUC194
Audio Mixing Techniques
3 credit(s) 4 period(s) lecture + lab
Approaches in final mixing for different musical genres. Develop critical listening skills, and applying these techniques to students' projects. Professional-type facilities and equipment available for student use.
Prerequisites: A grade of C or better in MUC111 and MUC196, or permission of Instructor.

MUC195
Studio Music Recording I
3 credit(s) 5 period(s) lecture + lab
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions.
Prerequisites: None.

MUC196
Studio Music Recording II
3 credit(s) 5 period(s) lecture + lab
Emphasis on signal-processing equipment, mixing consoles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session.
Prerequisites: A grade of C or better in MUC195 or MUC195AA.

MUC197
Live Sound Reinforcement I
3 credit(s) 4 period(s) lecture + lab
Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement set-ups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music.
Prerequisites: None.

MUC198
Live Sound Reinforcement II
3 credit(s) 4 period(s) lecture + lab
Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations.
Prerequisites: A grade of C or better in MUC197.

MUC222
Sound Design II
3 credit(s) 5 period(s) lecture + lab
Intermediate level Sound Design and Audio Post-Production for Multimedia.
A grade of C or better required in all Prerequisites. Prerequisites: MUC122. Prerequisites or Corequisites: MTC191, or MUC111, or permission of Instructor.

MUC290AA
Music Business Internship
1 credit(s) 1 period(s) lecture + lab
Music Business Internship work experience. Perform a variety of activities, to fulfill the routines and responsibilities of the department or business where the internship is served. Eighty (80) hours of designated work per credit.
Prerequisites: Permission of Department or Division.

MUC292
Sound Design III
3 credit(s) 6 period(s) lecture + lab
Advanced Sound Design Production for Multimedia: Designed to provide an atmosphere of team research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use.
Prerequisites: A grade of C or better in MUC222, or permission of Instructor.

MUC293
Self Promotion for Music
1 credit(s) 1 period(s) lecture
Designed to provide the skills and knowledge required for effective self-promotion. Focus on career goal development, market analysis, communication and networking skills, and the development of a self-promotional campaign.
Prerequisites: None.

MUC295
Studio Music Recording III
3 credit(s) 6 period(s) lecture + lab
Producing and engineering a recording project. Covers how recording studios work and how recording projects are organized from pre-production through delivery of the final mix.
Prerequisites: A grade of C or better in MUC196 and (MUC111 or permission of Instructor).

MUC297AA
Audio Production Internship
1 credit(s) 1 period(s) lecture + lab
Music Internship work experience in a business or industry. Eighty (80) hours of designated work per credit.
Prerequisites: Permission of Department or Division.

MUC297AB
Audio Production Internship
2 credit(s) 2 period(s) lecture + lab
Music Internship work experience in a business or industry. Eighty (80) hours of designated work per credit.
Prerequisites: A grade of C or better in MUC110.

MUC297AC
Audio Production Internship
3 credit(s) 3 period(s) lecture + lab
Music Internship work experience in a business or industry. Eighty (80) hours of designated work per credit.
Prerequisites: Permission of Department or Division.

MUC298AA
1 credit(s) 1 period(s) lab
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.
Prerequisites: Permission of Program Director or Instructor.

MUC298AC
Special Projects
3 credit(s) 3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.
Prerequisites: Permission of Program Director or Instructor.

MUP - Music: Performance

MUP101
Private Instruction (see Music Performance Modules)
1 credit(s) .6 period(s) lecture + lab
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone,
violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.
Prerequisites: None.

MUP102
Private Instruction (see Music Performance Modules)
2 credit(s) 1.2 period(s) lecture + lab
Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.
Prerequisites: None.

MUP151
Private Instruction (see Music Performance Modules)
1 credit(s) .6 period(s)
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.
Prerequisites: A grade of C or better in MUP101 (appropriate module).

MUP152
Private Instruction (see Music Performance Modules)
2 credit(s) 1.2 period(s) lecture + lab
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.
Prerequisites: A grade of C or better in MUP102 (appropriate module).

MUP201
Private Instruction (see Music Performance Modules)
1 credit(s) .6 period(s) lecture + lab
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.
Prerequisites: A grade of C or better in MUP151 (appropriate module).

MUP202
Private Instruction (see Music Performance Modules)
2 credit(s) 1.2 period(s) lecture + lab
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.
Prerequisites: A grade of C or better in MUP152(appropriate module).

MUP251
Private Instruction (see Music Performance Modules)
1 credit(s) .6 period(s) lecture + lab
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.
Prerequisites: A grade of C or better in MUP201 (appropriate module).

MUP252
Private Instruction (see Music Performance Modules)
2 credit(s) 1.2 period(s) lecture + lab
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.
Prerequisites: A grade of C or better in MUP202(appropriate module).

Music Performance MUP Modules:

101, 102, 151, 152, 201, 202, 251, 252 AA	Voice
101, 102, 151, 152, 201, 202, 251, 252 AD	Piano
101, 102, 151, 152, 201, 202, 251, 252 AM	Guitar
101, 102, 151, 152, 201, 202, 251, 252 AP	Trumpet
101, 102, 151, 152, 201, 202, 251, 252 AS	French Horn
101, 102, 151, 152, 201, 202, 251, 252 AV	Trombone
101, 102, 151, 152, 201, 202, 251, 252 BB	Tuba
101, 102, 151, 152, 201, 202, 251, 252 BE	Flute
101, 102, 151, 152, 201, 202, 251, 252 BH	Oboe
101, 102, 151, 152, 201, 202, 251, 252 BK	Clarinet
101, 102, 151, 152, 201, 202, 251, 252 BN	Bassoon
101, 102, 151, 152, 201, 202, 251, 252 BQ	Saxophone
101, 102, 151, 152, 201, 202, 251, 252 BT	Violin
101, 102, 151, 152, 201, 202, 251, 252 BW	Viola
101, 102, 151, 152, 201, 202, 251, 252 BZ	Violoncello
101, 102, 151, 152, 201, 202, 251, 252 CC	Contrabass
101, 102, 151, 152, 201, 202, 251, 252 CF	Pop Bass Guitar
101, 102, 151, 152, 201, 202, 251, 252 CI	Percussion
101, 102, 151, 152, 201, 202, 251, 252 CK	Pop Music Voice
101, 102, 151, 152, 201, 202, 251, 252 CN	Pop Music Drum
101, 102, 151, 152, 201, 202, 251, 252 CO	Pop Music Prod
101, 102, 151, 152, 201, 202, 251, 252 CP	Elect Music Perf

Class/Group Instruction

MUP131
Class Piano I
3 credit(s) 3 period(s) lecture + lab
Development of beginning piano techniques and the fundamentals of music including basic hand position, music-reading skills of melodic and harmonic material, major scales, transposition, and harmonizations including the I, IV, V7 chords.
Prerequisites: None.

MUP132
Class Piano II
3 credit(s) 3 period(s) lecture + lab
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading.
Prerequisites: A grade of C or better in MUP131 or permission of Instructor.

MUP231
Class Piano III
3 credit(s) 3 period(s) lecture + lab
Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants.
Prerequisites: A grade of C or better in MUP132 or permission of Instructor.

MUP232
Class Piano IV
3 credit(s) 3 period(s) lecture + lab
Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature.
Prerequisites: A grade of C or better in MUP231 or permission of Instructor.

Choir, Ensemble, Orchestra

MUP150
Community Chorus
3 credit(s) 3 period(s) lecture + lab
A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance.
Auditions may be required.

MUP158
Rock Band
3 credit(s) 3 period(s) lecture + lab
Emphasizes instrumental and vocal techniques and the preparation of all styles of rock band literature. Introduces music business. Requires participation in public and private performances throughout the semester.
Prerequisites: Auditions are required.

MUP160
Orchestra
1 credit (s) 5 period(s) lecture + lab
A class designed to emphasize orchestral ensemble techniques and the preparation of all styles of orchestral literature. Public performances are scheduled during the year. Auditions may be required.
Prerequisites: None.

MUP163
Jazz Ensemble
3 credit(s) 3 period(s) lecture + lab
Practical and performance experience in various jazz styles. Open to all students on the basis of auditions.
Prerequisites: None.

MUP164
Jazz Improvisation I
3 credit(s) 3 period(s) lecture + lab
Theoretical and performance skills in many styles of jazz improvisation.
Prerequisites: None.

MUP165
Jazz Improvisation II
3 credit(s) 3 period(s) lecture + lab
Intermediate theoretical and performance skills in many styles of jazz improvisation.
Prerequisites: A grade of C or better in MUP164 or permission of Instructor.

MUP181
Chamber Music Ensembles
1 credit(s) 2 period(s) lecture + lab
Practical and performance experience in instrumental, vocal, and mixed ensembles.
Prerequisites: None.

MUP181 Chamber Music Flute
MUP181 Chamber Music Ensemble: Advanced Flute
MUP181 Chamber Music Ensemble: Cello
MUP181 Chamber Music Ensemble: Open Score
MUP181 Chamber Music Ensemble: Jazz Combo
MUP181 Chamber Music Ensemble: Union Jazz Institute

MUP185
Flute Choir
1 credit(s) 3 period(s) lecture + lab
Ensemble of the entire flute family that may include piccolo, E flat flute, C flutes, alto flutes, and bass flute. Literature will include commissioned works, original works for standard flute choir, and transcriptions from various musical periods.
Prerequisites: None.

MUP190
Percussion Ensemble
1 credit(s) 3 period(s) lecture + lab
Practical and performance experience in various percussion styles. Percussion literature from a diverse number of world musical traditions. Western European art music, various African traditions, Indian music, Japanese music, Indonesian music, Mexican, Central, and South American music, and percussion compositions from the American Experimental Tradition rehearsed and performed. Concerts presented throughout the semester. Percussion techniques are studied and refined as they relate to the literature performed. Emphasis placed on reading and listening skills, increased aesthetic discrimination. Informed performance practice and skills on all percussion instruments and traditions.
Prerequisites: None.

MUP270
Musical Theatre Workshop
2 credit(s) 5 period(s) lecture + lab
Workshop in the study and performance of Musical Theatre repertoire. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.
Prerequisites: None.

MUP273
Musical Theatre Production
1 credit(s) 5 period(s) lab
Principles and techniques for musical theatre production performance. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.
Prerequisites: By audition.

NCE - Nursing: Continuing Education

NCE214MI
Math and Medications for Intermediate Nursing Students
.5 credit(s) .5 period(s) lecture
Focus on basic mathematical concepts to calculate metric-apothecary conversion, dosage problems, intravenous flow rates using the ratio/proportion and dimensional analysis methods. These calculations will focus application to acute care, long-term care, and pediatric specialty areas
Current student in Nursing program or permission of Department or Division.

NCE214MM
Math/Methods of Drug Calculation
1 credit(s) 1 period(s) lecture
Focuses on basic mathematical concepts using decimals and fractions to calculate fractional and metric-apothecary conversion dosage problems and intravenous flow rates. Emphasis on the dimensional analysis problem solving method.
Prerequisites: None.

NCE274
Industry Telemetry Nursing
4 credit(s) 4.5 period(s) lecture + lab
Overview of cardiac anatomy, physiology, and the conduction system. Demonstration of a cardiac assessment, review of normal and abnormal lab values, arrhythmias, and cardiac abnormalities seen on an electrocardiogram (ECG). Introduction to medications specific to the cardiac patient. Overview of cardiac procedures, nursing interventions, and emergency treatment.
Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.

NUR – Nursing Science: Basic

NUR104AA
Structured Nursing Review
.5 credit(s) .5 period(s) lecture
Structured nursing tutorial assistance and nursing study skills to help students achieve success in their respective block of nursing courses. Nursing process and critical thinking application skills emphasized.
Prerequisites: None. Corequisites: Enrollment in the Nursing program or permission of Department Chair.

NUR104AB
Structured Nursing Review
1 credit(s) 1 period(s)
Structured nursing tutorial assistance and nursing study skills to help students achieve success in their respective block of nursing courses. Nursing process and critical thinking application skills emphasized.
Prerequisites: None. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair.

NUR152
Nursing Theory and Science I
9 credit(s) 4 period(s) lecture
0 credit(s) 225 period(s)
Introduction of Nurse of the Future competencies as a foundational framework for development of the professional nurse. Basic care concepts and the nursing process are utilized to meet the needs of adult and older adult patients.
Prerequisites: Admission into the Nursing Program.

NUR158
Nurse Assisting
4.5 credit(s) 2.5 period(s) lecture
0 credit(s) 225 period(s)
Introduction to the role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client. Focus is on the special needs of the older adult client in the acute and long-term care settings, and basic care skills and procedures. Provides opportunity for the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients.
Prerequisites: Reading and math assessment as well as completion of all required Health and Safety documents.

NUR172
Nursing Theory and Science II
9 credit(s) 5.5 period(s) lecture
0 credit(s) 157.5 period(s) lab
Utilization of Nurse of the Future competencies to develop knowledge, skills, and attitudes to provide safe, quality patient care across the wellness-illness continuum in selected medical-surgical and mental health patients.
Prerequisites: A grade of C or better in (BIO202 and NUR152) or permission of Nursing Department Chair.

NUR252
Nursing Theory and Science III
9 credit(s) 5.5 period(s) lecture
0 credit(s) 157.5 period(s) lab
Application of critical thinking strategies related to holistic care of the newborn and childbearing patients. Integration of concepts related to holistic care of adults and older adult patients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care.

NUR283
Nursing Theory and Science IV
9 credit(s) 5.5 period(s) lecture
0 credit(s) 157.5 period(s) lab
Applies Nurse of the Future competencies to practice and manage care for the child/family unit and adults requiring complex care throughout the wellness/illness continuum, and prepare for transition from student to professional nurse.
Prerequisites: A grade of C or better in (BIO205 and NUR252) or permission of Nursing Department Chair.

PED - Physical Education

PED101BP
Backpacking
1 credit(s) 2 period(s) lecture + lab
Covers basic skills and techniques of backpacking and the application of these to wilderness travel.
Prerequisites: None.

PED101BS
Body Sculpting
1 credit(s) 2 period(s) lecture + lab
Stretch and strengthen. Emphasizes increasing fitness, muscle tone, and body flexibility. Great for reducing stress.
Prerequisites: None.

PED101DF
Self Defense
1 credit(s) 2 period(s) lecture + lab
Basic self-defense skills, ground-fighting skills, and stand-up fighting capabilities. Modified for all skill levels. Practice is based on real-life experiences and endurance enhanced drills. Develops self confidence.
Prerequisites: None.

PED101FL
Fitness for Life
1 credit(s) 2 period(s) lecture + lab
Learn the basics of designing and implementing a personalized fitness program to meet your needs in the areas of Cardiovascular Fitness, Weight Control, Muscular Strength and Flexibility.
Prerequisites: None.

PED101GF
Group Fitness/Aerobics
1 credit(s) 2 period(s) lecture + lab
Group exercise incorporating a variety of equipment to increase respiration, heart rates, strength, and flexibility.
Prerequisites: None.

PED101GO
Golf
1 credit(s) 2 period(s) lecture + lab
Instruction and practice for all skill levels, beginning through advanced. Assistance on shot making, club selection and etiquette on the course.
Prerequisites: None.

PED101HH
Hip Hop
1 credit(s) 2 period(s) lecture + lab
Basic skills of hip hop with instruction, practice, and performance including proper body mechanics, choreography, and behavioral competencies.
Prerequisites: None.

PED101KB
Kickboxing
1 credit(s) 2 period(s) lecture + lab
Techniques to increase muscular endurance and strength, enhance flexibility and increase body awareness and self-confidence. Jabs, kicks, and blocks will be used in this martial arts based workout.
Prerequisites: None.

PED101KF
Kung Fu
1 credit(s) 2 period(s) lecture + lab
Techniques of one of the most comprehensive martial arts in China.
Prerequisites: None.

PED101PC
Physical Conditioning
1 credit(s) 2 period(s) lecture + lab
Exercise program with access to free weights, strength machines and cardio equipment.
Prerequisites: None.

PED101PS
Pilates
1 credit(s) 2 period(s) lecture + lab
Mat-based exercise system focused on improving flexibility and strength for the total body. Teaches core control and stabilization while improving postural alignment.
Prerequisites: None.

PED101QG
Qi Gong
1 credit(s) 2 period(s) lecture + lab
Ancient Chinese Qi Gong breathing exercises for healing and opening channels of energy. Includes Power of Positive thought along with relaxation and meditation techniques.
Prerequisites: None.

PED101SO
Soccer
1 credit(s) 2 period(s) lecture + lab
Basic skills and game strategy of soccer. Class emphasis on competition and drills.
Prerequisites: None.

PED101ST
Strength Training
1 credit(s) 2 period(s) lecture + lab
Introduction to techniques of basic weight training, concentrating on incorporating an exercise regimen for increased strength.
Prerequisites: None.

PED101TC
Tai Chi
1 credit(s) 2 period(s) lecture + lab
Fundamentals of Tai Chi including moves, breathing and meditation.
Prerequisites: None.

PED101TE
Tennis
1 credit(s) 2 period(s) lecture + lab
Basic skills and game strategy of tennis. Class emphasis on competition and drills.
Prerequisites: None.

PED101YG
Gentle Yoga
1 credit(s) 2 period(s) lecture + lab
Focuses on the use of such props as blankets, blocks, and chairs to modify traditional Yoga poses, enabling participation with moderate effort and without strain; suitable for all levels but especially for students needing a slower pace.
Prerequisites: None.

PED101YO
Yoga
1 credit(s) 2 period(s) lecture + lab
Promotion of overall health by strengthening muscles and stimulating glands and organs. Basic postures, breathing and relaxation techniques.
Prerequisites: None.

PED101ZU
Zumba Fitness
1 credit(s) 2 period(s) lecture + lab
Uses easy to follow dance movements and high energy music to enhance cardiovascular fitness and to promote self-esteem and confidence in physical movement. Provides an accepting and encouraging atmosphere for students of all levels to participate in a group fitness class.
Prerequisites: None.

PED102PC
Physical Conditioning - Intermediate
1 credit(s) 2 period(s) lecture + lab
Intermediate level exercise program with access to free weights, strength machines and cardio equipment. Not recommended for the beginner.
Prerequisites: None. Prior experience recommended.

PED102SO
Soccer – Intermediate
1 credit(s) 2 period(s) lecture + lab
To improve upon basic skills and game strategy of soccer at the intermediate level. Class emphasis on competition and drills.
Prerequisites: None. Prior experience recommended.

PED102TC
Tai Chi - Intermediate
1 credit(s) 2 period(s) lecture + lab
Intermediate level techniques of Tai Chi including moves, breathing and meditation.
Prerequisites: None. Prior experience recommended.

PED102TE
Tennis - Intermediate
1 credit(s) 2 period(s) lecture + lab
Improve upon basic skills and game strategy of tennis at the intermediate level. Class emphasis on competition and drills.
Prerequisites: None. Prior experience recommended.

PED103PS
Pilates
.5 credit(s) 1 period(s) lecture + lab
Mat-based exercise system focused on improving flexibility and strength for the total body. Teaches core control and stabilization while improving postural alignment.
Prerequisites: None.

PED114
Fitness
1.5 credit(s) 3 period(s) lecture + lab
Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch.
Prerequisites: None.

PED115
Lifetime Fitness
2 credit(s) 4 period(s) lecture + lab
Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable.
Prerequisites: None.

PED116
Cardiovascular Fitness
2 credit(s) 4 period(s) lecture + lab
Blends an effective warm-up, challenging cardiovascular and strength/endurance training strategies and a relaxing cool-down. Tailored by certified fitness professionals to personal goals.
Prerequisites: None.

PED117
Weight Training for Wellness
2 credit(s) 4 period(s) lecture + lab
Strength training and muscular fitness activity to help develop a lifetime of regular exercise and muscular strength maintenance. Development of full body strength and stability of the body's core musculature, translating to increased power, balance, and functional movement ability including assessment of current strength and goal-specific program design to increase strength and muscular fitness.
Prerequisites: None.

PED201PC
Physical Conditioning - Advanced
1 credit(s) 2 period(s) lecture + lab
Advanced level training program with access to free weights, strength machines and cardio equipment.
Prerequisites: None. Prior experience at competitive level recommended.

PED201SO
Soccer - Advanced
1 credit(s) 2 period(s) lecture + lab
To improve upon intermediate skills and game strategy of soccer at the advanced level. Class emphasis on competition and drills.
Prerequisites: None. Prior experience at competitive level recommended.

PED202
Physical Activities: Elite
1 credit(s) 2 period(s) lecture + lab
Individual, dual, or team sports activities at the elite level.
Prerequisites: None. Prior experience at competitive level recommended.

PED202SO
Soccer – Elite
1 credit(s) 2 period(s) lecture + lab
Improve upon advanced skills and game strategy of soccer at the elite level. Class emphasis on competition and drills.
Prerequisites: None. Prior experience at competitive level recommended.

PHI - Philosophy

PHI101 SUN PHI1101
Introduction to Philosophy
3 credit(s) 3 period(s) lecture
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God.
Prerequisites: None.

PHI103 SUN PHI1103
Introduction to Logic
3 credit(s) 3 period(s) lecture
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity.
Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.

PHI105 SUN PHI1105
Introduction to Ethics
3 credit(s) 3 period(s) lecture
A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories.
Prerequisites: None.

PHI213
Medical and Bio-Ethics
3 credit(s) 3 period(s) lecture
A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patient's rights and biological experimentation.
Prerequisites: None.

PHI244
Philosophy of Religion
3 credit(s) 3 period(s) lecture
Religious language, the existence of God, miracles, and human destiny.
Prerequisites: None.

PHS - Physical Science

PHS115
The Science of Musical Instruments
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
A science class set in a musical context where students learn about music, musical instruments, and about the underlying scientific and mathematical principles of sound.
Prerequisites: A grade of C or better in MAT090, or higher level mathematics course, or eligibility for MAT120 or higher as indicated by appropriate placement.

PHY - Physics

PHY101
Introduction to Physics
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
A survey of physics emphasizing applications of physics to modern life.
Prerequisites: A grade of C or better in MAT090 or higher level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement.

PHY111 PHY1111
General Physics I
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Includes motion, energy, and properties of matter.
Prerequisites: A grade of C or better in MAT182 or MAT187 or MAT220 or MAT221 or eligibility for MAT220 as indicated by appropriate placement or one year high school Trigonometry with a grade of C or better or permission of Department or Division.

PHY112 PHY1112
General Physics II
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Includes electricity, electromagnetism, and modern physics.
Prerequisites: A grade of C or better in PHY111.

PHY121 PHY1121
University Physics I: Mechanics
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound.
Prerequisites: A grade of C or better in MAT220 or MAT221 or permission of Department or Division. One year of High School physics or PHY111 and PHY112 suggested but not required.

PHY131 PHY1131
University Physics II: Electricity and Magnetism
4 credit(s) 3 period(s) lecture
0 credit(s) 3 period(s) lab
Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves.
Prerequisites: A grade of C or better in MAT230 or MAT231 or permission of Department or Division and PHY121. Corequisites: MAT241 or permission of Department or Division.

PHY294
Special Topics in Physics
3 credit(s) 3 period(s) lecture
Conceptual, experimental, and computational aspects of a special topic in physics.
Prerequisites: Permission of Department or Division.

PHY294AB
Special Projects
2 credit(s) 2 period(s) lecture
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

PME - Paramedicine

PME190
Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals
3 credit(s) 3 period(s) lecture
Designed to provide an overview of the anatomy and physiology of the cardiovascular system and electrophysiology of the cardiac conduction system for Emergency Medical Service (EMS) professionals. Basic electrocardiograph (ECG) multi-lead acquisition, analysis, and interpretation of various dysrhythmias and cardiovascular conditions.
Prerequisites: None.

PME191
Introduction to Pharmacology for EMS Professionals
3 credit(s) 3 period(s) lecture
Designed to provide an overview of the principles of pharmacology and pharmacologic agents utilized in patient management plans. Includes pharmacokinetics, pharmacodynamics, physiology of pharmacology, calculating drug dosages, and drug profiles.
Prerequisites: None.

PME201
Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine
1 credit(s) 2 period(s) lecture + lab
Designed to provide the knowledge and skills needed to recognize and manage cardiopulmonary arrest, acute dysrhythmia, stroke, and acute coronary syndromes according to current emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in advanced cardiac life support.
Prerequisites: Admission into the Paramedic Education Program.

PME202

Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine

1 credit(s) 1.5 period(s) lecture + lab

Designed to provide the knowledge and skills needed to recognize and manage an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current Pediatric Advanced Life Support (PALS) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies.

Prerequisites: Admission into the Paramedic Education Program.

PME203

Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine

1 credit(s) 1.5 period(s) lecture + lab

Designed to provide the knowledge and skills needed to recognize and manage an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current Pediatric Emergencies for Prehospital Professionals (PEPP) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies.

Prerequisites: Admission into the Paramedic Education Program.

PME204

Neonatal Resuscitation Provider (NRP) in Paramedicine

.5 credit(s) 1.5 period(s) lecture + lab

Designed to provide the knowledge and skills needed to recognize and manage a neonate with respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current American Academy of Pediatrics (AAP) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in neonatal resuscitation.

Prerequisites: Admission into the Paramedic Education Program.

PME205

Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine

1 credit(s) 1.5 period(s) lecture + lab

Designed to provide the knowledge and skills needed to recognize and manage various medical conditions according to the National Association of EMTs (NAEMT) Advanced Medical Life Support (AMLS) guidelines. Skills are sequenced and synthesized into simulations.

Prerequisites: Admission into the Paramedic Education Program.

PME206

International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS)

1 credit(s) 1.5 period(s) lecture + lab

Designed to provide the knowledge and skills needed to recognize and manage various trauma conditions and environmental injuries according to the International Trauma Life Support (ITLS) or Provider/ Pre-Hospital Trauma Life Support (PHTLS) guidelines. Skills are sequenced and synthesized into simulations.

Prerequisites: Admission into the Paramedic Education Program.

PME211

Advanced Cardiac Life Support (ACLS) Refresher

.5 credit(s) 1 period(s) lecture + lab

Designed to meet Advanced Cardiac Life Support (ACLS) refresher requirements for the healthcare provider who initiates, directs, or participates in the management of cardiopulmonary arrest and other cardiovascular emergencies according to current cardiopulmonary resuscitation and emergency cardiovascular care guidelines. Provides the healthcare provider with the knowledge and skills needed to recognize and manage cardiopulmonary arrest, acute dysrhythmia, stroke, and acute coronary syndromes according to current emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in advanced cardiac life support.

Prerequisites: None.

PME212

Pediatric Advanced Life Support (PALS) Refresher

.5 credit(s) 1 period(s) lecture + lab

Designed to meet Pediatric Advanced Life Support (PALS) refresher requirements for the healthcare provider who initiates, directs, or participates in the management of an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies.

Prerequisites: None.

PME213

Pediatric Emergencies for Prehospital Professionals (PEPP) Refresher

.5 credit(s) 1 period(s) lecture + lab

Designed to meet Pediatric Emergencies for Prehospital Professions (PEPP) refresher requirements for the healthcare provider who initiates, directs, or participates in the management of an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current PEPP and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies.

Prerequisites: None.

PME215
Advanced Medical Life Support (AMLS) Refresher
.5 credit(s) 1 period(s) lecture + lab
Designed to meet the National Association of EMTs (NAEMT) Advanced Medical Life Support (AMLS) refresher requirements for the healthcare provider who performs assessment and management of the most common medical crises in patients. Skills are sequenced and synthesized into simulations. Prerequisites: None.

PME216
International Trauma Life Support (ITLS)/Pre-Hospital Trauma Life Support (PHTLS) Refresher
.5 credit(s) 1 period(s) lecture + lab
Designed to meet International Trauma Life Support (ITLS) or Pre-Hospital Trauma Life Support (PHTLS) refresher requirements for the healthcare provider who performs assessment and management of various trauma conditions and environmental injuries. Skills are sequenced and synthesized into simulations.
Prerequisites: None.

PME221
Basic Level and Advanced Level Skills Course for the EMS Instructor and Examiner
2 credit(s) 2 period(s) lecture + lab
Designed to provide an overview of the roles and responsibilities of basic level and advanced level instructors and examiners. Includes instructional strategies and methodologies, methods of evaluation, documentation of skill competency, and management strategies of emergency medical services (EMS) programmatic, state, and national scope of practice basic level and advanced level skills stations.
Prerequisites: None.

PME222
Advanced Cardiac Life Support (ACLS) Instructor Preparation
2 credit(s) 2 period(s) lecture + lab
Designed to prepare Advanced Cardiac Life Support (ACLS) instructor candidates to deliver American Heart Association (AHA) instructor-led and blended learning courses. Provides an overview of the roles and responsibilities of the ACLS instructor. Includes instructional considerations, methods of evaluation, documentation of ACLS student skill competency, and ACLS Course management according to AHA guidelines.
Prerequisites: None.

PME223
Pediatric Advanced Life Support (PALS) Instructor Preparation
2 credit(s) 2 period(s) lecture + lab
Designed to prepare Pediatric Advanced Life Support (PALS) instructor candidates to deliver American Heart Association (AHA) instructor-led and blended learning courses. Provides an overview of the roles and responsibilities of the PALS instructor. Includes instructional considerations, methods of evaluation, documentation of PALS student skill competency, and PALS Course management according to AHA guidelines.
Prerequisites: None.

PME240
Pharmacology in Paramedicine
3 credit(s) 5 period(s) lecture + lab
Designed to provide an overview of the pathophysiologic principles of pharmacology, pharmacologic agents in the Paramedic scope of practice, and the practice of medication administration. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to integrate comprehensive knowledge of the pathophysiologic principles of pharmacology and pharmacologic agents to formulate a differential diagnosis and to implement a management plan for medical emergencies and trauma.
Prerequisites: Admission into the Paramedic Education Program.

PME245
Airway and Ventilatory Management in Paramedicine
3 credit(s) 4 period(s) lecture + lab
Designed to prepare students to integrate knowledge of the respiratory system, comprehensive assessment practices, and pharmacologic agents to formulate a differential diagnosis and implement airway and ventilatory management plans for medical emergencies and trauma. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to perform comprehensive assessment and techniques in the paramedic scope of practice for assuring airway patency, adequate mechanical ventilation, and respiration for all age groups.
Prerequisites: Admission into the Paramedic Education Program.

PME250
Comprehensive Patient Assessment in Paramedicine
1 credit(s) 3 period(s) lecture + lab
Designed to provide an overview of comprehensive patient assessment. Develops psychomotor skills in the paramedic scope of practice. Integrates the pathophysiological significance of comprehensive assessment findings to formulate a differential diagnosis and implement a management plan for medical emergencies and trauma.
Prerequisites: Admission into the Paramedic Education Program.

PME251
Medical Emergencies in Paramedicine I
4 credit(s) 8 period(s) lecture + lab
Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for respiratory and cardiovascular emergencies. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for respiratory and cardiovascular emergencies.
Prerequisites: Admission into the Paramedic Education Program.

PME252
Medical Emergencies in Paramedicine II
4 credit(s) 6 period(s) lecture + lab
Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various medical emergencies. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for various medical emergencies.
Prerequisites: Admission into the Paramedic Education Program.

PME253
Medical Emergencies in Paramedicine III
4 credit(s) 4 period(s) lecture + lab
Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various medical conditions. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for gynecologic, obstetric, pediatric, and geriatric emergencies, neonatal care, and patients with special challenges.
Prerequisites: Admission into the Paramedic Education Program.

PME254
Technical Operations in Paramedicine
2.5 credit(s) 3 period(s) lecture + lab
Designed to provide an overview of transport operations, incident management, multi-casualty incidents, extrication, special rescue, hazardous materials incidents, terrorism incidents, and disaster response. Examines the Paramedic's operational roles and responsibilities.
Prerequisites: Admission into the Paramedic Education Program.

PME260
Trauma Patient Management in Paramedicine
2 credit(s) 2 period(s) lecture + lab
Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various trauma conditions. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for hemorrhage, soft tissue trauma, burns, face and neck trauma, head and spine trauma, chest trauma, abdominal and genitourinary trauma, orthopedic trauma, and environmental emergencies.
Prerequisites: Admission into the Paramedic Education Program.

PME270
Immersive Total Patient Management Experience (ITPME)
2 credit(s) 2 period(s) lecture + lab
Designed to provide immersive-simulated live patient interactive out-of-hospital scenarios. This course creates an environment which facilitates incident stress inoculation and interdisciplinary collaboration.
Prerequisites: Admission into the Paramedic Education Program.

PME280
Preparation for Paramedicine Practicum
1 credit(s) 1 period(s) lecture
Designed to provide an overview of Emergency Medical Service (EMS) systems, safety and wellness, resiliency, health, medical/legal and ethical issues, EMS communications, documentation, and crime scene awareness. Examines the Paramedic's roles and responsibilities to assure personal, patient, and public health and safety in the provision of professional emergency care.
Prerequisites: Admission into the Paramedic Education Program.

PME281
Paramedicine Clinical Practicum: Comprehensive
2 credit(s) 15 period(s) lecture + lab
Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting.
Prerequisites: Admission into the Paramedic Education Program.

PME281AA
Paramedicine Clinical Practicum: Phase I
1 credit(s) 7.5 period(s) lecture + lab
Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting.
Prerequisites: Admission into the Paramedic Education Program.

PME281AB
Paramedicine Clinical Practicum: Phase II
1 credit(s) 7.5 period(s) lecture + lab
Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting.
Prerequisites: Admission into the Paramedic Education Program.

PME288
Paramedicine Comprehensive Field Internship Practicum
5 credit(s) 34 period(s) lecture + lab
Designed as the precepted Paramedicine field internship in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behavior, critical thinking, decision-making, and patient management of medical emergencies and trauma in the out-of-hospital setting.
Prerequisites: Admission into the Paramedic Education Program.

PME289
Preparation for Paramedic National Credentialing
2 credit(s) 3 period(s) lecture + lab
Designed to provide preparation for the national cognitive and psychomotor examinations, and other credentials required for national and state Paramedic certification/licensure.
Prerequisites: Admission into the Paramedic Education Program.

PME290
Advanced Life Support (ALS) Refresher
1 credit(s) 1 period(s) lecture + lab
Designed to provide a refresher of Advanced Life Support (ALS) to meet national and Arizona Department of Health Services Bureau of Emergency Services and Trauma System (AzDHS/BEMSTS) requirements for Paramedicine recertification.
Prerequisites: None.

PME293
Tactical Emergency Casualty Care (TECC)
2.5 credit(s) 2.5 period(s) lecture + lab
Designed to provide strategies, skills, and simulations to decrease preventable death in the prehospital unstable environment according to National Association of EMTs (NAEMT) and Tactical Emergency Casualty Care (TECC) guidelines. Strategies include integration of rapid patient assessment with trauma patient management in tactical and hazardous environments. Promotes a common approach for the transition of rescue to patient care while limiting the risk of further casualties. Examines the impact of tactical and environmental factors on trauma patient management.
Prerequisites: None.

PME298AA
Special Projects
1 credit(s) 1 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.
Prerequisites: Permission of Program Director or Instructor.

PME298AB
Special Projects
2 credit(s) 2 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.
Prerequisites: Permission of Program Director or Instructor.

PME298AC
Special Projects
3 credit(s) 3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.

POS - Political Science

POS110 SUN POS1110
American National Government
3 credit(s) 3 period(s) lecture
Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States.
Prerequisites: None.

POS120 SUN POS1120
World Politics
3 credit(s) 3 period(s) lecture
Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions.
Prerequisites: None.

POS222
U.S. Constitution
2 credit(s) 2 period(s) lecture
Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently.
Prerequisites: None.

PSY - Psychology

PSY101 SUNP SY1101
Introduction to Psychology
3 credit(s) 3 period(s) lecture
Overview of the study and methods of psychological science. Includes an introduction to subfields such as biopsychology, learning, memory, development, social, and psychological disorders.
Prerequisites: None.

PSY132
Psychology and Culture
3 credit(s) 3 period(s) lecture
Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts within western and global societies. Highlights topics in cross-cultural psychology, such as intergroup relations, diverse cognitive styles, ethnocentrism, gender, personality, emotion, language, communication, work and health. The role of enculturation throughout the lifespan will be explored to increase awareness of how behavioral and cognitive principles affect interactions in a multicultural world.
Prerequisites: None.

PSY215
Introduction to Sport Psychology
3 credit(s) 3 period(s) lecture
Application of the physiological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation.
Prerequisites: A grade of C or better in PSY101 or permission of Instructor.

PSY230
Introduction to Statistics
3 credit(s) 3 period(s) lecture
An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors.
Prerequisites: A grade of C or better in (PSY101 and eligibility for MAT14+ or higher as indicated by appropriate district mathematics placement) or permission of Instructor.

PSY231
Laboratory for Statistics
1 credit(s) 2 period(s) lecture
Applications of inferential and descriptive statistics to statistical software in the field of psychology.
Prerequisites: None. Corequisites: PSY230.

PSY240
Developmental Psychology
3 credit(s) 3 period(s) lecture
Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology.
Prerequisites: A grade of C or better in PSY101 or permission of Instructor.

PSY250
Social Psychology
3 credit(s) 3 period(s) lecture
The scientific study of how people's thoughts, feelings, and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice.
Prerequisites: A grade of C or better in PSY101 or permission of Instructor.

PSY266
Abnormal Psychology
3 credit(s) 3 period(s) lecture
Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed.
Prerequisites: A grade of C or better in PSY101 or permission of Instructor.

PSY290AB SUN PSY2290
Research Methods
4 credit(s) 3 period(s) lecture
1 credit(s) 2 period(s) lab
Planning, execution, analysis, and written reporting of psychological research using American Psychological Association guidelines (APA). Surveys the literature, procedures, and instruments in representative areas of psychological research.
Prerequisites: A grade of C or better in ENG101 or ENG107. Prerequisites or Corequisites: PSY230 or permission of instructor.

RDG - Reading

RDG100
Successful College Reading
3 credit(s) 3 period(s) lecture
Emphasis on reading study strategies for any introductory class in any subject area. Introduction to Learning Management System (LMS), how to successfully read course textbooks and assessments, how to navigate information technology and development of academic vocabulary.
Prerequisites: A grade of C or better in ALT100 or RDG081 or appropriate reading placement or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor.

REC - Recreation

REC155AA
Canyoneering
1 credit(s) 2 period(s) lecture + lab
Basic canyoneering skills. Includes hydrology, navigation, safety systems, climbing and hiking skills, wading/swimming techniques and flood/weather identification.
Prerequisites: None.

REC155AB
Caving
1 credit(s) 2 period(s) lecture + lab
Basic caving skills. Includes cave ecology, navigation, safety systems, lighting systems and equipment selection.
Prerequisites: None.

REC155AC
Outdoor Rock Climbing
1 credit(s) 2 period(s) lecture + lab
Basic outdoor rock climbing skills. Includes belaying, climbing techniques, rope systems and anchor systems.
Prerequisites: None.

REC155AD
Rowing
1 credit(s) 2 period(s) lecture + lab
Basic rowing skills for a four or eight person shell. Includes physical conditioning, rowing etiquette and safety, boat handling, proper rowing techniques, and teamwork.
Prerequisites: None.

REC155AE
Indoor Rock Climbing
1 credit(s) 2 period(s) lecture + lab
Basic indoor rock climbing skills. Includes belaying, climbing techniques, rope systems, anchor systems and safety.
Prerequisites: None.

REC155AG
Hiking
1 credit(s) 2 period(s) lecture + lab
Development of safe and enjoyable hiking skills. Essentials and requirements for safe hiking.
Prerequisites: None.

REL - Religious Studies

REL100
World Religions
3 credit(s) 3 period(s) lecture
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions.
Prerequisites: None.

REL203
American Indian Religions
3 credit(s) 3 period(s) lecture
An examination of the historical and cultural background of diverse lifeways and worldviews belonging to the peoples indigenous to the North American continent over time, including a study of modern day American Indian beliefs and practices.
Prerequisites: A grade of C or better in ENG101, or ENG107, or equivalent.

REL270
Introduction to Christianity
3 credit(s) 3 period(s) lecture
The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations.
Prerequisites: None.

SBS - Small Business Management

SBS213
Hiring and Managing Employees
1 credit(s) 1 period(s) lecture
Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment.
Prerequisites: None.

SBS214
Small Business Customer Relations
1 credit(s) 1 period(s) lecture
Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty.
Prerequisites: None.

SBS220
Internet Marketing for Small Business
2 credit(s) 2 period(s) lecture
Focuses on "e-Commerce"-doing business on the Internet and planning a web site. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site.
Prerequisites: None.

SBS230
Financial and Tax Management for Small Business
2 credit(s) 2 period(s) lecture
An overview of accounting and record-keeping for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and the choice of legal entity choice based on taxation.
Prerequisites: None.

SBU – Society and Business

SBU200
Society and Business
3 credit(s) 3 period(s) lecture
The study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of the social impact of business responses.
Prerequisites: None.

SOC - Sociology

SOC101 SUN SOC1101
Introduction to Sociology
3 credit(s) 3 period(s) lecture
The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/cultural change upon people's attitudes and behaviors.
Prerequisites: None.

SOC110
Drugs and Society
3 credit(s) 3 period(s) lecture
Provides a sociological understanding of drug use and policy. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Introduces extensive coverage of various methods and statistics for measuring drug use. Explores prevention, intervention, and treatment. Examines public policies concerning drug related issues.
Prerequisites: None.

SOC212
Gender and Society
3 credit(s) 3 period(s) lecture
A sociological analysis of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes.
Prerequisites: None.

SOC241 SUN SOC2215
Race and Ethnic Relations
3 credit(s) 3 period(s) lecture
Examines how the social construction of race shapes social interaction and social institutions. Explores the consequences of power, privilege and oppression among major ethnic and racial groups in the United States.
Prerequisites: None.

SOC270
The Sociology of Health and Illness
3 credit(s) 3 period(s) lecture
Roles of health care providers and patients, various modalities of treatment and prevention, and the history, current status, and future trends in medicine and medical technology, and complementary health approaches from a cross-cultural and global sociological perspective.
Prerequisites: None.

SPA - Spanish

SPA101 SUN SPA1101
Elementary Spanish I
4 credit(s) 4 period(s) lecture
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills.
Prerequisites: None.

SPA102 SUN SPA1102
Elementary Spanish II
4 credit(s) 4 period(s) lecture
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills.
(A grade of C or better in SPA101 or SPA101AA), or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA117
Health Care Spanish I
3 credit(s) 3 period(s) lecture
Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings.
Prerequisites: None.

SPA201 SUN SPA2201
Intermediate Spanish I
4 credit(s) 4 period(s) lecture
Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish.
Prerequisites: A grade of C or better in SPA102, or SPA102AA, or SPA111, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA202 SUN SPA2202
Intermediate Spanish II
4 credit(s) 4 period(s) lecture
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures.
Prerequisites: A grade of C or better in SPA201, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPH – Spanish Humanities

SPH245
Hispanic Heritage in the Southwest
3 credit(s) 3 period(s) lecture
A survey of Hispanic heritage in the Southwest. Cultural and social institutions and their contribution to the development of the region and its heritage.
Prerequisites: None.

SSH - Sustainability/Social Sciences and Humanities

SSH111
Sustainable Cities
3 credit(s) 3 period(s) lecture
Introduction to the field of sustainability and exploration of the practices leading to the development of sustainable cities. Explores the concept of sustainable development of cities within local, regional, and global contexts.
Prerequisites: None.

SUS – Sustainability /Natural Science

SUS110
Sustainable World
3 credit(s) 3 period(s)
Introduction to the field of sustainability and exploration of the interaction between human and natural global systems. Framework for analyzing and investigating the global challenges such as land use change, competition for water and other natural resources, and renewable energy concerns and crises.
Prerequisites: None.

SWU - Social Work

SWU171
Introduction to Social Work
3 credit(s) 3 period(s) lecture
Analysis of contemporary social welfare services and professional social work.
Prerequisites: None.

SWU258
Victimology and Crisis Management
3 credit(s) 3 period(s) lecture
Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system.
Prerequisites: None.

SWU282AA
Volunteerism for Social Work: A ServiceLearning Experience
1 credit(s) 1 period(s) lab
Service-learning field experience within private/public agencies, and citizen volunteer groups.
Prerequisites: Permission of Instructor.

SWU291
Social Service Delivery Systems
3 credit(s) 3 period(s) lecture
Purposes, structures, and delivery systems of human service agencies. Includes 40 hours of volunteer experience in local human service agencies.
Prerequisites: A grade of C or better in SWU171, or permission of Department or Division or Corequisites: SWU171.

SWU295
Effective Helping in a Diverse World
3 credit(s) 3 period(s) lecture
Introduction to professional helper communication skills with respect to cross-cultural practice and diversity issues, in a social work setting.
Prerequisites: None. SWU171 suggested but not required.

THE - Theatre

THE111 SUN **THE1100**
Introduction to Theatre
3 credit(s) 3 period(s) lecture
A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism.
Prerequisites: None.

THE118
Playwriting
3 credit(s) 3 period(s) lecture + lab
Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays.
Prerequisites: None.

THE220 SUN **THE2220**
Modern Drama
3 credit(s) 3 period(s) lecture
Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style.
Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.

THF - Theatre & Film

THF115
Makeup for Stage and Screen
3 credit(s) 4 period(s) lecture + lab
Purposes, materials, and techniques of makeup for stage and screen.
Prerequisites: None.

THF130
Combat for Stage and Screen
3 credit(s) 4 period(s) lecture + lab
Fundamental techniques and terminology of staged combat with and without weapons. Analysis and performance of safely choreographed violence that tells a story for stage and screen.
Prerequisites: None.

THF130AB
Specialized Stage Combat: Broadsword
1.5 credit(s) 2 period(s) lecture + lab
Teaches fundamental techniques and terminology of staged combat utilizing the broadsword as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in the use of the broadsword in stage combat.
Prerequisites: None.

THF130AE
Specialized Stage Combat: Small Sword
1.5 credit(s) 2 period(s) lecture + lab
Teaches fundamental techniques and terminology of staged combat utilizing the small sword as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in the use of the small sword in stage combat.
Prerequisites: None.

THF130AF
Specialized Stage Combat: Sword and Shield/Buckler
1.5 credit(s) 2 period(s) lecture + lab
Teaches fundamental techniques and terminology of staged combat utilizing the sword and shield/buckler as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in the use of the sword and shield/buckler in stage combat.
Prerequisites: None.

THF130AG
Specialized Stage Combat: Quarterstaff
1.5 credit(s) 2 period(s) lecture + lab
Teaches fundamental techniques and terminology of staged combat utilizing the quarterstaff as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in the use of the quarterstaff in stage combat.
Prerequisites: None.

THF235
Principles of Stage Combat Safety/Fight Captain
4 credit(s) 5 period(s) lecture + lab
Evaluate stage combat performances for safety in order to identify issues that might require intervention, communication, and revision. Course to prepare students for work as a fight captain in a stage or film environment. Provides opportunity to practice weapon maintenance and instruction; safe choreography; analysis of how choreography design elements affect safety; written and recorded choreography notation; and the implementation and communication of choreography and intervention strategies. Includes practical experience as a teaching assistant for other stage combat courses or as an assistant fight captain on dramatic productions.
Prerequisites: A grade of C or better in at least four (4) stage combat courses (THF130AA, THF130AB, THF130AC, THF130AD, THF130AE, THF130AF, THF130AG, or THF130AH) or permission of Program Director.

THP - Theatre Performance/Production

THP112
Acting I
3 credit(s) 4 period(s) lecture + lab
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization.
Prerequisites: None.

THP151
Theatre for Youth
3 credit(s) 4 period(s) lecture + lab
Principles and techniques of selecting plays, adapting stories, playwriting, directing, designing, producing, and acting in theatre for youth. The course will provide the opportunity to analyze and experience the production process from creating a script to performing a theatre production for a youth audience.
Prerequisites: None.

THP201AA
Theatre Production I
1 credit(s) 2 period(s) lab
Designed to give college credit to the cast and technical production crews of college theatre productions.
Prerequisites: None.

THP213
Introduction to Technical Theatre
4 credit(s) 4 period(s) lecture
0 credit(s), 2 period(s) lab
Procedures of technical theatre production and demonstration. Topics include design and construction of scenery, lighting, and properties.
Prerequisites: None.

THP214
Directing Techniques
3 credit(s) 4 period(s) lecture + lab
Contemporary theory and practice in directing, the evolution of present-day directing procedures, and a sampling of scripts for directing practice. Principles of script analysis, blocking, casting, rehearsing, and performing.
Prerequisites: A grade of C or better in THP112 or THE220, or permission of Instructor.

THP217
Introduction to Design Scenography
3 credit(s) 4 period(s) lecture + lab
The role of the theatre designer in creating scenic, lighting, costume, sound, and multimedia effects for stage productions. Elements of the design process and communication of dramatic themes and visions to the audience.
Prerequisites: None.

THP251
Safety Practices in Theatre and Film Production
1 credit(s) 2 period(s) lecture + lab
Safety practices in theatre and film production. Includes Focus on national safety organizations and production practices of theatre stages and soundstages, theatrical rigging, electrical, scenic construction, paint and chemical handling, automation, special effects, welding, and personal safety practices.
Prerequisites: None

THP270
Musical Theatre Workshop
2 credit(s) 5 period(s) lecture + lab
Workshop in the study and performance of Musical Theatre repertoire. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.
Prerequisites: None.

THP271
Voice and Diction
3 credit(s) 3 period(s) lecture
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech.
Prerequisites: None.

THP273
Musical Theatre Production
1 credit(s), 5 period(s) lab
Principles and techniques for musical theatre production performance. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.
Prerequisites: By audition.

THP298AC
Special Projects
3 credit(s) 3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE.
Permission of Program Director or Instructor.

WED – Wellness Education

WED151
Introduction to Alternative Medicine
3 credit(s) 3 period(s) lecture
Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area.
Prerequisites: None.

WED162
Meditation and Wellness
3 credit(s) 3 period(s) lecture
Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques.
Prerequisites: None.

WED172
Overview of Herbal Remedies
1 credit(s) 1 period(s) lecture
History and evolution of herbs for healing applications. Preparation, usage, and effects of certain herbs used for healing purposes. Basic literature review skills in the area of herbal medicine.
Prerequisites: None.

WED275
Practicum: Teaching Healing, Meditation and Stress Management
3 credit(s) 15 period(s)
Application, teaching, and training of fundamental healing meditation and stress management techniques.
Prerequisites: A grade of C or better in WED259 and permission of Instructor.

WST - Women's Studies

WST100
Introduction to Women's and Gender Studies
3 credit(s) 3 period(s) lecture
Introduction to critical issues in women's studies.
Prerequisites: None.

Residential Faculty

Abrams, Toya (OYO) *Sociology*
- A.A., B.S. Nicholls State University; M.Ed. University of Phoenix; M.Ed., Ed.D. Arizona State University.

Anderson, Versha *Communication*
- B.A. University of Rhode Island; M.A. Colorado State University; Ph.D. Arizona State University.

Anonsen, Lori *Food & Nutrition*
- B.S., M.A. Arizona State University.

Arps, Kevin *Psychology*
- B.A. Trinity U. of San Antonio (Psychology & Sociology); M.S. Arizona State University.

Auten, Marianne *Counseling & Personal Development*
- A.A. Yavapai College; B.S. Northern Arizona University; M.C. Arizona State University; Ed.D. Walden University.

Bains, Satinder *Chemistry*
- B.S. & M.S. University of Bombay; M.S. Southern Illinois University; Ph.D. University of Tennessee.

Barney, Tina *Nursing*
- B.A., M.S.N. Grand Canyon University.

Beeler, Sheila *Reading*
- B.S., M.Ed. Northern Arizona University.

Berry, Adam (OYO) *Psychology*
- M.S. Southern CA University.

Bielick, Michelle D. *Reading*
- B.A. Columbia College; M.A. Saint Xavier University.

Birkmann, Harry *Geology*
- Diploma, Friedrich Alexander University; M.S., Ph.D. Arizona State University.

Bjork, Stephanie *Anthropology*
- B.A. Marquette University; M.S., Ph.D. University of Wisconsin-Milwaukee.

Botos, Marianne *English, English Humanities & Creative Writing*
- B.A., M.F.A. Arizona State University.

Bradley, David *Art*
- B.F.A. Louisiana Technical University; M.F.A. University of North Texas.

Brandenburg, Victoria *English*
- A.A. Glendale Community College; B.A. Arizona State University; M.A. Northern Arizona University.

Browning, Darra *Biology*
- B.S. University of Arizona; D.M.V. Colorado State University.

Bruhn, Jessica *Nursing*
- B.S.N. Northern Arizona University; M.S.N. Grand Canyon University.

Burton, Kelly Fitzsimmons *Philosophy*
- B.A., M.A. Arizona State University; Ph.D. Faulkner University.

Carter, Michelle *Business/Personal Computers*
- B.S. University of Arizona; M.A.Ed. University of Phoenix

Chapman, Diane *Counseling & Personal Development*
- B.S., M.A. University of Iowa; Ed.D. Walden University.

Chavez, John *Library*
- B.A. University of Texas at El Paso; M.L.I.S. University of Texas at Austin.

Childs, Kara *Mathematics*
- B.S., M.Ed. Utah State University.

Christiano, Angela *Mathematics*
- B.Ed. Arizona State University; M.Ed. Northern Arizona University.

Clark, Lynn *Accounting*
- B.B.A. Adelphi University; M.S. Grand Canyon University

Colunga, Christie *Early Childhood Education & Child & Family Studies*
- B.A. Colorado Women's College; M.Ed. Arizona State University; Post graduate Certificate Pacific Oaks College (Human Development).

Corbet, Jaimee B. *Biology*
- B.S. Northern Arizona University; M.S. United States Sports Academy.

Craig, Tony *Mathematics*
- B.A. Arizona State University; M.A.Ed. Ottawa University.

Crossman, Paula *Library*
- B.A., M.L.I.S. Dalhousie University.

Dash, Kishore *Business, Entrepreneurialism & Management*
- B.A. Utkal University; M.A. University of Delhi; M.B.A. Diploma Georgetown University/East West Center; Ph.D. University of Hawaii of Manoa.

Dean, Kim *Mathematics*
- B.A. St. Joseph's College; M.Ed., M.A. Northern Arizona University.

Diefert, Cynthia *Reading*
- B.S. Texas Tech University; M.Ed. Grand Canyon University.

Donahue, Daniel *Emergency Medical Technology*
- A.A.S. Phoenix College (Fire Science & Adv. Paramedicine); B.S., M.S. Grand Canyon University.

Douglass, John *Geography*
- B.S., M.A. Northern Arizona University; Ph.D. Arizona State University.

Durandet, Casey *Physics*
- B.S., M.S., Ph.D. University of Wisconsin – Madison.

Dwork, David *Mathematics*
- B.S. University of California - Los Angeles; M.A. Arizona State University.

Farrington, Jason *Mathematics*
- B.A. Southern Utah University (Poli Sci); J.D. University of Nevada – Las Vegas; M.Ed. Arizona State University (Secondary Education); M.S. Grand Canyon University (Mathematics).

Fernandez, Jacqueline *Mathematics*
- B.S. California Institute of Technology; M.A. University of California - Santa Barbara.

Freeman, Christine *Mathematics*
- B.S. University of Arizona; M.Ed. Northern Arizona University.

Ghosh, Vaswati *History*
- B.A. St. Xavier's College - Bombay, India; M.A. University of Bombay, India; Ph.D. University of London - United Kingdom.

Goegan, Brian *Economics*
- B.S. Arizona State University; Ph.D. University of Illinois at Chicago.

Goodwin, Jocelyn *Nursing*
- B.S.N. Wayne State University; M.S.N. Eastern Michigan University.

Hamm, D. Michael *Mathematics*
- B.A., M.A. University of Texas at Arlington; Ph.D. University of North Texas.

Haueser, Dale *Health & Exercise Science*
- B.S. University of Missouri – Rolla; M.Ed. Northern Arizona University; M.S. California University of Pennsylvania.

Hayashi, Jon *Biology*
- B.A. Ripon College; Ph.D. University of North Carolina - Chapel Hill.

Henderson, Jennifer *Mathematics*
- B.A. Arizona State University; M.Ed. Northern Arizona University.

Herrera, Irene (OYO) *Nursing*
- A.A.S. Mesa Community College; B.S.N., M.S.N. Grand Canyon University.

Hill, Kurt *Geography*
- B.S., M.S. Brigham Young University.

Hoyt, Jeffrey *Microbiology*
- B.S. University of Wyoming; Ph.D. University of Nevada.

Johnson, Andrew *Paramedicine*
- B.S. Arizona State University.

Johnston, Tomi *Art History*
- B.A., M.A. Arizona State University.

Kang, Li *Library & Information Science*
- B.A. Shanxi Teachers' Normal University - China; M.A., M.L.I.S. University of South Florida.

Keenan, John (OYO) *Music*

Kellgren, Gary *Mathematics*
- B.S. Allegheny College; M.S. Southern Illinois University at Carbondale.

Kelly, Keith *Music*
- B.M. University of the Pacific - Conservatory of Music; M.M., D.M.A. Arizona State University.

Kirk, Meggin *Education*
- B.A. Arizona State University; M.A. Western Washington University.

Koglin, Tyler *Mathematics*
- B.S. George Fox University; M.S. Northern Arizona University.

Kremer, Ilse Yvonne *Biology*
- B.S. Arizona State University; M.A. University of Phoenix; M.S. University of Nebraska, Kearny.

Lace, Jeff *Biology*
- A.A. Highland Community College; B.S. Benedictine College; M.S. Arizona State University, M.P.T. Northern Arizona University.

Lamanna, Anthony *Biology*
- B.S. Excelsior College, New York; M.S. University of Bridgeport; D.C. Life University School of Chiropractic.

Lange, Samanatha *Library*
- B.F.A., B.A. Sonoma State University; Ms. Ed. California State University, East Bay; M.L.I.S. San Jose State University.

Lauffer, Raji *Computer Information Systems*
- B.E. Bharathiar University; Ph.D. Arizona State University.

Lazzara, Julie *Psychology & Computer Science*
- B.A., M.C. Arizona State University.

Loop, James *Computer Information Systems*
- B.S. Western International University; M.Ed. Grand Canyon University.

Macias-Murrieta, Andrea E. *Counseling & Personal Development*
- B.A., M.C. Arizona State University.

Macias, Leonard M. *English*
- B.A., M.A. Arizona State University.

Marion, Michele *Sociology*
- A.A. Allan Hancock College; B.A., M.A. Chapman University; M.A. Vermont College; Ed.D. North Central University.

Martin, Doug *Nursing*
- B.S.N. Grand Canyon University; M.S.N. University of Phoenix; C.N.E. National League of Nursing.

Massey, Scott *Chemistry*
- B.S. Northern Arizona University; Ph.D. Stanford University.

Mccanless, Robert *Accounting*
- B.S. Arizona State University (Accountancy); M.S. Arizona State University (Taxation).

Mcclelland, Lynn *English & English Humanities*
- B.A., M.A. Arizona State University; M.S. Walden University (Instructional Design & Technology).

Mendoza, Catherine G. *Counseling & Personal Development*
- B.A. Fort Lewis College; M.C. Arizona State University; Ed.D. Walden University.

Mitchell, Michael B. *English & English Humanities*
- B.A. Dallas Baptist University; M.A. University of Texas at Arlington.

Montgomery, Tricia *Nutrition Science & Dietetics*
- B.S. University of Arizona; M.Ed. Northern Arizona University.

Moreno, Stacy *Social Work Counseling*
- B.A., M.S.W. Monmouth University.

Morris, Barbara *Nursing*
- A.A.S. Paradise Valley Community College; B.S.N. Grand Canyon University; M.S.N. Western Governors University

Neujoy, Jennifer *Astronomy*
- B.S. Sweet Briar College; M.S. University of California – Davis.

Nicoloff, Stephen J. *Mathematics*
- A.A. State University of New York at Alfred; B.A. State University College at Geneseo; M.Ed. Northern Arizona University; Ed.D. Arizona State. University.

Noschka, Michael J. *English*
- B.A., M.A. North Carolina University; Ph.D. Arizona State University.

Olander, Julie K. *Chemistry*
- B.S. University of Arizona; M.S. Northern Arizona University.

Osback, Pamela *English*
- A.A. York College; B.A. Texas Technical University; M.Ed. University of Phoenix.

Palis, Lelia *ESL, English*
- B.A. Western Washington University; M.A. Central Washington University (TESL/TEFL); Ph.D. Grand Canyon University.

Pecora, Adria *Art*
- B.S. Skidmore College; M.F.A. Art Institute of Chicago.

Peevey, Andy *ESL, English & Spanish*
- A.A. Eastern Arizona College; B.A. (Spanish), M.A. (TESOL) Northern Arizona University.

Pegram, David *English*
- B.A. California State University- Long Beach; M.F.A. Wichita State University; Ph.D. Arizona State University.

Petersen, Karen (OYO) *Nursing*
- A.A.S. Mesa Community College; B.S.N. Northern Arizona University; M.S.N. Grand Canyon University.

Peterson, David (OYO) *Nursing*
- B.S.N. Northern Arizona University; M.S.N. Aspen University.

Petty, Sean D. *Computer Information Systems*
- A.S. Community College of the Air Force; A.A., B.S. University of Maryland; M.S. Capella University.

Pierceall, Reese *Communication*
- B.A. Eastern Illinois University; M.A. Ball State University.

Podwika, Janice *Nursing*
- B.S.N. Aurora University; M.S. Rush University.

Powell, Doss F. Jr. *Anthropology*
- B.A. The University of Georgia; M.A., Ph.D. University of Nevada at Las Vegas.

Preston-Ortiz, Dina *Business, Marketing & Management*
- B.A. Arizona State University; M.B.A., D.B.A. University of Phoenix.

Raciak, Kate *Nursing*
- B.S.N. Arizona State University.

Ramírez, Felicia *Communication*
- A.A. Glendale Community College; B.A., M.A. Arizona State University; Ed.D. Capella University.

Rannik, Stacey *English & English Humanities*
- B.S. Mississippi State University; M.A. Arizona State University.

Reed, Brett *Music*
- B.A. University of New Mexico; M.A., D.M.A. University of California - San Diego.

Robertson, Andrea *Theatre*
- B.A., M.F.A. Western Illinois University.

Rubí, David *Spanish & Humanities*
- A.A. Phoenix College; B.A. Arizona State University; M.A. Stanford University; Ph.D. Arizona State University.

Rubin, James *Counseling & Personal Development*
- B.A. University of Wisconsin, Madison; M.C. Arizona State University; Ph.D. Union Institute.

Rusu, Abigail *Business/Personal Computers*
- B.S. Arizona State University; M.Ed. Grand Canyon University.

Sada, Caron *Psychology*
- B.S. Arizona State University; M.B.A. University of Phoenix; Ph.D. Walden University.

Sanchez, David *Fire Science*
- B.S. Charter Oak State College.

Schmidt, Tom *Psychology*
- B.S. University of Iowa; M.Ed. Boston University; Ph.D. University of Connecticut.

Scinto, Christopher *Music*
- B.M. Arizona State University; M.M. Bowling Green State University; D.M.A. Arizona State University.

Smith, David L. *Computer Information Systems*
- B.A.E. Arizona State University; M.S. Western International University.

Smith, Stacy *General Business*
- A.A. Rio Salado; B.A. Arizona State University; M.A. Northern Arizona University; J.D. Seattle University School of Law.

Southerly, Kaitlin *English*
- B.A. University of San Diego; MA, Ph.D. Arizona State University.

Stearns, Linda *Chemistry*
- B.S.E., & Ph.D. Arizona State University.

Stiggson, Ana M. *Early Childhood Education & Child & Family Studies*
- A.A. Glendale Community College; B.A. Arizona State University – West; M.A. University of Phoenix.

Stone, Ryan *Creative Writing*
- B.A. University of Central Missouri; M.F.A. University of Missouri.

Storslee, Jon *Computer Information Systems*
- B.S. St. Louis University; M.B.A. University of Phoenix; Ph.D. Arizona State University.

Sunder, Paul *Fire Science*
- A.A.S. Phoenix College

Taussig, Kevin *Emergency Medical Technology & Paramedicine*
- A.G.S. Mesa Community College; A.G.S. Rio Salado Community College; B.A., M.Ed. Northern Arizona University.

Thiel, Peter *Economics*
- B.S. United States International University; M.S. Florida International University; D.A. Illinois State University.

Thielen, Walt *Communication*
- B.A. University of Northern Iowa; M.A. University of Iowa; Ed.D. Nova Southeastern University.

Thomas, Tatjana *Biology*
- B.S. Arizona State University; Ph.D. John Hopkins University.

Tolentino, Lisa (OYO) *Art*
- B.S. UC San Diego (Computer Science), M.M. UC San Diego (Contemporary Music Performance); Ph.D. Arizona State University (Media Arts and Science)

Valle, Sonia *Dance*
- B.A. San Diego State University (Int'l Business & Dance); M.F.A. Arizona State University.

Voeller, Tatum *Health P.E. Recreation*
- B.S. Arizona State University; M.S. A.T. Still University.

Walker, Kathleen *Psychology*
- B.S. Ohio University; M.Ed. Northern Arizona University (Psychology & Educ. Leadership).

Watkins, Vincent (OYO) *Admin of Justice*
- B.A. Northwestern Illinois University (Criminal Justice); M.S. Chicago State University (Criminal Justice); M.A. University of Phoenix (Adult Education).

Weaver, David *Engineering*
- B.S. East Texas State University (Physics/English); M.S. East Texas University (Physics).

Zaro, Gary *Humanities & Theatre*
- B.A., M.A. San Jose University; M.A. Arizona State University.

Catalog Common Policies 2021-2022 Maricopa County Community College District

2.2.2 Admission Information AMENDED through the Administrative Regulation Process, June 24, 2021; 2.2.4 Transfer Credit and Prior Learning Assessment Policy AMENDED through the Administrative Regulations Approval Process, June 24, 2021; 2.2.5 Catalog Under Which a Student Graduates AMENDED through the Administrative Regulations Approval Process, June 24, 2021; 2.3.9 General Graduation Requirements AMENDED through the Administrative Regulations Approval Process, June 24, 2021; 2.3.13 Course Substitutions ADOPTED through the Administrative Regulations Approval Process, June 24, 2021; 2.8.1 Eligibility for Accommodations & Required Disability Documentation AMENDED through the Administrative Regulations Approval Process, June 24, 2021

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

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

2.4.1 General Statement

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

2.4.2 Nondiscrimination

(See 5.1.1 Maricopa Policy)

It is the policy of the Maricopa County Community College District (MCCCD), (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, GateWay Community College - Central City, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, South Mountain Community College, and all affiliated locations) to:

1. Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment against any applicant or employee, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Administer all HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
3. Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.
4. Maintain an educational environment that does not discriminate or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, or veteran status in federally funded programs, activities and MCCCD sponsored events.
5. Hold each level of academic and student life management responsible for ensuring that all academic environments and activities are in full compliance with all applicable federal, state, and local non-discrimination laws.

2.4.3 Equal Opportunity Statement

(See 5.1.3 EEO Policy Statement)

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

In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers.

Affirmative Action Statements

Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250 (k), Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because they are a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD will continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, MCCCD agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

4.1 Governing Values (Board Policy)

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

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

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

Our Institutional Values: The Maricopa Community Colleges are committed to:

- **Community**
  We value all people—our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.
- **Excellence**
  We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.
- **Honesty and Integrity**
  We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.
- **Inclusiveness**
  We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important; and we depend on each other to accomplish our mission.
- **Innovation**
  We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.
- **Learning**
  We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.
- **Responsibility**
  We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.
- **Stewardship**
  We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

Admissions, Registration, and Enrollment

2.1 General Regulation

1. General Statement

   Compliance with Policies, Rules and Regulations

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

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

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

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

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

2. Outcomes Assessment

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

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

2.2.1 Admission Policy

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

Admission Classifications

1. **Admission of Regular Students**

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

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

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

   A. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
      i. A composite score of 720 or more on the Preliminary Scholastic Aptitude Test (PSAT).
      ii. A composite score of 720 or more on the Scholastic Aptitude Test (SAT).
      iii. A composite score of twelve or more on the American College Test (ACT).
      iv. A passing score on the relevant portions of the statewide assessment.
      v. The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
      vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.
   B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.
   C. Home schooled students are exempt from this sub-section.
   D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the students meets the established requirements of the courses for which the student enrolls and the college official determines that the student's admission is in the best interest of the student.

3. **Specialized Vocational / Training Program**
   Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.
4. **Western Undergraduate Exchange Program**
   The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) and the Commonwealth of the Northern Marianas Islands (CNIMI) and who meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.
5. **Admission of F-1 Non-immigrant Students**
   Prospective students should contact the Admissions and Records Office/Office of Student Enrollment Services or designated office for the international student application form(s). When completed, the form(s) should be returned to the Admissions and Records Office/Office of Student Enrollment Services or the International Education office with all requested supporting documents. After the file has been reviewed, a notice will be sent to the applicant indicating either acceptance or denial of admission.

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

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

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

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

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

Financial Support	
Tuition and Fees	$8,010(1)
Living Expenses	$10,140(2)

Financial Support	
Books	$800(3)
Health Insurance	$1,400(4)
Total	$20,350(5)

D. **Dependent Financial Guarantee**
Evidence of financial support for dependents of F-1 and M-1 students (spouse and dependent children) is also required: $5,000 for the first dependent and $2,500 for each additional dependent.

E. **Health Insurance**
All F-1 and M-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 and M-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 and M-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

Footnotes:
(1) Based on 2016-2017 tuition and fee schedule.
(2) Based on estimated living expenses for two (2) semesters (10 months).
(3) Based on average new and used textbook prices and rental rates. Assumes books are sold at the end of the semester.
(4) Based on the 2016-2017 insurance premium for the mandatory Maricopa Community Colleges' International Student Health Plan.
(5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

2.2.2 Admission Information

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

1. **Student Status**
   A. Freshman - A student who has completed fewer than 30 credit hours 100-level courses and above.
   B. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
   C. Unclassified - A student who has an associate degree or higher.
2. **Student Identification Number**
   Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.
3. **Residency for Tuition Purposes** (See Appendix S-1)
   All students are classified for tuition purposes under one of the following residency classifications:
   A. Maricopa County resident
   B. Out-of-County resident
   C. Out-of-State resident (including F-1 non-immigrant students and students on other non-immigrant visas)

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

   D. **Implementation**
      i. An applicant must be eligible to attend post-secondary education in the United States prior to being eligible to register for classes and pay fees.
      ii. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
      iii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
      iv. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten (10) days of receipt of notification of classification as a non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

   E. **Definitions**
      i. “Armed Forces of the United States” means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and

Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.

ii. "Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.

iii. "Maricopa County resident" means an individual lives in Maricopa County and has lived in the state of Arizona for at least one year prior (365 days) to the first day of the semester (as published in the approved MCCCD academic calendar posted online at Academic Calendars) and who is a United States citizen or in a lawful status. In-state residency must be established prior to county residency for those moving from other states. Refer to Section C for guidelines.

iv. "Domicile" means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Visa status must confer the ability to establish domicile in the United States in order to be classified as an in-state student

v. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

vi. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.

vii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.

viii. "Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

F. **Criteria for Determining Residency**

i. In-State Student Status

G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in state student and, while continuously enrolled, does not lose in state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section "Demonstrating Lawful Presence."
2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
    a. The person’s parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
    b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
    c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person’s family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section. Eligibility for in-state tuition is subject to verification of intent to domicile in this state. Determination of residency is made by the admissions and records office/office of enrollment services.
    d. The person’s spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person’s spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
3. The domicile of an unemancipated person is that of such person's parent.

4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
7. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph G, which reads:
    G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in state student and, while continuously enrolled, does not lose in state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:
    1. Registration to vote in this state.
    2. An Arizona driver license.
    3. Arizona motor vehicle registration.
    4. Employment history in Arizona.
    5. Transfer of major banking services to Arizona.
    6. Change of permanent address on all pertinent records.
    7. Other materials of whatever kind or source relevant to domicile or residency status.

2. A veteran using Chapter 30 or 33 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill® (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, may be eligible for immediate classification as an in-state student if he/she meets the provisions of Arizona statute HB 2091, paragraph H: h. A person who, while using educational assistance under 38 United States Code Chapter 30 or Chapter 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or within three years after the service member's death in the line of duty following a period of active duty service of ninety or more days or who remains continuously enrolled beyond the three year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:
   Students are required to submit the following:
    1. Certificate of eligibility letter from the VA Awarding Chapter 30 or 33 benefits or the Fry scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits
    2. DD-214 proving a minimum of 90 days service and no more than 3 years since discharge or since death of veteran
    3. Students must also provide at least one of the following:
        a. Registration to vote in this state.
        b. An Arizona driver license.
        c. Arizona motor vehicle registration.
        d. Employment history in Arizona.
        e. Transfer of major banking services in Arizona.
        f. Change of permanent address on all pertinent records.
        g. Other materials of whatever kind or source relevant to domicile or residency status

Effective August 1, 2021, Section 1005 of the new Public Law 116-315 (Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020) removes the requirement for covered individuals to enroll in a course at a public institution of higher learning within three years of being discharged from the military or within three years after the service member's death in the line of duty in order to receive in-state tuition.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

3. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either Active duty or Reserve or National Guard status, or who has retired from Active duty or Reserve or National Guard Status, shall be granted immediate classification as an in-state student on honorable discharge from the Armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:
   a. Registered to vote in this state.
   b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
      1. An Arizona driver license
      2. Arizona motor vehicle registration
      3. Employment history in Arizona
      4. Transfer of major banking services to Arizona
      5. Change of permanent address on all pertinent records
      6. Other materials of whatever kind or source relevant to domicile or residency status
4. A student using any VA educational benefits who does not otherwise qualify under items above shall be granted immediate classification as an in-state student, and while continuously enrolled does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that for the purposes of this section, includes at least one of the following:
   1. Registration to vote in this state
   2. An Arizona driver license
   3. Arizona motor vehicle registration
   4. Employment history in Arizona
   5. Transfer of major banking services to Arizona.
   6. Change of permanent address on all pertinent records
   7. Other material of whatever kind or source relevant to domicile or residency status.
5. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ii. Alien In-State Student Status

1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not lawfully present in the United States is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.
3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in the United States and this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students (See Appendix S-1A):
   A=Foreign Government Official or Adopted Child of a Permanent Resident
   E=Treaty Traders
   G=Principal Resident Representative of Recognized Foreign Member Government to International Staff
   H=H1B and H4
   K=Spouse or Child of Spouse of a US Citizen, Fiancé or Child of Fiancé of US Citizen
   L=Intracompany Transferee or Spouse or Child

N6=NATO-6
U, T=Victim of Criminal Activity
V=Spouses and Dependent Children of Lawful Permanent Residents

4. Students who hold a current visa and have submitted an I-485 to U.S. Citizenship and Immigration Services (USCIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the USCIS Notice of Action letter (I-797c) confirming application for permanent resident status provided their prior visa status is one that allows the visa holder to establish domicile in the United States. Students must provide required residency documentation in addition to the (I-797) Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. EXCEPTION: In the event that an alien student's parent is allowed to claim the student as an exemption for state or federal tax purposes (3C.1.2.A) (E.G. The student is under 23 and not emancipated), the student's residence is deemed to be the same as the parent's. If the parent holds a visa that is not listed in section 3 above, he or she would not be eligible to establish residency. In such circumstances, the student would likewise be barred notwithstanding his or her own filing of an I-485.
5. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their prior visa status and not the status or visa for which they are applying.

iii. Proving Lawful Presence in the United States

All applicants for instate tuition (and other public benefits) must first show at least one of the following documents in accordance with ARS §1-502 to demonstrate that they are lawfully present in the United States by presenting to the Registrar at Least one of the following documents:

1. An Arizona Driver's License issued after 1996 or an Arizona Non-operating Identification License or an Arizona Instruction Permit.
2. A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States (A hospital record/certificate and certified Abstract of Birth are not acceptable).
3. A United States Certificate of Birth Abroad.
4. A United States Passport.
5. A Foreign Passport with a United States Visa.
6. An 1-94 Form with a Photograph.
7. An appropriately designated United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document [as listed on the Employee Authorization Document Chart].
8. A United States Permanent Resident Card
9. A United States Certificate of Naturalization.
10. A United States Certification of Citizenship.
11. A Tribal Certificate of Indian Blood.
12. A Tribal or Bureau of Indian Affairs Affidavit of Birth.

* Tribal members*, the Elderly and "Persons with disabilities or incapacity of the Mind or Body," may submit certain types of documentation under section 1903 of the federal Social Security Act (42 United States Code 1396B, As Amended By Section 6036 of the Federal Deficit Reduction Act of 2005)** *A Document issued by a federally recognized Indian Tribe Evidencing Membership or Enrollment in, or affiliation with, such tribe.**If you think that this may apply, please contact the legal services department for assistance.

iv. Presumptions Relating to Student Status

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

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

ii. Proof of Residency

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

1. In-State Residency

a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
b. A combination of the following may be used in determining a student's domicile in Arizona:
    1. Arizona income tax return
    2. Arizona Voter registration
    3. Arizona Motor Vehicle registration
    4. Arizona Driver's license
    5. Employment history in Arizona
    6. Place of graduation from high school
    7. Source of financial support
    8. Dependency as indicated on federal income tax return
    9. Ownership of real property
    10. Notarized statement of landlord and/or employer
    11. Transfer of major banking services to Arizona
    12. Change of permanent address on all pertinent records
    13. Arizona Department of Children Services documents related to foster care placement
    14. Other relevant information

2. County Residency
   A combination of the following may be used to determine a student's county residency:
    1. Notarized statements of landlord and/or employer
    2. Source of financial support
    3. Place of graduation from high school
    4. Ownership of real property
    5. Bank accounts
    6. Arizona income tax return
    7. Dependency as indicated on a Federal income tax return
    8. Other relevant information

B. **Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807)**(See Appendix S-3)
Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled

2.2.3 Other Admission Information

1. **Veterans**
   By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (See Withdrawal - Appendix S-7)
2. **Ability to Benefit**
    A. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.
    B. For student enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of **Regular, Regular with Provisional Requirements** or **Special**.

        i. "**Regular**" status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.

ii. "**Regular with Provisional Requirements**" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction and is pursuing a degree/certificate in an eligible program.

iii. "**Special**" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. **Transcripts**
   The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions office of the Maricopa College you plan to attend to verify which secure websites may be valid. It is the student's responsibility to ensure that official transcripts have been received and are complete.

   Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions office of the Maricopa College you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.
4. **Educational Assessment**
   All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7)

5. **High Pressure Recruitment Tactics**
   The Maricopa County Community College District prohibits its employees from engaging in high-pressure recruitment tactics or in providing to any person or entity engaged in student recruitment, admission activity, or in making decisions regarding the award of Title IV, HEA funds, any commissions, bonuses, or other incentive payments based, in any part, directly, or indirectly upon successfully securing enrollments or the awarding of financial aid. (34 CFR 668.14(a)(22)(i)).

2.2.4 Credit for Prior Learning

TRANSFER CREDIT

A student enrolling at one of the Maricopa Community Colleges after having attended other post-secondary institutions can have coursework evaluated for transfer credit. To be eligible for evaluation, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed or sent through an approved electronic transfer method directly from the source institutions to the Admissions and Records/Enrollment Services Office of the receiving institutions. Hand-carried and emailed transcripts cannot be accepted for an official evaluation. Students should allow approximately 10 days before confirming with your Maricopa Community College that the transcript(s) was received. The Admissions and Records/Enrollment Services Office at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully accepted or applied toward all Maricopa associate's degree and certificate requirements.

The Maricopa Community Colleges will evaluate coursework from institutions listed in the *database of institutions and programs accredited by recognized U.S. accrediting organizations* at the time the coursework was taken. To be "recognized" means that the accreditors in the database have been reviewed by the Council For Higher Education Accreditation (CHEA) or by the U.S. Department Of Education (USDE) or both and meet the quality standards of the respective organizations.
College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the Ministry of Education in that country. It is the student's responsibility to submit all foreign and international transcripts to an approved international credential evaluation service to be translated into English (when applicable), evaluated on a course-by-course-basis, and sent directly to the receiving college(S). Contact your College Admissions and Records/Enrollment Services Office to obtain a list of recommended evaluation services.

CONDITIONS OF TRANSFER CREDIT:

- Credits transferred from outside of MCCCD graded on a plus/minus grading scale are converted based on the grading scale of the transferring institution. Only courses with a grade of "C" (2.0 on a 4.0 scale) or better are transferable. Course credit below 100 level, earned at an MCCCD institution prior to August 2020 or at a sending institution, cannot be used to calculate grade level.
- Developmental coursework below 100-level is accepted for the purpose of fulfilling course prerequisites. However, the credit does not apply toward a degree or certificate, and it does not transfer to another postsecondary institution. It does, however, get added to the transfer credit report as part of the evaluation.

- Courses with different credit systems (quarter hours, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credit hours for each quarter hour.

- The age of credit may be considered in applying credit toward degrees and certificate programs.

REVERSE TRANSFER OF CREDIT

In an effort to assist former Maricopa students who have transferred to a university, the Maricopa Community Colleges offer reverse transfer of credit with participating universities. Former Maricopa students may use this opportunity to fulfill previously incomplete coursework requirements. Interested students at participating universities must meet university criteria to qualify for free transcript exchange when available. Participation in reverse transfer of credit does not guarantee coursework applicability or degree or certificate eligibility. Students participating in reverse transfer of credit must meet all curriculum and college requirements.

PRIOR LEARNING ASSESSMENT (PLA)

The Maricopa Community Colleges are committed to the idea that people deserve credit for verifiable college-level learning, no matter how it was acquired. Many people have developed learning outside of the traditional classroom. This evaluation of credit is referred to as Prior Learning Assessment, or PLA. Prior learning can be identified and assessed in a variety of ways to determine if college credit should be awarded. Credit is awarded only to certificate or degree seeking students who:

1. plan to enroll, and
2. are admitted and matriculated within the college awarding the credit. Exceptions can be made for contractual agreements.

Students may be awarded no more than 45 credit hours through prior learning assessment, unless required by a specific program of study within the Maricopa Community Colleges. Exceptions include evaluated credit from post-secondary institutions and military credit as indicated on joint service transcripts. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of the admission process and/or application to graduate. No more than 20 credit hours may be applied to the Arizona General Education Curriculum (AGEC). Please direct questions about Prior Learning Assessment at the Maricopa Community Colleges to the Admissions and Records/Enrollment Services Office.

PRIOR LEARNING ASSESSMENT FEE SCHEDULE

No fees are assessed by the college for the following types of Prior Learning Assessment: Transfer credit from nationally recognized institutions, international coursework that has been officially evaluated by a foreign evaluator service (such as Educational Credential Evaluators), standardized college-level exams (such as CLEP, AP, IB, DSST, CIE), GED exams, Military Transcripts, ACE (American Council On Education) transcripts, credit received through ORGANIZATIONS AND companies that offer nationally recognized credit evaluated by ACE, NCCRS, etc. (Straighterline, NOCTI, Study.Com, etc.), industry recognized credentials, Skill Center and clock hour transcripts.	
Departmental Challenge Exam and Credit By Evaluation	$40 Administrative fee if awarded transfer credit

CREDIT BY EXAM (COLLEGE-LEVEL EQUIVALENCY EXAMINATIONS)

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide To Educational Credit By Examination.* The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent coursework as well as elective credit. The number of credits listed in the *ACE guide* are recommendations only. A college is not required to grant a student the number of credits recommended.

Scores must be sent directly to the Admissions and Records/Enrollment Services Office from the specific testing companies before credit is awarded; equivalencies are subject to review and change. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to research the Credit for Prior Learning Assessment policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Credit By Exam is awarded based on equivalencies in effect at the time of evaluation. Changes to exams and scores are determined by the respective Maricopa Instructional Councils (ICS) and/or Statewide Articulation Task Forces (ATFS).

Maricopa recognizes the following examinations:

- Advanced Placement (AP)
- American College Testing Proficiency Examination Program (ACT-PEP)
- Cambridge International Exams (CIE), A and AS LEVEL
- College-Level Examination Program (CLEP)
- Departmental Exams (also known as “CHALLENGE EXAMS”)
- Defense Activity For Non-Traditional Education Support [DANTES] Subject Standardized Tests (DSST)
- GED, College Ready + Scores
- International Baccalaureate (IB) Diploma/Certificate
- PEARSON VUE Exams

Fees for standardized exams are the responsibility of the student.

Current list of exams and scores

ADVANCED PLACEMENT (AP) CREDIT
Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit. Scores must be received directly from CEEB to Admissions and Records/Enrollment Services before credit is awarded.

AMERICAN COLLEGE TESTING PROFICIENCY EXAMINATION PROGRAM
The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned to Admissions and Records/Enrollment Services.

CAMBRIDGE INTERNATIONAL EXAMINATIONS (CIE) A AND AS LEVEL
Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE to Admissions and Records/Enrollment Services before credit is awarded.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
Students who have taken a College Level Examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly to Admissions and Records/Enrollment Services from CEEB before credit is awarded. Estrella Mountain Community College, Rio Salado College, Paradise Valley Community College, and Mesa Community College are CLEP test sites. For more information on registering for the CLEP examinations, contact the Testing Centers at these colleges.

DEPARTMENTAL EXAMS (Also known as CHALLENGE EXAMS)
Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees. Students may not request:

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

Additionally:

- Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study. Specialized programs may allow courses to be repeated due to the student needing to have recent knowledge of the content in order to progress in the program.
- Academic departments may have additional requirements that must be met before credit may be granted through Departmental Credit By Examination.
- Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
- When credit is granted as outlined above, a notation of "Credit By Examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

DSST (Formerly DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT or DANTES)
The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST Exams. The Maricopa Community Colleges do not award credit for ENG 102 through DSST Examination. Credit received through DSST is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.
The assessment center at Rio Salado College is a DSST test site. For additional information on registering for DSST Examinations, call (480) 517-8560.
Students who have taken a DSST Examination may receive college credit. Scores must be received directly from DSST before credit is awarded.

GED EXAMS
The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + In Accordance with the ACE recommended scores. The transcript needs to be sent directly by the Department Of Education to the Admissions and Records Office /Enrollment Services in order to be awarded credit. Disclaimer: test scores are continually reviewed and may be updated at any time.

EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES
The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide To The Evaluation Of Educational Experiences In the Armed Services. A student may receive college credit if:

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

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

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA/CERTIFICATE

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded.

CREDIT BY EVALUATION
COLLEGE CREDIT RECOMMENDATION SERVICE
ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide*. If a student has received training that appears in the guide, he or she may receive college credit if:

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

DEPARTMENTAL CREDIT BY EVALUATION
Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records /Enrollment Services Office. The completed Credit By Evaluation form and the required fees are due to the college when the Credit By Evaluation request is submitted.
Some academic departments may have additional requirements that must be met before credit may be granted through Departmental Credit By Evaluation. When credit is granted a notation of "Credit By Evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit By Evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. Students may not request:

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

PLA AND TRANSFER DISCLAIMER
If pursuing a transfer degree (AA, ABUS, AS, AAEE, AAFA, or Articulated Academic Degree Program), transfer credit and PLA will be granted for the purpose of satisfying Maricopa graduation requirements. Because credits may not transfer to all colleges or universities, contact your transferring institution to determine their transfer credit and PLA requirements and policies.

2.2.6 Academic Advising and New Student Orientation

1. **Academic Advising**
   Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a college/university to complete a Bachelor's degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCD college.
   i. Recent high school students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.
2. **New Student Orientation**
   Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a College/university to complete a Bachelor's degree, will be required to attend New Student Orientation prior to the start of their first semester at a MCCCD College.
   i. Recent High School students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.
3. **Student Success Course**
   Students who will be attending college for the first time, and intend to earn an Associate's degree or transfer to a college/university to complete a Bachelor's degree will be required to successfully complete a college success course (CPD150 or CPD115/AAA115) within the first two semesters at a MCCCD college, unless they have completed high school within the last 10 years with a cumulative, unweighted grade point average of 2.6 or above. Colleges have the leeway to determine if a student who is not first-time or enters with a cumulative grade point average of 2.6 or higher should have the college success course (CPD150 or CPD115/AAA115) added to their program requirements.

2.2.7 Student Assessment and Course Placement

1. **Course Placement**
    A. Students who plan to register in English, Reading, or Math will be advised to enroll into courses based on valid District-approved placement methods.
    B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.
    C. A department/division chair or designee may grant a course placement waiver under special circumstances. The *signed* waiver will be noted on the student's electronic record. The process may also be done electronically without a signature if supported by the attending college.
    D. Course placement will be determined utilizing the District placement options under any one of the following conditions:
        i. The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
        ii. The student is pursuing a degree or transfer pathway and does not have current valid District approved course placement on file or does not have previous college credit in English, reading and math.
        iii. The student for whom English is not the primary language and who is taking his or her first English as a Second Language class is required to take a test of English proficiency.
    E. Students will be exempt from the course placement process if at least one of the following conditions apply:
        i. The student has earned an associate or higher degree from a regionally accredited college.
        ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
        iii. The student has currently valid District approved course placement scores on file.
        iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.
2. **Determining Course Placement**
    Maricopa County Community Colleges use multiple placement options. In cases, when a course placement test is given, scores will be valid for two years. Other placement methods will also have limited time validity. For additional information, go to: Placement.
    A. Reading placement test scores that indicate “exempt from CRE101” do not expire.
    B. Students will be permitted one re-test in English, Reading, or by Math level after at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
    C. The Vice President of Student Affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.
3. **Implementation of Policy**
    To ensure consistency of the course placement process within the Maricopa Community Colleges:
    A. All colleges shall accept the same approved course placement methods.
    B. All colleges shall adhere to the same approved placement scores.
    C. All colleges shall adhere to the approved limited time validity for each course placement method. For more information, go to: Placement.
    D. Reading placement scores that indicate "Exempt from CRE101" Do Not Expire.
4. **Evaluation**
    The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

2.2.8 Registration

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

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

Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through my.maricopa.edu will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.

3. Exceptions
    - Exceptions are limited to
        i. Courses requiring permission of instructor
        ii. Courses requiring auditions or try-outs
        iii. Courses for Special Populations or Cohorts
        iv. Enrollment in an alternative section of a course taught by the same instructor
        v. Enrollment in an alternative section of a course taught by a different instructor
        vi. Course level changes
        vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
        viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
        ix. Other exceptions may be granted after faculty consultation with the student.
    - Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.

2.2.9 Tuition and Fees Policy

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

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

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

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

1. **Time of Payment**
   All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.
2. **Tuition and Fees Schedule**
   Current information can be found at https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4.
   The following is a tuition and fees schedule and is provided for reference. **These tuition and fees are subject to change**. Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See Appendix S-4
3. **Outstanding Debts**
   Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

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

iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

E. Admission Criteria to Attend a College within the Maricopa Community College District (MCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCD faculty or staff.

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

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

Appendix S-4 Tuition and Fee Schedule

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

B. Use the Chart to Locate Tuition Charges
Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

C. Add Any Additional Fees
A one-time, per semester $15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.

D. There may also be additional course fees for classes, please refer to the college schedule for course fees.

E. If you choose to audit a class, add an additional fee of $25 per credit hour.

F. Additional course fees may apply for specific courses. Check with the college's Admissions and Records veterans Office/Office of Student Enrollment Services for a current listing of course fees.

G. Pay Your Fees
Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.
NOTE: If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.

Skill Center Tuition Rates

Regular	$5.00 per clock hour
Nursing Assistant	$6.00 per clock hour
Practical Nursing	$6.00 per clock hour

Amended through the Administrative Regulation Process, May 5, 2017

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

Regular Rate	$85.00 per credit hour
Contract Rate	$42.50 per credit hour

Outstanding Debts

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

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

A. The designated college official or fiscal officer is responsible for:
    i. Verifying the student's district wide debt,
    ii. Attempting to notify the student of the debt and
    iii. Attempting to collect the debt.

B. Maricopa Community College services may be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.

C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
    i. Collection agency, requiring payment of collection fees by the student;
    ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
    iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
    i. MCCCD staff verify that full payment has been made to another College;
    ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
    iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
    iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

Admission Criteria to Attend a College within the Maricopa Community College District (MCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCD faculty or staff.

Discounted Fees and Waivers

A. A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
B. Employees, Dependents and Mandated Groups The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Noncredit/Special interest Community Services courses are not waived.
C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community.

Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

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

2.2.10 Refund Policy

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

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

2. **Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*
3. **Refund Policy for Non-Credit Classes**
   Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.
4. **Canceled Classes**
   When a class is canceled by the college, a 100% refund will be made.
5. **Refund Exceptions**
   Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:
   A. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
   B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
   C. Death of a student. Appropriate documentation must be provided before a refund can be given.
   D. A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

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

   Limitation: Never attending is not an allowable refund exception or an excuse of the debt incurred through registration
6. **Refund Policy for Department of Defense Tuition Assistance Funds**
   Students who receive tuition assistance (TA) funds for a course or courses from the Department of Defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.
   A. Per Refund Exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.
   B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.

Requests for refund should be referred directly to the College of Enrollment.

2.2.11 Student Financial Assistance

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

Appendix S-5: Student Financial Assistance

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

The office of financial aid may request to have the validity of a student's high school completion evaluated if either the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. An evaluation may be conducted on the basis of any of the following:

- Alerts, bulletins, or similar communications provided by any state, federal, or other governmental agency, another institution, a professional or similar organization, or any other resource that might provide information helpful to the evaluation;
- A transcript or other record received from another institution the student may have attended;
- The contents of the student's Free Application for Federal Student Aid, student information form, or any other information the student provides to the college;
- The independent professional judgment by any official of the office of student financial aid.

How to Apply for Federal Financial Aid

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

Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at Scholarship Application or by calling 480-731-8400.

Distribution of Aid

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

Rights and Responsibilities

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

Satisfactory Academic Progress

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

Refunds and Repayments

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

Verification of Information

1. A Free Application for Federal Student Aid (FAFSA) or a change to that FAFSA may be selected for verification. If a student's FAFSA is selected for verification, the student will be notified via the Student Center in my.maricopa.edu. In most cases, the student will be required to submit documentation as part of the verification process. The earlier the Financial Aid Office receives the required documentation, the earlier the student's eligibility for financial aid can be determined. The verification process must be completed no later than 120 days after the last date of enrollment or August 31, whichever comes first. In

addition, the Financial Aid Office must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed before the Financial Aid Office can award any federal aid.

2. If an award has already been made and a FAFSA is selected for verification, the student must provide required documentation within thirty days after it has been requested of the student or on June 30, whichever comes first. If documentation is not received within this deadline, the student's award may be adjusted or canceled.
3. The required forms and documents a student submits for verification will be compared to the information reported on the student's FAFSA. If the information provided does not match what is shown on the FAFSA, the Financial Aid Office will submit changes to the US Department of Education FAFSA processor. After all changes are made to the FAFSA data, the student's eligibility for financial aid will be reviewed. If there are any changes to the student's financial aid eligibility as a result of verification, the student will be notified by means of the Student Center in my.maricopa.edu. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

Award Amount and Level of Enrollment

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

Repeated Coursework and Financial Aid Enrollment Status

Federal regulations regarding repeated coursework may impact your financial aid eligibility and awards. Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, B, C, D, or P is received. If you enroll in a course in which you have previously received passing grades twice, the course will not be counted towards your enrollment level for financial aid purposes. You may repeat a failed course until it is passed. Your enrollment for financial aid purposes will be calculated accordingly.

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

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

To remain eligible for federal and state aid programs, students must meet ALL of MCCCD's Satisfactory Academic Progress (SAP) standards regardless of whether a student has received financial aid in the past or not. These standards apply to a student's entire academic records at any MCCCD college, including transfer credit hours accepted by the college.

1. **Definitions and Terminology Pertaining to this Policy**
    A. Summer: Enrollment in the summer semester includes all courses scheduled within the summer enrollment period with all coursework counted in the SAP evaluation.
    B. Non-Standard Session / Clock Hour: Sessions that do not follow the traditional start and end dates for the semester.
    C. Attempted Credit: Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, Y, or Z is received and courses not yet graded.
    D. CGPA [Cumulative Grade Point Average]: The MCCCD grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
    E. Financial Aid Warning: status assigned to an eligible payment period for the next enrolled semester after failing SAP GPA (2.0) and/or Completion Pace (⅔). Students not meeting maximum timeframe evaluation are not eligible for a warning period.
    F. Appeal: A process by which a student who is not meeting the institution's satisfactory academic progress standards is eligible to appeal the institution for reconsideration of the student's eligibility for title IV, HEA program assistance based on extenuating circumstances.
    G. Extenuating Circumstance: A one-time (not on-going) circumstance that is beyond the reasonable control of the student.
    H. Financial Aid Probation: A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. A student in this status may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.
    I. Academic Plan – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds and complete the program within 150% of published program length.
    J. Financial Aid Suspension – The status assigned upon failing to meet the minimum SAP standards or the terms of probationary status. Students in this status are not eligible to receive title IV, HEA assistance.

2. Federal regulations (CFR 668.32(f) and 668.34) require institutions of higher education to evaluate Satisfactory Academic Progress (SAP) using qualitative (GPA) and quantitative (pace of progression) standards.
3. Qualitative and quantitative measures of SAP are required to ensure students receiving Federal Student Aid are progressing towards the completion of a degree or certificate within an eligible program.
4. Specific requirements for academic progress for Federal Student Aid recipients are applied differently than Scholastic Standards. Federal regulations state that SAP Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Standards are applicable for all enrolled payment periods, including all levels of enrollment (full-time or part-time enrollment). Students will be evaluated using the standards described below.
5. Failure to meet any of the minimum standards outlined below will result in a student's loss of HEA, Title IV Federal Student Aid.

Evaluation Period

1. Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period. For credit hour programs, a payment period is a semester (Fall, Spring, and Summer). For clock hour programs, a payment period / evaluation will depend on the hours required in the program.
2. Standards of Satisfactory Academic Progress (SAP) are evaluated based on qualitative (GPA), quantitative (pace of progression), and maximum timeframe. Failure to meet any of these standards may result in the loss of eligibility for financial aid. Grades of F, I, N, W, Y, Z, and courses not yet graded are considered attempted, but not completed in evaluating SAP. Late grades will be recalculated and may change eligibility.
    a. **Grade Point Average Qualitative Measurement:** Students must maintain a 2.0 cumulative Grade Point Average in order to meet SAP GPA requirements.
    b. **Pace of Progression Quantitative Measurement:** Students must successfully complete 2/3 (66.67%) of all attempted course work. For clock hour programs, please refer to program attendance requirements.
    c. **Maximum Time Frame Measurement:** Students must be able to complete their program within 150% of the published program length. Once students have attempted 150% of the published program length, they are no longer eligible for Federal Student Aid. For example, a 16 credit certificate program will allow up to 24 credit hours to complete the program. A 60 credit Associate's degree will allow up to 90 credit hours to complete the program.
3. Courses included in SAP evaluation:
    a. All attempted coursework, regardless of enrollment status
    b. Courses funded through a Consortium Agreement
    c. All attempted remedial credits, including English as a Second Language (ESL) courses.
    d. Repeated course work
    e. All transferred coursework
    f. Grades attempted, but not completed (F, I, N, W, Y, Z)
4. Course work included in the Maximum Time Frame evaluation:
    a. All of those included in the Pace of Progression evaluation
    b. Any Bachelor's degree (or higher) earned will be considered to have exhausted maximum timeframe eligibility
    c. All coursework forgiven through the Academic Renewal Process
5. Course work not included in SAP evaluation:
    a. Audited courses
    b. Non-credit courses
    c. Credit by examination
    d. Credit for prior learning option (as outlined in the college general catalog)

Notification

Students who have applied for Federal Student Aid, but are not meeting Satisfactory Academic Progress requirements, will be notified via email of their FA Warning or ineligibility for financial aid. The notification will direct students to information regarding available college resources during the Warning Period and the appeal process in cases of extenuating circumstances.

Financial Aid Warning

Students are allowed a warning period upon failing Qualitative and/or Quantitative SAP standards. The warning period allows one (1) payment period (semester) of Federal Student Aid eligibility upon failing SAP. The warning period will follow the semester for which SAP was not met, meaning the next semester for which the student registers for classes. In order to receive the Warning period, students must be meeting Maximum Timeframe requirements.

SAP Appeal

Any student who has lost federal student aid eligibility due to a resolved, one-time extenuating circumstance may appeal to have their financial aid reinstated by completing a Satisfactory Academic Progress Appeal Form. The form must address:

1. what caused the student's work to fall below acceptable standards--specific explanations must be provided, including any supporting documentation,
2. each incomplete/failed course,
3. how the extenuating circumstance has been resolved, and
4. how the student will maintain good academic standards and progress toward the degree if the appeal is granted.

The outcome of the appeal will depend upon:

1. the nature of the extenuating circumstances (if the stated circumstance qualifies as such),
2. the quality of the documentation provided, and
3. how well the student has demonstrated the ability to progress towards degree completion within a reasonable time period.

All documentation submitted is confidential. All decisions are final and cannot be appealed. For assistance in completing the SAP appeal paperwork, including examples of supporting documentation, visit your college Financial Aid Office.

Students will be notified of the results of their appeal within ten (10) days of filing the appeal. Notification will include any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary period. Appeals granted longer than one (1) payment period must include an academic plan, which must be followed. Failure to follow an approved academic plan will result in immediate suspension of Federal Student Aid. Students are responsible for any and all debt incurred as a result of this adjustment to financial aid.

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

Regaining Eligibility

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Transfer coursework taken at other colleges will be considered for reinstatement purposes.

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

Treatment of Title IV Aid When a Student Withdraws

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

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

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

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

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

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

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

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

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at 2.2 Admissions/Registration/Enrollment

2.2.12 Vaccinations

The Maricopa County Community Colleges District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

2.2.13 University Transfer Fair

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four-year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with accredited private, public, and international baccalaureate granting institutions. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts.

Articulated Transfer Programs and pathways between the Maricopa Community Colleges and baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the UA Bridge Program, 2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill both associate degree and bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of Maricopa-ASU Pathway Program requirements by major and catalog year is maintained on ASU'S website, at Transfer.

ARIZONA PUBLIC COMMUNITY COLLEGES AND UNIVERSITIES

Maricopa is a participant in the Arizona statewide transfer system. AZTRANSFER.COM is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on AZTRANSFER.COM is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. AZ Transfer Course Equivalency Guide

(U.S.) AND INTERNATIONAL INSTITUTIONS

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through District-wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: Maricopa University Partner List

TIME LIMIT FOR TRANSFER COURSEWORK

Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

SHARED UNIQUE NUMBERING (SUN) SYSTEM COURSE INFORMATION

Senate bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The Shared Unique Number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it may still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on AZTRANSFER.COM. The SUN system does not address the applicability of courses. Students are encouraged to work with an Academic Advisor on course selections. To access a list of SUN courses, visit SUN

2.9 Veterans Services

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

Prior to enrolling, eligible service members receiving tuition assistance must speak with an Education Services Officer (ESO) or counselor within their military service branch/ organization.

Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill®
- Chapter 31 - Veteran Readiness and Employment (VR&E)
- Chapter 32 - VEAP Program
- Chapter 33 - Post 9/11 GI Bill® & Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill®, Selected Reserve
- Chapter 1607 - REAP Reserve Educational Assistance Program

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Covered individuals (as defined in 38 U.S.C. § 3679) utilizing Chapter 33 or Chapter 31 VA education benefits may attend or participate in a program of study during the period beginning on the date the individual provides the educational institution a Certificate of Eligibility (COE), a Statement of Benefits obtained from eBenefits, or a purchase order for Chapter 31, and ending on the earlier of the following dates:

1. The date upon which payment from the VA is made to the institution;
2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

No penalty, including the assessment of late fees, and/or the denial of access to classes or other institutional facilities will be imposed on the individual due to the delayed disbursement funding from VA under Chapter 31 or 33.

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

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

Academic Progress Policy for Students Receiving Veteran's Educational Benefits

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.
For additional details and information regarding veteran's educational benefits, contact the office that serves veterans at your campus.

Distance Learning:

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCCD degrees and/or certificates of completion.

Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on my.maricopa.edu, the district's website for student access to Maricopa tools. Maricopa-assigned student email addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa e-mail or by phone.

Externship Programs:

The Maricopa Community College's official district course descriptions for credited experiential learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicates if a maximum amount of credit is allowable for any given experiential learning opportunity. Each course that

includes an experiential learning opportunity is assigned a Maricopa instructor of record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. the experiential credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College's District – Center for Curriculum and Transfer Articulation website, located at: https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation.

Prior Credit Evaluation:
Department of Veterans Affairs requires that all persons using any type of Veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.

Scholastic Standards

2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50 minute class period.

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

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

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

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

Schedule Changes

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

2.3.2 Attendance

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

1. **Official Absences**
   A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
   B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
   C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
   D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.
2. **Religious Holidays**
   Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department, provided the student has utilized the Religious Accommodation Procedure outlined in ND-4 of the Administrative Regulations Appendices. The Procedure and Religious Accommodation Form may be found at ND-4. As outlined in the ND-4 Religious Accommodation Procedure, to the extent possible, requests must be made at least two (2) weeks before the requested absence from class due to religious holiday or day of observance by providing the faculty member with the Religious Accommodation Request Form. Once a religious accommodation is granted, the student must make arrangements with each instructor for make-up work.

2.3.3 Grading

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

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

* A "P" is judged to be equivalent to a grade of C or higher.
NOTE: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of A&R/Enrollment Services and the Instructor of Record or the Department/Division Chair.

2. **Incomplete Grade**
    1. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.
    2. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.
    3. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the Standards of Satisfactory Academic Progress for details.
3. **Repeating a Course/Improving a Grade**
   Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A "W" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation. However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the admissions and records office at any of the Maricopa Community Colleges that the student attended. Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the College Registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College issuing the official transcript. Check individual courses and programs for exceptions.
4. **Credit/No Credit Courses (P/Z)**
    1. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGEC (Arizona General Education Curriculum).
    2. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students".
    3. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.
    4. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.
    5. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.
       Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.
5. **Audit Courses**
    1. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.
    2. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the "Important Deadlines for Students".
6. Important Deadlines for Students

Appendix S-12 Important Deadlines for Students

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw From a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or less (1 to 7 days)	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks (8 to 14 days)	3rd Calendar Day	6th Calendar Day	6th Calendar Day	1st Day of Class	1st Day of Class	3rd Calendar Day
Three Weeks (15 to 21 Days)	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	5th Calendar Day
Four Weeks (22 to 28 days)	9th Calendar Day	17th Calendar Day	17th Calendar Day	3rd Calendar Day	2nd Calendar Day	7th Calendar Day
Five Weeks (29 to 35 days)	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Six Weeks (36 to 42 days)	14th Calendar Day	29th Calendar Day	29th Calendar Day	5th Calendar Day	3rd Calendar Day	11th Calendar Day
Seven Weeks (43 to 49 days)	17th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	12th Calendar Day
Eight Weeks (50 to 56 days)	20th Calendar Day	41st Calendar Day	41st Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Nine Weeks (57 to 63 days)	23rd Calendar Day	46th Calendar Day	46th Calendar Day	7th Calendar Day	4th Calendar Day	17th Calendar Day
Ten Weeks (64 to 70 days)	26th Calendar Day	52nd Calendar Day	52nd Calendar Day	8th Calendar Day	4th Calendar Day	19th Calendar Day
Eleven Weeks (71 to 77 days)	29th Calendar Day	58th Calendar Day	58th Calendar Day	9th Calendar Day	5th Calendar Day	21st Calendar Day
Twelve Weeks (78 to 84 days)	32nd Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	23rd Calendar Day
Thirteen Weeks (85 to 91 days)	35th Calendar Day	70th Calendar Day	70th Calendar Day	10th Calendar Day	5th Calendar Day	25th Calendar Day
Fourteen Weeks (92 to 98 days)	38th Calendar Day	76th Calendar Day	76th Calendar Day	11th Calendar Day	6th Calendar Day	27th Calendar Day
Fifteen Weeks (99 to 105 days)	41st Calendar Day	82nd Calendar Day	82nd Calendar Day	12th Calendar Day	6th Calendar Day	28th Calendar Day
Sixteen Weeks or more (106 or more days)	End of the seventh week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks
Deadlines are based on calendar days a class. Deadlines that fall on a weekend or holiday Advance to the next college work day.						

2.3.4 Academic Probation (Progress)

1. **Probation**
   A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than 2.0.
   Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.
2. **Continued Probation**
   A student on academic probation who fails to raise the cumulative grade point average 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours. Academic probation and continued probation are calculated at the conclusion of every term including summer.

2.3.5 Instructional Grievance Process

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

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in Appendix S-6.

Appendix S-6 Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment. If the grade issue is the final grade, Article 20.7.6 of the Faculty Agreement governs.

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

Steps for students to follow:

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

Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

2.3.12 Non-instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See Appendix S-8

Appendix S-8 Non-Instructional Complaint Resolution

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the vice president of student affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of student affairs or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the vice president of student affairs or designee do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

2.3.6 Withdrawal

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

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

Appendix S-7 Withdrawal Procedures

STUDENT WITHDRAWAL PROCEDURES

1. **Withdrawal from Specific Courses**
   A student may officially withdraw from specific courses in the following ways:
   1. Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
   2. After the 7th week*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing--not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.
   3. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

   **The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*
2. **Complete Withdrawal from College**
   Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks* before the end of the last class meeting and may be required to file a written request.

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

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

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

FACULTY WITHDRAWAL PROCEDURES
A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). A grade of W (withdrawn passing, not computed in GPA) or a grade of Y (withdrawn failing, 0 grade points per credit hour) may be assigned in accordance with the course syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation.

Requests for withdrawals should be referred directly to the College of Enrollment.

2.3.7 Academic Renewal

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

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

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

2.3.8 Honors Program

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

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

2.3.13 Course Substitutions

Course substitutions should only be made in a consistent and transparent manner, according to Administrative Regulation 2.2.4 (Transfer Credit and Prior Learning Assessment Policy), academic policies, and the following guidelines:

Students may seek to have course(s) requirements (including required courses, restricted electives, and prescribed general education requirements) in their declared associate in applied science or certificate program substituted.

Because a substituted course may not be accepted by a transfer institution or meet transfer degree requirements, no course substitutions are allowed in any of the required course areas of the associate in arts or associate in science degrees with emphasis, Associate In Business - Gr, Associate Of Business - Sr, Associate In Arts, Elementary Education, or the Associate In Arts, Fine Arts.

The course being used as a substitution must meet the content and/or spirit of the substituted course in the student's pathway plan (or for date status petitions by reason of disability). If the pathway course satisfies an Arizona General Education Curriculum (AGEC-A, B, or S) requirement, the course substitution must meet that same requirement. Considerations for substitutions should also include impact to satisfying transfer pathway, industry requirements. Substituted courses should provide the skills and knowledge specified by the pathway learning outcomes.

Course substitutions should not be processed for students who have earned fewer than 15 credits (at Maricopa or elsewhere).

To pursue a course substitution, students must obtain a course substitution petition from the Admissions and Records office or Academic Advisor. Substitutions must be approved by the Program Department Chair, Program Division Chair, Academic/Occupational Program Director, or designee and the appropriate Instructional Dean. The Department Chair, Division Chair, or Academic/Occupational Program Director will work with other departments as needed for courses outside of the discipline.

If the credits of a substituted course are fewer than the original requirement, the missing credit hours are not granted by a substitution. Students must complete the minimum credit hours required by the award.

Students are encouraged to seek substitutions prior to enrollment in an intended substitute course. Requests for course substitutions and supporting documentation should be submitted as soon as possible when transcripts are reviewed. For assistance, students should meet with an Academic Advisor specific to the declared transfer emphasis. Students seeking Title IV financial aid and veteran benefits for a course substitution must have the substitution approved and processed prior to registering for the substitute course.

See also, Administrative Regulation 3.5 Course Substitution for Students With Documented Disabilities.

2.3.10 Transcripts for Transfer

An official student transcript is a permanent academic record issued by the College Registrar. It displays all courses taken for credit within the Maricopa Community College District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College issuing the official transcript.

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

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

3.6 Distribution Of Course Syllabus

The MCCCD strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.

The following items must be included or referenced in the course syllabus:

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
    - Title, prefix, course number and section number(s)
    - Academic term and year, e.g., Fall 2016
    - MCCCD Course Description and/or Overview
    - Course format, e.g. Online, Hybrid, Face-to-Face
    - Credit Hours
    - Instructional Contact Hours and Minimum Expectations for number of hours spent out-of-class to complete coursework (See Federal Credit Hour Definition)

- MCCCD Course Competencies
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts, materials and technologies.
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student handbook
- Information about the availability of services for students that require special accommodations.
- Statements, as applicable, to inform students of the use of third-party learning tools, course-level integrations (LTIS) in the Learning Management System (E.g. Publisher Tools), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."
- Statement or link regarding services for students with disabilities, unless instructor has placed the statement as an announcement in the classroom with the subject header classroom accommodations for students with disabilities, or the statement is placed on another piece of mandatory course material. Statement may be found here: Mandatory DRS and TITLE IX Syllabus Statements
- Statement or link regarding Title IX sexual harassment unless instructor has placed the statement as an announcement in the classroom with the subject header addressing incidents of Title IX sexual harassment or the statement is placed on another piece of mandatory course material. Statement may be found here: Mandatory DRS and Title IX Syllabus Statements

An instructor may choose to include additional information, such as expectations for academic work, required format, due dates, penalties for late/missed work, extra credit, etc., as necessary.

College Environment

2.4.4 Sexual Harassment Policy for Students

2.4.4 Sexual Harassment Policy for Students (replaced with Administrative Regulation 5.1.16).
Administrative Regulation 2.4.4 is rescinded effective August 14, 2020. For cases made prior to August 14, 2020, 2.4.4 applies. Administrative Regulation 2.4.4 has been archived for transitional purposes.

5.1.8 Policy Prohibiting Harassment

Policy

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of harassment that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such prohibited harassment includes but is not limited to sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting harassment with regards to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information as defined and otherwise prohibited by state and federal law.

Employee complaints of harassment must be reported to the District Office of Equal Employment and Opportunity.

Harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information violates MCCCD Policy when the conduct is unwelcome, verbal, or physical conduct that is sufficiently severe, or pervasive that it alters working conditions and creates a hostile environment for employees. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for harassment complaints. Harassment by and between any student or employee (paid, unpaid, or contract), is prohibited by this policy.

Due process is afforded any employee accused of harassment. Upon receipt of a complaint, an immediate preliminary review will be conducted to determine if there is reasonable cause to believe the nondiscrimination policy may have been violated. If so, then a prompt, thorough, impartial investigation will be conducted by the authorized administrator, or designee. If the final decision is that harassment occurred, the college will take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects. Remedies for the complainant will also be sought. Violations of this policy may result in disciplinary action up to and including termination for employees, sanctions up to and including suspension or expulsion for students, and appropriate sanctions against campus visitors. This policy applies to prohibited conduct that occurs both on and off campus and covers employees, and visitors.

MCCCD affirms its commitment to supporting the academic and personal freedom of all members of the community. In particular, the policy against harassment shall not be applied in a manner that contradicts the principle of academic freedom: Faculty and other members of the community are entitled to freedom in research, and faculty members are entitled to freedom in the classroom to pursue controversial matters related to their disciplines. However, this right to teach controversial material entails the responsibility that it be carried out in a way that would be judged by peers as not violating the District's non-discrimination policy.

Questions about this policy may be directed to the MCCCD EEO/Affirmative Action Office.

B. Examples of Policy Violations

It shall be a violation of MCCCD's Harassment Policy for any employee (paid, unpaid, or contract), student or campus visitor to engage in any unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such as to:

1. Engage in offensive conduct that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive. Such conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Engage in unwelcome verbal or physical conduct, including intimidation, ridicule, insult, or comments, when the behavior can reasonably be considered to adversely affect the work or academic environment, or an employment decision based upon the employee's acceptance or rejection of such conduct. Such verbal or physical conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information or on their protected activities under applicable non-discrimination laws and policies.
3. Engage in Sexual Harassment, which includes, but is not limited to:
    A. Make unwelcome sexual advances to another employee (paid, unpaid, or contract), student or campus visitor;
    B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;

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

4. Engage in other harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), degrading words to describe an individual, offensive comments, suggestive language or jokes, innuendoes, and suggestive objects, print or digital media. Misconduct may include exploitation, stalking, bullying. Such conduct must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
5. Treat a complainant or witness of harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation. Such treatment must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
6. Engage in sexual misconduct, including but not limited to:
    A. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
    B. Explicit sexual comments by one or more employees about another employee or student, or circulating drawings or other images depicting an employee or student in a sexual manner.
    C. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another person's sexuality or sexual experience.
    D. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the District's education programs and/or activities, including employment. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
    E. Sexual Exploitation, which means taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
        1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
        2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
        3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
        4. Going beyond the bounds of consent (such as attempting to kiss an employee or student without their consent)
        5. Engaging in non-consensual voyeurism;
        6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
        7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
        8. Possessing, distributing, viewing or forcing others to view obscenity.
7. All complaints of sexual harassment or sexual misconduct shall be referred promptly to the college Title IX Coordinator (or the District Title IX Coordinator, if the allegations concern a District Office employee), for initial review in determining the appropriate investigation channel.
8. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College or District's respective Human Resources Department for investigation and adjudication under this conduct policy.

5.1.9 Additional Policy Violations

Mandatory Reporters Reporters (as defined in Administrative Regulation 5.1.16) must report allegations of sexual harassment/assault (whether reported by the person who is the subject of the sexual harassment or a witness) to an Official with Authority or the Title IX Coordinator (as defined in Administrative Regulation 5.1.16). Failure to report to an Official with Authority or the Title IX Coordinator is a policy violation subject to discipline up to and including dismissal.

Campus Security Authority (CSAs) are mandatory reporters under the Cleary Act. Failure to report is a policy violation subject to discipline up to and including dismissal.

Mandatory Reporters are expected to report harassment/discrimination (whether reported by the person who is the subject of the sexual harassment or a witness) based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Failure to report may be a policy violation subject to discipline up to and including dismissal.

5.1.10 Responsibility for Policy Enforcement

Employees and students must avoid offensive or inappropriate harassing behavior based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information at work or in the academic environment (in and out of the classroom).

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

5.1.11 Complaints

1. **Employees**
   Employees who experience harassment at work (by a supervisor, co- employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa County Community College District (MCCCD) Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with their immediate supervisor, the employee may go directly to the MCCCD EEO/AA Office.
2. **Students**
   Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, staff, campus visitor or other student) are urged to report such conduct to the designated Title IX Coordinator, of which there is one for each MCCCD college. A student may also contact the MCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to harassment complaints based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.
3. **General**
   A. Complaints by employees will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained on the District website and the MCCCD EEO/AA Office.
   B. Complaints by students will be investigated according to the procedures established in the College Environment section of the Administrative Regulations (AR 2.4). Copies of these procedures are posted on the District website.
   C. All complaints will be investigated in a prompt, through, and impartial manner.
   D. Where investigation confirms the allegations, appropriate, response action will be taken by the college/center/MCCCD.

5.1.12 Confidentiality

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with the Maricopa County Community College District's (MCCCD) legal obligation to investigate and resolve issues of discrimination and harassment based on one's protected class status as outlined in law and in MCCCD policy. The MCCCD cannot promise complete confidentiality.

5.1.13 Violations of Law

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

5.1.14 False Statements Prohibited

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

5.1.15 Retaliation Prohibited

Retaliation against an employee or student for engaging in protected activity is strictly prohibited. The Maricopa County Community College District (MCCCD) strictly prohibits taking an adverse action that might deter a reasonable person from participating in activity protected by antidiscrimination laws. Protected activity consists of:

(a) opposing conduct reasonably believed to constitute discrimination, including harassment which violates a nondiscrimination statute or which MCCCD policy prohibits;

(b) filing a complaint about such practice; or

(c) testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint.

Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Retaliatory actions are broadly defined as harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions based on engaging in protected activity. MCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

5.1.16 Title IX Sexual Harassment Policy

I. **DEFINITIONS**

1. **Actual Knowledge** means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of alleged harassing, discriminatory, and/or retaliatory conduct. Actual knowledge compels the Maricopa County Community College District (MCCCD) to initiate action.
2. **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if a hearing is held. This individual may be an MCCCD employee, a member of the community, or attorney (hired and paid for by a party).
3. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
4. **Formal Complaint** means a document filed with the Title IX Coordinator/signed by a Complainant or signed by the Title IX Coordinator alleging against sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the MCCCD investigate the allegation.
5. **Confidential Resource** means an employee who is not a Mandatory Reporter or an Official with Authority (irrespective of Clery Act Campus Security Authority status). At MCCCD, there is only one confidential resource. This confidential resource is the Ombudsman, who is located in the MCCCD Office of Public Stewardship.
6. **Day(s)** means a business day when the MCCCD is in normal operation.
7. **Education program** or **activity** means locations, events, or circumstances where MCCCD exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the MCCCD.
8. **Final Determination of Responsibility** means a conclusion by preponderance of the evidence that the alleged conduct occurred, or did not occur, and whether it did, or did not violate policy.
9. **Formal Grievance Process** means a method of formal resolution designated by MCCCD to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
10. **Grievance Process Pool** means any investigators, appeal officers, hearing administrators, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
11. **Hearing Decision-maker** means a person who has decision-making and sanctioning authority within the MCCCD's Formal Title IX Grievance process.
12. **Investigator** means the person or persons charged by MCCCD with gathering facts about an alleged violation of this policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
13. **Mandatory Reporter** means an employee of MCCCD who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. Mandatory reporters do not convey actual knowledge to the MCCCD. Mandatory Reporter under this policy does not diminish the requirement under Arizona state law to report alleged or suspected child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandatory\ reporter responsibility in this policy.

14. **Official with Authority (OWA)** means an employee of the MCCCD explicitly vested with the responsibility to implement corrective measures for harassment and/or retaliation on behalf of the MCCCD. Notice to an OWA of an allegation of sexual harassment as defined in this policy conveys actual knowledge to the MCCCD and triggers a responsibility to act.
15. **Parties** include the Complainant(s) and Respondent(s), collectively.
16. **Promptness** means the time period in which allegations are acted upon once MCCCD has received notice or a formal complaint. Typically, complaints can take 60-90 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but MCCCD will avoid all undue delays within its control.
17. **Remedies** means post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to MCCCD's educational program.
18. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity. When the Respondent is a member of the MCCCD community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the MCCCD community.
19. **Resolution** means the result of an informal or formal grievance process.
20. **Sanction** means a consequence imposed by MCCCD on a Respondent who is found to have violated this policy.
21. **Sexual Harassment** means the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.
22. **Title IX Coordinator** is at least one official designated by MCCCD to ensure compliance with Title IX and the MCCCD's Title IX program. References to the coordinator throughout this policy may also encompass a designee of the coordinator for specific tasks.
23. **Student** means any individual who is registered or enrolled for credit or non-credit bearing coursework, camps and other District-sponsored programs or activities, and who maintains an ongoing relationship with the MCCCD, which means the student is on leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed.
24. **Title IX Team** refers to the Title IX Coordinator, any deputy coordinators, and any member(s) of the Grievance Process Pool.

II. RATIONALE FOR POLICY

MCCCD is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment, discrimination on the basis of sex, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, MCCCD has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment, and for allegations of retaliation. MCCCD values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

III. TITLE IX COORDINATOR

Each MCCCD college has a designated Title IX Coordinator who oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating MCCCD's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The names and contact information for each college Title IX Coordinator can be found on the following page: https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators. It is the responsibility of each of the MCCCD colleges' Vice Presidents of Student Affairs to ensure this list is up-to-date with correct information. The college Title IX Coordinators must act with independence and authority free from bias and conflicts of interest.

To raise any concern involving bias or conflict of interest by the college Title IX Coordinator, contact the Compliance Office in the Office of General Counsel by emailing compliance@domail.maricopa.edu. Concerns of bias or a potential conflict of interest by any other Title IX team member should be raised with the respective college Title IX Coordinator.

Reports of misconduct or discrimination committed by the college Title IX Coordinator should be reported to the college Human Resources Department. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the respective college Title IX Coordinator.

IV. OFFICIALS WITH AUTHORITY AND MANDATORY REPORTERS

OFFICIALS WITH AUTHORITY

MCCCD has determined that the following administrators are Officials with Authority to address and correct sexual harassment and/or retaliation. In addition to the Title IX team members listed in Section 1. Definitions, these Officials with Authority listed below may also accept notice or complaints on behalf of the MCCCD. Knowledge on the part of an Official with Authority conveys actual knowledge to the MCCCD.

1. College/District Title IX Coordinator
2. Chancellor
3. Provost
4. General Counsel and Associate General Counsels
5. Chief Human Resources Officer

6. Chief Executive Officer
7. College Vice Presidents (at all levels)
8. Associate Vice Chancellors
9. Law enforcement
10. Athletic Directors
11. Directors (in any administrative area of a college or the District)

MANDATORY REPORTERS

The following classification of employees are mandatory reporters and are required to report actual or suspected discrimination or harassment to the respective college Title IX Coordinator or to the District Compliance Office for District employees. A Complainant who expects formal action in response to their allegations, but does not wish to contact the Title IX Coordinator should report their allegations to any mandatory reporter who can connect them with resources to report crimes and/or policy violations. Mandatory reporters will, within twenty-four (24) hours, refer reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action. Mandatory reporters must promptly (within twenty-four (24) hours) share with the Title IX Coordinator all known details of a report made to them in the course of their employment. The persons occupying the following positions are mandatory reporters. Knowledge to a mandatory reporter does not convey actual knowledge to the MCCCD.

1. Chancellor
2. Provost
3. General Counsel
4. Chief Human Resources Officer
5. Chief Workforce and Economic Development Officer
6. Chief Executive Officer
7. College Presidents
8. Associate Vice Chancellors
9. Director of Communications
10. Associate General Counsels
11. Supervisors/Managers/Directors (but not including division or department chairs)
12. College Vice Presidents, at all levels
13. Deans, at all levels
14. Athletic Directors/Coaches/Trainers
15. Law enforcement

Anonymous Notice to Mandated Reporters

A Complainant may request that the mandatory reporter provide notice to the Title IX Coordinator anonymously, without identification of the Complainant. A mandatory reporter cannot remain anonymous themselves. The MCCCD will investigate matters in which anonymous notice has been given to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the MCCCD's ability to investigate, respond, and provide remedies, depending on what information is shared. When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a mandatory reporter, but all other details of the alleged incident(s) must be shared with the Title IX Coordinator. Supportive measures may be offered to the Complainant as the result of such disclosures without formal MCCCD action.

Failure of a mandatory reporter to report an incident of harassment or discrimination of which they become aware is a violation of MCCCD policy and the mandatory reporter may be subject to disciplinary action, up to and including termination, for failure to comply.

V. **CONFIDENTIAL RESOURCES AND FEDERAL RESOURCES**

A. On-campus (Maricopa Community Colleges District Office) Office of Public Stewardship
B. Off-campus (non-employees):
   - Licensed professional counselors and other medical providers
   - Local rape crisis counselors
   - Domestic violence resources
   - Local or state assistance agencies
   - Clergy/Chaplains
   - Attorneys

The Office of Public Stewardship will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client.

External Inquiries may also be made to:
Office for Civil Rights,
Denver Office

U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
Email: OCR.Denver@ed.gov

VI. **NOTICE/COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION**

Notice or complaints of discrimination, harassment, and/or retaliation in violation of this policy may be made using any of the following options:

A. File a complaint with, or give verbal notice to, a college Title IX Coordinator or an Official with Authority. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed. Title IX Coordinators can be found on the following page: https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators. It is the responsibility of each of the MCCCD college's Vice President of Student Affairs to ensure this list is up to date with correct information.

B. Report online, using the reporting form posted at https://district.maricopa.edu/consumer-information/reporting. Anonymous reports are accepted, but can give rise to a need to investigate. The MCCCD tries to provide supportive measures to all Complainants, which is impossible with an anonymous report when the name of the Complainant is not shared in the report. Since anonymous reporting carries no obligation to initiate a formal response and since the MCCCD respects a Complainant's requests to dismiss complaints, unless there is a compelling threat to health and/or safety, the matter will be dismissed.

A formal complaint is a document filed and signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the MCCCD investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the MCCCD) that contains the Complainant's physical or digital signature, which can include the Complainant's name on the email, or otherwise indicates that the Complainant is the person filing the complaint.

The Title IX Coordinator will contact the Complainant regarding any notice that is submitted in a form that does not comply with these requirements to ensure that it is filed correctly.

VII. **SUPPORTIVE MEASURES**

MCCCD will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the MCCCD's education program or activity, including measures designed to protect the safety of all parties, the MCCCD's educational environment, and/or deter sexual harassment, discrimination on the basis of sex, and/or retaliation.

The Title IX Coordinator shall make supportive measures available to the parties upon receiving notice of allegations or a formal complaint. There is no statute of limitations for filing a Title IX Complaint. The Title IX Coordinator works with the Complainant to ensure their wishes are considered with respect to the planned and implemented supportive measures.

The MCCCD will maintain the privacy of the supportive measures, provided that maintaining privacy does not impair the MCCCD's ability to provide the supportive measures. MCCCD will act to ensure as minimal an academic impact on the parties as possible. The MCCCD will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

1. Referral to counseling, medical, and/or other healthcare services
2. Referral to the Employee Assistance Program
3. Referral to community-based service providers
4. In-house visa and immigration assistance
5. Student financial aid counseling
6. Education to the community or community subgroup(s)
7. Altering work arrangements for employees or student-employees
8. Safety planning
9. Providing campus safety escorts
10. Implementing contact limitations (no contact orders) between the parties
11. Academic support, extensions of deadlines, or other course/program-related adjustments
12. Trespass orders, when applicable

13. Timely warnings under the Clery Act
14. Class schedule modifications, withdrawals, or leaves of absence
15. Increased security and monitoring of certain areas of the campus
16. Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement and further discipline, as is necessary.

VIII. **EMERGENCY REMOVAL**

MCCCD can act to remove a Respondent entirely or partially from its education program/activities or MCCCD employment on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the college or District Behavioral Intervention Team (also known as BIT/BAT/TAT/CARE, etc.) using its standard objective violence risk assessment procedures.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion from the MCCCD or termination from employment.

In all cases where an emergency removal is imposed:

1. The Respondent will be given written notice of the action. In the written notice will be the option to request to meet with the Title IX Coordinator as soon as reasonably possible, to show cause as to why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the underlying Title IX allegations, but rather an administrative process intended to determine solely whether the emergency removal is appropriate.
2. The Respondent has three (3) days after the receipt of the emergency removal to request a meeting with the Title IX Coordinator. If the Respondent does not make such a request within the three (3) day time period, objection to the emergency removal is deemed waived.
3. The Respondent may be accompanied by an Advisor of their choosing in the Show Cause administrative meeting with the Title IX Coordinator.
4. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation. Such summary will be included in the notification letter regarding the emergency removal.
5. The Title IX Coordinator will issue a Show Cause Meeting Determination letter to the Respondent within two (2) days of the meeting taking place.
6. There is no appeal process for emergency removal decisions.
7. A Complainant and their Advisor may be permitted to participate in this meeting, as it is equitable to do so.
8. MCCCD will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns.

For additional information regarding emergency removals, please see Emergency Removals.

IX. **PRIVACY**

Every effort is made by the MCCCD to preserve the privacy of a report under this policy.

For additional information regarding privacy and confidentiality under this policy, please see Privacy and Confidentiality.

X. **JURISDICTION**

This policy applies to all MCCCD educational programs and activities, and to conduct that takes place on the campus or on property owned or controlled by the MCCCD, at MCCCD-sponsored events, or in buildings owned or controlled by MCCCD's recognized student organizations. The Respondent must be a member of MCCCD's community in order for its policies to apply. Nevertheless, even when the Respondent is not a member of the MCCCD's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

This policy applies to the effects of off-campus misconduct that effectively deprive someone of access to MCCCD's educational programs. The MCCCD may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial MCCCD interest.
Regardless of where the conduct occurred, the MCCCD will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity.

A Title IX Coordinator may be able to provide guidance for a student or employee Complainant who experiences sexual harassment/discrimination in an externship, study abroad program, or other environment external to the MCCCD under the MCCCD's Student Conduct Code or employee conduct or nondiscrimination policies.

For additional information regarding the MCCCD jurisdiction over Title IX matters, please see Jurisdiction.

XI. **TIME LIMITS ON REPORTING**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the MCCCD's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator (except in cases where mandatory dismissal is required), who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

The MCCCD will apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of the notice of alleged misconduct or complaint of sexual harassment.

XII. **ONLINE HARASSMENT AND MISCONDUCT**

This policy is written and should be interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the MCCCD's education programs and activities or use MCCCD networks, technology, or equipment.

When harassing communications made on websites, social media, and other venues not controlled by the MCCCD are reported to the MCCCD pursuant to this policy the MCCCD will attempt to address and mitigate the effects of such communications. Any online postings or other electronic communication by students and employees, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the MCCCD's control (e.g., not on MCCCD networks, websites, or between MCCCD email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption to the student's educational pursuit of MCCCD's educational programs and/or activities.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the MCCCD only when such speech is made in an employee's official or work-related capacity, including where the speaker holds themselves out as employees of an MCCCD college or District office. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech will not be subjected to discipline.

XIII. **TITLE IX SEXUAL HARASSMENT**

MCCCD has adopted the following definition of Title IX Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment/discrimination, sexual assault, domestic violence, dating violence, and stalking, and is defined as:
Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
    - an employee of the MCCCD,
    - conditions the provision of an aid, benefit, or service of the MCCCD,
    - on an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment:
    a. unwelcome conduct,
    b. determined by a reasonable person,
    c. to be so severe, and
    d. pervasive, and,
    e. objectively offensive,
    f. that it effectively denies a person equal access to the MCCCD's education program or activity. Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
3. Sexual assault, defined as:
    a. Sex Offenses, Forcible:
        i. Any sexual act directed against another person,
        ii. without the consent of the Complainant,
        iii. including instances in which the Complainant is incapable of giving consent.
    b. Forcible Rape:
        i. Penetration,
        ii. no matter how slight,
        iii. of the vagina or anus with any body part or object, or

iv. oral penetration by a sex organ of another person,
v. without the consent of the Complainant.

c. Forcible Sodomy:
i. Oral or anal sexual intercourse with another person,
ii. forcibly,
iii. and/or against that person's will (non-consensually), or
iv. not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age (under the age of 18) or because of temporary or permanent mental or physical incapacity.

d. Sexual Assault with an Object:
i. The use of an object or instrument to penetrate,
ii. however slightly,
iii. the genital or anal opening of the body of another person,
iv. forcibly,
v. and/or against that person's will (non-consensually),
vi. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e. Forcible Fondling:
i. The touching of the private body parts of another person (buttocks, groin, breasts),
ii. for the purpose of sexual gratification,
iii. forcibly,
iv. and/or against that person's will (non-consensually),
v. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

f. Sex Offenses, Non-forcible:
i. Incest:
1. Non-forcible sexual intercourse,
2. between persons who are related to each other,
3. within the degrees wherein marriage is prohibited by Arizona law.

ii. Statutory Rape:
1. Non-forcible sexual intercourse,
2. with a person who is under the Arizona statutory age of consent, which is the age of 18 years old.

4. Dating Violence, defined as:
a. violence,
b. on the basis of sex,
c. committed by a person,
d. who is in or has been in a social relationship of a romantic or intimate nature with the complainant.
i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition
ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
iii. Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence, defined as:
a. violence,
b. on the basis of sex,
c. committed by a current or former spouse or intimate partner of the Complainant
d. by a person with whom the Complainant shares a child in common, or
e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the state of Arizona or
g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the state of Arizona.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. Stalking, defined as:
    a. engaging in a course of conduct,
    b. on the basis of sex,
    c. directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others; or
    suffer substantial emotional distress.
    For the purposes of this definition—
        i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
        ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
        iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

MCCCD reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

Force, Coercion, Consent, and Incapacitation:
As used in the offenses above, the following definitions apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.
Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive.

Consent is:
- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. No one under the age of consent in Arizona, specifically, 18 years old, can consent to sexual activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the MCCCD to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Incapacitation: Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

XIV. **RETALIATION**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this policy.
Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The MCCCD is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.
It is prohibited for the MCCCD or any member of MCCCD's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.
Charges against an individual for Student Conduct Code violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
The following do not constitute retaliation under this policy:

1. The exercise of rights protected under the First Amendment.
2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure. A determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

For additional information on prohibited retaliation, please see Retaliation.

XV. **WHEN A COMPLAINANT DOES NOT WISH TO PROCEED**

If a complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the MCCCD proceeds when the complainant does not wish to do so. The Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Title IX Coordinator's decision to sign a formal complaint should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the MCCCD to pursue formal action to protect the community.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. The Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the MCCCD to honor that request, the MCCCD will offer supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by the MCCCD, and to have the incidents investigated and properly resolved through these procedures.

XVI. **FEDERAL TIMELY WARNING OBLIGATIONS**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, MCCCD must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

MCCCD will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

XVII. **FALSE ALLEGATIONS AND EVIDENCE**

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be referred to either the Student Conduct Code or employee conduct policies for appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an investigator or hearing Decision-maker will be subject to discipline under the appropriate student or employee policy as well as under this policy for providing false testimony.

XVIII. **AMNESTY FOR COMPLAINANTS AND WITNESSES**

The MCCCD community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to MCCCD officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the MCCCD community that Complainants choose to report misconduct to MCCCD officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process. To encourage reporting and participation in the process, MCCCD maintains a policy of offering parties and witnesses amnesty from minor policy violations, such as underage consumption of alcohol or the use of illicit drugs related to the incident being reported.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. A decision not to offer amnesty to a Respondent should not be based on sex nor gender, but should take into account the rationale for amnesty. The incentive to report serious misconduct is rarely applicable to Respondents with respect to a Complainant.

MCCCD maintains a policy of amnesty for students who offer help to others in need via bystander intervention. While policy violations cannot be overlooked, MCCCD may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

XIX. **FEDERAL STATISTICAL REPORTING OBLIGATIONS**

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

h. All "primary crimes," which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
i. Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
j. VAWA based crimes, which include sexual assault, domestic violence, dating violence, and stalking (VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040); and
k. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: presidents, vice-presidents, student affairs/student conduct staff, campus law enforcement/public safety, local police, coaches, athletic directors, student activities staff, human resources staff, Advisors to student organizations, and any other official with significant responsibility for student and campus activities.

XX. **ALLEGED VIOLATIONS OF THE TITLE IX POLICY**

1. **Overview**

MCCCD will act on any formal or informal notice/complaint of violation of the Title IX Sexual Harassment policy ("the Policy") that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures. The procedures below apply **only** to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined in Section XIII) involving MCCCD students, staff, administrator, or faculty members.

Unionized/other categorized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with this policy.

2. **Notice/Complaint**
Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of this Policy, MCCCD will initiate a prompt initial assessment to determine the next steps. The Title IX Coordinator will initiate at least one of three responses:
   - Offering supportive measures because the Complainant does not want to proceed formally;
   - Offering supportive measures and initiating an informal resolution; or
   - Offering supportive measures and initiating a Formal Grievance Process including an investigation and a hearing to determine whether or not the Policy has been violated.

3. **Initial Assessment**
Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator (or designee) will engage in an initial assessment, which is typically one (1) to five (5) business days in duration.

   For more information related to the Initial Assessment, please see The Investigative Process.

4. **Emergency Removal**
In the event an emergency removal is considered, the Title IX Coordinator will follow the procedures outlined in Section VIII of this policy.

5. **Dismissal (Mandatory and Discretionary)**
Mandatory Dismissal: The Title IX Coordinator must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:
   1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
   2. The conduct did not occur in an educational program or activity controlled by MCCCD (including buildings or property controlled by recognized student organizations), and/or MCCCD does not have control of the Respondent; and/or
   3. The conduct did not occur against a person in the United States.

   Any conduct alleged in the formal complaint that is dismissed under the first (1st) provision above will be referred by the Title IX Coordinator to the Student Code of Conduct administrator (for student Respondents) or the college or district Human Resources administrator (for employee/third party Respondents). Referrals shall take place within three (3) days of the date of the Dismissal Letter being mailed to the parties.

   Discretionary Dismissal: The Title IX Coordinator may choose to dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:
   1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it; or
   2. The Respondent is no longer enrolled in or employed by the MCCCD; or
   3. Specific circumstances prevent MCCCD from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

   Upon any dismissal, MCCCD will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

   Both mandatory and discretionary dismissal decisions are appealable by any party under the procedures for appeal below.

6. **Counterclaims**
MCCCD is obligated to ensure that the grievance process is not abused for retaliatory purposes. MCCCD permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims made with retaliatory intent will not be permitted and may constitute a violation of this policy.

   Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

   Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator.

7. **Right to an Advisor**
The parties may each have an Advisor of their choice. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the MCCCD community. The Advisor may be present with the Complainant or Respondent for all of their meetings and interviews within the resolution process, if they so choose.

The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available. "Available" means the party agrees to act as Advisor and has no conflict of interest in doing so. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker.

If the parties choose an Advisor from the pool available from the MCCCD, the Advisor will be trained by the MCCCD and be familiar with the MCCCD's resolution process. If the parties choose an Advisor from outside the pool of those identified by the MCCCD, the Advisor may not have been trained by the MCCCD and may not be familiar with MCCCD policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing. If either party chooses not to have an Advisor present in the initial stages of the resolution process, this choice will be documented in the record of the case.

For more information regarding the training received by an Advisor, please see Advisors FAQ.

a. **Advisors in Hearings/MCCCD-Appointed Advisor**
Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, MCCCD will appoint a trained Advisor for the limited purpose of conducting cross-examination.

   A party may reject this appointment and choose their own Advisor, but they may not proceed with the hearing without an Advisor. If the party's Advisor will not conduct cross-examination, MCCCD will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses may also be conducted by the Decision-maker during the hearing.

b. **Pre-Interview Meetings**
Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. In order for a pre-interview meeting to be held it must be requested by the Advisor. This pre-meeting allows Advisors to clarify and understand their role and MCCCD's policies and procedures. A pre-interview meeting is not mandatory.

c. **Advisor Violations of MCCCD Policy**
All Advisors are subject to the same MCCCD policies and procedures, whether they are attorneys or not. Advisors are expected to advise without disrupting proceedings. Advisors may not address MCCCD officials in a meeting or interview unless invited to do so (e.g., asking procedural questions). The Advisor may not speak on behalf of their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigator(s) or other Decision-maker except during a hearing proceeding, during cross-examination.

   The parties are expected to respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

   Any Advisor who oversteps their role as defined by this policy will be warned only once. If an Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

d. **Sharing Information with the Advisor**
Parties may share documentation and evidentiary information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

MCCCD also provides a consent form (FERPA authorization to release) that authorizes the MCCCD to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before MCCCD is able to share records with an Advisor.

The MCCCD will not comply with any party's request that all communications be made through their attorney Advisor.

e. **Privacy of Records Shared with Advisor**
Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by MCCCD. MCCCD may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the MCCCD's privacy expectations.

f. **Expectations of an Advisor**
The MCCCD expects an Advisor to adjust their schedule to allow them to attend MCCCD meetings when planned. At the sole discretion of the Title IX Coordinator, scheduled meetings may be changed to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay. A Title IX Coordinator's decision as to whether to change meeting dates and times is final.

MCCCD may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

g. **Expectations of the Parties with Respect to Advisors**
A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

8. **Resolution Processes**
Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with MCCCD policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. MCCCD encourages parties to discuss this topic with their Advisors before doing so.

9. **Formal Grievance Process**
The Formal Grievance Process relies on a pool of administrators ("the Pool") to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. They are also listed in the Annual Title IX Report published by the Title IX Office.

For more information regarding the Formal Grievance Pool—including selection, training, and responsibilities—please see Formal Grievance Pool.

10. **Formal Grievance Process: Notice of Investigation and Allegations**
The Title IX Coordinator will provide written notice of allegations (the "NOA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOA is also copied to the Complainant, who is to be given advance notice of when the NOA will be delivered to the Respondent.

The NOA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A statement of the potential sanctions/responsive actions that could result
- A statement that the MCCCD presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,

- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the MCCCD's policy on retaliation,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the MCCCD's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A suggested date and time for an initial meeting (proper time will be given to allow for the selection of an Advisor)
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and will be sent via electronic mail to the MCCCD-issued email account and mailed via regular mail to the local or permanent address as indicated in official MCCCD records. Notice is presumed to have been given upon emailing the NOA to the Respondent's MCCCD-owned email address. The NOA will also be placed in regular mail, postage pre-paid.

11. **Resolution Timeline**
The MCCCD will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

12. **Appointment of Investigators**
Once the decision to commence a formal investigation is made, the Title IX Coordinator shall appoint a team of two (2) investigators to investigate the allegations. Appointment of investigators typically occurs within two (2) business days of determining that an investigation should proceed.

13. **Ensuring Impartiality**
Any individual materially involved in the administration of the resolution process may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. The Title IX Coordinator's decision allegations of bias or conflict of interest is final.

The Formal Grievance Process involves an objective evaluation of all relevant inculpatory and exculpatory evidence obtained. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

A Respondent is presumed not to be responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable preponderance of the evidence standard.

14. **Delays in the Investigation Process and Interactions with Law Enforcement**
The MCCCD may undertake a short delay in its investigation (several days) if the following circumstances require: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions, or such circumstances as determined by the Title IX Coordinator in their sole discretion.

The MCCCD will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The MCCCD will promptly resume its investigation and resolution process as soon as feasible. During such a delay, MCCCD will implement supportive measures, as deemed appropriate.

The MCCCD's action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

15. **The Investigation Process**
    All investigations should be thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. Either party may submit a written statement to the Title IX Coordinator outlining their position on the allegations.

    All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses (at their own expense), and to fully review and respond to all evidence on the record.

    For additional information regarding steps in the investigative process, please see Investigative Process.

16. **Role and Participation of Witnesses in the Investigation**
    Witnesses (as distinguished from the parties) who are employees or students of the MCCCD are expected to cooperate with and participate in the MCCCD's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of this policy and may warrant discipline.

    While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. MCCCD will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

    Witnesses may also provide written statements in addition to being interviewed.

17. **Recording of Interviews**
    No audio or video recording of any kind is permitted during investigation meetings.

18. **Evidentiary Considerations in the Investigation**
    The investigation does not consider:
    1. incidents not directly related to the possible violation, unless they evidence a pattern;
    2. the character of the parties; or
    3. questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

19. **Referral for Hearing**
    The Title IX Coordinator will refer the matter for a hearing, once the final investigative report is shared with the parties.

    The hearing cannot be less than ten (10) business days from the conclusion of the investigation, when the final investigation report is made available to the Parties and the Decision-maker for review and comment, unless all parties, and the Decision-maker agrees to an expedited timeline. This agreement must be in writing.

    The Title IX Coordinator will select a Decision-maker that is hired from a list of approved attorneys for any hearing held under the Title IX policy.

20. **Hearing Decision-maker Composition**
    The MCCCD will designate a single decision-maker. The single Decision-maker will also be the Chair of the hearing. The Decision-maker will not have had any previous involvement with the investigation. The Decision-maker is an out-sourced position. The Decision-maker will not be an MCCCD employee. The Decision-maker will have had no previous involvement in the matter at hand.

21. **Evidentiary Considerations in the Hearing**
    Any evidence that the Decision-maker determines is relevant and credible may be considered. The hearing does not consider:
    1. incidents not directly related to the possible violation, unless they evidence a pattern;
    2. the character of the parties; or
    3. questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone

other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties, if they so choose, may submit a written impact statement prior to the hearing for the consideration of the Decision-maker at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence--whether it is more likely than not that the Respondent violated the policy as alleged.

22. **Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties via email to the individual MCCCD-issued email address. Once emailed, notice will be presumptively delivered.

The notice will contain:

1. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
2. The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. Thoroughness and fairness are the primary FOCI of any Title IX hearing process. Hearings are generally scheduled for two (2) hours, but can be extended, as needed at the discretion of the Decision-maker, to ensure that both parties are able to present the information relevant to their position. (e.g., complicated fact pattern, numerous witnesses, etc.).
3. Any technology that will be used to facilitate the hearing.
4. A list of all those who will attend the hearing, along with an invitation to object to the Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
5. Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
6. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Decision-maker may reschedule the hearing.
7. Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the MCCCD will appoint one. Each party must have an Advisor present. There are no exceptions.
8. An invitation to each party to submit to the Decision-maker an impact statement. Pre-hearing that the Decision-maker will review during any sanction determination.
9. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
10. Direction that the parties may not bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the MCCCD and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this policy is not in good standing to graduate.

23. **Virtual Hearings**

All hearings will occur virtually by use of technology, specifically WebEx or Zoom technology. Each party will be located in a separate room from the Decision-maker, but will be able to see and hear each other. Witnesses will testify in the same room as the Decision-maker, but not the room where the parties and their Advisors sit. The Title IX Coordinator will arrange to use technology to allow remote testimony without compromising the fairness of the hearing.

24. **Pre-Hearing Preparation**
The Decision-maker, or designee, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing. During the ten (10) business day period prior to the hearing, the parties have the opportunity to review and comment on the final investigation report and available evidence.

The Decision-maker, or designee will also provide the parties a copy of the pre-hearing preparation checklist/document. A copy of the pre-hearing preparation checklist/document may be found on the MCCCD's Title IX webpage: https://district.maricopa.edu/consumer-information/title-ix/ .

25. **Hearing Procedures**
At the hearing, the Decision-maker has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Title IX policy.

Participants at the hearing will include the Decision-maker, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The Decision-maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision-maker will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker and the parties and will then be excused from attendance.

26. **Joint Hearings**
In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the parties may agree to hear the allegations jointly. All parties must agree to a joint hearing. If one party does not agree, the default will be to hold the hearings separately.

In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

27. **Refusal to Submit to Cross-Examination and Inferences**
The Decision-maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker may consider all evidence it deems relevant.

If a party's Advisor of choice refuses to comply with MCCCD's established rules of decorum for the hearing, MCCCD may require the party to use a different Advisor. If a MCCCD-provided Advisor refuses to comply with the rules of decorum, the Title IX Coordinator may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

28. **Recording Hearings**
Hearings (but not deliberations) are recorded by MCCCD for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker, the parties, their Advisors, and appropriate administrators of the MCCCD will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given a copy or be allowed to make a copy of the recording.

29. **Deliberation, Decision-making, and Standard of Proof**
The Decision-maker will deliberate alone to determine, by a preponderance of the evidence, whether the Respondent is responsible or not responsible for the policy violation(s) in question. The deliberation period is not to exceed five (5) days. The Decision-maker may consider the previously submitted party impact statements in determining appropriate sanction(s), when there is a finding of responsibility as to one or more of the allegations.

The Decision-maker will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker may--at their discretion--consider the statements, but they are not binding.

The Decision-maker will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions. This report typically should not exceed three (3) to five (5) pages in length and must be submitted electronically to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties in writing of the extension.

30. **Notice of Outcome**

Using the deliberation statement, the Title IX Coordinator will prepare a Notice of Outcome, which shall include the final determination, rationale, and any applicable sanction(s). The Title IX Coordinator will then provide the Notice of Outcome to the parties and their Advisors within five (5) business days of receiving the Decision-maker's deliberation statement. The Notice of Outcome must be shared with the parties simultaneously.

Notification will be made in writing and will be mailed to the local or permanent address of the parties as indicated in official MCCCD records, or emailed to the parties' MCCCD-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

For more information about the Notice of Outcome Letter, please see Notice of Outcome.

31. **Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

1. The nature, severity of, and circumstances surrounding the violation(s)
2. The Respondent's disciplinary history
3. Previous allegations or allegations involving similar conduct
4. The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
5. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
6. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
7. Any other information deemed relevant by the Decision-maker

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.
The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

a. **Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

i. *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any MCCCD policy, procedure, or directive will result in more severe sanctions/responsive actions.
ii. *Required Counseling:* A mandate to meet with and engage in external counseling to better comprehend the misconduct and its effects.
iii. *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
iv. *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at MCCCD.
v. *Expulsion:* Permanent termination of student status and revocation of rights to be on any MCCCD campus for any reason or to attend MCCCD-sponsored events.
vi. *Withholding Diploma:* MCCCD may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.

vii. *Revocation of Degree:* MCCCD reserves the right to revoke a degree previously awarded from MCCCD for fraud, misrepresentation, and/or other violation of MCCCD policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

viii. *Organizational Sanctions:* Deactivation, loss of recognition, loss of some or all privileges (including MCCCD registration) for a specified period of time.

ix. *Other Actions:* In addition to or in place of the above sanctions, MCCCD may assign any other sanctions as deemed appropriate.

b. **Employee Sanctions**

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

1. Warning – Verbal or Written
2. Performance Improvement/Management Process
3. Required Counseling
4. Required Training or Education
5. Probation
6. Loss of Annual Pay Increase
7. Loss of Oversight or Supervisory Responsibility
8. Demotion
9. Suspension with pay
10. Suspension without pay
11. Termination
12. Other Actions: In addition to or in place of the above sanctions, the MCCCD may assign any other sanctions as deemed appropriate.

33. **Withdrawal or Resignation While Charges Pending**

Students: If a student is a Respondent in a pending matter alleging a violation of the Title IX policy, the MCCCD may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the MCCCD, the resolution process ends, as the MCCCD no longer has disciplinary jurisdiction over the withdrawn student. A student who withdraws or leaves while the process is pending may not return to any MCCCD college. Such exclusion applies to all campuses of MCCCD. A hold will be placed on their ability to be readmitted. They may also be barred from MCCCD property and/or events.

However, MCCCD will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

During the resolution process, MCCCD may put a hold on a responding student's educational record that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as MCCCD no longer has disciplinary jurisdiction over the resigned employee. The employee who resigns with unresolved allegations pending is not eligible for rehire with any MCCCD or any campus of the MCCCD, and the records retained by the Title IX Coordinator will reflect that status. Human Resources should also be notified and make the appropriate notation on its list of people who are not permitted to be rehired.

However, MCCCD will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

All MCCCD responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

34. **Appeals**

Any party may file a Request for Appeal by submitting such a request in writing to the Title IX Coordinator within five (5) days of the delivery of the Notice of Outcome Letter. Once the five (5) days have passed, the matter will be deemed closed.

The request for appeal will be forwarded to the Provost or Chief Academic Officer for the MCCCD, acting as the Appeal Chair, for consideration to determine if the request meets the grounds for appeal.

a. **Grounds for Appeal**

Appeals are limited to the following grounds:

A. Procedural irregularity that affected the outcome of the matter;

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
C. An allegation that the Title IX Coordinator, Investigators, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

The Appeal Chair will deny any request for appeal that does not meet the grounds in this policy and will notify the parties and their Advisors in writing of the denial and the rationale. Denials based on lack of grounds shall be communicated to the requesting party within five (5) days of the request for appeal being received by the Appeal Chair.

If any of the grounds in the Request for Appeal meet the grounds in this policy, then the appeal chair will:

1. Notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the investigators and/or the original Decision-maker.
2. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker a copy of the appeal request with the approved grounds outlined.
3. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and when appropriate, the investigators and/or the original Decision-maker five (5) days to submit a response to the portion of the appeal that was approved and involves them.
4. Collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and render a decision in no more than fifteen (15) days from the date the Request for Appeal was filed, barring exigent circumstances. All decisions apply the preponderance of the evidence.
5. Prepare a Notice of Appeal Outcome letter and send it to all parties simultaneously, which includes the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome letter will also outline specific instructions for remand or reconsideration of any sanction imposed by the Decision-maker, which MCCCD is permitted to share according to state or federal law.

The Notice of Appeal Outcome letter will be mailed to the local or permanent address of the parties as indicated in official institutional records and emailed to the parties' MCCCD-issued email or otherwise approved account. Notice is presumed to have been made once the letter is emailed.

b. **Sanctions Status During the Appeal**
Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be continued or reinstated, subject to the supportive measures procedure in Section VII of this policy. MCCCD may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

35. **Long-Term Remedies/Other Actions**
Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

1. Referral to community services including counseling and health services
2. Referral to the Employee Assistance Program
3. Education to the individual and/or the community
4. Permanent alteration of work arrangements for employees
5. Provision of campus safety escorts
6. Climate surveys
7. Policy modification and/or training
8. Implementation of long-term contact limitations between the parties
9. Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the MCCCD to the Respondent to ensure that the Respondent did not experience effective denial of educational access.
The MCCCD will maintain the privacy of any Party subject to any long-term remedies/actions/measures, provided doing so does not impair the MCCCD's ability to provide these services.

36. **Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**
All parties are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker (including the Appeal Chair).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the MCCCD.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

37. **Recordkeeping**
MCCCD will maintain for a period of seven (7) years records of:
    1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
    2. Any disciplinary sanctions imposed on the Respondent;
    3. Any remedies provided to the Complainant designed to restore or preserve equal access to the MCCCD's education program or activity;
    4. Any appeal and the result therefrom;
    5. Any Informal Resolution and the result therefrom;
    6. All materials used to train Title IX Coordinators, investigators, Decision-makers, and any person who facilitates an Informal Resolution process. MCCCD will make these training materials publicly available on MCCCD's website. (Note: If the MCCCD does not maintain a website, MCCCD must make these materials available upon request for inspection by members of the public.); and
    7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
        a. The basis for all conclusions that the response was not deliberately indifferent;
        b. Any measures designed to restore or preserve equal access to the MCCCD's education program or activity; and
        c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The MCCCD will also maintain any and all records in accordance with state and federal laws. The MCCCD will follow the destruction of records policy as outlined by the state of Arizona.

38. **Disabilities Accommodations in the Resolution Process**
MCCCD is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the MCCCD's resolution process. Anyone needing such accommodation should contact the Title IX Coordinator and request the accommodation. The Title IX Coordinator shall seek consultation from the college Disability Resource Services Manager (for students) or Human Resources (for employees).

39. **Mandatory Training**
This policy requires that annual training for the Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will include:
    1. the definition of sexual harassment under this policy,
    2. the scope of the MCCCDs education program or activity,
    3. how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and
    4. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision-makers will receive annual training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators will receive annual training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

40. **Revision of this Policy and Procedures**
    This policy and procedures supersede any previous policy(ies) addressing Title IX sexual harassment and discrimination. The policy (administrative regulation) will be reviewed and updated as needed by the Title IX Coordinator, in consultation with any other stakeholders deemed necessary by the Title IX Coordinator and upon approval by the Chancellor. MCCCD reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

    During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. District legal may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

    If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

    This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

    This policy and procedures are effective August 14, 2020.

ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL.

USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED THROUGH A LIMITED LICENSE TO MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT ALL OTHER RIGHTS.

2.4.6 Emissions Control Compliance

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

2.4.8 Petition Signature Solicitation

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

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

2.4.9 Use of College Grounds By Non-MCCCD-Affiliated Users

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

POLICY

This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCD policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

Permit Application:

Any non-MCCCD-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, "low-impact, non-commercial activities" are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

Designated Areas:
Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCD-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

Use Fees and Proof of Insurance:
To offset the costs associated with the use of college grounds, non-MCCCD-affiliated users shall be required to pay a fee of $50 per day or $125 per week. In order to protect the health and safety of College students, faculty and staff and to protect MCCCD resources, non-MCCCD-affiliated users shall also be required to provide proof of insurance that indicates at least $1 million in general liability coverage and names the MCCCD as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this Administrative Regulation shall not be applied to low-impact, non-commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College's Responsible College Official. Any questions or comments about the criteria for approval or denial of such request shall be directed to the District Ombudsman.

Permits:
The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

Priorities and Criteria for Approval of Permits:
The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.
2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCCD student organizations or employee groups.
4. Activities of non-MCCCD-affiliated individuals and organizations.
5. Commercial advertising or activities.

Criteria

1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.
3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.
4. General feasibility of hosting the event as proposed.

Other Policies:
This administrative regulation will be applied in conjunction and coordination with all other MCCCD policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

Specific procedures on how to implement the Use of College Grounds regulation can be found in Appendix S-15.

2.4.10 Children on Campus

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

2.4.11 Crime Awareness and Campus Security Act

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

2.4.12 Workplace Violence Prevention

Purpose

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

Policy

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCD to report any occurrence of such conduct to MCCCD Public Safety. Every employee, student, contractor, and visitor on MCCCD property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Prohibited Behavior

For example, and without limiting the generality of the foregoing statement, this policy prohibits:

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement
- dangerous or threatening horseplay
- loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- blatant or intentional disregard for the safety or well-being of others
- commission of a violent felony or misdemeanor on MCCCD property
- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence

This list is illustrative only and not exhaustive.

Future Violence

Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act or sometime in the future, at the workplace or as a direct result of their relationship with MCCCD, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the Public Safety Department. Students, contractors, and visitors shall contact the Public Safety Department as soon as possible.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and Public Safety. Students shall supply a copy of the signed order to the Public Safety Department.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the MCCCD. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

2.4.13 Student Right to Know

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

Student Rights and Responsibilities

2.4.5 Copyright Act Compliance

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

1. Copyright Policy
   See the INSTRUCTION Section of the Administrative Regulations.
2. Taping of Faculty Lectures
   See the INSTRUCTION Section of the Administrative Regulations.
3. What Students Should Know About Copyright (Online Brochure)

3.2 Copyright Regulation

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

3.4 Recording of Faculty Lectures

1. MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may record (audio/visual) their classes.
2. Each faculty member shall inform their students in the course syllabus or other course introductory material of their policy with regard to recording of class lectures. Failure to do so will accord students the right to record lectures. A lecture is defined as anything upon which a student is tested or that is part of the curriculum or course content whether in person, virtual, or pre-recorded. A restriction on recording does not apply if the recording is allowed under another policy.
   a. Students, regardless of whether they have permission or not from the faculty member to record class lectures, may not reproduce or otherwise share and/or distribute all or part of recorded class lectures and/or activities taking place during class time, without the written consent of the faculty member. (Reproducing includes, but is not limited to, posting any pre-recorded or real time recording of a class lecture—in whole or in part—to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.)).
   b. Any violation of AR 3.4 (2)(a) may constitute "academic misconduct" prohibited by AR 2.3.11 Academic Misconduct.
3. Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation – subject to engagement in the interactive process and a determination of functional limitation as outlined in AR 2.8 Students with Disabilities – to remedy this inability. Approved accommodation may require a faculty member to modify their recording policy for the affected student.

   In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects the student's ability to take or read notes may be permitted to audio record class lectures as a reasonable academic accommodation.

   In an effort to address faculty concerns for privacy and protection of copyright while still assuring the availability of recording classroom lectures as a reasonable accommodation for students, use of this accommodation is subject to the following conditions:
   a. The faculty member must have received the Disability Resource Services (DRS) Faculty Notification Letter specifying the recording of classroom lectures as a granted reasonable accommodation.
   b. Such recordings of class lectures are only for the student's personal use in study and preparation related to class.
   c. The student must comply with a faculty request to stop recording during discussions, demonstrations, presentations, guest speakers, and situations of a sensitive nature. The faculty member should provide as much notice of these situations as possible in order for the student to coordinate with the faculty member and DRS to have notes taken on the substantive parts of the lecture.

d. The student may not share classroom lecture, or any other recordings made during class time with any other person or in any media or on a public or private platform without the written consent of the faculty member.
e. Information contained in the authorized audio recorded lectures, and any other recordings whether authorized or unauthorized, may be protected under federal copyright laws and may not be published or quoted without the written consent of the faculty and without giving proper identity and credit to speakers, this includes publication via any social media platform, emails, or text messages.
f. The student may not use the authorized recorded lectures, and any other recordings whether authorized or unauthorized, against the faculty member, other instructors, or students whose classroom comments are recorded as part of the class activity. This provision is subject to the protections under policy and the law.
g. The student will erase all recorded class lectures when they are no longer needed for academic work. Upon written request from the faculty member, the student will return all class recordings to the faculty member for erasure. Faculty members should provide DRS with a copy of the aforementioned written request. Likewise, students are not permitted to post the lectures on any social media platform, website, or learning management system without the instructor's written consent except for communications to the instructor of record.
h. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the faculty member.
i. Audio, or any other recordings outside of the aforementioned lectures (including fieldwork, internships, etc.) may be discussed on a case-by-case basis in collaboration with the faculty member, program of study, site manager, and DRS. In clinical/experiential learning placements, the recording of any discussions, lectures, or conversations are never permitted.
j. Students, regardless of whether they have permission or not from the faculty member to record class lectures or any other part of the classroom/class time experience, may not post all or part of recorded class lectures or any other recordings made during class time to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.), or otherwise reproduce, share and/or distribute to any other person or party.
k. Any violation of AR 3.4(3) may constitute "academic misconduct" prohibited under AR 2.3.11 Academic Misconduct.

4.4 Technology Resource Standards

Introduction

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

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

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

General Responsibilities

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

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

Use of Non-MCCCD Technology

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

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

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

Acceptable Use

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

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

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

Incidental Computer and Technology Usage

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

Prohibited Conduct

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

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCD contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of MCCCD's Governing Board, including, but not limited to, MCCCD's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.

11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCD's technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCD's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCD hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

Review and Approval of Alternate E-Mail Account Systems

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

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

Disclaimer

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

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

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

Information Accuracy and Marketing Standards

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

Complaints and Violations

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

2.6 Hazing Prevention Regulation

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

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

1. Hazing by any student, employee or other person affiliated with MCCCD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
    A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with MCCCD; and
    B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCD Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
    A. Pre-pledging, illegal pledging or underground activities.
    B. Acts of metal and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
    C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
    D. Encouraging or forcing use of alcohol or drugs.
    E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
    F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8
    G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
    H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
    I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
    J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCD policies, and local and state laws.

    Alleged violations of the MCCCD hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

    The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.
9. Alleged violations of the MCCCD hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and MCCCD policies, and local and state laws.

    Any MCCCD faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCD policies, and local and state laws.

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.
11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:
    A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
    B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.
    C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
    D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The MCCCD hazing prevention regulation is not intended to prohibit or sanction the following conduct:
    A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCD.
    B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
13. For the purposes of the MCCCD hazing prevention regulation:
    "**Organization**" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCD, whose membership consists primarily of students enrolled at MCCCD and that may also be classroom-related or co-curricular in nature.

2.4.7 Abuse-Free Environment

See also the **Auxiliary Services** section for Tobacco-Free Environment and the **Appendices/Student Section** Medical Marijuana Act of the Administrative Regulations.

1. **Substance Abuse/Misuse Statement**
   Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. Annual Acknowledgements for students and employees are provided through the online messaging accounts. Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. Maricopa Community Colleges recognized drug and alcohol abuse as an illness and a major health problem as well as a potential safety and security issue. Part of the educational mission of the Maricopa Community Colleges is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse. This mission closely aligns with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.
2. **Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol**
   The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
    A. Introduction and Purpose

       The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

       The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.
    B. Standards of Conduct
       In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:
        i. Drinking or possession of alcoholic beverages on the college campus.
        ii. Misuse of narcotics or drugs.

C. Sanctions for Violation of Standards of Conduct
Disciplinary actions include, but are not limited to:
   i. Warning,
   ii. Loss of privileges,
   iii. Suspension, or
   iv. Expulsion.

D. Legal Sanctions
   1. Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

      Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCD premises, while conducting MCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCD; and use of illegal drugs.

3. **MCCCD Program Standards**
The Maricopa Community College District is committed to establishing a preventative substance abuse program at Each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.
   B. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
   C. Support disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
   D. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances
4. **Use of Alcoholic Beverages**
See Section 4.13 of the Administrative Regulations
5. **Other Health Concerns**
General Guidelines Concerning AIDS
Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

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

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

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in an faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

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

4.13 Alcoholic Beverage-Usage Regulation

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

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

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

4.12 Smoke-Free/Tobacco-Free Environment

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of “e-cigs”) and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established for employees and students.

See also 4.21 Breathe Easy Tobacco Free | Smoke Free

Appendix S-16 Statement On The Arizona Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Propositions 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, the Maricopa Community Colleges will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, “…no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.

2.8.1 Eligibility for Accommodations And Required Disability Documentation

This policy is intended to specify the disability documentation required that will qualify Maricopa County Community College District (MCCCD) students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office.

Only accommodations granted by the respective college DRS office and communicated to faculty through a Faculty Notification Letter (FNL) will be recognized by the District as approved accommodations for students with disabilities.

Faculty are not required to provide reasonable accommodations/academic adjustments to students with disabilities unless the student has registered with DRS and engages in the interactive process.

I. General Eligibility Requirements

1. To receive services from the DRS, a student must be admitted and enrolled as an MCCCD student.
2. The student must provide the DRS office with documentation of a qualifying disability that verifies the nature and extent of the disability prior to receiving any accommodation or academic adjustment.
    a. If a student does not have documentation, they are still required to follow the application and intake process, which includes meeting with a DRS representative and participating in the interactive process.
    b. Provisional accommodations may be granted to a student by DRS to assist students while they collect appropriate documentation to support their eligibility for accommodations/academic adjustments. Such provisional accommodations must not exceed thirty (30) days, unless such extensions are granted due to extenuating circumstances. In these cases, an additional thirty (30) days of provisional accommodations may be granted. Any extension beyond the additional thirty (30) days must be reviewed by the District ADA/504 Coordinator. Such extension must be based on extenuating circumstances beyond the control of the requesting student, and is not guaranteed.

II. Who is Eligible for Services

1. To be eligible for DRS support services, a student must have a disability as defined by federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).
2. An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws.
3. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

III. Definitions

1. **Academic Adjustment** means: a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to provide access to the academic and educational environment. Academic adjustments may include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaption of the manner in which specific courses are conducted. Academic adjustments may not substantially or materially alter the course modality, curriculum, competencies or degree requirements.
2. **Accommodation** means: an alteration of environment, curriculum format, or equipment that allows a student with a disability to gain access to content and/or complete assigned tasks. Accommodations allow students with disabilities to pursue a regular course of study. Since accommodations do not alter what is being taught, instructors should be able to implement the same grading scale for students with disabilities as they do for students without disabilities.

    Examples of accommodations include, but are not limited to, sign language interpreters for students who are hearing impaired, computer text-to-speech, computer-based systems for students with visual impairments or dyslexia; extended time for students with fine motor limitations, visual impairments, or learning disabilities, and large-print books and worksheets for students with visual impairments.
3. **Current Documentation** means: documentation of a diagnosed physical or mental impairment that is dated within 5-7 years. Adult norms must be used for all testing provided as documentation.
4. **Major Life Activities** include, but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive function.

5. **Mental Impairment** means: any mental or psychological disorder, including but not limited to, intellectual disabilities (intellectual developmental disorder), organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).
6. **Physical Impairment** means: a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, Diabetes, HIV (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

IV. Procedures

1. General Procedures
    a. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.
    b. Any instructor, academic staff member, or support staff (i.e., admissions of financial aid employees) who receives a request from a student for accommodations/academic adjustments due to a disability must refer the student to the college's DRS office.
    c. All requests for academic adjustments/accommodations shall be considered on an individual, case-by-case basis and all reasonable and appropriate requests for academic adjustments/accommodations from eligible students shall be considered by DRS. DRS may exercise its right to require additional documentation in support of a request for academic adjustment/accommodation.
    d. Academic adjustments/accommodations are determined by the DRS Office through an interactive exchange (the interactive process) with the eligible student. The interactive exchange may continue during the course of the year and may involve faculty members' input regarding the terms and conditions of the course or program of study. Accommodations/ academic adjustments in the classroom environment shall require participation of course faculty.
    e. MCCCD is not required to provide "best" or "most desired" accommodations, but rather a reasonable accommodation sufficient to provide the eligible student equal access to the educational environment/activities.

2. Material Alteration of class or certification requirement
    a. If a faculty member believes the DRS approved academic adjustment/ accommodation would alter an essential academic course competencies, curriculum, or a licensing requirement, the instructor shall meet with the DRS office as part of the interactive process. Since the faculty member will have been part of the discussion regarding requested accommodations/academic adjustments involving a course or course curriculum, issues of material alteration should have already been addressed . In the event such was not addressed, a conversation with DRS should take place within five (5) days of the faculty member's receipt of the Faculty Notification Letter outlining the approved academic adjustment/accommodation. The Parties will attempt to resolve the concern.
    b. If the faculty member's concerns are not resolved after the meeting with the DRS Manager, the faculty member and the DRS Manager will meet with the Chief Academic Officer, or designee, and the District ADA/504 Coordinator to resolve the concern. This meeting should take place within three (3) days of the meeting between the DRS Manager and the faculty member. The Chief Academic Officer's decision is final.
    c. Any change in the DRS Office's initial recommendation resulting from the meeting with the Chief Academic Officer will be communicated to the student by the DRS Office and the interactive process will continue in an effort to provide reasonable and appropriate academic adjustments/accommodations.

V. Rights and Responsibilities

1. Students served by Disability Resources and Services have the right:
    a. to an equal opportunity to access course information and materials
    b. to an equal opportunity to participate in and benefit from the college community
    c. to choose whether or not to disclose the nature of their disability to their professor(s). The information the student provides to DRS is protected by FERPA.
    d. to file a grievance if the student believes they have been discriminated against.
2. Students served by Disability Resources and Services Responsibilities:
    a. Self-identify to DRS as having a disability and provide accurate, recent, and timely documentation.
    b. Check MCCCD email and/or DRS Connect portal for updates and announcements.
    c. Request accommodations each semester in a timely manner and understand that a late request does not constitute retroactive adjustments.
    d. Notify DRS if classes are dropped or added.
    e. Ensure that instructors have received the Faculty Notification Letter once it has been issued through DRS Connect.

f. Communicate directly with DRS regarding exam accommodations, such as taking exams in the testing center, and stay in communication about the time and place for such exams.
g. Contact DRS in a timely manner if having any difficulty securing or arranging accommodations.
h. Promptly return any borrowed or assigned equipment (as an accommodation) to DRS when it is no longer needed.
i. If approved for note taking or audio recording services, understand that these services are for personal use only and may not be shared. In addition, the student must understand that you must be present in class to receive these services.
j. Understand that requesting accommodations does not mean that the student's request will be approved.
k. Meet the same standards—academic, technical, performance, and behavioral—expected of all Maricopa County Community College students.
l. Accommodations may be granted on a provisional basis (30 days). This may be based on the need for additional documentation. In these cases, the student will need to update their documentation to receive accommodations beyond the 30 days. The student must understand that approval will be based on a review of the new documentation and there is no guarantee that the provisional (or any) accommodations will be approved.
m. Understand that faculty are not required to provide any accommodation that fundamentally alters the nature of their course or lowers the academic standards.

VI. Grievance Procedure

1. If a student is not satisfied with either the academic adjustments/ accommodations granted by the DRS office or the denial of academic adjustments/accommodations, the student may file a complaint under the Discrimination Complaint Procedures for Students.
2. The determination generated from the Discrimination Complaint Procedure is final.

VII. General Disability Documentation Guidelines

Physical Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, psychologists, neuropsychologists, audiologists).

Learning Disabilities

Maricopa County Community College District, Disability Resources and Services will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate, psychoeducational evaluations that demonstrate current functional limitations of the disability.

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities, including all battery scores in addition to evaluative notes.

Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD)

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of ADHD that are based on age-appropriate, diagnostic evaluations, administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists). Submitted documentation must demonstrate current functional limitations of the disability.

Psychiatric Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists).

Submitted documentation must demonstrate current functional limitations of the disability.

VIII. Additional Documentation Guidelines and Resources

The Maricopa County Community College District, Disability Resources and Services can provide a "Disability Verification Form" that can be completed by a trained and qualified professional, or the professional may choose to submit a letter. The letter must be on letterhead, with date and signature (including license number, if applicable), and must include the following:

1. a diagnostic statement identifying the disability (including the date of the diagnosis)
2. current severity/impact of the disability (mild/moderate/severe)
3. an assessment of major life activities that are impacted by the disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.) and
4. specific recommendations for accommodations. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.

2.8.2 Eligibility of Students Taking A Reduced Course Load

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

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

The following criteria also apply:

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

Application Process

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

2.8.3 Technology Accessibility

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, Web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.

2.3.11 Academic Misconduct

1. **Definitions**
    A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
    B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
    C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.
2. **Academic Consequences**
    Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance
    Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.
    Grade Adjustment - Lowering of a grade on a test, assignment, or course.
    Discretionary assignments - Additional academic assignments determined by the faculty member.
    Course Failure - Failure of a student from a course where academic misconduct occurs.
3. **Disciplinary Sanctions**
    If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.
    A. Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
    B. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
    C. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)
4. **Appeal of Sanctions and Consequences for Academic Misconduct.**

    Students can appeal academic consequences by following the instructional grievance process. (AR 2.3.5; Appendix S-6) Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

Appendix ND-4 Religious Accommodation Procedure and Form

Religious Accommodation Procedure

1. The Maricopa County Community College District will reasonably accommodate the religious needs, observances, and practices of their employees and students, when requested and when said requests are made in accordance with these procedures. An individual's request for reasonable religious accommodations, including requests for time off from work or school activities, is justified unless college, class, or District operations would suffer unduly by granting the individual's request. Requests should be made in writing using the Religious Accommodation Request form.
2. Individuals may not be discriminated against because of their religious beliefs or practices, or because they lack religious beliefs or practices.
    a. Faculty and staff who believe they have been discriminated against by the denial of a requested religious accommodation should contact the Equal Employment Opportunity / Affirmative Action Office at 480-731-8473.
    b. Students who believe they have been discriminated against by the denial of a requested religious accommodation should contact the Dean of Students, or designee at their respective college.
3. **DEFINITIONS**:
    a. **Religion or Creed**: includes traditional, organized religions but also religious beliefs, including those that are new, uncommon, not part of a formal church or sect. All aspects of religious belief and observance that are sincerely held will be considered as part of this policy.
        i. *Religious Practice or Belief*: A sincerely held practice or observance that includes moral or ethical beliefs as to what is right and wrong, most commonly in the context of the cause, nature and purpose of the universe. Religion includes not only traditional, organized religions, but also religious beliefs that are new, uncommon, not part of a formal religious institution or sect, or only subscribed to by a small number of people. Social, political, or economic philosophies, as well as mere personal preferences, are not considered to be religious beliefs.
    b. **Religious Accommodation**: A reasonable change in the work or academic environment that enables a student or employee to practice or otherwise observe a sincerely held religious practice or belief without undue hardship on the college or District.
        i. A reasonable religious accommodation may include, but is not limited to:
            1. Time for prayer during a work day,
            2. The ability to attend religious events or observe a religious holiday, or
            3. Any necessary modification to college or District policy, procedure or other requirement for a student's or employee's (or prospective employee's) religious beliefs, observance or practice, provided such accommodation is reasonable and does not cause undue hardship.
    c. **Undue Hardship**: Significant difficulty or expense and related circumstances in relationship to the cost or difficulty of providing a specific accommodation.
        i. Undue hardship may refer to financial difficulty in providing an accommodation or accommodations that are unduly expensive, substantial, disruptive, or that would fundamentally alter academic requirements, the nature or operation of the college or district's business, or the essential functions of a job. Accommodations which interfere with the safe and efficient operation of the workplace or campus will often present an undue hardship.
4. **PROCEDURES FOR SEEKING RELIGIOUS ACCOMMODATION:**
    a. Students:
        i. All students may request a religious accommodation by making a written request for an accommodation to the appropriate faculty member. To the extent possible, requests must be made at least two (2) weeks before the requested absence from class due to religious holiday or day of observance. [Students and employees are encouraged to review the calendar for all holidays/holy days at the beginning of the calendar year (for employees) and semester (for students) and to make accommodation requests as early as possible.]
        ii. Faculty members will, upon receiving the request for a religious accommodation, submit the request to the Dean or Academic Chair of his/her department.
        iii. In cooperation with the Dean of Students, or designee, the accommodation request will be reviewed and the student's request responded to within a reasonable time.
            1. A reasonable time period should take into consideration the timeliness of the request as well as the imminent nature of the request.
        iv. Additional information may be necessary, in support of the requested accommodation. In these cases, the additional information should not be overly burdensome and shall not be information more detailed than would be requested for other accommodations (not related to religion).
        v. In situations where an accommodation is not granted, the District Compliance Office must review the reasons for the denial within 72 hours (3 business days) after the denial.
    b. Employees:
        i. All employees may request a religious accommodation by making a written request for an accommodation to their supervisor(s). Employees will be required to complete a Formal Accommodation Request form and may be required to provide other documentation or information supporting the request. (See Religious Accommodation Request form). Employees who anticipate being absent from work because of a religious

observance must submit their request for time off in advance and as soon as they become aware of the need or at least ten (10) business days in advance. Failure to do so, when reasonably unavoidable, will not prevent the granting of the absences.

ii. Supervisors receiving the accommodation request will meet with college (and/or District Human Resources) to seek guidance as to the granting of the accommodation.

1. Additional information may be necessary, in support of the requested accommodation. In these cases, the additional information should not be overly burdensome and shall not be information more detailed that would be requested for other accommodations (not related to religion).
2. In situations where an accommodation is not granted, the District Compliance Office must review the reasons for the denial within 72 hours (3 business days) after the denial.

c. Accommodation request determinations will be made on a case-by-case basis taking into account factors, including but not limited to: the fundamental requirements of the applicable academic program and/or related technical standards, essential functions of an individual's job, the duties of others in the department or job group, the requirements of the department or major, any impact of the accommodation, the duration of the accommodation request, and the availability of alternative accommodations.

d. The college or District will endeavor to protect the requesting student or employee's privacy in evaluating and implementing the accommodation requested to the extent possible. However, following receipt of the request, the college or District official or administrator, supervisor(s) or designee(s) will discuss the accommodation request as necessary with the student or employee, and with select others in order to further evaluate and/or implement the accommodation.

e. Approvals should be provided in writing to the requesting student or employee by filling out the "disposition" section of the Religious Accommodation Request form.

f. Employees with questions about this policy and/or its application may contact Equal Employment Opportunity / Affirmative Action Director, Deric Hall at 480-731-8473 or by e-mail at: deric.hall@domail.maricopa.edu.

g. Students with questions about this policy and/or its application may contact the Vice-President of Student Affairs at their respective college.

5. **ADDITIONAL INFORMATION**:

a. **Absences-Student Notice**: Students who anticipate being absent from classes because of a religious observance must provide faculty or appropriate designee with advance notice of their absence in accordance with the common pages. Students involved in an internship or clinical placement program must also provide advance notice to their internship or clinical placement supervisor prior to any absence.

i. Students should understand that if an accommodation is granted, missing time from an internship or clinical placement may require the student to make up work or repeat the internship or clinical placement at a later time.

ii. Make up/Extension: If examinations or assignment deadlines are scheduled on the day(s) of a religious observance, any student who provided advance notice of absence will have the opportunity to make up the examination or extend the assignment deadline and will not be penalized for the absence.

iii. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class(es). Students are responsible for obtaining the materials and information provided during any class(es) missed.

6. **ABSENCES–EMPLOYEES (INCLUDING FACULTY AND STAFF):** The college or District will make reasonable efforts to accommodate an employee's requests for absences to the extent possible by allowing flexible arrival and departure times, floating or optional holidays, flexible work breaks, or considering schedule substitutions with colleagues of substantially similar qualifications which may need to be arranged by or with the assistance of the requesting employee. Employees may request time off from work to observe religious holidays that are not designated college holidays. Such requests will be granted unless it would result in an undue hardship to the department or MCCCD. Employees taking a non-designated religious day off must charge time off to personal time, accrued vacation time, or take time without pay.

a. Please be aware that the college or District is not required to accept a requested preferred accommodation if there is more than one alternative that eliminates the religious conflict.

7. **RELIGIOUS ATTIRE, DRESS, GROOMING AND OTHER REQUIREMENTS:** Upon request, the college or District will make reasonable efforts to accommodate student and employee attire that is related to their sincerely held religious beliefs and which conflict with any college or district requirement. religious attire is not cultural or traditional dress; it is a requirement of religious observance. religious attire may include, but it is not limited to: hairstyle or beard: Sikh hair and beard, Rastafarian dreadlocks, Jewish payot; yarmulkes, turbans, headscarves (hijab), Rastafari headdress; crucifixes, Star Of David or other items of ceremonial dress.

8. **QUIET SPACES AND PRAYER, UPON REQUEST:** The college or District will evaluate and where reasonable and available, provide access to quiet, private spaces for meditation, study and/or prayer consistent with the requirements of this policy.

9. **ATHLETIC-RELATED RELIGIOUS ACCOMMODATIONS**: Upon request, the college or District will make reasonable efforts to accommodate students participating in intercollegiate athletics. The process outlined in this procedure must be followed, with the accommodation request form being delivered to the Head Coach for the intercollegiate sport as well as the Athletic Director.

10. **RETALIATION PROHIBITED:** The college or District prohibits retaliation against students and employees requesting a religious accommodation, participating in an approved accommodation or otherwise engaging in protected conduct under this policy. Any person who violates this anti-retaliation provision may be subject to disciplinary and/or corrective action.
11. **RECORDKEEPING REQUIREMENT:**
    a. Employee religious accommodation requests shall be maintained in the Equal Employment Opportunity / Affirmative Action Office and shall adhere to the applicable records retention schedule, as outlined by the Office of Public Stewardship.
    b. Student religious accommodation requests shall be maintained in the Dean of Student's office and shall adhere to the applicable records retention schedule, as outlined by the Office of Public Stewardship.

The Religious Accommodation Request form is located at: RELIGIOUS ACCOMMODATION REQUEST FORM

Disciplinary Standards

2.5.1 Disciplinary Standards

1. **Disciplinary Probation and Suspension**
   According to the laws of the State of Arizona, jurisdiction and control over the Maricopa County Community College District (MCCCD) are vested in the MCCCD Governing Board. The MCCCD Governing Board and its agents-the Chancellor, administration, and employees are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

   In developing responsible student conduct, the MCCCD prefers mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed. The MCCCD reserves the right to levy discipline rather than attempt mediation and guidance, based on the severity of the conduct.

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

   A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records
   B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions
   C. Violation of Arizona statutes, and/or college regulations and policies
   D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities

2. **Disciplinary Removal from Class**
   A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one (1) class meeting, the faculty member shall notify the department/division chair and the appropriate vice president, or designee, in writing of the problem, action taken by the faculty member, and the faculty member's recommendation moving forward. If a resolution to the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

2.5.2 Student Conduct Code

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

Article I: Definitions

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

1. "**Appellate boards**" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated MCCCD's Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president, or designee, may act as the appellate board.
2. "**College**" means a Maricopa County Community College or Center/Site.
3. "**College premises**" means all land, buildings, facilities and other property in the possession of or owned, used or substantially controlled by the college or MCCCD.
4. "**College official**" means any person employed by the college or MCCCD, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
5. "**Complainant**" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that they have been a victim of another student's misconduct, the student who believes they have been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
6. "**Day**" means calendar business day when college is in session, and shall exclude weekends and holidays.
7. "**Disruptive behavior**" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting/ facility.
8. "**District**" means the Maricopa County Community College District (MCCCD).
9. "**Faculty member**" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
10. "**May**" is used in the permissive sense.
11. "**Member of the college community**" means any person who is a student, faculty member, college official or any other person employed by the college or Center. A person's status in a particular situation shall be determined by the college president.
12. "**Organization**" means any number of persons who have complied with the formal requirements for college recognition.

13. "**Policy**" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
14. **"Respondent"** (accused) means any student accused of violating MCCCD's Student Conduct Code.
15. "**Shall**" is used in the imperative sense.
16. "**Student**" means any individual who is registered or enrolled for credit or non-credit bearing coursework, full or part-time, camps, and other District-sponsored programs or activities, and who maintains an ongoing relationship with the MCCCD, which means the student is on an approved leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed.
17. "**Student Conduct Administrator**" means a college official authorized on a case-by-case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "**Student Conduct Board**" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed. A Student Conduct Board may constitute one person, if designated as such.
19. "**Threatening behavior**" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of the Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case. A Student Conduct Board may constitute one person, if designated as such.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.
4. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

Article III: Prohibited Conduct

1. **Jurisdiction of the College**
   The Student Conduct Code shall apply to conduct that occurs on any college or District premises, or at any college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Jurisdiction under this policy applies to students who are registered or enrolled for credit or non-credit bearing coursework, full or part-time, camps, and other District-sponsored programs or activities, and those who maintain an ongoing relationship with the MCCCD, which means the student is on an approved leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
2. **Title IX Sexual Harassment**
   Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.
3. **Temporary Removal of Student**
   Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college police may be summoned to provide assistance. For involuntary removal from more than one class period, the faculty member should invoke the procedures outlined in 2.5.1(2) above.
4. **Conduct - Rules and Regulations**
   Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:
   A. Acts of dishonesty, including but not limited to the following:
      i. Knowingly furnishing false information to any college official or officer, including during an official investigation (i.e. Title IX, conduct, or campus police investigation).

ii. Forgery, alteration or misuse of any college document, record or instrument of identification, even if there is no reliance on the forged or altered document in the posting of grades or other academic/financial benefit.
iii. Tampering with the election of any college- recognized student organization.

B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall follow the procedures as outlined in 2.5.1(2) above.
C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior.
D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to properly identify oneself to these persons when requested to do so.
F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
G. Violation of any college or District policy, rule or regulation published in hard copy or online, such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
H. Violation of federal, state or local law.
I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without their prior knowledge, or without their effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
    i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
    ii. Unauthorized transfer of a file
    iii. Unauthorized use of another individual's identification and/or password
    iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
    v. Use of technology facilities or resources to send obscene or abusive messages
    vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
    vii. Use of technology facilities or resources in violation of copyright laws
    viii. Any violation of the District's technology resource standards
    ix. Use of technology facilities or resources to illegally download files
P. Abuse of the Student Conduct system, including but not limited to:
    i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
    ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
    iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
    iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
    v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
    vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
    vii. Failure to comply with the sanctions imposed under this Student Conduct Code
    viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
    ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

Q. Engaging in irresponsible social media conduct. All student conduct policies apply to social networking platforms.
R. Attempt to bribe a college or District employee.
S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for their safety.
T. Sexual misconduct, including but not limited to:
    i. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
    ii. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
    iii. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience.
    iv. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the District's education programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
    v. Sexual Exploitation
        a. Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
            1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
            2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
            3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
            4. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
            5. Engaging in non-consensual voyeurism;
            6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
            7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
            8. Possessing, distributing, viewing or forcing others to view obscenity.

5. **Violation of Law and College Discipline**
    A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of civil or criminal litigation. If a criminal investigation and/or prosecution results from the same factual situation, proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
    B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

1. **Charges and Student Conduct Board Hearings**
    A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.
    B. Both the Complainant and the Respondent (the accused) shall have the right to be assisted by an Advisor of their choosing. A party who elects to be assisted by an Advisor must notify the Student Conduct Administrator of the name and contact information of the Advisor not less than two (2) days before the scheduled hearing. The Advisor must be a member of the college community and may not be an attorney. Both the Complainant and the Respondent (accused) are responsible for presenting their own information. Therefore, Advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
    C. Misconduct that would fall under the jurisdiction of 5.1.16, meaning it alleges sexual harassment, discrimination, sexual assault, dating/domestic violence, or stalking should be forwarded to the Title IX Coordinator for a jurisdictional review. In such cases where the conduct alleged does not meet the definition of sexual harassment, as outlined in the Title IX Regulations (and MCCCD policy 5.1.16) or is otherwise subject to mandatory or discretionary dismissal, the alleged conduct will be referred back to the Student Conduct Code for investigation and adjudication.
    D. The Student Conduct Administrator shall conduct a prompt, thorough, and impartial investigation to determine if the charges have merit. After the investigation, but prior to the convening of a Student Conduct Board Hearing, the Student Conduct Administrator will determine whether the parties mutually agree to dispose of the matter in a way that is acceptable to the Student Conduct Administrator. If there is mutual consent to resolve the matter, such disposition shall be final and there shall be no appeal afforded either party. If the charges cannot be disposed of by mutual consent, the Student Conduct Administrator will convene the Student Conduct Board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).
    E. All charges shall be presented to the accused student in written form. The Student Conduct Administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice, plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the Student Conduct Administrator extends the deadline for good cause in their sole discretion.
    F. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.I below:
        i. Student Conduct Board hearings normally shall be conducted in private.
        ii. The Complainant, Respondent (accused), and their Advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person (beyond the Parties and their Advisors) to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
        iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in their discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
        iv. The Complainant, Respondent (accused), and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the Complainant and/or Respondent (accused) at least two (2) days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Respondent (accused) and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the Chair, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the Chair of the Student Conduct Board.
        v. The Student Conduct Administrator will present the information they received.
        vi. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the Chair.
        vii. All procedural questions are subject to the final decision of the Chair of the Student Conduct Board.
        viii. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.
        ix. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code (preponderance of the evidence).
    G. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

H. No student may be found to have violated this Student Conduct Code simply because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.

I. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent (accused), and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. **Sanctions**

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.

ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.

iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.

iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)

vi. **College Suspension** - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension from one college means a suspension from all colleges in the District.

vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.

B. More than one of the sanctions listed above may be imposed for any single violation.

C. Disciplinary sanctions are part of a student's educational record. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record seven (7) years after final disposition of the case. In situations involving both a Respondent student(s) (or group or organization) and a student(s) Complaint, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondent (accused(s)) and the Complaint(s).

D. The following sanctions may be imposed upon groups or organizations:

i. Those sanctions listed above in Article IV 2. A. 1 through 4.

ii. Loss of selected rights and privileges for a specified period of time.

iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.

E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes they were the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. **Emergency Suspension**

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending the outcome of the investigation and the Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process as long as such resolution occurs before the Student Conduct Board hearing commences. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function. When an emergency suspension is imposed, the Student Conduct Administrator will seek to resolve the complaint at the earliest possible date. This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

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

4. **Administrative Hold**
   The Student Conduct Administrator may place a temporary administrative hold preventing an accused student's registration, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with a direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.
5. **Academic Consequences**
   Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the Student Conduct Board, the Appeals Board, or the Student Conduct Administrator.
6. **Appeals Regarding Student Code of Conduct**
   A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
   B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
      i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
      ii. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
   C. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision
Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

2.5.3 Student Records

1. **Definitions**
   For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.
   A. "College" includes all colleges, educational centers, skill centers and District office.
   B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
      i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
      ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
      iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
      iv. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student or made available only to those persons providing treatment.
      v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student
2. **Records Request**
   Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.
3. **Fees**
   If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. **Annual Notification (SEE ALSO FERPA EXPLANATION)**
   Students will be notified of their rights annually by electronic mail in a FERPA Annual Notification. Students rights may also be provided via the following means: FERPA Annual Notification placement on the college website, publication in the college catalog and/or the student handbook:

   Individuals requesting admission or enrollment at any of the Maricopa County Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa county community colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCD offers.
5. **Rights of Access to Educational Records**
   The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age). These rights include:
   A. ***The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.***
      1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. The form to do so may be found here . The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
      2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or District may deny access to the following records:
         a. Parents' financial statements;
         b. Letters of recommendation, if the student has waived his or her right of access;
         c. Records filed before January 1, 1975; or
         d. Records not included in the FERPA definition of educational records.
      3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
         a. The student has an unpaid financial obligation to the college or District;
         b. There is an unresolved disciplinary action against the student; or
         c. The educational record requested is an exam or set of standardized test questions.
   B. ***The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.***
      1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. A proper request to correct a student education record must:
         a. Be written to the College Registrar;
         b. Clearly identify the part of the record they want to be changed; and
         c. Specify why the record is inaccurate or misleading.
      3. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.
      4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in Appendix S-17 of the MCCCD Administrative Regulations.
   C. ***The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***
      1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA release of information consent may be found here .

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructions, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the MCCCD whom the college or District has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in

   §99.31(A)(1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A) (1))

2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2))

3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal-or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§§99.31(A) (3) AND 99.35)

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4))

5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6))

6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))

7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))

8. To comply with a judicial order or lawfully issued subpoena.(§99.31(A) (9))

9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))

10. Information the college has designated as "Directory Information" under §99.37. (§99.31(A) (11))

11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13))

12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or polices with respect to the allegation made against him or her.(§99.31(A) (14))
13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

    Students who believe that MCCCD or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: S-8 Non-Instructional Complaint Resolution

D. ***The right to file a complaint with the US Department to Education concerning alleged failures by the college to comply with the requirements of FERPA.***
   The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   US Department of Education
   400 Maryland Avenue SW
   Washington, DC 20202-5920
E. ***2012 FERPA Amendment***: As of January 3, 2012, The U.S. Department Of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. for more information on this amendment, please see: FERPA

F. **Student Directory Information**

1. A Maricopa County Community College may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Admission & Records Office/Enrollment Services.
    A. Students should consider very *carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.
2. Students may request their college to withhold the sharing of directory information by filing out a request to withhold directory information form and submitting that form to the college Admission & Records Office/Enrollment Services.
3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:
    A. Name
    B. Address
    C. Phone Number
    D. MCCCD Email Address
    E. Photograph/Electronic Image
    F. Place of Birth
    G. Major Field of Study
    H. Current Enrollment Status
    I. Participation in Officially Recognized Activities
    J. Dates of Attendance
    K. Degrees Awarded
    L. Awards and Academic Honors Received/Dean's List Selection
    M. Previous Institutions Attended
    N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

G. Disclosure to Parents

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

RELEASE OF DIRECTORY (PUBLIC) INFORMATION

At its discretion, the college or District may provide *directory information* in accordance with the provisions of FERPA. Types of information considered as *directory information* are listed below. Additional information may be found at: DISTRICT.MARICOPA.EDU under Consumer Information.

DIRECTORY (PUBLIC) INFORMATION AT MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT AND ITS ASSOCIATED COLLEGES

Name
Address
Phone Number
MCCCD Email Address
Photographs
Electronic Images
Date and Place of Birth
Major Fields of Study
Current Enrollment Status
Participation in Officially Recognized Activities
Dates of Attendance
Degrees
Awards and Academic Honors Received
Dean's List Selection
Previous Institutions Attended
Program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members Directory information is considered public information.

PRIVACY OF DIRECTORY (PUBLIC) INFORMATION

BLOCKING THE RELEASE OF DIRECTORY (PUBLIC) INFORMATION

By default, a college or District may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a
PRIVACY BLOCK form.

Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this *directory information*. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

Although the college or District will honor a student's request to withhold directory information, it cannot *assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the college or District assumes no liability as a result of honoring a student's instructions to withhold such information.

ADDITIONAL INFORMATION :

- If a student blocks directory information, it still may be inspected by those MCCCD officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment or the advice of a legal or medical professional.
- If a student wishes to keep public data private but release information so it can be published in commencement programs and honors lists, contact the office of admissions & records/enrollment services at the appropriate college(s).

If a student wishes to remove the privacy block, he or she must rescind the previous block. The college and District cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

USING SOCIAL SECURITY NUMBERS

Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student id number upon enrollment that can be used to access education records, as needed.

Appendix S-17 FERPA Appeal Process

In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade disputes are not subject to this process and must be vetted through the Instructional Grievance Process.
- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.
- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.
- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/Enrollment Services, Vice President of Student Affairs] or designee.
- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.
- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

Student Handbook

Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), sexual orientation, gender identity, age, veteran status, physical or mental disability, or genetic information. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may submit a complaint under Sexual Harassment Policy for Students 2.4.4. If a student has been a victim of sexual assault, a complaint may also be filed with College Public Safety (CPS).

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel at 480-731-8418.

Informal Resolution of Discrimination Complaints
Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The supervisor or department head will notify the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 coordinator or the Associate Vice Chancellor of Student Affairs, who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day time-frame, a student must submit a complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.

Formal Resolution of Discrimination Complaints
A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs. The Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee will accept complaint filings.
A complaint may be submitted by the student verbally or in writing. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that the student believes is unlawful or MCCCD prohibited discrimination

Upon receipt of a complaint, the Vice President of Student Affairs or the Associate Vice Chancellor will notify the college president or provost and the Office of General Counse

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

Respondent must provide a written response to the allegations within fifteen (15) calendar days of his or her receipt of the complaint

After accepting a complaint, the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students.

The interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 et. seq.; 28 C.F.R. §35.130 et. seq. The Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's or District Associate Vice Chancellor's recommendations as to the disposition of the complaint

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the student and respondent respondent along with a copy of the investigator's written findings and the Vice President's or District Associate Vice

Chancellor's recommendations within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures. Both complainant and respondent receive notice of the outcome. The institution will take appropriate steps to prevent further occurrences.

Interim Measures
If a student alleges discrimination based upon physical or mental disability, the District may take interim measures to assist or protect the student during an investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

MCCCD Administrative Review Process
Request for Reconsideration
A student or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, verbally or in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the student has exhausted the Internal Discrimination Complaint Procedure.

Complaint Process
Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

Maintenance of Documentation
Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

Right to Assistance
A student or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

Confidentiality of Proceedings
Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited
Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

False Statements Prohibited
Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

External Filing of Discrimination Complaint
MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

2.5.4 Student Employment

1. **District Student Employees**
    A. **Introduction**
    Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.
    B. **Philosophy and Workload for Student Employees**
        i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
        ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
        iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.
    C. **Student Employee Benefits**
    As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
    D. **Student Employment Records**
    Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of students affairs.
    E. **Student Compensation**
    The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.
    F. **Employee Contracts and Forms** (See Appendix FM-3)
    G. **Student Employee Grievance Procedure**
    Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12)
2. **Student Security Guards**
    A. **Introduction and Philosophy**
    Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.
    B. **Workload of Student Security Guards**
        i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
        ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.
    C. **Students not in Administration of Justice Program**
        i. Use of student other than those in Administration of Justice Program:
            1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.
            2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
            3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of students affairs.
        ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
            1. Wearing of the uniform, general appearance, and demeanor
            2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
            3. Public relations methods used on the campus
            4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
            5. Basic techniques for interviewing students, faculty and visitors relative to the incidents

6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
7. Basic first aid

D. **Student Security Guards Employee Benefits**
As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

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

2.5.5 Student Governance

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

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

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

1. **Officers/Members**
All reference in this document to positions will designate whether the position is an officer position or a member position.

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

   All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.
2. **Designation**
Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.
3. **Eligibility for Office**
All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.
4. **Tenure of Position**
Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.
5. **Removal from Office**
Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.
6. **Remuneration Limitations**
   A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
   B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
   C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of $200.00.
   D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

7. **Amending Student Constitutions**
   College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.
8. **Student Governance Advisors**
   College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

   Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.
9. **Legal/Fiscal/Financial Matters**
   Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.
10. **Final Authority**
    In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

Student Clubs and Organizations
In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCD may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

Appendix S-13 The Maricopa Community Colleges Allied Health or Nursing Program

Allied Health or Nursing Assumption of Risk/Release of Liability
Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

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

MCCCD Required Background Checks
Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/01758-07.htm). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

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

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. *National Federal Health Care and Abuse Databases*
2. *Social Security Verification*
3. *Residency History*
4. *Arizona Statewide Criminal Records*
5. *Nationwide Criminal Databases*
6. *Nationwide Sexual Offender Registry*
7. *Homeland Security Search*

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony no matter what age of the convictions
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago:
    A. Violent crimes
    B. Sex crime of any kind including non consensual sexual crimes and sexual assault
    C. Murder, attempted murder
    D. Abduction
    E. Assault
    F. Robbery
    G. Arson
    H. Extortion
    I. Burglary
    J. Pandering
    K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
    L. Any abuse or neglect
    M. Any fraud
    N. Illegal drugs
    O. Aggravated DUI
7. Any misdemeanor controlled substance conviction in last 7 years
8. Any other misdemeanor conviction within last 3 years [EXCEPTIONS: Any misdemeanor traffic (DUI is NOT considered traffic).

The information that MCCCD uses for the "pass/fail" background check is subject to change at any time without notice.
MCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

Duty to Report Changes; Removal
Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCD's supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student's clearance under either MCCCD's or a clinical agency's standards will result in removal from a program.

Additional Clinical Agency Background Check
Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the MCCCD supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

Inability to Place
MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

Changes to Admission or Background Check Requirements
MCCCD may change its program admission requirements or background check requirements without notice at any time.

No Guarantee of Receipt of Licensure/Certificate
Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

4.18 Consensual Relationships

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

   In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.
   A. Definitions
      i. **Consensual relationships** are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
      ii. An **employee** is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
      iii. A **student** is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
      iv. A **vendor** is someone who sells or can sell products or services to the Maricopa County Community College District.
      v. A **recent** consensual relationship is considered to be one that has taken place within the past 24 months.
   B. Prohibited Conduct
      i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
      ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.
2. **Procedures for Disclosure**
   Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.
   A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:

i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
i. The faculty member shall counsel and advise the student not to enroll in his or her course.
ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.

3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process [The *Annual Acknowledgement and Disclosures* form may be found in the *Employee Learn Center*. Employee credentials are needed to enter secure site].
4. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

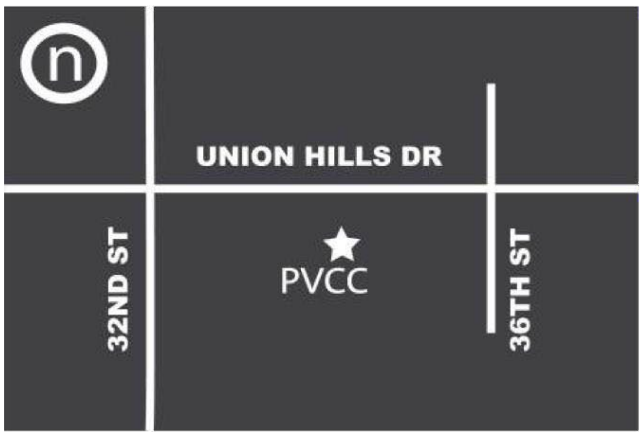
learn more drive less

PVCC offers two locations, close to home.

Union Hills

18401 N. 32nd Street
Phoenix, AZ 85032

Our full-service campus offers a comprehensive college experience including athletics, personal fitness facilities and the Center for Performing Arts in the heart of the Northeast Valley. The college is located at 32nd Street and Union Hills Drive, just west of SR-51.



Black Mountain

34250 N. 60th Street, Building A
Scottsdale, AZ 85266

Our newest facility features six classrooms and access to technology in the Northeast Valley. PVCC Black mountain is located on 60th Street, just south of Carefree Highway, and provides access to higher education, close to home.



Paradise Valley Community College Union Hills

A **Administration Building**
Conference Room: A122
Deans Offices
Development & Community Relations
Information Technology Services
President's Office
Vice Presidents Offices

C **Physical Plant**
Deliveries

CPA **Center for The Performing Arts**
Classrooms: CPA113-149
Lobby Art Gallery
Rehearsal Rooms & Green Room
Theatre

D **Ceramics Studio**

E **Learning Resources Complex**
Buxton Southwest Art Collection
Computer Commons
Facilities Services Department
Learning Support Center
Library
IT/Media Helpdesk

F **Fitness Center**
Classrooms
Health & Exercise Science Division
Faculty Offices

G **G Building**
Classrooms G136-138
Physical Sciences Department
Laboratories: G139 & G147
Nursing Department
Conference Room: G126
Faculty Offices

H **Science Labs**
Classrooms/Labs: H101 – H104
Laboratories: H107, H113, H127-H129

HS **Health Sciences**
Health Simulation/Skills Lab

J **J Building**
Art Studio: J141 (Outside Entry)
Classrooms: J126-140
Business/IT Division
Conference room: J126
Faculty Offices

K **K Building**
Classrooms: K103-104, K109-116
Entrepreneurships Education Center-K117
Honors Center: K101-102
Veterans' Services K108

KSC **Kranitz Student Center Lower Level**
Welcome Center
Academic Advising
Admissions, Registration & Records
Financial Aid
New Student Information
Center Payments
Bookstore
Cafeteria-Puma Den Café
Career Services & Job Placement
Conference Rooms:
Patayan Community Center: KSC1000
Agave Room: KSC1122
College Police Office
Copy Center
Counseling Division
Dean of Student Affairs Disability Resources & Services Early Education Programs Recruitment
Student Life Center
Student Union/Game Room

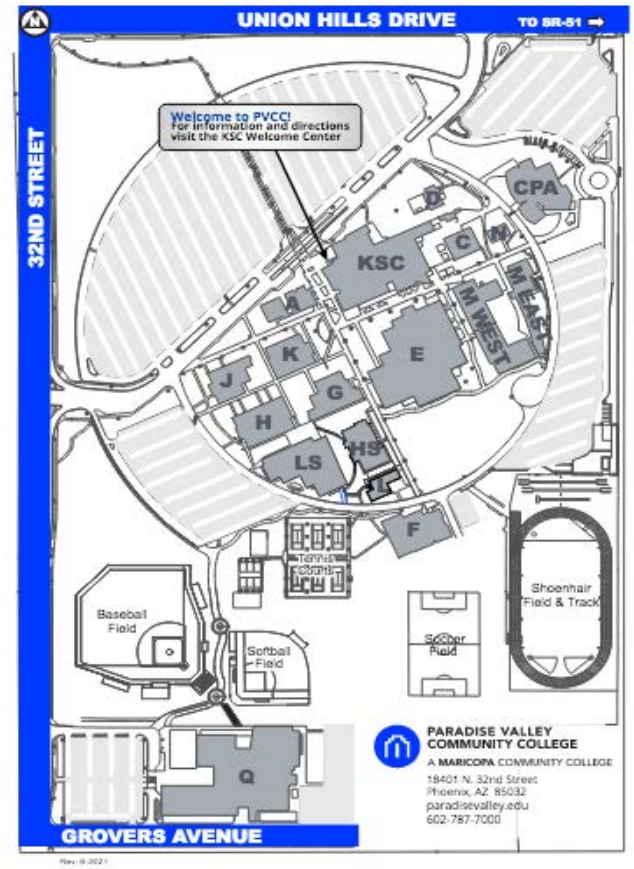
KSC **Kranitz Student Center Upper Level**
Marketing/Public Information
Counseling Classroom: KSC2009
Assessment/ Testing Center
Conference Room:
Hohokam Room: KSC2605
Employee & Organizational Learning
Institutional Effectiveness
Human Resources
Northern Arizona University
Offices Puma Press
University of Arizona
North Valley

L **L Building**
Classrooms: L101-102
EMT Skills Lab
Athletic Department
EMT & Fire Science Departments

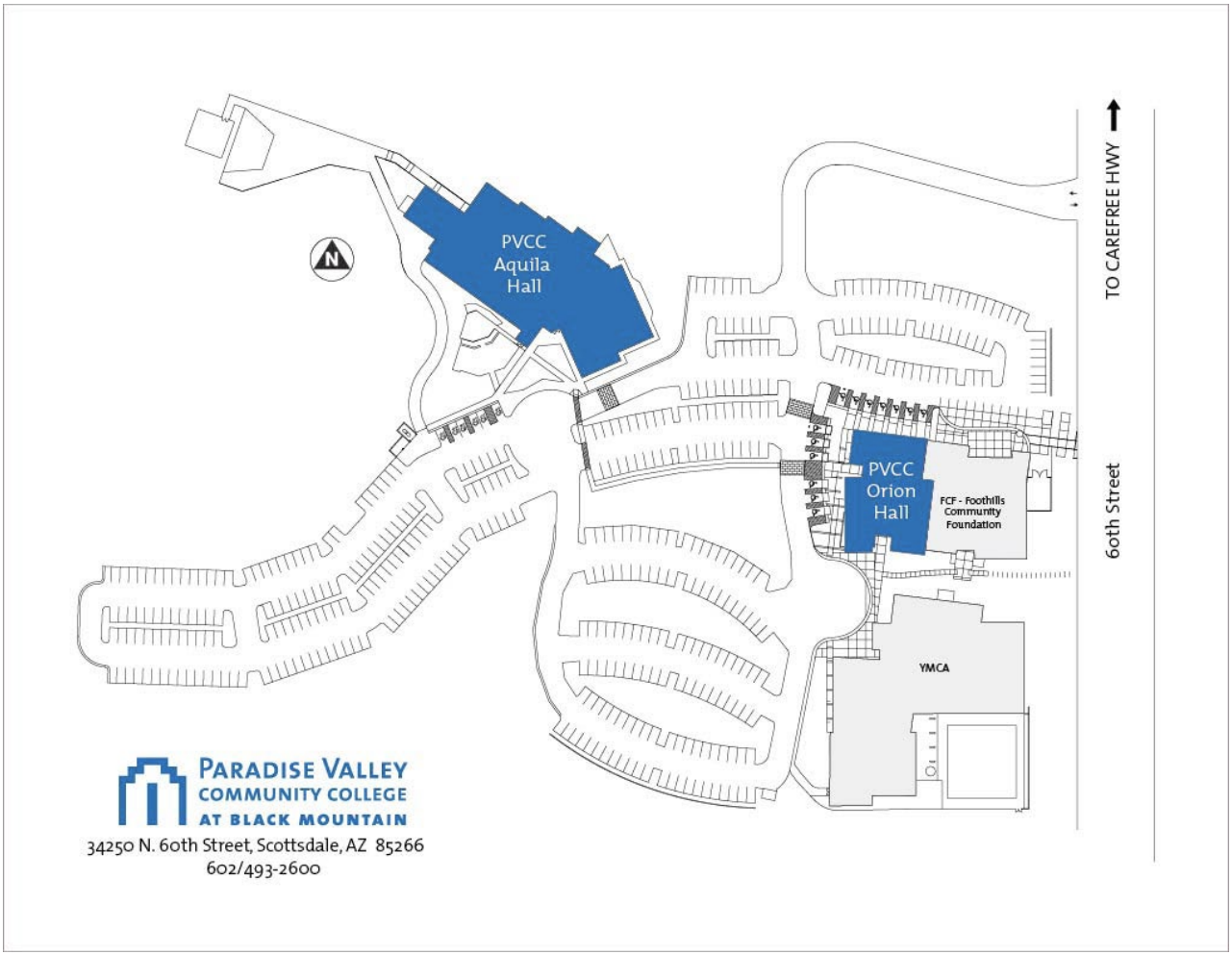
LS **Life Sciences Building** Life Science Division Classrooms: LS109, LS201-206 Conference Room: LS217 Faculty Offices Laboratories: LS101-108

M **M Building – East** Behavioral Sciences Division
Communication & Humanities
English Division
Fine & Performing Arts Division
Social Sciences Division Studio Theater
Conference Rooms: M197, 297
Faculty Offices

M Building West
Art Studio: M142
Classrooms: M101-134 (Lower Level)
M201-234 (Upper Level)



Black Mountain Campus



Aquila Hall
Tutoring: AQH102
Faculty Offices: AQH111
Computer Classroom: AQH104
Classrooms/Labs: AQH132-145

Orion Hall
One Stop Enrollment Services: ORH115
- Academic Advising
- Admission & registration
- Cashier
- Dual Enrollment

Classrooms: ORH104-109
College Safety: ORH117
Conference Room: ORH119
Testing Services Placement/Proctor: ORH106