MARICOPA COMMUNITY COLLEGES

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PARADISE VALLEY COMMUNITY COLLEGE

Paradise Valley Community College District is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities.





COLLEGE CATALOG

2018–2019 | paradisevalley.edu





PARADISE VALLEY COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Union Hills

paradisevalley.edu | 602.787.6500
18401 North 32nd Street
Phoenix, AZ 85032

Black Mountain

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

MARICOPA
COMMUNITY COLLEGES

Administration

Dr. Paul Dale	President
Dr. Eric Leshinskie	Vice President of Academic Affairs
Mr. Herman Gonzalez	Vice President of Administrative Services
Dr. Tanisha M. J. Maxwell	Interim Vice President of Student Affairs
Dr. Doug Berry	Dean of Academic Affairs
Dr. Anne Suzuki	Dean of Student Affairs
Mr. Corey Weidner	Associate Vice President of Information Technology
Ms. Loretta Mondragon	Associate Dean of Academic Affairs
Mr. Frank Amparo	Interim Associate Dean of Student Affairs & College Registrar
Mr. John Snelling	Director of Institutional Research & Effectiveness

Maricopa County Community College District Governing Board

Mr. Laurin Hendrix, President
Ms. Johanna Haver, Secretary
Ms. Tracy Livingston, Member
Ms. Jean McGrath, Member
Mr. Dana G. Saar, Member
Mr. Augustine Bartning, Member
Dr. Linda Thor, Member

College Services

Admissions, Records & Registration	602.787.7020
Adult Re-Entry Services	602.787.6540
Academic Advising	602.787.7060
Assessment Center	602.787.7050
Athletic Department	602.787.7173
Bookstore	602.787.7120
Career Services	602.787.7073
Cashier's	602.787.7350
Computer Commons	602.787.6760
Counseling Division	602.787.6540
Disability Resources and Services (DRS)	602.787.7174
Distance Learning, choices@pvc	602.787.6754
Financial Aid Services	1.855.622.2332
Fitness Center	602.787.7270
Honors	602.787.7888
Information/New Student Center	602.787.PUMA
Learning Support Center (LSC)	602.787.7180
Library	602.787.7200
Media	602.787.6606
College Police	602.787.7900
Registration	602.787.7020
Service-Learning Center	602.787.7245
Student Life Center	602.787.7240
Veterans Services	602.787.7045

Paradise Valley Community College ACCREDITATION – Paradise Valley Community College is accredited by The Higher Learning Commission (HLC) of the North Central Association. PVCC's ten-year accreditation status was renewed in 2015.

To access the 2018–2019 Catalog online visit www.paradisevalley.edu/catalogs



Welcome From The President

On behalf of the students, faculty, and staff, I extend a warm welcome to our college, where we have provided a quality higher education experience for the residents of North Phoenix and the greater northern Maricopa County community for over 30 years. Additionally, our Black Mountain site (located at 60th Street and Carefree Highway) serves communities of Northeast Phoenix, Carefree, Cave Creek, and Anthem.

In this catalog we introduce you to our college and the courses and programs designed with your success in mind. Whether your goal is to transfer to a four-year university, prepare for a career, or enhance your skills, PVCC has an associate degree or certificate program that is right for you. And now you can even earn your bachelor's degree right here on campus through NAU or UofA. We also offer multiple start dates for 16-, 14-, 12- and 8-week Express classes - in person and online - making it more convenient than ever to fit college into your busy life.

We invite you to discover "The Power of Learning" at PVCC. Our goal is to create educationally meaningful activities that engage, motivate, and inspire you as a learner. At PVCC, we view student development and learning as interconnected processes that challenge you to take an active role in educating yourself intellectually, ethically, emotionally, socially, and physically. Specifically, it is important for you to have purposeful intent and to be prepared to learn.

If there's something we know about college students, it's that the most successful ones plan their goals and monitor their progress. Successful students know that college is not a spectator sport, so they engage in the classroom, meet with their academic advisors, and participate in college activities — and their results are amazing! Our "Puma Pathway" agenda for student success and learning helps you identify, right from the start, where you are going, and ties together how your in- and out-of-class experiences will get you there.

This catalog is a resource to assist you in making your educational decisions. It provides information on programs, classes, policies, and procedures. If you have any questions, please meet with one of your faculty members or one of our student affairs staff. We wish you success in the attainment of your goals and welcome you to Paradise Valley Community College!

Sincerely,

Paul Dale, Ed.D.
President

2018-2019

Academic Calendar

Summer 2018 Semester

NOTE: SUBJECT TO THE 2018/2019 CATALOG

Monday	May 28	Observance of Memorial Day - campus closed
Tuesday	May 29	First 5-Wk/8-Wk Sessions Begin
Thursday	June 28	First 5-Week Session Ends
Monday	July 2	Second 5-Week Session Begins
Wednesday	July 4	Observance of Independence Day - campus closed
Thursday	July 19	8-Week Session Ends
Thursday	Aug 2	Second 5-Week Session Ends

Fall 2018 Semester

Saturday	August 18	Classes Begin
Monday	September 3	Observance of Labor Day - campus closed
Monday	October 8	Application for December 2018 Graduation
+		Last Day for Withdrawal w/o Instructor's Signature
Monday	November 12	Observance of Veterans' Day - campus closed
Thur–Sunday	Nov. 22–Nov. 25	Thanksgiving Holiday - campus closed
++		Last Day Student Initiated Withdrawal Accepted
Mon–Thursday	December 10–13	Final Exams
Friday	December 14	Mid-Year Recess Begins for Students
Dec. 25, 2018 –	Jan. 1, 2019	Winter Break (campus closed)

Spring 2019 Semester

Saturday	January 12	Classes Begin
Monday	January 21	Observance of M. L. King Birthday - campus closed
Monday	February 18	Observance of Presidents' Day - campus closed
Thursday	March 1	Application for May 2019 Graduation
+		Last Day for Withdrawal w/o Instructor's Signature
Mon-Sunday	March 11-17	Spring Break - campus closed March 14-17
++		Last Day Student Initiated Withdrawal Accepted
Sunday	May 5	Last Day of Regular Classes
Mon-Thursday	May 6-9	Final Exams
Friday	May 10	Commencement, Spring Semester Ends
Monday	May 27	Observance of Memorial Day - campus closed

Important Info

*For specific information concerning registration dates, class start dates, consult the class schedule for the college of intended enrollment.

**Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting. Refer to your course syllabus for exact date and time.

+ See your student schedule in my.maricopa.edu for the Last Day to Withdraw without an Instructor Signature for each class in which you are enrolled.

++Refer to the Important Deadlines for Students section of the student handbook to determine the last day for student initiated withdrawal.

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

PARADISE VALLEY COMMUNITY COLLEGE

Our Mission

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.

PV provides diverse learning opportunities including:

- University transfer education
- General education
- Developmental education
- Community education
- Continuing Education
- Workforce development
- Student development
- Honors education
- Global engagement
- Civic responsibility

PVCC provides access to these opportunities in a welcoming, inclusive, and supportive environment. As a college committed to learning and continuous quality improvement, PVCC annually assesses and publishes reports concerning the effectiveness of our programs and services.

Our 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.

Our Core Value

Learning is the core value of Paradise Valley Community College. PVCC encourages and supports learning at three levels — student, employee and organizational — and the integrative relationship between the three levels. Learning at Paradise Valley Community College means increasing the capacity of our students, our employees and the college itself, to achieve their goals. PVCC acknowledges organizational learning as a means to continuously improve our college.

Our Supporting Values

Integrity: We uphold ethical behavior in 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 value and support innovation. We encourage informed risk-taking that holds the promise of enhancing student, employee and organizational learning. We view a good faith unsuccessful attempt not as failure, but rather as a rich opportunity to learn.

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.

Maricopa Community Colleges

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.

Maricopa County Community College District

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: https://district.maricopa.edu/regulations/admin-regs 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 EEO Policy)

It is the policy of the Maricopa District (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, and South Mountain Community College) to: 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 or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

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 continue to be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin status, citizenship status(including document abuse) , age, disability, veteran status or genetic information.

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.

2.4.3 Equal Opportunity Statement (see 5.1.3 EEO Policy Statement)

It is the policy of Maricopa 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, 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, 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. Students who enroll will be supported in the development of these skills by classes in English as a second language and other resources. Translation services and bilingual instruction can also be provided: contact college designee for more information.

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 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. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, 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 will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their 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. Maricopa 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, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator:

Dr. Tanisha Maxwell, Interim Vice President of Student Affairs
Paradise Valley Community College,
18401 N. 32nd Street, Phoenix, AZ 85032
Telephone: 602.787.7668

Under the ADA and Section 504, Maricopa recognizes the obligation to provide overall program accessibility throughout its locations for disabled individuals. The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner. Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

DECLARACIÓNES DE ACCIÓN AFIRMATIVA

Mandato de No Descriminación

Es el mandato de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genesica. Asi mismo, es el mandato de los Colegios Comunitarios proveer para cada aplicante, empleado, y estudiante un ambiente libre de acoso sexual como también libre de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genesica.

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

Declaración de Igualdad de Oportunidad

Es el mandato de los Colegios Comunitarios del Condado de Maricopa promover igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genesica. Agregando, es el mandato de los Colegios Comunitarios promover para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genesica.

Declaración de Acción Afirmativa

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

Declaración de Mandato de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita

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

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

Dr. Tanisha Maxwell, Interim Vice President of Student Affairs
Dirección: Paradise Valley Community College
18401 N. 32nd Street, Phoenix, AZ 85032
Número Telefónico: 602.787.7668

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

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

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 roadmap 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 this catalog to help you be a successful college student are:

pg. 14 Preparing to be a successful student
pg. 17 Engaging in the PVCC student experience
pg. 18 Committing to your own success
pg. 20 Completing your program at PVCC
pg. 21 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 23). See an advisor to obtain a degree check sheet to help you keep track of your progress. If you are planning on completing a degree or selecting courses prior to transferring to a four-year college or university, then you will find the information on the Transfer Process very helpful (pages 24).

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 Support 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.

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The Puma Pathway to Your Future



Student development and learning are interconnected processes that challenge you to take an active role in educating yourself intellectually, ethically, emotionally, socially and physically. Put directly, this means that:

Because students have the major responsibility for their own development, they need to be involved actively in the learning process,

Learning occurs throughout the campus—in class and in out-of-class activities, and all employees of the college share in the responsibility of supporting faculty in their teaching and learning.

Let's Get Started Reviewing the Puma Pathway to Success, Completion, and Beyond!
If there's something we know about college students, it's that the most successful ones have a pathway from preparing for success to completion of their degree, and thriving on to the next steps of their educational and/or career journey. They know that college is not a spectator sport, and that in order to become a successful student they will need to be an active participant.

PVCC has created The Puma Pathway, the roadmap to student success, completion, and beyond.

Prepare — The student will be prepared both academically and financially to navigate the PVCC system before the first day of class in order to have a successful college experience

Engage — Students will engage with faculty and staff to ensure academic success and become fully involved in college life

Commit — Students will commit to a plan to reach their educational goals both in and outside of the classroom

Complete — Students will successfully complete their goals, giving them the opportunity for continued education and a focused career path

Thrive — PVCC alumni will thrive as lifelong learners, equipped with knowledge that creates positive social change

The Puma Pathway includes all aspects of the student life cycle from the time they enroll at PVCC to graduation and beyond.

At PVCC we value student learning in and out of the classroom. The General Education Outcomes, are critical to your overall success in college and beyond.

- Civic Engagement - You will be able to demonstrate the skills necessary to identify and address issues of public concern.
- Critical Reading - You will be able to clearly explain and/or accurately apply information you have read.
- Critical Thinking – You will be able to think critically, creatively, and practically.
- Diversity & Global Awareness – You will be able to interact effectively and appropriately in a diverse, multi-cultural, and global society.
- Information Literacy – You will be able to determine information needed and use the information effectively and appropriately.
- Oral Communication – You will be able to clearly and effectively communicate your ideas to others using effective public speaking techniques.

- Problem Solving – You will be able to critically and effectively solve problems by making inferences, relying on data, as well as predicting consequences from your actions.
- Technology – You will be able to use technological resources appropriately and efficiently.
- Written Communication – You will be able to clearly and effectively communicate your ideas to others in an organized written manner using appropriate writing techniques.

Your faculty will refer often to PVCC's general education outcomes. Put in simple terms, general education outcomes are critical life skills that you will develop through in-class and out-of-class experiences.

Get more in-depth information on the general education outcomes at https://www.paradisevalley.edu/employees/assessment-learning/general-education-assessment.

Prepare Follow the MCCCD Enrollment Steps

- Get Admitted
- Submit proof of identification to the PVCC Admissions & Records Office to finalize your application
- Take the Placement Tests
- Attend New Student Orientation
- Register for Classes
- Pay Tuition and Fees
- Selecting a Major and/or Career

For more information on Enrollment Steps, visit https://www.maricopa.edu/getting-started

Get Admitted
The admissions process has been streamlined across the Maricopa Community Colleges to better fit the needs of our students. Your access to Paradise Valley Community College begins with applying for admission. To begin the admissions applications, navigate to https://admissions.maricopa.edu. In this step you will:

- Create your Maricopa Enterprise Identification (MEID)
- Completed the admission application by adding your personal information.

If you have already created your MEID account, you can continue a saved application or reapply or transfer at the Maricopa Student Admissions Application.

- Click **Continue Saved Application** if you have previously created an MEID account and are ready to continue with your application. Please note if you started your application more than 48 hours ago, you will need to start a new application from the beginning.
- Click **Reapply of Transfer** if you have previously enrolled at any of the ten Maricopa Community Colleges and would like to transfer to a new college or resume classes.

After completing the online application, you will need to provide proof of identification to the Admissions & Records Office in the Kranitz Student Center (KSC). For a full list of approved forms of identification visit https://my.maricopa.edu/enrollment-services/admissions-records-registration/identity.

Take the Placement Tests
These tests assess your basic skills in English, reading and mathematics in order to help you and your Academic Advisor select the right courses for you. Your scores are provided to you immediately following the assessment tests on a Student Data Report. Keep this important document for your Academic Advising session. Assessment tests are offered free on a walk-in basis in the Assessment Center, (602-787-7050). Visit the Web site at www.paradisevalley.edu/assessment for hours of operation.

It is critical that you are prepared for your placement tests to be placed into the correct courses. Be sure to utilize the FREE test preparation materials at https://www.paradisevalley.edu/students/testing-services/course-placement-assessments. By studying for these assessments, you will maximize your outcomes and save both time and money in pursuit of your college educational goals.

Attend New Student Orientation
New Student Orientation (NSO) is a wonderful opportunity to get questions answered and learn to navigate the college experience. It is also an opportunity to make friends and get connected to PVCC! Academic Advisors will assist you with planning for your future and choosing your classes. They will advise you concerning certificate and degree options, placement test interpretation and course descriptions. You will also enroll in your first term of classes during this session.

Navigate to https://www.paradisevalley.edu/students/new-student-orientation, or call the New Student Orientation line at (602) 787-7316 for a current schedule of New Student Orientation Sessions. No pre-registration is required for these sessions. It is important that you arrive 15 minutes prior to the start of the session for registration. Late arrivals will be asked to come to the next session.

At NSO, Academic Advisors will assist students with selecting classes and building a scheduled based on placement test scores, dual-enrollment classes, AP test scores, and degree or major requirements. Students will learn how to navigate their Student Center to search and register for classes.

It is important to bring the following documents your session to ensure you are able to fully enroll in your first term of classes:
- A copy/printout of your placement test scores
- Current valid photo identification
- MEID and password

Register for Classes
You should have discussed what classes you should enroll in with your advisor during your New Student Orientation or regular academic advisement session. You can register for classes by navigating to https://my.maricopa.edu and logging in to your Student Center.

It is important to meet with your Academic Advisor once a semester to plan for the upcoming term. They will be able to review your current schedule and help you to decide what classes you should plan to take the following term to make sure you graduate on time.

Pay Tuition and Fees
Tuition is due 35 days prior to the start date of your first class. However, if you register with less than 355 days before the start date of your first class, your tuition is due that same day. If you do not pay the balance of your tuition and fess on time, you may risk being dropped from your classes. To check the due date of your tuition and fees, navigate to your Student Center at https://my.maricopa.edu. It is also important to explore your options to help you pay for school.

Complete the FAFSA – All financial aid starts with creating a Federal Student Aid (FSA) ID and completing the online Free Application for Federal Student Aid (FAFSA). To complete your FAFSA online, go to fafsa.gov.

Apply for Scholarships – There are several need and merit-based scholarship opportunities available for students. The Maricopa Community Colleges have publicly funded scholarships as well as privately funded scholarships through the Maricopa Foundation. Navigate to https:///www.maricopa.edu/getting-started/

scholarships for more information on how to apply and application deadlines.

Explore Payment Plan – If you're planning on covering some of your school tuition and fees out of pocket, it's important that you understand and enroll in a payment plan. To learn more about payment plans, navigate to https://www.maricopa.edu/getting-started/payment-plans. Don't forget to record the balance of what you will need to pay to attend your classes as well as the due date for your payment.

Selecting a Major and/or Career

It's okay if you have not selected a program major or a career when you arrive at PVCC. Selecting a major or career is a process and we have several resources to assist you. The Counseling Center, (602-787-6540) and Career Services, (602-787-7073) are two great places to start. The Counseling Center provides counseling and assistance by providing and evaluating career interest inventories and assessments. Career Services offers resume reviews on a walk-in basis and by appointment and is also available to connect you with different types of career exploration seminars and resources.

If you want to consider some preliminary career choices on your own, try the 4-Step Career Planning Process

Step 1: Self-Assessment

Counseling can assist you develop awareness of your skills, values, interests, and personality traits. Assessment tools can help you gain a better understanding of yourself, expand your major and career options, and fins good matches with majors and careers. Self-assessment typically includes meeting with a counselor and perhaps taking one more of the many career assessment inventories offered by PVCC Counseling.

Step 2: Explore Career Options

There are many avenues to learn about various majors and careers. Using the Library and internet resources, conducting information interviews, and volunteering are just a few ways to learn what majors fit various careers. Career Services are available to help you explore your career options based on your interests, skills, values, and knowledge. In addition, you can learn valuable information regarding career trends, educational requirements, salary expectations, and key strategies to give you the competitive edge in the world of work and attain your career goals.

Step 3: Decision Making

As we develop and grow, we evaluate our career choices many times. We may revise and change our direction. Thus, career decision-making is no longer a "one-time" event. We need to learn a process that allows the flexibility and confidence to make the best decision. To this end, Counseling services will help you create a plan of action to turn your major and career vision into reality.

Step 4: Job Search & Development

Now that you've identified one or more majors and careers that interest you, counseling can assist you identify the classes you need and valuable experiences, internships, volunteer experiences, etc. that contribute to your career development. Career Services is available to help you learn more about your specific career field and possible internships to begin gaining experience. There are also several other events held throughout the year including a job fair where you can meet potential employers in your desired career field. For more information visit https://www.paradisevalley.edu/students/career-services.

Engage

Discover ways to engage with faculty and staff to ensure your continued success both in and out of the classroom. Fully immerse yourself in the PVCC student life to be able to discover yourself, express who you are, and identify your leadership potential.

This section identified a few of the ways to engage and connect with other PVCC students, however there are many others. Participating in cultural events, attending concerts and events, volunteering and community outreach, taking fitness classes, and working on campus are just a few additional ways to make the most of your college education.

It's Your Education—Get involved!
Learning is not a spectator sport. The most successful students get involved in their class discussions, projects and experiences. Your success as a learner is important to everyone at PVCC. We are all involved, but the outcome is ultimately up to you. You'll want to apply your newly acquired classroom skills outside of class and the opportunities below provide opportunities for you to do just that!

Make New Life-long Friends
College is not a solo experience, so you'll want to make some friends along the way. Make it a goal to meet at least 2 new faculty or staff members each semester, join or assemble a student study group and definitely take time to join in some of the FREE social events designed for students, by students. The more people you know, the bigger your support network will be when you need help, need a favor, need a job or scholarship recommendation, or just want to hang out.

Puma Student Athletes
The mission of PVCC 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. The PVCC Athletics Department believe athletics are an integral part of that mission. PVCC strives to serve as a model amongst National Junior College Athletic Association (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.

PVCC Athletics includes:
- Men & Women's Tennis
- Men's Baseball
- Women's Softball
- Men & Women's Cross Country
- Men & Women's Track & Field
- Men & Women's Golf
- Men & Women's Tennis
- Men & Women's Soccer

For more information on becoming a Puma Student Athlete navigate to https://www.paradisevalley.edu/athletics/puma.

Student Life & Leadership
Leadership is learned and achieved in the classroom—and through participation in out-of-class activities. Make sure that your educational experiences integrate classroom instruction with hands-on leadership development and participation in political and/or social issues in your community. Applying your college education to practical out-of-class experiences prepares you to be a contributing member of your local and global community. Here are some opportunities to get involved in student leadership at PVCC.

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. For more information visit www.paradisevalley.edu/studentlife or contact the Office of Student Life & Leadership in KSC 1303 or by phone at 602-787-7240.

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. For more information visit www.paradisevalley.edu/studentlife or contact the Office of Student Life & Leadership at (602-787-7240).

PVCC has variety of Student Clubs and Organizations on campus:

Anime Club, Anthropology Club, Astronomy and Physics Club, AWARE – Adults Who Are Returning to Education, Business Club, CAST – College Artists' of Society in Theatre, Christian Challenge, Club Ed(ucation)

For more information visit https://www.paradisevalley.edu/pv-clubs or visit the Office of Student Life & Leadership in KSC 1303 or by phone at 602-787-7240.

Work On Campus

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 https://www.paradisevalley.edu/students/financial-aid/federal-work-study.

PVCC Honors Program

The Honors Program at PVCC Is an opportunity for academically motivated students to participate In challenging and rewarding educational experiences. The purpose of the Honors Program Is to foster greater depth of thought In reading, writing, and discussion with faculty and guest lecturers that will better prepare Honors students to complete a degree and begin their careers. Honors students at PVCC form a community of bright, energetic, and caring students who are committed to their classes, the Honors Program, and to the college. For more information on the Honors Program and Honors scholarship opportunities visit https://www.paradisevalley.edu/students/honors.

Commit

The Commit phase of The Puma Pathway is when you identify your plans to reach your educational, personal, and career goals. These goals are important both in and out of the classroom to ensure your success after completing your program at PVCC.

Committing to a Degree Program

We know that students who commit to a degree program early on are more likely to complete their degree on time and minimize the number of unnecessary courses relevant to their degree program. Visit the Career

Services center to meet with someone who can help you connect your passion to many potential careers. Our Counseling and Personal Development division also can provide you access to several career and self-assessment inventories to match your interests and personality with potential careers. Counseling is also available to facilitate small-group workshops, provide career-related resources, and offer career development courses in career/life planning and resume writing.

Meeting with Your Advisor Regularly

Once you have committed to a degree program, it is important to meet with your academic advisor at least once a semester to review your plan for the following term. Academic Advisor are here to help you develop and successfully complete your Puma Pathway. Our advisors will assist you in creating, reviewing and re-evaluating your educational and life goals, while connecting you to resources including information on college policies and procedures, degree requirements, and university transfer. It is essential that you be an active participant and engage in planning your education. Advisors specialize in helping you commit to a major in order to complete your educational goals that will allow you to thrive at PVCC and beyond. Visit https://www.paradisevalley.edu/students/advisement for more information including operating hours and a list of academic advisors.

Continue to Finance Your Education

It is important that as you continue through your Puma Pathway that you look into new ways to fund your education. Be sure to always check your student center for updates or requirements on your financial aid. Also, continue to apply for scholarships throughout the academic year. Many scholarships have deadlines at many different times of the year, and these can all be used to help offset your educational costs. You may also be eligible for a Federal Work-Study (FWS) position on campus. Visit https://www.paradisevalley.edu/students/financial-aid for more information on continuing to finance your education.

Commit to Your Classes

A large component to being a successful student is knowing how to effectively study and retain necessary information for your courses. The PVCC Learning Support Center (LSC) provides free academic support and learning strategies through services, resources, and collaborations with faculty that allow students and the community to achieve their academic goals. The LSC is a great tool for students in need of some additional support in their courses. Successful students know when to reach out for help, whether this be to your instructor, peers, or the LSC. For more information on the Learning Support Center visit https://www.paradisevalley.edu/students/learning-support-center.

Additional resources available to you at no cost to help you commit to your classes are:

- Computer Commons - https://www.paradisevalley.edu/students/computer-commons
- Counseling - https://www.paradisevalley.edu/students/counseling
- Disability Resources and Services - https://www.paradisevalley.edu/students/disability-resources
- Learning Support Center (LCS)/Tutoring - https://www.paradisevalley.edu/students/learning-support-center
- Library - https://www.paradisevalley.edu/library
- Technology Helpdesk - https://www.paradisevalley.edu/employees/technology-helpdesk

Connect What You Learn

Another trait of successful students is being able to connect what you are learning in the classroom to concepts in your field of study. Spend some time outside of class to learn how your current learning outcomes connect to your future career. Service learning, volunteering, and internships are all great ways to work in your future career field while you are still a student. These aspects also contribute to the vision of life-long learning and furthering your education out of the classroom.

Build Your Resume
Successful students know that they do not have to wait until after they graduate to build a professional resume. The Career Services Office on campus is here to assist you with your resume. Also, be sure to add relevant information on key leadership roles you held in campus organizations and in the community while you were pursuing your degree. Always be thinking about ways to distinguish your resume amongst other applicants including leadership roles, volunteer activities, internships, etc.

Complete

Have you completed all of the necessary requirements for your degree or certificate program? Are you ready to complete your journey at PVCC and move on to whatever comes next? If so, Congratulations! This means the big day is drawing near. However, there are several steps to take to graduate on time and be able to participate in the annual Commencement Ceremony.

Graduation
Application: Students wanting to graduate from any of the Maricopa Community Colleges must submit an application for graduation. This application must be signed by your academic advisor and submitted by the given deadlines. A final application must also include a completed degree check sheet. You will need to submit a separate application for each degree/certificate program and accompany each with a check sheet.

Official Transcripts: If you took classes at another institution, in addition to your PVCC coursework, you must request official transcripts from that institution and ask that they be evaluated and posted to your PVCC record. Official transcripts from external institutions may be subject to specific fees by that respective institution. Official transcripts sent within the Maricopa Community Colleges are free and can be requested in your Student Center.

Fees: If you plan to participate in the annual commencement ceremony in May, you must pay the $25.00 fee (one-time fee refundable up to two weeks prior to graduation). This fee must be paid at Cashiers Services by March 1st or you may pay online in your Student Center. This fee includes your cap and gown, honor cords, five announcements, and your degree/certificate cover.

For additional information pertaining to graduation, visit https://www.paradisevalley.edu/students/admissions/graduation.

Transfer Partnerships
PVCC has many partnerships with several universities to offer an easier transition for community college students interested in transferring to complete their Bachelor's Degree. While the transfer process can seem overwhelming, there are resources available on-campus for you to utilize as you create your transfer plan. Many of our transfer partners also have offices at the PVCC Union Hills Campus for you to meet with and discuss your future plans.

PVCC University Partners Include:
- Arizona State University (ASU)
- Grand Canyon University (GCU)
- NAU @ PVCC
- Northern Arizona University (NAU)
- University of Arizona (U of A)
- University of Arizona North Valley
- 46+ Additional Private Out-of-State Transfer Partners

For more information on transferring from PVCC to a university, visit https://students/advisement/transfer-information.

Thrive

PVCC Alumni Association

If you attended or graduated from PVCC, then you are considered one of PVCC's valued alumni. We welcome you to officially join the Paradise Valley Community College Alumni Association (PVCCAA). The alumni association is a network of proud Pumas supporting each other and encouraging new students to engage in all our college has to offer. PVCCAA members are active in communities from local to global. We contribute our time and talents to make a difference, mentor students, support scholarships, and champion major initiatives supporting community college.

Visit https://www.paradisevalley.edu/alumni for more information including membership benefits, alumni activities, and how to join.

Non-Credit Exercise Courses

Even if you have already completed your degree or certificate from PVCC, you can still be an active community member and enroll in one of our many non-credit exercise courses. We know that exercise is an important aspect of continuing to live a healthy lifestyle, and the PVCC Fitness Center has the perfect resources available to help you continue, or even get started. Non-credit course offerings include fitness center sessions, tai chi, and many others.

Visit https:///www.paradisevalley.edu/academics/health-and-exercise-science/commmunity-fitness for more information.

Lifelong Learning

PVCC is committed to setting the foundation for our students to be lifelong learners. The vision of PVCC is to aspire 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. As our students become the leaders of society, they also continue to learn and further their personal and professional development to reach their full potential.

The Counseling & Personal Development Division offers a Lifelong Learning Seminar Series that is free and open to the public. These seminars cover topics ranging from "Making Your Memory Your Superpower" to "Disengaging from the Harmful Effects of Stereotyping." For more information, contact the Counseling & Personal Development Division at (602) 787-6540.



TIME & ACADEMIC DEMANDS SCHEDULE

AVAILABLE TIME – per week

In a seven-day period you have	168	hours
Subtracting 7 hours/day for sleeping, 1 1/2 hours/day for eating and 1 1/2 hours/day personal grooming. (10 hours/day x 7 days)	- 70	hours
TOTAL AVAILABLE TIME:	98	hours

NECESSITIES – per week

Exercise		
Working	_____	hours
Travel to and from work	_____	hours
Travel to and from school	_____	hours
Housekeeping chores	_____	hours
Family obligations	_____	hours
Proper Nutrition Planning	_____	hours
Relaxation and Leisure	_____	hours
Other demands and obligations	_____	hours
TOTAL TIME FOR NECESSITIES:	_____	hours

Available time before necessities	98	hours
Subtracting time for necessities	– _____	hours
TOTAL AVAILABLE TIME FOR ACADEMIC DEMANDS AND EXTRACURRICULAR ACTIVITIES	= [ ]	#1

ACADEMIC DEMANDS

Time per week for

	List Courses	1	2	3	4	5
1. Attending class						
2. Reading assignments						
3. Written assignments						
4. Problems						
5. Laboratory work						
6. Meeting with instructors						
7. Library research						
8. Review lecture notes						
9. Test preparation						
10. General study & reflection						
11. Study with other students						
12. Use of support services						
13. Other						
TOTAL TIME PER CLASS						

TOTAL TIME NEEDED TO MEET ACADEMIC DEMANDS [ ] *#2 (add "total time per class" fields)*

Enter available time from Box 1 above	[ ]	*#1 (total time for academic & activities)*
Subtract time for academic demands	– [ ]	*#2 (total time needed for academic demands)*
Remaining time for extracurricular activities	[ ]	

MARICOPA COMMUNITY COLLEGES

MCCCD Educational Programs

Academic Policies That GovernAssociates Degrees Designed for University Transfer

AGEC:	Arizona General Education Curriculum
	AGEC-A, AGEC-B, AGEC-S
AA	Associate in Arts
AA EE:	Associate in Arts in Elementary Education
AA FA:	Associate in Arts, Fine Arts–Art Degree
	Associate in Arts, Fine Arts–Dance Degree
	Associate in Arts, Fine Arts–Theatre Degree
AS	Associate in Science
ABus GR:	Associate in Business, General Requirements
ABus SR:	Associate in Business, Special Requirements
AGS:	Associate in General Studies
AAS:	Associate in Applied Science
AC:	Academic Certificates

General Graduation Requirements

Academic Policies that Govern Associate Degrees Designed for University Transfer

Academic policies that govern the Associate degrees designed for university transfer:
(Associate in Arts [AA]; Associate in Science [AS]; Associate in Arts Elementary Education [AA-EE]; Associate in Fine Arts [AA-FA] for Dance, Theatre or Arts; and Associate in Business General Requirements or Special Requirements [ABUS-GR, ABUS-SR]).

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: 60 credits for AA, AS, AA-EE, and AA-FA- Theatre; 62 credits for ABUS-GR and SR; 60for AA-FA- Art; 65 for AA-FA- Dance.
- 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.

General Education Requirements

- The AGEC requirements include a designated number of courses approved for each of the following areas:
  - Core
    - First Year Composition [FYC],
    - Mathematics Studies [MA],
    - Computer/Statistics/Quantitative Applications [CS],
    - Literacy and Critical Inquiry [L],
    - Humanities, Arts and Design [HU],
    - Social-Behavioral Sciences [SB], and
    - Natural Sciences (Science Quantitative [SQ], Science-General [SG]).
  - Awareness Areas
    - Cultural [C]
    - Global [G] or Historical [H]
- MCCCD's Additional Requirements are as follows:
  - Oral Communication
  - Critical Reading

  Note that there are three different AGECs each aligning with a different subset of Associate Degrees (AGEC-A for all Associate in Arts degrees, AGEC-B for all Associate in Business degrees, and AGEC-S for the Associate in Science 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. Checksheets for each of type of Associate degree indicate these details, the number of credits required in each area, and any exceptions.

- A single course can simultaneously count toward a Core Area, one or more Awareness Areas, 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 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 degree, a single course cannot be used to satisfy more than one AGEC Core Area.
- The General Education Requirements for these degrees may be completed in as few as 35 credits provided that courses selected for the Awareness Areas and MCCCD's Additional Requirements can also be counted toward Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

Academic Policies that Govern Associate Degrees Designed for University Transfer

General Electives and Other 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.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language.
- 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 advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291/STO291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

Transfer Credit:

From any institutions outside of MCCCD:

- Credits transferred from outside of MCCCD must at a grade of "C" (2.0 on a 4.0 scale) 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.
- 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.
- Courses completed at another Arizona public college or university will be based on information obtained from AZTransfer's Arizona Course Equivalency Guide (CEG).

From any AGEC granting/accepting institutions:

- The course evaluation and/or AGEC general education designation for a course is as listed in the AZTransfer's Arizona Course Equivalency Guide (CEG) for the semester in which the course was completed. Transfer credits will be counted toward the AGEC and/or Associate degree requirements based on their evaluated MCCCD equivalence for the semester in which the original coursework was done.

Credit for Prior Learning:

- Credit awarded at a Maricopa Community College for prior learning 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, 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.

2018–2019 AGEC Arizona General Education Curriculum
AGEC-A, AGEC-B, AGEC-S

Description

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a 35–38 semester-credit 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.

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. They are the AGEC-A, the AGEC-B, and the 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 is the general education block of the five different MCCCD Associate in Arts (AA) degrees, the AGEC-B is part of the two MCCCD Associate in Business (ABUS) degrees, and the AGEC-S defines the general education requirements in MCCCD Associate in Science (AS) degree.

As described in more detail below, all AGECs require designated Core 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 majors 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 or general biology for majors to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to eight additional credits of math and/or science appropriate to their major.

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

- Requires completion of 35-38 credit hours 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.
- All courses applied to the AGEC must be completed with a grade of "C" or better.
- A single course can simultaneously count toward a Core Area and one or more Awareness Areas. 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 Core Area.
- The General Education Requirements for these certificates may be completed in as few as 35 credits provided that courses selected for the Awareness Areas can also be counted toward Core Areas.

Transfer Credit:

From any institutions outside of MCCCD:

- Credits transferred from outside of MCCCD must 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 either with AGEC designations (from an AGEC granting/accepting institution at which they were taken) or evaluated as equivalent to an MCCCD course with one or more AGEC

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AGEC-A, AGEC-B, AGEC-S Continued

designations may be applied toward the minimum credits for certificate completion. A course evaluation and/or general education designation may be subject to change. The AGEC designations are determined by how they are listed in AZTransfer's Arizona Course Equivalency Guide (CEG) for the semester in which the courses were completed. Given that curriculum is dynamic at both MCCCD and the institutions from or to which MCCCD students transfer, students have the option to petition for exceptions to official course evaluations and/or general education designations.

Credit for Prior Learning

- Credit awarded at a Maricopa Community College for prior learning 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

The 35-38 semester credits required for each of the three AGECs follow. Descriptions and definitions of each requirement area follow. View specific course information via the following website: https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation by clicking on thestatewide AGEC link. The lists provided for AGEC-A, -B, -S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the different Core Areas and/or Awareness Areas where each course will apply.

AGEC-A Requirements

(Note that for students pursuing majors in the Fine Arts (Art, Theatre, Dance) or Elementary Education the required courses for some of the Core and/or Awareness Areas are much more prescriptive. Students in these majors should consult corresponding specialized Associate in Arts degree requirements and/or anacademic advisor for guidance in the selection of their general education course work to minimize loss of credits).

A. Core Areas: **Credits: 35**

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. (See AGEC matrix for current course values.)

1. First-Year Composition (FYC) 6
2. Literacy and Critical Inquiry [L] 3
3. Mathematical Studies [MA/CS] 3-5
   Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or pre-calculus (MAT187) or any other mathematics course designated with the [MA] general education value and for which college algebra is a prerequisite.)
4. Computer/Statistics/Quantitative Applications [CS] 3
5. Humanities, Arts and Design [HU] 6
   Students are encouraged to choose courses from more than one discipline
6. Social-Behavioral Sciences [SB] 6
   Students are encouraged to choose courses from more than one discipline
7. Natural Sciences [SQ/SG] 8
   The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

   At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

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AGEC-A, AGEC-B, AGEC-S Continued

B. Awareness Areas: 0-6

Some courses may be used to satisfy both a Core Area 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

AGEC Area Requirements Descriptions/Definitions

CORE AREAS

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 Studies [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]

The Social-Behavioral Sciences Core area provides 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 Core area 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.

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AGEC-A, AGEC-B, AGEC-S Continued

AWARENESS AREAS

Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core area 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

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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.

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AA Associate in Arts

Description

The Maricopa County Community College District Associate in Arts degree requires 60–64 semester credits for the program of study. The degree includes the following components:

I. General Education:
   Arizona General Education Curriculum for Arts (AGEC-A)
   MCCCD Additional Requirements
II. General Electives

Purpose of the Degree

The Associate in Arts 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 will apply to university graduation requirements of the university major for which the Associate in Arts is designed. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements

The 60-64 semester credits required for the Associate in Arts 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 each MCCCD college's website.

I.	MCCCD General Education	35-47 credits
	AGEC-A	35-41 credits
1.	Core Areas:	35
	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. (See AGEC matrix for current course values.)	
	a. First-Year Composition (FYC) . ENG101 OR ENG107 AND ENG102 OR ENG108	6
	b. Literacy and Critical Inquiry [L]	3
	c. Mathematics [MA] Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or precalculus (MAT187) or any other [MA] designated course for which college algebra is a pre-requisite.	3
	d. Computer/Statistics/Quantitative Applications [CS]	3
	e. Humanities, Arts and Design [HU] Students are encouraged to choose course work from more than one discipline	6
	f. Social-Behavioral Sciences [SB] Students are encouraged to choose course work from more than one discipline	6
	g. Natural Sciences [SQ/SG] The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.	8
2.	Awareness Areas: Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)	0-6
	a. Cultural Diversity in the United States [C]	0-3
	b. Global Awareness [G] OR Historical Awareness [H]	0-3

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AA

Associate in Arts
Continued

MCCCD Additional Requirements **0-6**

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

1. 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)
2. Critical Reading 0-3
   Students may demonstrate proficiency through assessment.
   CRE101 [L] Critical Reading OR equivalent as indicated by assessment

II. General Electives **13-29**

Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. 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 advisor.

Associate in Arts Total Credits: **60-64**

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AA EE
Associate in Arts
Elementary Education

Description

The MCCCD Associate in Arts in Elementary Education (AAEE) requires the student to complete a total of 60-63 semester credits in the program of study. The degree has two major components:

I. General Education:
   Arizona General Education Curriculum for Arts (AGEC-A)
   MCCCD Additional Requirements
II. Elementary Education Requirements
   Education Foundations
   Restricted Electives

Purpose of the Degree

The AAEE 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	**Credits**
I. MCCCD General Education 35-41	
AGEC-A	35-38
1. Core Areas:	35
a. First-Year Composition (FYC)	6
ENG101 OR ENG107 AND	
ENG102 OR ENG108	
b. Literacy and Critical Inquiry [L]	3
COM225 Public Speaking	
c. Mathematics [MA]	3
Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or pre calculus (MAT187) or any other [MA] designated course for which college algebra is a pre-requisite. (Note that MAT256, MAT257, MAT182, and MAT206 are excluded)	
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 (see section 2 below) and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (See AGEC matrix for current course values.)	
1) Select one of the following ARH, DAH, MHL or THE courses :	
ARH100 Introduction to Art OR	
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	

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Elementary Education Continued

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

f. Social-Behavioral Sciences [SB] 6
Note that some of these courses also have Awareness Areas designations (see section 2 below) and can be used to satisfy [G] and/or [H] requirement as well as [SB]. (See AGEC matrix for current course values.)
1) Select one of the following US History/Government courses
These courses satisfy the United States Constitution requirement for state teacher certification.
HIS103 United States History to 1865 OR
POS110 American National Government OR
GCU/POS113 (GCU/POS227 if taken prior to Fall 2016) United States and Arizona Social Studies
AND
2) Select one of the following CFS, ECH, GCU, ECN, HIS or PSY courses
CFS205 Human Development OR
ECH/CFS176 Child Development OR
GCU121 World Geography I: Eastern Hemisphere OR
GCU122 World Geography II: Western Hemisphere OR
ECN211 Macroeconomic Principles OR
ECN212 Microeconomic Principles OR
HIS104 United States History 1865 to Present OR
PSY101 Introduction to Psychology

g. Natural Sciences [SQ/SG] 8
The lecture course(s) 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)
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
Note: Students are advised to check with the university they plan to attend as specific requirements for lab sciences may vary.

2. Awareness Areas: 0-3
a. Cultural Diversity in the United States [C] 0
Met by Elementary Education Requirements below. No additional coursework required.
b. Global Awareness [G] OR Historical Awareness [H] 0-3
May be met by [HU] and/or [SB] course depending on specific courses selected.
(See AGEC matrix for current course values.)

MCCCD Additional Requirements 0-3
1. Oral Communication 0
Met by COM225 required as part of AGEC Core. No additional coursework required.
2. Critical Reading 0-3
Students may demonstrate proficiency through assessment.
CRE101 Critical Reading OR equivalent as indicated by assessment

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AA EE
Associate in Arts
Elementary Education Continued

II. Elementary Education Requirements 25

A. Education Foundations 17

Complete all of the following:

EDU221 Introduction to Education
EDU222 Introduction to the Exceptional Learner
EDU230 Cultural Diversity in Education
MAT256 Investigating Quantity: Number, Operations and Numeration Systems
MAT257 Investigating Geometry, Probability and Statistics

B. Electives for Arizona Professional Teacher Standards 8

A total of 8 semester credits are 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.

1. Additional Education Course Requirement 3

Select any EDU course(s) (except EDU221, EDU222, EDU230 and EDU250) to satisfy this requirement.

2. Content Area Electives 5

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. Course identified as Non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

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 counted toward AGEC-A or Education Foundations requirements.

See note below regarding Arizona Constitution requirement for state certification.

Any ARH, ART, CIS, ECN, BPC, ENG, ENH, GCU, GPH, HIS, MHL, MTC, POS, THF, THE, THP prefixed course(s)
Any EDU course(s) (except EDU221, EDU222, EDU230 and EDU250)
Any MAT (courses numbered higher than 142 except MAT256 and MAT257)
Any Foreign Language course(s)
Any Natural Science course(s)
CFS/ECH176 Child Development
CFS205 Human Development
EED215 Early Learning: Heath, Safety, Nutrition and Fitness
AAA/CPD115 Creating College Success

Associate in Arts Elementary Education Total Credits: 60-66

NOTE: 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] may want to 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].

2018–2019
AA FA Associate in Fine Arts
Art Degree

Description

The Maricopa County Community College District Associate in Arts, Fine Arts – Art (AAFA-Art) degree requires a minimum of 60 semester credits for the program of study. The degree includes the following components:

I. General Education:
Arizona General Education Curriculum for Arts (AGEC-A)
MCCCD Additional Requirements
II. Fine Arts Requirements–Art

Purpose of the Degree

The Associate in Arts, Fine Arts-Art 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.

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Art-Art degree may apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements

The 60-69 semester credits required for the Associate in Arts, Fine Arts - Art degree 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 n upcoming semester can also be found using the "Find A Class" website at each MCCCD college.

I.	**MCCCD General Education**	**35-44 credits**
	AGEC-A	**35-38 credits**
1.	Core Areas:	35
	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. (See AGEC matrix for current course values.)	
a.	First-Year Composition (FYC)	6
	ENG101 OR ENG107 AND ENG102 OR ENG108	
b.	Literacy and Critical Inquiry [L]	3
c.	Mathematics [MA]	3
	Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or pre-calculus (MAT187) or any other [MA] designated course for which college algebra is a pre-requisite.	
d.	Computer/Statistics/Quantitative Applications [CS]	3
e.	Humanities, Arts and Design [HU]	6
	ARH101 [H] Prehistoric Through Gothic Art AND ARH102 [H] Renaissance Through Contemporary Art	
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 course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.	
2.	Awareness Areas:	0-6
a.	Cultural Diversity in the United States [C]	0-3
	May be met by [HU] or [SB] course depending on specific courses selected. (See AGEC matrix for current course values.)	
b.	Global Awareness [G] OR Historical Awareness [H]	0
	Met by ARH101 and ARH102 required as part of AGEC-Core. No additional coursework required.	

2018–2019
AA FA

Associate in Fine Arts

Art Degree Continued

MCCCD Additional Requirements **0-6**

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

1. Oral Communication0-3
   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)
2. Critical Reading 0-3
   Students may demonstrate proficiency through assessment.
   CRE101 [L] Critical Reading OR equivalent as indicated by assessment

II. Fine Arts Requirements – Art **25**

1. Fine Art Foundations 13
   Complete all of the following:
   - ART111 Drawing I
   - ART112 Two-Dimensional Design
   - ART113 Color
   - ART115 Three-Dimensional Design
   - ART255AB The Portfolio

2. Fine Art Electives 12
   Choose any combination from the following list of courses totaling a minimum of twelve (12) credits of additional coursework.
   - ART116 Life Drawing I
   - ART122 Drawing and Composition II
   - ART131 Photography I
   - ART151 Sculpture I
   - ART161 Ceramics I
   - ART165 Watercolor Painting I
   - ART167 Painting I
   - ART250 Introduction to Printmaking

Associate in Arts, Fine Arts – Art Total Credits: **60-69**

2018–2019
AA FA Associate in Fine Arts
Dance Degree

Description
The Maricopa County Community College District Associate in Arts, Fine Arts - Dance degree requires a minimum of 65 semester credits for the program of study. The degree includes the following components:

I. General Education:
   Arizona General Education Curriculum for Arts (AGEC-A)
   MCCCD Additional Requirements
II. Fine Arts Requirements – Dance

Purpose of the Degree
The Associate in Arts, Fine Arts - Dance 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 – Dance will apply to general university graduation requirements of the majors that align with AAFA-Dance degree; however, students need to be aware of 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-Dance degree with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements
The 65-74 semester credits required for the Associate in Arts, Fine Arts - Dance degree 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 each MCCCD college's website.

		Credits
I.	**MCCCD General Education**	35-44
	AGEC-A 35-38	
	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. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)	
1.	Core Areas: 35	
a.	First-Year Composition (FYC) ENG101 OR ENG107 AND ENG102 OR ENG108	6
b.	Literacy and Critical Inquiry [L]	3
c.	Mathematics [MA] 3 Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or pre-calculus (MAT187) or any other [MA] designated course for which college algebra is a pre-requisite.	
d.	Computer/Statistics/Quantitative Applications [CS]	3
e.	Humanities, Arts and Design [HU] DAH100 Introduction to Dance AND Any additional Humanities, Art and Design course [HU] The following options are recommended: DAH201 World Dance Studies OR DAH250 [C] Dance in Popular Culture OR DAH255 [C] Hip Hop: Arts, Aesthetic and Culture	6
f.	Social-Behavioral Sciences [SB] Students are encouraged to choose course work from more than one discipline	6
g.	Natural Sciences [SQ/SG] The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory	8

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AA FA Associate in Fine Arts
Dance Degree Continued

course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

BIO160 [SG] Introduction to Human Anatomy and Physiology OR
BIO201 [SG] Human Anatomy and Physiology I
AND Any [SQ] course

2. Awareness Areas: 0-3
   a. Cultural Diversity in the United States [C] 0-3
      May be met by [HU] or [SB] course depending on specific courses selected.
   b. Global Awareness [G] OR Historical Awareness [H] 0-3

MCCCD Additional Requirements 0-6

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

1. 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)

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

II. Fine Arts Requirements – Dance **30**

1. Part I: Foundation 12
   Complete all of the following:
   DAN150 Dance Performance I
   DAN210 Dance Production I
   DAN221 Rhythmic Awareness I
   DAN264 Choreography I
   DAN280 Dance Practicum

2. Part II: Performance Standards 9
   Select from the following options to complete a minimum of nine semester credits.
   Students must attain Level III competency in ballet and modern dance courses:
   Ballet I-IV: (maximum of 2 credits each) DAN131 (1), 134 (1), 231 (1), 234 (1) 1-2
   Ballet III and IV [Intensive] :(max of 4 credits each) DAN231AA (2), 234AA (2) 2-4
   Ballet Pointe: DAN237 (1) 1

   Modern I-IV: (maximum of 2 credits each) DAN132 (1), 135 (1), 232 (1), 235 (1) 1-2
   Modern III and IV [Intensive] :(max of 4 credits each) DAN232AA (2), 235AA (2) 2-4

   Jazz I-IV: (maximum of 1 credit each) DAN133 (1), 136 (1), 233 (1) 1
   Jazz III and IV [Intensive] :(max of 2 credits each) DAN233AA (2), 236AA (2) 2

   Dance Conservatory I-III: DAN290++, 291++, 292++ (any 1-3

3. Part III: Restricted Electives 0-3
   Students can choose to complete a combination of up to three credits in Part III and the remaining credits in Part IV; or students can opt to complete all Elective credits in Part IV.
   No more than three credits may be selected from the following DAN prefixed courses:

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AA FA Associate in Fine Arts
Dance Degree Continued

	Credits
Hip Hop (any) DAN102++, 202++	1 each
Break Dancing: DAN103++, 203++	1 each
Ballroom: DAN104++, 204++	1 each
Swing: DAN105++, 205++	1 each
Latin: DAN106++, 206++	1 each
Country: DAN107++, 207++	1 each
Tango: DAN108++, 208++	1 each
Contemporary: DAN115	1
World: DAN120++	1 each
Musical Theatre Dance I-IV: DAN129, 130, 229, 230	1 each
Ballet I-IV: DAN131 (1), 134 (1), 231 (1), 234 (1)	1 each
Ballet III and IV [Intensive]: DAN231AA (2), 234AA (2)	2 each
Ballet Pointe: DAN237 (1)	1 each
Modern I-IV: DAN132 (1), 135 (1), 232 (1), 235 (1)	1 each
Modern III and IV [Intensive]: DAN232AA (2), 235AA (2)	2 each
Jazz I-IV: DAN133 (1), 136 (1), 233 (1), 236 (1)	1 each
Jazz III and IV [Intensive] :DAN233AA (2), 236AA (2)	2 each
Tap I-IV: DAN140 (1), 141 (1), 240 (1), 245(1)	1 each
Tap III and IV [Intensive] :DAN233AA (2), 236AA (2)	2 each
Tap Ensemble: DAN146 (1)	1 each
Improvisation: DAN164	1 each
Dance Workshop: DAN141(1)	1 each
Dance Performance I-IV: DAN150, 155, 250, 255	1 each
Multimedia Performance Ensemble: DAN/MUP285AA	1 each
Dance Conservatory I-IV: DAN290++, DAN291++, DAN292++	1-3 each
*Special Projects: DAN298++	1-3 each

4. Part IV: Restricted Electives: Dance Theory Electives: 6-9
Students can choose to complete a combination of up to three (3) credits in Part III and the remaining credits in Part IV; or students can opt to complete all nine (9) Elective credits in Part IV

DAH classes cannot be used as an AGEC-A core area requirement and as a Dance Theory Elective (Part IV). They may be counted toward designated [G], [H] and/or [C] Awareness area(s).

DAH110	Dance in Film	3
DAH190	Discovering Dance Careers	1
DAH201	World Dance Studies	3
DAH210	History of Ballet and Modern Dance	3
DAH250	Dance in Popular Culture	3
DAH255	Hip Hop Arts, Aesthetic and Culture	3
DAN138	Dance Seminar I	1
DAN170	Dance Kinesiology	3
DAN201++	Special Topics: Dance (any)	1-3
DAN211	Dance Production II	3
DAN222	Rhythmic Awareness II	3
DAN238	Dance Seminar II	1
DAN241	Dance Notation I	3
DAN265	Choreography II	3

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Associate in Fine Arts
Dance Degree Continued

DAN272	Dance Technology	3
DAN275	Choreography for Film and Video	3
DAN282++	Service-Learning Experience in Dance (any)	1-3
DAN293	Dance in Elementary Education	3
DAN294	Teaching Dance in Secondary Education	3
DAN295	Teaching and Management of Studio Dance	3
*DAN296++	Cooperative Education (any)	1-4
*DAN298++	Special Projects (any)	1-3

** Selection of DAN296 or 298 courses to satisfy degree requirements should be done in consultation with a program advisor or faculty member as Special Projects courses do not currently transfer to any of the three Arizona state public universities.*

Associate in Arts, Fine Arts – Dance Total Credits: 65-74

2018–2019
AA FA Associate in Fine Arts
Theatre Degree

Description
The Maricopa County Community College District Associate in Arts, Fine Arts-Theatre degree requires a minimum of 60-64 semester credits for the program of study. The degree includes the following components:

I. General Education:
   Arizona General Education Curriculum for Arts (AGEC-A)
   MCCCD Additional Requirements
II. Fine Arts Requirements-Theatre

Purpose of the Degree
The Associate in Arts, Fine Arts - Theatre (AAFA -Theatre) 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 – Theatre will apply to general university graduation requirements of the majors that align with AAFA-Theatre 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-Theatre degree with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

The 60-64 semester credits required for the Associate in Arts, Fine Arts - Theatre degree 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 at each MCCCD college's website.

I.	**MCCCD General Education**	**35-44 credits**
	AGEC-A	**35-41 credits**
	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. (See AGEC matrix for current course values.)	
1.	Core Areas:	35
a.	First-Year Composition (FYC) ENG101 OR ENG107 AND ENG102 OR ENG108	6
b.	Literacy and Critical Inquiry [L] THE220 Modern Drama	3
c.	Mathematics [MA] Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or pre-calculus (MAT187) or any other [MA] designated course for which college algebra is a pre-requisite.	3
d.	Computer/Statistics/Quantitative Applications [CS]	3
e.	Humanities, Arts and Design [HU] HUM/THF205 Introduction to Cinema AND THE111 Introduction to Theatre	6
f.	Social-Behavioral Sciences [SB] Students are encouraged to choose course work from more than one discipline.	6
g.	Natural Sciences [SQ/SG] The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.	8
2.	Awareness Areas:	0-6
a.	Cultural Diversity in the United States [C] May be met by [SB] course depending on specific courses selected.	0-3
b.	Global Awareness [G] OR Historical Awareness [H] May be met by [SB] and/or [SQ/SG] course depending on specific courses selected.	0-3

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AA FA Associate in Fine Arts
Theatre Degree Continued

MCCCD Additional Requirements		**0-6**
As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements..		
1.	Oral Communication	0-3
	COM100 [SB] Introduction to Human Communication (3) OR	
	COM110 [SB] Interpersonal Communication (3) OR	
	COM225 [L] Public Speaking (3) OR	
	COM230 [SB] Small Group Communication (3) OR	
	COM100AA & COM100AB & COM100AC [SB] (3) OR	
	COM110AA & COM110AB & COM110AC [SB] (3)	
2.	Critical Reading	0-3
	Students may demonstrate proficiency through assessment.	
	CRE101 [L] Critical Reading (3) OR equivalent as indicated by assessment	
II.	**Fine Arts Requirements – Theatre**	**25-29**
1.	Theatre Foundations	16-17
	Complete all of the following:	
	THF115 Makeup for Stage and Screen	3
	THP112 Acting I	3
	THP213 Introduction to Technical Theatre	3
	THP214 Directing Techniques	3
	THP217 Introduction to Design Scenography	3
	THP201AA Theatre Production I (1) OR	
	THP201AB Theatre Production II (2)	1-2
2.	Theatre Electives	9-12
	Choose any combination from the following list of courses totaling a minimum of nine (9) credits of additional coursework. Students may take a variety of courses, or they may choose to emphasize a particular aspect of theatre, such as acting, technical theatre, cinema, theatre education, directing, movement, musical theatre, etc. Students should consult with their campus theatre advisor for the restricted electives recommended to attain each area of emphasis.	
	HUM/THF206 Introduction to Television Arts	3
	HUM/THF210 Contemporary Cinema	3
	THE118 Playwriting	3
	THF120AA Audition Techniques for Stage and Screen: Prepared Monologue	1
	THF120AB Audition Techniques for Stage and Screen: Cold Readings	1
	THF130 Combat for Stage and Screen	3
	THF209 Acting for the Camera	3
	THF219 Advanced Acting for the Camera	3
	THP131 Stage Movement	3
	THP151 Theatre for Youth	3
	THP211 Creative Drama 3	
	THP212 Acting II	3
	THP216 Beginning Stage Lighting	3
	THP219 Introduction to Puppetry	3
	THP226 Theatrical Design: Costuming	3
	COM/THP241 Oral Interpretation of Literature	3
	THP262 Entertainment Industry Design Drafting	3
	THP267 Painting Techniques for Film, TV and Theatre	3
	THP268 Opportunities in Production	3
	THP269 Technical Theatre Portfolio Development	1
	MUP/THP270 Musical Theatre Workshop	2
	COM/THP271 Voice and Diction	3
	THP281 Production and Acting I	3
	THP298AA-AC Special Projects	1-3
Associate in Arts, Fine Arts – Theatre Total Credits:		**60-64**

2018–2019
AS Associate in Science

Description
The Maricopa County Community College District Associate in Science degree requires 60-64 semester credits for the program of study. The degree includes the following components:

I. General Education:
Arizona General Education Curriculum for Science (AGEC-S)
MCCCD Additional Requirements
II. General Electives

Purpose of the Degree
The Associate in Science 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 will apply to general university graduation requirements of the majors that align with Associate in Science 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 Associate in Science 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 60–64 semester credits required for the Associate in Science follow. The following websites identify the courses in that apply to the different General Eduation Core and Awareness Areas: AGEC-S and the AGEX 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.

I. MCCCD General Education
The MCCCD General Education includes two areas: MCCCD AGEC-S and MCCCD Additional Requirements.

I.	**MCCCD General Education**	**36-56**
	AGEC-S	**36-50**
1.	Core Areas:	36–44
a.	First-Year Composition (FYC) ENG101 OR ENG107 AND ENG102 OR ENG108	6
b.	Literacy and Critical Inquiry [L]	0–3
c.	Mathematics [MA] 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.	4-5
d.	Humanities, Arts and Design [HU] 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.)	6
e.	Social-Behavioral Sciences [SB] 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).	6

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Associate in Science
Continued

f. Natural Sciences 8
Students must complete eight (8) credits of General Chemistry, University Physics or General Biology for Majors. Consult specific requirements of university transfer major for guidance.

CHM151 & CHM151LL General Chemistry I and CHM152 & CHM152LL General Chemistry II
OR
PHY115 & PHY116 University Physics I and II or
PHY121 & PHY131 University Physics I: Mechanics and II: Electricity and Magnetism
OR
BIO181 & BIO182 General Biology (Majors) I and II

g. Subject Options - Math/Science: 6–10
Refer to transfer resources, including academic advisement and transfer guides to select six (6)-10 (10) additional math and/or science credits that meet requirements for selected major.
Select Mathematics course(s):
Above Calculus I and/or Computer Science course(s) [CSC] above (see an advisor) and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology - (MCCCD prefixes AST, BIO, CHM, EEE, ECE ENV, GLG GPH and or PHY)

2. Awareness Areas:
Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (AGEC) designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.
Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-six to thirty-eight semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.
a. Cultural Diversity in the United States [C] 0-3
b. Global Awareness [G] OR Historical Awareness [H] 0-3

MCCCD Additional Requirements **0–6**
As noted below, individual courses in this area may be used to satisfy both an MCCCD requirement and an AGEC-S Core Area requirement.

1. 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 OR
COM100AA & COM100AB [SB} (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

2. Critical Reading 0-3
Students may demonstrate proficiency through assessment.
CRE101 [L] College Critical Reading and Critical Thinking OR equivalent as indicated by assessment

II. General Electives **4-28**
Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. Ideally students should select courses that meet requirements for their major/area of interest and transfer insitution. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (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 advisor.

Associate in Science **Total Credits: 60–64**

2018–2019
ABus GR
Associate in Business
General Requirements (GR)

Description
The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a total of 62-71 semester credits for the program of study. The degree has three major components:

I. General Education
   Arizona General Education Curriculum for Business (AGEC-B)
II. Common Lower Division Program Requirements,
III. General Electives.

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 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 (AGEC-B Core Area and/or Awareness Area(s) and/or Common Lower Division Program Requirements).

Degree Requirements
The 62-71 semester credits required for the Associate in Business General 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.

I	**MCCCD General Education**	**35-41**
	AGEC-B	**35-41**
1.	Core Areas	35
	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. (See AGEC matrix for current course values.).	
a.	First-Year Composition (FYC) ENG101 OR ENG107 AND ENG102 OR ENG108	6
b.	Literacy and Critical Inquiry [L] (Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)	3
c.	Mathematics [MA] MAT212 Brief Calculus or higher mathematics course	3
d.	Computer/Statistics/Quantitative Applications [CS] CIS105 Survey of Computer Information Systems	3
e.	Humanities, Arts and Design [HU] Students are encouraged to choose course work from more than one discipline.	6
f.	Social-Behavioral Sciences [SB] Students are encouraged to choose course work from more than one discipline.	6
g.	Natural Sciences [SQ/SG] The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement. Note: Students transferring to ASU in Accountancy should take two of the following courses in meeting the general education requirements: a transfer course in Sociology; Psychology; COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU graduation requirements.	8

2018–2019
ABus GR Associate in Business
General Requirements Continued

2. Awareness Areas: 0-6
   Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)
   a. Cultural Diversity in the United States [C] 0-3
   b. Global Awareness [G] OR Historical Awareness [H] 0-3

II. Common Lower Division Program Requirements 18-30

Accounting 6-9

ACC111 Accounting Principles I 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 Core Area.
(See AGEC matrix for current course values.)

ECN211 [SB] Macroeconomic Principles 3
ECN212 [SB] Microeconomic Principles 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
GBS221 [CS] Business Statistics 3

Quantitative Methods 3

GBS220 Quantitative Methods in Business OR
*MAT217 Mathematical Analysis for Business OR
*MAT218 Mathematical Analysis for Business

**Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218.*

Business Electives: 3-6

Select from the following options:

Some courses may be used to satisfy both Business Elective and Core Area requirements, as indicated in the AGEC matrix.
CIS114DE Excel Spreadsheet
CIS133DA Internet/Web Development Level I
CIS162AD C#: Level I
GBS110 Human Relations in Business and Industry OR
MGT251 Human Relations in Business
GBS151 Introduction to Business
GBS233 [L] Business Communication
GBS220 Quantitative Methods in Business (If course used to satisfy Common Lower Division Program Requirements, it can not be used to satisfy Business Electives.)
IBS101 Introduction to International Business
MGT253 Owning and Operating a Small Business
REA179 Real Estate Principles I
REA180 Real Estate Principles II
MKT271 Principles of Marketing
PAD100 21st Century Public Policy and Service
SBU200 Society and Business

2018–2019
ABus GR
Associate in Business
General Requirements Continued

III. General Electives **0-9**

Select courses 100-level or higher as needed to complete a minimum of 62 semester credits but no more than a total of 71 semester credits. Ideally students should select courses that meet requirements for their major/area of interest and transfer institution. For appropriate course selection, students should consult with an academic advisor. 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 followingwebsites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

Associate in Business General Requirements Total Credits: **62-71**

2018–2019
ABus SR
Associate in Business
Special Requirements (SR)

Description

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a total of 62-71 semester credits for the program of study. The degree has three major components:

I. General Education
   Arizona General Education Curriculum for Business (AGEC-B)
II. Common Lower Division Program Requirements
III. General Electives

Purpose of the Degree

The Associate in Business General 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 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 (AGEC-B Core Area and/or Awareness Area(s) and/or Common Lower Division Program Requirements).

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 at each MCCCD college's website.

I.	**MCCCD General Education**	**35-41**
	AGEC-B	**35-41**
1.	Core 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. (See AGEC matrix for current course values.)	35
a.	First-Year Composition (FYC) ENG101 OR ENG107 AND ENG102 OR ENG108	6
b.	Literacy and Critical Inquiry [L] *(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)*	3
c.	Mathematics [MA] MAT212 Brief Calculus or higher mathematics course	3
d.	Computer/Statistics/Quantitative Applications [CS] CIS105 Survey of Computer Information Systems	3
e.	Humanities, Arts and Design [HU] Students are encouraged to choose course work from more than one discipline.	6
f.	Social-Behavioral Sciences [SB] Students are encouraged to choose course work from more than one discipline.	6
g.	Natural Sciences [SQ/SG] The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab	8

2018–2019
ABus SR Associate in Business
Special Requirements Continued

components may be combined or each may carry separate credit.
At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

2. Awareness Areas: 0-6
   Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s).
   (See AGEC matrix for current course values.)
   a. Cultural Diversity in the United States [C] 0-3
   b. Global Awareness [G] OR Historical Awareness [H] 0-3

II. Common Lower Division Program Requirements **21-30**

Accounting 6-9

ACC111 Accounting Principles I 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 Core Area.
(See AGEC matrix for current course values.)

ECN211 [SB] Macroeconomic Principles 3
ECN212 [SB] Microeconomic Principles 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
GBS221 [CS] Business Statistics 3

Programming I: 3
CIS162AD C#: Level I

Programming II: 3
CIS250 Management of Information Systems

Quantitative Methods 3
GBS220 Quantitative Methods in Business OR
MAT217 Mathematical Analysis for Business OR
MAT218 Mathematical Analysis for Business
(Note: Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218)

III. General Electives **0-6**

Select courses 100-level or higher as needed to complete a minimum of 62 semester credits but no more than a total of 71 semester credits. Ideally students should select courses For appropriate course selection, students should consult with an academic advisor. 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 advisor.

Associate in Business Special Requirements Total Credits: **62-71**

2018–2019 AGS Associate in General Studies

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 AGS allows students to apply any course numbered 100 or above, including some that are not transferable to a state university, 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 1 by the Maricopa Community Colleges.

Students who demonstrate skills comparable to those in Critical Reading and/or Computer Usage may substitute acceptable elective courses to satisfy the total credits required for the degree.

Academic Policies That Govern the Associate in General Studies Degree:
- The graduation policies within the general catalog must be satisfied.
- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are **bold** print and underscored 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.
- Credits transferred from outside of MCCCD must be from a regionally accredited institution and need to be at agrade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred ifdocumentation collected by the community college indicates that this was the only grading option available to thestudent 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 Arizonaresidents 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 programswith selective admission processes and/or limited enrollment. Furthermore, because the AGS is not 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 **38-45**
Core Areas **12-16**
1. First-Year Composition 6
ENG 101 OR ENG 107 AND ENG 102 OR ENG 108
2. Mathematics CRE 3-5
3. Computer Usage 0-1
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.
4. Oral Communication 3
COM100 Introducation 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

2018–2019 AGS Associate in General Studies Continued

assessment

Distribution Areas 26-27

1. Humanities, Arts and Design 9
   Students are encouraged to choose course work from more than one discipline.
2. Social-Behavioral Sciences 9
   Students are encouraged to choose course work from more than one discipline.
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 separatecredit. For appropriate course selection students should consult with an advisor.
4. Literacy and Critical Inquiry 3

II. General Electives 15-26

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

Degree Requirements

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/Equivalent as indicated by assessment

Mathematics (3 credits)

MAT Mathematics 112, 120, 121, 122, 122AA & 122AB& 122AC, 140, 141, 142, 150, 151, 151AA & 151AB & 151AC &151AD, 152,172,182, 187, 206, 212, 213, 220, 221, 230, 231, 240, 241, 256, 257, 261, 262, 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 169/175/177/183/283/283AA/289
AJS Administration of Justice Studies 205
AMS Automated Manufacturing System 150
ARC Architecture 243/244/245
ART Art 100/169/170/173/175/177/179/179AA/179AB/any 180 module/183/283/289
BIO Biology 283
BPC Business-Personal Computers Any BPC Course(s) 110
CIS Computer Information Systems Any CIS Course(s) 105, 162AB,162AD, 163AA (except 159, 162, 162AC, 169, 183AA, 217AM, 259, 262)
CSC Computer Science 100AA,100AB,110,110AA,110AB,120,150, 150AA,180,180AA,180AB,181,181AA,181AB,182, 82AA,205, 205AA,205AB,205AC,205AD,283
CTR Court Reporting 101/102
DFT Drafting Technology 105AA**/251/254AA/256AA
***must be taken with CSC100AA or AB to meet AGEC requirements*
ECH Early Childhood Education 238
EEE Electrical Engineering 120
ELE Electronic 131/181/241/243/245
ELT Electronic Technology 131/241/243
ENG English 100AE
FON Food & Nutrition 100
GBS General Business 221
GIS Geographic Information Science 205/211
GPH Physical Geography 220
HRM Hotel Restaurant Management 126
JRN Journalism 133
LAS Paralegal Studies 229
MAT Mathematics 206
MET Manufacturing Technology 264
MTC Music Theory/Composition 180/191
NET Networking Technology 181
OAS Office Automation Systems 111AA/111AB/113/119/130DK
PSY Psychology 230
RTR Realtime Reporting 101/102
SBS Small Business 211
SWU Social Work 225
TVL Travel Agent Technology 203
VPT Video Production Technology 106

GENERAL EDUCATION DISTRIBUTION AREAS (28–29 credits)

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 100,101,102,115,118,145,201,203,204,217,131
ASB Anthropology 211/214/220/222/223/253
CCS Chicana and Chicano Studies 101
CNS Construction 101
COM Communication 241
DAH Dance Humanities 100/201/250/255
EDU Education 291/292/294
ENG English 200/213/218
ENH English Humanities 110,112,113,114,190,201,202,204, 206, 214, 221,222,230,231,232,235,241,242,245,251,252, 254,255,256, 259,260,275,280,284,285,291,294,295

2018–2019 AGS Associate in General Studies Continued

FRE French 265
HCR Health Care Related 210
HIS History 101/102/103/108/110/111/113/114/203/212/251/252/275
HUM Humanities 101,105AA,107,108,190AA,190AB,190AC,190AD,190AE,190AF,190AG,190AH,190AI,201,202,205,206,209,210, 211AA,213,214,215,216,220,245,250,251,260,261,292
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/153/155/194/204/241/242/295
PHI Philosophy 101,102,103,104, 05,201,212,213,216,218,224,233AA, 233AB, 234AC, 244, 245, 251
REL Religious Studies Course(s)100,101,151,200,201,202,203,205,206,207,210,225,240,244,250,251,270,271,290,291
SLC Studies in Language & Culture 201
SPA Spanish 241/242/265/266
SPH Spanish Humanities 241, 245
SSH Sustainability/Social Sciences & Humanities 111
STO Storytelling 292/294
TCM Telecommunications 107
THE Theatre 111/220
THF Theatre and Film 205/206210
THP Theatre/Performance/Production 241
WST Women's Studies 209/284/285/290

Social-Behavioral Sciences (9 credits)
Students are encouraged to choose courses from more than one discipline.

AFR African American Studies 202
AIS American Indian Studies 101/140/141
AJS Administration of Justice Studies 101/**119**/200/225/258/**259**/270
ASB Anthropology 102/202/211/222/223/252
ASM Anthropology 104/275
CCS Ethnic Relations 202
CFS Child/Family Studies 157/159/176/205/253/259
COM Communication **100/100AA&100AB&100AC/110/110AA&110AB&110AC**/163**/230**/250/263
ECH Early Childhood Education 176
ECN Economics 160, 211, 212, 213, 250
EDU Education 221/222
EED Early Education 200, 205, 222
ENG English 213
EMT Emergency Medical Technology 258
FOR Forensic Science 275
FSC Fire Science Technology 258
FUS Future Studies 101
GCU Cultural Geography 102/113/121/122/141/221
HES Health Science 100
HIS History 100, 101, 102, 103, 104, 105, 106, 108, 109, 113, 114, 140, 145, 173, 201, 203, 204, 209, 241,242, 273, 275, 277
HON Honors 201
IBS International Business 109
IFS Research in Global Society 210
MCO Mass Communications 120
MGT Management 229, 230
POS Political Science 100, 110, 113, 115, 120, 125,130, 140, 210, 223, 270, 285
PSY Psychology 101/123/132/156/157/215/218/225/235/ 240/241/243/245/250/258/260/266/270/277/280/292
REC Recreation 120
SBU Society and Business 200
SLC Studies in Language & Culture 201
SOC Sociology 101, 110, 130, 141, 157, 180, 212, 220, 241, 251, 266
SSH Sustainability/Social Sciences and Humanities 111
SUS Sustainability/Natural Sciences 110
SWU Social Work 102/171/258/292
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 101/102/111/112/113/114
BIO Biology 100/101/102/105/107/108/109/145/149AF/149AH/149AK/149AL/149AM/149AN/156/156XT160/181/181XT/182/201/202/205/241/245
CHM Chemistry 107/107LL/130/130LL/130AA/150/150AA/151/151LL/151AA/152/152LL/152AA/154/154LL/230/230LL
ENV Environmental Sciences 101
FON Food and Nutrition 241&241LL
FOR Forensic Science 105/106/275
GLG Geology 101&103/102&104/105/106&107/110&111
GPH Physical Geography 111/112&113/211/212&214/213&215
PHS Physical Science 110/120
PHY Physics 101/101AA/111AA/ 111/112/ 115/116/121/131
PSY Psychology 290AB/290AC

Literacy and Critical Inquiry (3 credits)

AIS American Indian Studies 213
BIO Biology 294
COM Communication 222/**225**/241
CRE Critical Reading **101**
CUL Culinary Arts 223
DAH Dance Humanities 255
ENG English 111/200/215/216/217/218
ENH English Humanities 241/254/255
GBS General Business 233
GPH Physical Geography 211
HUM Humanities 225/250/251

2018–2019
AGS Associate in General Studies
Continued

IFS	Information Studies 201
JRN	Journalism 201/215/234
MCO	Mass Communications 220
MGT	Management 230
MHL	Music History/Literature 204
PHI	Philosophy 103/106/218/244
POS	Political Science 115
PSY	Psychology 290AB/290AC
REL	Religious Studies 203/205/207
THE	Theatre 220
THP	Theatre Performance/Production 241

Elective Courses (15–16 credits)
May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas

2018–2019 AAS Associate in Applied Science
General Education Requirements

Description
The degree includes the following components:

I. General Education:
   Arizona General Education Curriculum for Arts (AGEC-A)
   MCCCD Additional Requirements
II. Required Courses (Major Courses)

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. Students can find other listings of AAS degree options sorted either alphabetically or by area of interest. Requirements for each degree can be found on the linked webpages or 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;
* Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. See specific AAS occupational degree for specific program grade requirements;
* Follows the graduation policies within the general catalog;
* Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
* Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded.

  Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

  A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree (see exception, next paragraph). For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

  The exception is the Nursing program. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
* 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.

2018–2019 AAS Associate in Applied Science
General Education Requirements Continued

GENERAL EDUCATION CORE
(15 credits - grade of "C" or better)
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 101/111/Equivalent as indicated by assessment

Mathematics (3 credits)
MAT Mathematics 103AA&103AB/112/120/121/122/122AA/122AB/122AC/140/141/142/150/151/151AA/151AB/151AC/151AD/152/172/182/187/206/212/213/220/221/230/231/240/241/256/257/261/262/276/277/equivalent course/Satisfactory completion of a higher level mathematics course

GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)

Humanities, Arts and Design (2-3 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)
ART Art 131
ASB Anthropology 211/214/220/222/223/253
CCS Chicana and Chicano Studies 101
CNS Construction 101
COM Communication 241
DAH Dance Humanities 100/201/250/255
EDU Education 291/292/294
ENG English 200/213/218
ENH English Humanities Any ENH Course(s) (except 250)
FRE French 265
HCR Health Care Related 210
HIS History 101/102/103/108/110/111/113/114/203/212/251/252/275
HUM Humanities Any HUM course(s) (except 120, 225)
INT Interior Design 115/120/225
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
SPA Spanish 241/242/265/266
SPH Spanish Humanities 241, 245
SSH Sustainability/Social Sciences and Humanities 111
STO Storytelling 292/294
TCM Telecommunications 107
THE Theatre 111/220
THF Theatre and Film 205/206/210
THP Theatre Performance/Production 241
WST Women's Studies 209/284/285/290

Social-Behavioral Sciences (3 credits)
Students are encouraged to choose courses from more than one discipline.
AFR African American Studies 202
AIS American Indian Studies 101/140/141/160
AJS Administration of Justice Studies 101/200/225/258/259/270
ASB Anthropology 100/102/202/211/222/223/226/230/235/252
ASM Anthropology 104/275
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
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
FUS Future Studies 101
GCU Cultural Geography 102/113/121/122/141/221
HES Health Science 100
HIS History Any HIS course(s) (except 111,170, 251, 252, 253, 254)
HON Honors 201
IBS International Business 109
IFS Information Studies 210
MCO Mass Communications 120
PAD Public Administration 200
POS Political Science Any POS course(s)
PSY Psychology 101/123/132/156/157/215/218/225/235/240/241/243/250/260/266/277/280/292
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, 270)
SSH Sustainability/Social Sciences and Humanities 111
SUS Sustainability/Natural Sciences 110
SWU Social Work 102/171/250/258/292
WED Wellness Education 110
WST Women's Studies 100/161
YAQ Yaqui Indian History and Culture 100

2018–2019
AAS Associate in Applied Science
General Education Requirements Continued

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&102/106&107/111/112/113/114
BIO Biology 100/101/102/105/107/108/109/111/145/149AN/156/156XT/160/181/181XT/182/201/201XT/202/205/241/245
CHM Chemistry 107&107LL/130&130LL/130AA/150AA/150&151LL/151AA/151&151LL/152AA/152&152LL/154&154LL/230&230LL
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 110/120
PHY Physics 101/101AA/111/111AA/112/115/116/121/131
PSY Psychology 275/290AB/290AC

GENERAL GRADUATION REQUIREMENTS

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

1. Be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than:
   60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

   Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

   Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

   A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center.

   The exception is the Nursing program. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

4. Have a minimum cumulative grade point average of 2.000 at the college granting the degree.

5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements
   Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.

7. Have removed any indebtedness to any MCCCD college /center.

8. Have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for information on honors designation.

CERTIFICATES/DEGREES

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in Applied Science (Career Program Specified).
All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCCD Governing Board.

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

LICENSURE DISCLAIMER

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

MCCCD GENERAL EDUCATION STATMENT

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

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

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

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

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

General Education Designations (example: (FYC), [SB], [HU], etc.)
Effective Fall 2000 the course evaluation and/or general education designation, as listed in the Arizona Course Equivalency Guide (CEG) within AZ Transfer, is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

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

Maricopa County Community College District

Occupational Program Matrix

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

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

Occupational Programs

DESCRIPTION

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

Agriculture, Food, and Natural Resources

Environmental and Natural Resource Conservation	PC
Environmental and Natural Resource Sustainability	PC
Equine Science	SC
Landscape Horticulture	MC
Landscape Aide	MC
Landscape Specialist	MC
Sustainable Agriculture	MC
Veterinary Technology	MC

Architecture and Construction

Air Conditioning/Refrigeration/Facilities	GW
Architectural Technology	SC
Building Inspection	MC
Computer Aided Drafting	MC
Construction Management	MC
Construction Trades: Carpentry	GW
Construction Trades: Construction Management	GW
Construction Trades: Electricity	GW
Construction Trades: Millwrighting	GW
Construction Trades: Construction Worker Training for Cranes/Rigging Equipment	GW
Construction Trades: Heat and Frost Insulation	GW
Construction Trades: Ironworking	GW
Construction Trades – Mechanical Trades: Plumbing	GW
Construction Trades – Mechanical Trades: Pipefitting	GW
Construction Trades – Mechanical Trades: Sheet Metal	GW
Construction Trades: Painting and Drywalling	GW
Construction Trades: Pre-Apprenticeship	GW
Construction Trades: Heavy Equipment Operations	GW
Power Plant Technology	EM
Residential and Light Commercial Air Conditioning	GW
Workforce Development: Carpentry Level I	RS
Workforce Development: Carpentry Level II	RS
Workforce Development: Furniture Construction/Refinishing Level I	RS
Workforce Development: Furniture Construction/Refinishing Level II	RS

Art, A/V Technology, Apparel, and Communication

Alteration Specialist	MC
Apparel Construction	PC
Audio Production Technologies	GC, MC, PC, PV, SC
Beginning Piano Pedagogy	MC
Costume Design and Production	MC
Costuming	PC
Computer Graphic Design	PC
Dance Performance and Technology	SC
Disc Jockey Techniques	MC, SC

Occupational Programs

Digital Media Arts	GC
Family Life Education	RS
Fashion Design	PC
Fashion Design Entrepreneurship	PC
Fashion Design Level I	PC
Fashion Design Level II	PC
Fashion Illustration	PC
Fashion Merchandising	PC
Fashion Merchandising & Design	MC
Graphic Design: Visual Communication	SC
Image Consultant	MC
Intermediate Piano Pedagogy	MC
Interior Design	MC, PC, SC
Interior Design: Advanced	MC
Interior Merchandising	MC, PC, EM
Journalism and New Media Studies	GC, MC, SC
Music Business	CG, GC, MC, PC, PV, SC, SM
Parent Education	RS
Pattern Design Level I	PC
Pattern Design Level II	PC
Photography	GC, PC
Workforce Development: Graphic Arts Level I	RS
Workforce Development: Graphic Arts Level II	RS

Business, Management, and Administration

Accounting	GC, PC, GW, RS, SM, CG, EM
Accounting – Specialized Para-Professional	PV
Accounting Paraprofessional	GC
Administrative Professional	MC, PC, PV
Administrative Specialist	PV
Administrative Technology	GW
Automobile Insurance: Customer Service	RS
Automobile Insurance Claims: Customer Service	RS
Bookkeeping	SC
Broadband Telecommunications	RS
Broadband Telecommunications: Field Operation	RS
Business	MC, SC
Business (Fastrack)	SC
Business Management	SM
Business Micro Finance	SM
Business Office Assistant	GC
Business Technology Specialist	GW
Computer Applications	PC
Court Reporting: Judicial	GW
Credit Counseling: Customer Service	RS
Entrepreneurial Studies Level I	GW, MC, PV, RS, SM
Entrepreneurial Studies Level II	GW, MC, PV, RS, SM
General Business	CG, GC, MC, PC, RS, SC, SM
General Business Specialized	PV
Human Resources Management	PC
Human Services-Assistance: Public Assistance Eligibility	RS
Human Services-Specialist: Customer Service	RS
Human Services - Unemployment Insurance: Customer Service	RS

Occupational Programs

Insurance Studies	GC, MC, RS
International Trade	MC
Management	PC, MC, PV
Middle Management	GC, PV
Motor Vehicle: Customer Service	RS
Office Technology	GW
Organizational Leadership	CG, GC, EM, GW, MC, PV, RS
Organizational Management	CG, GC, EM, GW, MC, RS
Paralegal Studies	PC
Personal Loans: Customer Service	RS
Pharmacy: Customer Service	SM
Project Management	MC
Public Relations	MC
Quality Customer Service	RS
Realtime Reporting Scoping	GW
Retail Management	CG, GC, GW, MC, PC, RS, SM, SC
Retail Pharmacy: Customer Service	RS
Retail Sales Manager	MC
Small Business Entrepreneurship	GC, SM, GW
Small Business Management	EM, GW
Small Business Start-Up	CG, PC, PV, RS, SM
Social Media Marketing	CG, MC, SC, SM
Sports Management	PV, SC
Supervision	GC
Supervision and Management I	SM
Supervision and Management II	SM
Technology Support Analyst	MC
Utilities Customer Service	RS
Water Services: Customer Service	RS

Education and Training

Adult Learning and Development	RS
Adult Learning and Coaching Development	RS
Bilingual Education/Dual Language Immersion (BE/DLI)	MC
Child and Family Organizations Management and Administration	GC, RS
Child Development Associate (CDA) Preparation	EM, GC, PV, SM
Curriculum for Young Children	PC
Early Care Specialist	MC
Early Childhood Administration and Management	GC, RS
Early Childhood Classroom Management	PC
Early Childhood Development	SM
Early Childhood Education	EM, GC, PV
Early Childhood Education and Administration: : Birth through Age Five	PC
Early Learning and Development	CG, MC, RS
Family Child Care Management	RS, SM
Foundations of Student Services	EM
Gifted Education	EM
Infant and Toddler Development	RS, SM
Instructional Assistance	MC, SM
Reading Specialist Endorsement	MC
Senior Living Management	RS
Workforce Development and Community Re-Entry	RS
Workforce Development: Trim Plumbing	RS

Occupational Programs

Environmental Technology

Environmental Science Technology	GW
Energy Systems Technology	RS
Geospatial Technologies	MC
Occupational Safety and Health Technology	GW
Wastewater Treatment	GW
Water Resources Technologies	GW
Water Treatment	GW

Finance

Bank Account Management: Customer Service	RS
Banking and Finance	PC
Certified Residential Appraiser	MC
Licensed Real Estate Appraiser	MC
Real Estate	PC
Real Estate: Prelicense	MC, SM
Residential Appraisal Trainee	MC

Government and Public Administration

Public Administration	RS
Public Administration: Legal Services	RS
Tribal Development	SC

Health Science

Advanced Behavioral Health Sciences	GC, SM
Advanced Emergency Medical Technology (Paramedic)	PC, PV
Basic Behavioral Health Sciences	GC, SM
Behavioral Sciences	GC, SM
Clinical Dental Assisting	RS
Community Dental Health Coordination	RS
Community Emergency Response Team (CERT): Level I	PC
Computed Tomography	GW
Dental Assisting	PC
Dental Assisting Technology	RS
Dental Hygiene	PC, RS, MC
Developmental Disabilities Specialist	GC
Diagnostic Medical Sonography	GW
Diagnostic Medical Sonography: Vascular Technology	GW
Emergency Communications and Deployment	PC
Fast Track Practical Nursing	GW
Health Care Insurance	RS
Health Information: Long Term Care Settings	PC
Health Information Technology	PC
Health Services Management	GW
Health Unit Coordinating/Patient Care Associate	GW
Healthcare Regulatory Compliance	GW
Histologic Technology	PC
Hospital Central Service Technology	GW
Integrated Public Health: Health Administration	PV
Integrated Public Health: Health Educator	PV
Integrated Public Health: Mobile Integrated Health	PV
Integrated Public Health: Patient Navigator	PV
Laboratory Assisting	PC

Occupational Programs

Magnetic Resonance Imaging	GW
Massage Therapy	CG, PC
Medical Assisting	PC
Medical Billing and Coding: Physician-Based	PC
Medical Coding: Hospital-Based	PC
Medical Laboratory Sciences	PC
Medical Radiography	GW
Musculoskeletal Sonography	GW
Nurse Assisting	GW, MC, PC, PV, EM
Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Nursing Refresher	GW, MC
Occupational Therapy Assistant	GW
Phlebotomy	PC, SM
Physical Therapist Assisting	GW
Polysomnographic Technology	GW
Practical Nursing	CG, GC, GW, MC, PV, SC, EM
Recovery Support	SM
Respiratory Care	GW
Speech Language Pathology Assistant	EM
Surgical Technology	GW
Operating Room Nursing	GW

Hospitality and Tourism

Airline Operations	RS
Airline Operations: Ground Operations	RS
Airline Operations: Passenger Services	RS
Airline Operations: Reservations and Ticketing Services	RS
Baking and Pastry	EM
Commercial Bakery and Pastry Arts	SC
Culinary Arts	SC
Culinary Fundamentals	SC, SM
Culinary Principles	EM
Culinary Studies	EM
Dietetic Technology	CG, PV
Hospitality and Tourism/Golf Management	SC
Hospitality and Tourism/Hotel Management	SC
Hospitality and Tourism/Restaurant Management	SC
Hospitality and Tourism/Spa and Wellness Center Management	SC
Hospitality and Tourism/Tourism Development and Management	SC
Hospitality/Hotel Management	EM
Sustainable Food Systems	MC, RS
Workforce Development: Introduction to Sustainable Food Systems	RC

Human Services

Addictions and Substance Use Disorders Level I	RS
Addictions and Substance Use Disorders Level II	RS
Addictions and Substance Use Disorders	RS
Adolescent Studies	PC
Clinical Research Coordinating	GW
Deaf Studies	PC

Exercise Science and Personal Training	CG, GC, MC, PV, SC, SM
Family Development	PC
Family Support	PC
Group Fitness Instructor	MC
Interpreter Preparation	PC
Massage Therapy	CG, PC
Nutrition for Fitness and Wellness	GC, MC, SC
Personal Trainer	GC, MC
Personal Training Specialist	CG, GC, GW, MC, PV, SC, SM
Professional Addictions Counseling	RS
Recreation Management	MC, SC
Teaching Healing Meditation for Stress Management	PV
Yoga Instruction	SC
Yoga Therapy	SC

Information Technology

Adobe Creative Suite in Business: Master Suite Applications Specialist	MC
Adobe Creative Suite in Business: Print and Web Applications Specialist	MC
Adobe Creative Suite in Business: Production Applications Specialist	MC, SM
Adobe Foundations	GC, MC, SM, PV
Advanced Computer Usage and Applications	RS
Advanced Web Designer	MC
Applications in Geospatial Technologies	MC
Business Applications	CG
Business Applications Specialist	CG
Business Office Computer Applications	GC
Comic and Sequential Art	PC
Computer and Information Technologies	SM
Computer Applications: Microsoft Office Specialist/Advanced	MC
Computer Applications: Microsoft Office Specialist/Basic	MC
Computer Applications Technology	EM
Computer Hardware and Desktop Support	CG, EM
Computer Hardware and Network Support	SC
Computer Information Systems	GC, GW, PC
Computer Information Systems Technologies	SC
Computer Information Technology	PV
Computer Networking Technology	PV
Computer Programming	MC
Computer Systems Maintenance	PV
Computer Technology	RS
Computer Usage and Applications	RS
Data Analytics	SC
Database Development	SC
Desktop Publishing	EM
Digital Arts	MC
Digital Arts: Digital Illustration	MC
Digital Arts: Digital Photography	MC
Digital Arts: Graphic Design	MC
Digital Cinema Arts	GC
Digital Design	RS
Digital Media/Multimedia Technology	MC
Digital Photography	PC
Editing	SC

Occupational Programs

Game Technology	MC, GC
Healthcare Technology Systems	GC, PV
Information Security	GC
Information Security Technology	GC
Information Technology	CG
Information Technology: Android/iOS Programming	SM
Information Technology: Cisco Networking	SM, MC
Information Technology: Computer Applications Specialist	SM
Information Technology: Microsoft Programming	SM
Information Technology: Network and Cyber Security	GW, SM
Information Technology: Network Server	SM
Information Technology: Programming and Mobile Development	SM
Information Technology Support	SM
iOS Application Development	MC
IT and Power Systems Security	EM
Linux Associate	CG, EM, MC
Linux Networking Administration	EM, GC, MC
Linux Professional	CG, EM, GC, GW, PC, SC, SM, MC, PV
Media Arts: Computer Art/Illustration	CG, PC
Media Arts: Digital Animation	PC
Media Arts: Digital Imaging	CG, PC
Media Arts: Web Design	PC
Microsoft Certified Information Technology Professional (MCITP) Administrator	EM, GW
Microsoft Desktop Support Technology	EM, GC, PV
Microsoft Networking Technology	EM, GC, GW
Microsoft Technical Specialist	EM, GW
Microsoft Server Administration	EM, GC
Mobile Apps Programming	EM, PV, RS, SM
Motion Picture/Television Production	SC
Multimedia Technology	MC
Network Administration	SC
Network Administration: CISCO Network Professional	MC, SM
Network Administration: Microsoft Windows Server	CG, GW, MC, SM
Network and Cyber Fundamentals	GW, SM
Networking: Design and System Support	RS
Networking Administration: Cisco	CG, EM, GC, GW, SM, MC
Networking System Administration	MC
Networking Technology: Cisco	CG, EM, GC, GW
Oracle Database Operations	CG
Production Film	SC
Production Television	SC
Programming	RS, EM, SM
Programming and System Analysis	CG, EM, GC, MC,PC, PV, SC, SC
Software Development	SC
Screenwriting	SC
Technical Theatre	PC, SCC
Web Application Development	SM
Web Design	GC, PV, EM, PC, CG, SM
Web Design Technologies	SC
Web Design: User Interface	RS
Web Designer	MC
Web Developer	GC, MC, PC, PV, EM

Web Development	SC
Web Development and Graphic Design	SM, EM
Web Server Administrator	MC

Manufacturing

Applied Electrical Technologies	RS
CAD Application	GC
CAD Fundamental	GC
CAD Technology	GC
CAM Systems Programming	MC
CNC Machining I	MC
CNC Machining II	MC
Drafting and Design Technology	MC
Computer and Networking Technology	GC
Electric Utility Technology	CG
Electrical Technology - Commercial Wiring	GW
Electrical Technology - Industrial Wiring	GW
Electrical Technology: Residential Wiring	GW
Electronics Engineering Technology	MC
Electronics Technology	MC
Industrial Design Technology	GW
Industrial Design Technology: Design Specialist: SolidWorks	GW
Industrial Robotics and Automation Technology	MC
Industrial Technology	MC
Industrial Technology II	MC
Lineman Technology Level I	RS
Lineman Technology Level II	RS
Lineman Technology Level III	RS
Lineman Technology Level IV	RS
Machining	MC
Meter Technology	CG
Network Maintenance	GC
Nuclear Power Technology	EM
Production Technology	GW
Production Technology: CNC Technology	GW
Production Technology: Quality Assurance	GW
Welding	MC
Workforce Development: Electrical Level I	RS
Workforce Development: Electrical Level II	RS

Marketing, Sales, and Service

Marketing	GC, MC, PC, PV, SC, SM
Marketing and Sales	GC, MC, PC, PV

Law, Public Safety, Corrections, and Security

Administration of Justice	GC, PC, PV, RS, SM
Administration of Justice-Comprehensive	PC
Administration of Justice-Fundamentals	PC
Administration of Justice Studies	CG, MC, SC, GW
Advanced Corrections	RS
Basic Corrections	RS
Correctional Studies	CG

Occupational Programs

Corrections	RS
Crime and Accident Scene Photography	PC, SC
Crime Scene Investigation	SC, PC
Crime Scene Technology	SC, PC
Detention Services	RS
Domestic Preparedness and Homeland Security	PC
Driver Operator	GC, MC,PC, PV
Evidence Technology	EM, PC
Emergency Management	MC, PV
Emergency Medical Technology	CG, GC, MC, PC, PV
Emergency Response and Operations	GC, MC, PC, PV
Fingerprint Classification and Identification	PC, SC
Fire Academy	GC
Fire Officer Leadership	GC, MC, PC, PV
Fire Science	GC, MC, PC, PV
Firefighter Operations	GC, MC, PC, PV
Forensic Investigation	MC
Forensic Technology	PC
Forensic Science: Crime Lab	SC
Global Citizenship	MC
Hazardous Materials Response	PC
Homeland Security	CG, GW
Justice Studies	CG, SC, EM
Juvenile Corrections	RS
Law Enforcement	SC
Law Enforcement Investigator	GC
Law Enforcement Technology Academy	RS
Law Enforcement Training Academy	GC, CG
Paralegal	RS
Paramedicine	GC, PC, PV, MC
Police Academy Preparation Level I	SC
Public Safety Leadership	RS
Public Safety Technology	RS
Tribal Court Advocacy	SC
Victimology	MC

Science, Technology, Engineering and Mathematics

Aircraft Maintenance Technology	CG
Aircraft Maintenance Technology (Part 147)	CG
Airframe Maintenance (Part 147)	CG
Airway Science Technology, Flight Emphasis	CG
Biotechnology	MC
Biotechnology and Molecular Biosciences	GC
Certified Flight Instructor Instrument Airplane Rating	CG
Engineering Technology	GC, CG, EM, SM
Flight Technology	CG
Nanotechnology	RS
Powerplant Maintenance (Part 147)	CG

Transportation, Distribution, and Logistics

Air Conditioning and Electrical Accessories	GW

Occupational Programs

Automotive Chassis	GC
Automotive Drive Trains	GW
Automotive Electrical Systems	MC
Automotive Engines and Drive Trains	GC
Automotive Engine Performance	GC
Automotive Heating, Ventilation and Air Conditioning (HVAC)	GC
Automotive Maintenance and Light Repair	GC
Automotive Performance Technology	MC
Automotive Suspension, Steering and Brakes	GW
Automotive Technology	GC, GW
Brakes, Alignment, Suspension and Steering	MC
Engine Performance and Diagnosis	GW, MC
Transmissions and Power Trains	MC
Workforce Development: Automotive Technology Level I	RS
Workforce Development: Automotive Technology Level II	RS

College Acronyms/Name:

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Paradise Valley Community College

Academic Certificates
Associate of Applied Science Degrees
Certificates of Completion

The PVCC Degrees, PVCC Certificates and PVCC Course Descriptions will be updated by September/October 2018.

Once these updates are complete - the degree and course descriptions will be added to this document.

Thank you for your patience and understanding.

PV Degree information can be found online at:
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Paradise Valley Community College

Programs and Partnerships

Honors Program

Center for International Studies

University of Arizona North Valley (UANV) Transfer Program

NAU 3+1 Program

NAU @ PVCC

Midwestern University College of Pharmacy Program

Maricopa ASU Pathways Program (MAPP)

Grand Canyon University 3+1 Transfer Degree Programs

Honors Program

MISSION: The mission of the Paradise Valley Community College Honors Program is to provide promising scholars with challenging, innovative, and enriching learning opportunities within a close community comprised of faculty mentors and Honors students. In this atmosphere, our students learn to think critically, communicate effectively, and act with integrity. PVCC's Honors scholars are encouraged to take full responsibility for their journey of life-long learning and to excel in scholarship, leadership, and civic responsibility.

ELIGIBILITY: Recent high graduates may qualify for The Presidents' Honors Scholarship covers in-state/in-county tuition up to 15 credit hours (plus the $15 registration fee) per semester, but does not apply to summer sessions. To be eligible, students must enroll at the Maricopa Community College of your choice in the academic year (two academic semesters) following high school requirements without having attended another accredited college or university before enrolling in a Maricopa Community College (summer session excluded).

ELIGIBILITY REQUIREMENTS: Students submitting the Presidents' Honors Scholarship application must be able to show legal presence in the United States and fall under one of the following pathways to be eligible for the scholarship:

1. Verified rank in the top 20 percent of an NCA-accredited Maricopa County high school class in the sixth, seventh, or eighth semester AND at the time of application, have either tested into at least ENG 101 (with a minimum Write Placer score of 5 or higher), MAT 120, and CRE 101, or have successfully completed, at an MCCCD college, the requisite coursework to be prepared for placement in ENG 101, MAT 120 or higher, and CRE 101.
OR
2. Completion of a secondary education program in a Maricopa County high school class in the sixth, seventh, or eighth semester with a final cumulative high school grade point average of 3.0 or higher AND the following scores on the Maricopa Community College placement tests:
• English: WritePlacer score of 6 or higher;
• Reading: Exemption from CRE101;
• Math: Placement in MAT120 or higher.
OR
3. Home schooled student, as a Maricopa County resident, with verification from parents AND placement test scores as noted in #2 above.
OR
4. General Educational Development (GED) certificate completed, as a Maricopa County resident, AND placement test scores as noted in #2 above.
OR
5. Grand Canyon Diploma recipient, as a Maricopa County resident, AND placement test scores as noted in #2 above.

REQUIRED APPLICATION MATERIALS:
- A signed MCCCD Presidents' Honors Scholarship Agreement.
- An official final semester high school transcript must be sent via U.S. mail to the college Honors Program at the Maricopa Community College that you plan to attend. It must be impressed and sealed by the high school and show your graduation date, class rank, and final cumulative grade point average. Please inquire with the college Honors office for home school high school transcript guidelines.
- Your scholarship cannot be awarded until your final transcript has been received.

The Honors Achievement Award Scholarship is available to continuing students who meet the following eligibility requirements
- Have submitted a completed Honors Program application.
- Hold a minimum cumulative district-wide GPA of 3.25 or higher and have a minimum of twelve completed credit hours (must be 100 level or above) at one or any combination of the MCCCD college(s).
- Be enrolled in a minimum of one (1) – three (3) credit Honors class preferably an Honors-Only class for every semester you are participating in.

SCHOLARSHIPS:

Presidents' Scholarship (for recent high school graduates)
- full-time tuition (up to 15 credit hours)
- registration fee
- up to four consecutive semesters

Honors Achievement Award (continuing students and returning adults)
- $244-$500 per semester
- based on credit hours of enrollment

SELECTED SCHOLARSHIPS
- **Chancellor's** (current Honors students)
  This scholarship covers tuition and fees for one full year plus $150.00 per semester for books and supplies. To be eligible, a current full-time Honors student must plan to enroll on a full-time basis for the following year and maintain a GPA of 3.25 or higher. One scholarship is awarded at each college annually.
- **Foundation** (current Honors students)
  This scholarship is awarded by the PVCC Honors Faculty Committee. Amounts can vary from $500.00 to $1,000.00 for the academic year. To be eligible, a current full-time student must plan to enroll at Paradise Valley Community College on a full-time basis for the following year.

BENEFITS & OPPORTUNITIES:
- Free printing, laptop and iPod checkouts, a study/community center, and symphony tickets
- Honors-only classes in many academic disciplines
- Active, small group learning supported by related extracurricular activities
- Leadership positions and community involvement events through the Student Honors Advisory Council (SHAC)
- Customize your own Honors curriculum and participate in research through honors projects
- Small class sizes
- Travel opportunities including but not limited to the Honors Retreat, Honors Explorer Classes, and national and regional honors conferences
- All-USA, Chancellors' and Foundation Scholarships
- Honors Forum Speaker series, which features nationally known experts
- Fine arts and cultural experiences

FALL & SPRING HONORS COURSES:

Visit the Honors website for a list of available classes:
http://www.paradisevalley.edu/honors

For more information regarding PVCC's Honors Program,
Contact: Honors Program Phone: (602)787-7888
Honors Office: K Bldg: K-101 & K-102
Honors Website: www.paradisevalley.edu/honors



Center for International Studies

The Center for International Studies at PVCC provides students with the opportunity to broaden their educational experience to include the countries of the Pacific Rim, both Asia and Latin America, that are affecting life in Arizona.

Both international and intercultural perspectives are integrated into a variety of disciplines. This infusion ensures that students develop the knowledge, skills, attitudes, and values necessary for success in a changing, multicultural world.

Within the Center for International Studies, courses fall under three options:

1) International Studies Academic Certificates
2) International Business Programs
3) International Studies Courses

Global Studies Academic Certificate

The Academic Certificate in Global Studies is designed to provide:

1) a foundation in general education courses relevant to global studies;
2) a specialization in global education for teaching faculty;
3) a foundation in global courses for people in government agencies or in local business and industries with international interests in Asia or Latin America; and
4) a wide offering of global studies courses for more meaningful experiences for international travelers.

International Business Programs

Rapid expansion of international business motivates companies to seek out opportunities originating beyond U.S. borders. As the world economy becomes increasingly integrated, the international businessperson is more important than ever. As part of PVCC's General Business AAS degree, with a specialization area in international business, this curriculum prepares future managers to understand and function in the global economy of the increasingly borderless world. The Certificate of Completion in International Business prepares students for careers in or advancement within international business and related professions.

Please contact an Advisor to assist you in your course selections.

International Studies Courses

International Studies courses are either a specialized International Studies course (as indicated by its title) or a traditional course that has been infused with International Studies content. For example, ARH210: Asian Art and ARH217: Mexican Art History are specialized, more detailed courses focused on particular subjects that are International Studies in nature; whereas ARH101 (Prehistoric thru Gothic Art) and ARH102 (Renaissance thru Contemp. Art) are traditional courses that now contain modules providing students the opportunity to study not only the "Western" tradition, but also traditions associated with India and its sphere of influence in south and southeast Asia, and with China and its traditional sphere of influence in Korea and Japan. Courses with International Studies content can be found in the class schedules under the following headings:

Anthropology (ASB / ASM)
Art Humanities (ARH)
Biology (BIO)
Business (GBS)
Ceramics (ART)
Communication (COM)
Computer Info. Syst (CIS)
Dance (DAH / DAN)
Economics (ECN)
Education (EDU)
Emerg. Med. Tech. (EMT)
English (ENG)
English Humanities (ENH)
Exercise Science (EXS)
French (FRE)
Geography (GCU / GPH)
Geology (GLG)
German (GER)
History (HIS)
Humanities (HUM)
Int'l Business (IBS)
Japanese (JPN)
Journalism (JRN)
Mass Communiction (MCO)
Music History & Lit (MHL)
Philosophy (PHI)
Physical Education (PED)
Political Science (POS)
Psychology (PSY)
Religion (RLG)
Social Work (SWU)
Sociology (SOC)
Spanish (SPA)
Spanish Humanities (SPH)
Theatre Arts (THE)
Wellness (WED)

The University of Arizona
Transfer to UA in Phoenix

Launched in Fall 2015, the UA North Valley (UANV) extension campus offers a degree completion program for students to earn a bachelor's degree from the University of Arizona in the Phoenix area. Entering students must have completed an AGEC certificate, and are encouraged to complete an associate degree prior to transferring. Students will then complete 60 additional units of General Studies coursework with University of Arizona faculty at Paradise Valley Community College campus to earn a Bachelor of General Studies (BGS).

This multi-disciplinary program allows students to concentrate their studies on one of several themes:

- Arts, Media, and Entertainment
- Economy and Industry
- Global and Intercultural Understanding
- Social Behavior and Human Understanding
- Study of the U.S. and the American Experience

A Bachelor of General Studies degree fosters students' ability to think critically and broadly about the world and trains students in how to express their questions and ideas in different formats. They can further expand their skills by participating in the internship component of the program. Students will benefit from small classes, faculty guidance, and a structured learning environment. Students will also enjoy access to the world-class resources and connections of the University of Arizona while staying in Phoenix.

The BGS program at UA North Valley provides the student-focused experience of a small liberal arts college within students' budgets. UANV operates on a lower tuition model than main campus and students have access to UA's transfer scholarships, including the Bridge award and an alumni scholarship.

For more information, please visit uanv.arizona.edu or contact Dr. Victoria N. Meyer, vmeyer@email.arizona.edu.

Find Yourself at The University of Arizona

As the leading public university in the Southwest, and one of the top universities in the world, UA offers more options to earn a degree and a college experience like any other. You can select from 250 undergrad degrees offered by 14 colleges – not to mention double majors, triple majors, and minors. If you're still on the fence about your major, we make it easy for you to find your fit. UA Degree Search **(degreesearch.arizona.edu)** helps students explore and compare majors side by side. You can also search for majors by college, math or second language requirements, personal interests, and more.

If you're an Arizona resident who is working on your associate's degree, and you know that you're destined to be a Wildcat, check out the UA Bridge **(uabridge.arizona.edu)** program. Bridge students are also assigned a Transfer Counselor and are eligible for a $2,000 renewable, annual scholarship for students who are a year away from transferring to the UA.

Midwestern University
College of Pharmacy

If you are interested in transfering and working toward a degree in medicine, pharmacy, biomedical sciences, or other health sciences area, please contact:

PVCC's Chemistry Faculty:

Dr. Scott Massey 602.787.6644
Dr. Satinder Bains 602.787.6586

Or visit the Science Division's website:
www.paradisevalley.edu/academics/transferpartnerships or
scott.massey@paradisevalley.edu
Phone: 602.787.6642

NORTHERN ARIZONA UNIVERSITY

Paradise Valley Campus

NAU's 3+1=

NAU's flexible B.A. and B.S. in Interdisciplinary Studies offers you an opportunity to design a plan of study (in consultation with an advisor) to meet your individualized educational needs. This program offers an emphasis in Public Management.

This degree is appropriate if you plan to enter an occupation which requires a broad general education, if you want to work within a local, state, or federal government agency, are seeking career advancement, or if you are considering a pre-professional plan.

Program Highlights:

- Students complete 90 credits with the community college at the community college tuition rate!
- Only 30 credits are required with NAU and can be completed within 1 year!
- Students can choose between a B.A. or B.S. degree.
- Students only attend class twice a week for a full-time schedule or once a week with a part-time schedule.
- Classes are small and will not exceed 25-30 students.
- On-site advisor to assist you with the admissions process and program completion.

WANT MORE INFORMATION?

Please email us at paradisevalley@nau.edu or visit our offices in the KSC Building, 2nd Floor

NAU @ PVCC

NAU-Paradise Valley is located on the Paradise Valley Community College campus. We offer several undergraduate degree programs, as well as the PVCC2NAU program. PVCC2NAU is a joint admission program between Paradise Valley Community College and Northern Arizona University.

PROGRAMS

- PVCC2NAU
- Bachelor of Business Administration
- BAS in Administration
- BAS in Justice Administration
- BAS in Public Agency Management
- BAS in Technology Management
- BA/BS in Interdisciplinary Studies-Justice Administration (90/30)
- BA/BS in Interdisciplinary Studies-Emergency Services Administration (90/30)
- BA/BS in Interdisciplinary Studies-Public Management (90/30)
- BA/BS in Interdisciplinary Studies-Technology Management (90/30)
- BSEd in Special and Elementary Education (dual major)

WANT MORE INFORMATION?

Please email us at paradisevalley@nau.edu or visit our offices in the KSC Building, 2nd Floor

Additional NAU partnership programs with Maricopa Community Colleges can be found at: www.maricopa.edu/connection.

Maricopa ASU Pathways Program (MAPP)

Maricopa to ASU Pathways Program
Ranked as one of the top colleges in the nation and the world for academics, innovation and values, Arizona State University offers more than 300 undergraduate degree programs and is a top choice for Arizona community college students.

The Maricopa to ASU Pathways Program is designed for students who plan to pursue a two-year degree at a Maricopa community college and complete a bachelor's degree at ASU. In MAPP, you follow a prescribed sequence of course work at a Maricopa community college that meets the lower-division course requirements for an ASU major. When you complete your MAPP, you will have met the requirements for your associate degree and be on track toward earning your chosen bachelor's degree at ASU.

Maricopa to ASU Pathways Program Timeline
As you work toward your associate degree at a Maricopa community college, keep in mind that you must complete the MAPP within a period of three years.

Benefits of the Maricopa to ASU Pathways Program include:
- guaranteed admission to ASU degree programs when all MAPP requirements are met
- cost-effective pathway ensuring all courses transfer and apply to an ASU degree
- 24/7 access to electronic tools, including the Pathway Tracker and My ASU to provide clear documentation of degree progress
- access to ASU transfer specialists and other pre-enrollment services on site at Maricopa community colleges
- invitations to special college events at ASU

The following are the terms for taking part in the Maricopa to ASU Pathways Program:
- working with your community college and ASU advisor to monitor progress on the MAPP
- completing the MAPP with a specified GPA and any special requirements
- completing the MAPP in a period not to exceed three years
- agreeing that student academic data and advising information may be shared between your community college and ASU
- pathway certification verifying completion of the MAPP requirements
- Pathways have been created for ASU's highest demand undergraduate degrees. The following degree programs are available through MAPP (these programs pertain to all Maricopa community colleges, however, course offerings vary by location):
-

For more information, see: www.asu.edu/transfer

Grand Canyon University 3+1 Transfer Degree Programs

Grand Canyon University has transfer partnership Bachelor Degree programs in the following areas:

Bachelor of Science in Biology (3+1)
- Preparation in Basic Biological Sciences, Pre-Physician Assistant, Pre-Medicine, Pre-Physical Therapy or Pre-Pharmacy
- Transfer up to 84 community college credits of recommended courses including an Associate of Business
- Complete 36-40 credits at Grand Canyon University

Bachelor of Science in Business (3+1)
- Preparation in Applied Management, Business Administration, Business Management, Entrepreneurial Studies, Finance and Economics, Marketing, Sports Management or Public Safety and Emergency Management
- Transfer up to 84 community college credits of recommended courses including an Associate of Business
- Complete 36-40 credits at Grand Canyon University

Bachelor of Arts
- Preparation in Christian Studies, Government or Communications
- Transfer up to 84 community college credits of recommended

Bachelor of Science
- Preparation in Forensic Science, Psychology, Justice Studies, Engineering, Computer Science, Information Technology, Exercise Science or Education
- Transfer up to 84 community college credits of recommended

For more information about specific programs, transfer options, and scholarships, contact a Grand Canyon University representative at 1.800.800.9776 or visit their website at http://www.gcu.edu/admissions/college-transfer-center.php .

For information about the Bachelor of Science in Biology and the preparatory program at PVCC, contact Dr. Scott Massey at 602.787.6642

Maricopa County Community College District

General Regulation

- Compliance With Policies, Rules & Regulations
- Outcome Assessment

Admissions, Registration and Enrollment

- Admission Policy, Classifications and Information
- Credit for Prior Learning
- Academic Advising
- Student Course Placement Process
- Registration
- Tuition & Fees
- Refund Policy
- Student Financial Assistance
- Veterans Services

Scholastic Standards

- Academic Load
- Schedule Changes
- Attendance
- Grading
- Important Deadlines for Students
- Academic Probation
- Instructional Grievance Process
- Non-Instructional Complaint Resolution Process
- Withdrawal Procedures
- Academic Renewal
- Honors Program
- President's Honor List
- General Graduation Requirements
- Transcripts for Transfer

ADMISSION, REGISTRATION, AND ENROLLMENT

2.1 GENERAL REGULATION

1. **General Statement**
   Compliance with Policies, Rules, 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 Community Colleges Vision, Mission and Values that are featured in the Common Pages are a part of approve 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 Maricopa Community Colleges accomplish 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 (A.R.S. §15-1805.01, 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

ADMISSION CLASSIFICATIONS

1. **Admission of Regular Students**
   Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:
   A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
   B. Has a high school certificate of equivalency.
   C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
   D. Is a transfer student in good standing from another college or university.
2. **Admission of Students Under 18 Years of Age**
   A. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who completes any one of the following requirements:
      i. a composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT).
      ii. a composite score of 930 or more on the Scholastic Aptitude Test (SAT).
      iii. a composite score of twenty-two or more on the American College Test (ACT).
      iv. a passing score on the Arizona Instrument to Measure Standards test (AIMS Science).
      v. a passing score on the relevant portions of the Arizona's Measurement of Education Readiness to Information Teaching (AZMERIT) test.
      vi. the completion of a college placement test designated by the community college district that indicates the student

is at the appropriate college level for the course.

vii. is a graduate of a private or public high school or has a high school certificate of equivalency.

B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.

C. Home schooled students are exempt from this sub-section.

D. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least a specified score on a college entrance examination.

3. Specialized Vocational / Training Program

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

4. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE), and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) Guam 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 Nonimmigrant Students

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

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

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

A. Admission to Academic Programs

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

iii. An original letter of recommendation from a teacher, school principal or headmaster/headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;

iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.

v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

C. Financial Support

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

Tuition and fees:	$ 8,010	(1)
Living Expenses:	$10,140	(2)
Books:	$ 1,100	(3)
Health Insurance:	$ 1,100	(4)
Total	$20,350	(5)

*Pending revised fee schedule from District Business Services

D. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 students (spouse and dependent children) is also required: $5,000 for the first dependent and $2,500 for each additional dependent.

E. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

Footnotes:

(1) Based on 2017-2018 tuition and fee schedule.

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

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

(4) Based on 2017-2018 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 in 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 earned an associate degree or higher.
2. **Student Identification Number**
   Disclosure of the social security number is voluntary (A.R.S. §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.
3. **Residency for Tuition Purposes (Appendix S-1)**
   All students are classified for tuition purposes under one of the following residency classifications:
   A. Maricopa County resident
   B. Out-of-County resident
   C. Out-of-State resident (including F-1 non-immigrant students)

   Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801, 15-1802, 151802.01, 15-1803, 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.

A. Implementation

i. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.

ii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.

iii. A request for review of the initial classification may be made to a District review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

B. Definitions

i. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.

ii. "Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.

iii. "Maricopa County resident" means an individual who has lived in Maricopa county for at least fifty (50) days before the first day of classes of the semester. In-State Residency must be established prior to 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.

v. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

vi. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.

vii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.

viii. "Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

C. Criteria for Determining Residency

i. In-State Student Status

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

   a. The person's parent's/legal guardian's domicile is in this state and the parent/guardian is entitled to claim the person as an exemption for state and federal tax purposes.

   b. The person is an employee of an employer that 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 instate 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 provision 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 to National Guard status, or who has retired from active duty or reserve of 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.

8. A veteran using Chapter 30 of 33 benefits who does not otherwise qualify under item 7 above (paragraph G or 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 th 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 students 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. Certification of eligibility letter from the VA awarding Chapter 30 or 33 benefits or the Fry Scholarship, OR the Department 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.

9. 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
        7. 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. 104208; 110 Stat. 3009), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to A.R.S. §15-1802 or entitled to classification as a county resident pursuant to A.R.S. §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of status is received in the office of Admissions & Records/Enrollment Services prior to the end of the term in which residency classification is being requested. Documentation received after the end of the term will be used for residency determination in subsequent terms.
3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
    A Foreign Government Official or Adopted Child of a Permanent Resident
    E Treaty Trader G Principal Resident Representative of Recognized Foreign Member
    G Government to International Staff
    K Spouse or Child of Spouse of a U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen
    L Intracompany Transferee, or Spouse or Child
    N6 NATO-6
    U 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. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. 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.

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:

- An Arizona Driver's License issued after 1996 or an Arizona Non-operating Identification License.
- A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States.
- A United States Certificate of Birth abroad.
- A United States Passport.
- A Foreign Passport with a United States Visa.
- An 1-94 Form with a photograph.
- A United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document.
- A United States Permanent Resident Card.
- A United States Certificate of Naturalization.
- A United States Certification of Citizenship.
- A Tribal Certificate of Indian Blood.
- 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.

v. Proof of Residency

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

1. In-State Residency
   a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
   b. Any of the following may be used in determining a student's domicile in Arizona:
      1. Arizona income tax return
      2. Arizona Voter registration
      3. Arizona Motor Vehicle registration
      4. Arizona Driver's license
      5. Employment history in Arizona
      6. Place of graduation from high school
      7. Source of financial support
      8. Dependency as indicated on federal income tax return
      9. Ownership of real property
      10. Notarized statement of landlord and/or employer
      11. Transfer of major banking services to Arizona
      12. Change of permanent address on all pertinent records
      13. Other relevant information
2. County Residency
   a. An affidavit signed by the student must be filed with the person responsible for verifying domicile

to prove continuous residency in a county for fifty (50) days, and

b. Any of the following may be used to determine a student's county residency:
   1. Notarized statements of landlord and/or employer
   2. Source of financial support
   3. Place of graduation from high school
   4. Ownership of real property
   5. Bank accounts
   6. Arizona income tax return
   7. Dependency as indicated on a Federal income tax return
   8. Other relevant information

D. **Concurrent Enrollment in Arizona Public Institutions of Higher Education (A.R.S. §15-1807) (Appendix S-3)**
Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

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 re-admitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal - Appendix S-7)
2. **Ability to Benefit**
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 students 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 B, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate or be in an eligible program.
   iii. "SPECIAL" status, for the purpose of 2.2.3 B, 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 Assessment and Course Placement (AR 2.2.7).

2.2.4 PRIOR LEARNING ASSESSMENT CREDIT

Credit may be awarded for Prior Learning recognized through a variety of forms of evaluation and examination, as outlined in this policy. Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

- **Credit By Evaluation**
  - Educational experiences in the Armed Services
  - Training programs/college credit recommendation service
  - Departmental credit by evaluation
- **Credit by Exam (College-Level Equivalency Examinations)**
  - Advanced Placement (AP)
  - College-Level Examination Program (CLEP)
  - International Baccalaureate (IB) Diploma/Certificate
  - Cambridge International Exams (CIE), A and AS Level
  - Defense Activity for Non-Traditional Education Support (DANTES) Examination Program (also known as DANTES Subject Standardized Tests (DSST))
  - American College Testing Proficiency Examination Program (ACT-PEP)
  - Department exams (also known as "Challenge" exams Articulated Transfer Credit

ARTICULATED TRANSFER CREDIT

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some of the Maricopa Community Colleges for unique programs of study. No more than 20 semester credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to research the credit for prior learning policies at any college or university outside of the Maricopa Community College to which they plan to transfer. Please direct questions about Credit for Prior Learning at the Maricopa Community College to the offices of Admissions and Records / Student Enrollment Services.

DESCRIPTIONS OF ASSESSMENT METHODS

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

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

   A. Educational Experiences in the Armed Services
      The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:
      i. training parallels a discipline area offered through the Maricopa Community Colleges, and
      ii. credit meets a program requirement or is used as elective credit.

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

SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)

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

B. **College Credit Recommendation Service**

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

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

C. **Departmental Credit By Evaluation**

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

i. the evaluation of a course a second time;
ii. the evaluation of a course while currently enrolled in the course;
iii. to establish credit in a previously completed course; and
iv. to establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some of the Maricopa Community Colleges for unique programs of study.

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

2. **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 Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Offices of Admissions and Records / Student Enrollment Services from the specific testing company(s) before credit is awarded. All equivalency is subject to future review and possible catalog change.

A. **Advanced Placement Examinations (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 with a score of 3, 4 or 5. Scores must be received directly from CEEB before credit is awarded.

Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by the Maricopa Community College Instructional Councils (ICs). Disclaimer: test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

See AP Chart on the following pages

B. **College Level Examination Program (CLEP) Credit**

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

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

Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by the Maricopa Community College Instructional Councils (ICs). Disclaimer: test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

Credit by exam is awarded based on the date the exam was taken. Students who take the exam during the current catalog year will earn credit based on the credit equivalency found in the current catalog. If the test was taken in a prior academic year, please refer to the catalog for that year.

See CLEP chart on the following pages

Foreign Languages Credit Prior to July 1, 2001:

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

Course	Spanish	French	German	Credit
101	50-54	50-54	39-45	4 (101)
102	55-65	55-61	46-50	8 (101 & 102)
201	66-67	62-65	51-59	12 (101 & 102 & 201)
202	68-80	66-80	60-80	16 (101 & 102 & 201& 202)

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Changes to exams cut scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded amd equivalent courses are established by the MCCCD instructional Councils (ICs). Disclaimer: test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur..

CLEP EXAMINATION General	MCCCD: Maricopa Community College District Score	Semester Hours	Equivalency
College Composition - *Note: the Maricopa Community Colleges do not award credot for ENG102 through CLEP examination.*	50 or higher	3	ENG101 (3) or Elective Credit (3)
College Composition - Modular *Note: the Maricopa Community Colleges do not award credot for ENG102 through CLEP examination.*	50 or higher	0	NT
Humanities	50 or higher	6	Elective Credit*
Natural Sciences	50 or higher	3	NT
Social Sciences and History	56	3	Elective Credit
Subject	**Score**	**Semester Hours**	**Equivalency**
Advanced American Government	ACE Score	3	POS 110
American Literature	50 or higher	6	ENH 241* & ENH 242
Analyzing and Interpreting Literature	ACE Score	3	Elective Credit*
Biology	50 or higher	3	BIO Elective Credit*
Calculus *(Previously Calculus with Elementary Functions)*	ACE Score	4	MAT 221
Precalculus	50 or higher	5	MAT 187
Chemistry	50 or higher	4	CHM151 (3) and CHM151LL (1)*
College Algebra	50 or higher	3	MAT152
College Composition (Replaces English Composition with Essay)	50 or higher	4	ENG101 or Elective Credit (and *placement into honors composition at universities)*
English Literature	ACE Score	3	Elective Credit*
Financial Accounting	50 or higher	3	Elective Credit *(students pursuing an AAS at a community college may be able to subsitute this exam course to meet an accounting requirement, but a substitution is not allowed in a transfer degree. Contact the appropriate department at your community college to see if this is an option.)*
French Language, Level 1 *(Previously French Language)*	50-54 55-61	4 8	FRE 101 FRE 101, 102
French Language, Level 2 *(Previously French Language)*	62-65 66-80	12 16	FRE 101, 102, 201 FRE 101, 102, 201, 202
German Language, Level 1 *(Previously German Language)*	39-45 46-50	4 8	GER 101 GER 101, 102
German Language, Level 2 *(Previously German Language)*	51-59 60-80	12 16	GER 101, 102, 201 GER 101, 102, 201, 202
Human Growth and Development	50 or higher	3	CFS205
Information Systems and Computer Applications	50 or higher	0	Not Accepted
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	50 of higher	3	Elective Credit

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP), CONTINUED

CLEP EXAMINATION		MCCCD	
General	**Score**	**Semester Hours**	**Equivalency**
Introductory Psychology	50 or higher	3	PSY 101
Introductory Sociology	50 or higher	3	SOC 101
Macroeconomics, Principles of (Replaces Intro Macroeconomics)	ACE Score	3	ECN 211
Microeconomics, Principles of (Replaces Intro Microeconomics)	ACE Score	3	ECN 212
Management, Principles of	50 or higher	0	Not Accepted
Marketing, Principles of	50 or higher	0	Not Accepted
Spanish Language, Level I (Previously Spanish Language)	50-54 55-65	4 8	SPA 101 SPA 101, 102
Spanish Language, Level 2 (Previously Spanish Language)	66-67 68-80	12 16	SPA 101, 102, 201 SPA 101, 102, 201, 202
Trigonometry	ACE Score	3	MAT 182
U.S. History I - Early Colonization to 1877	56	3	HIS 103
U.S. History II - 1865 to the Present	56	3	HIS 104
Western Civilization I - Ancient Near East to 1648	56	3	HIS 100 OR 101
Western Civilization II - 1648 to the Present	56	3	HIS 102

**The general studies requirement in natural sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP*

ADVANCED PLACEMENT CREDIT

NOTE: Changes to exams and scores are determined by the respective Statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCD Instructional Councils (ICs). Table Revised: March 2016
DISCLAIMER: Test Scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

AP Examination	Score	MCCCD Equivalency	Sem. Hrs
Art - History	5 or 4 3	ARH 101 & ARH 102 ARH 101 or 102	6 3
Art - Studio Art (2-D Design) (Previously Art - Studio - General)	5 or 4	ART 112	3
Art - Studio Art (3-D Design)	5 or 4	ART 115	3
Art - Studio Art (Drawing) (Previously Art - Studio - Drawing)	5 or 4	ART 111	3
Biology	5 or 4 3	BIO 181 & BIO 182 BIO 100 or Equivalent	8 4
Chemistry	4 5	CHM 151, CHM 151LL CHM151, 151LL, 152, 152LL	4 8
Calculus AB (Previously Mathematics - Calculus AB)	5, 4, or 3	MAT 221	4
Calculus BC (with AB subscore 3 or higher)	5 or 4 3	MAT 221 or 231 MAT 221	8 4
Chinese Language and Culture (Previously Chinese - Language)	5 4 3	CHI 101 & 102 & 201 & 202 CHI 101 & 102 & 201 CHI 101 & CHI 102	20 15 10
Comparative Government and Politics (Previously Political Science - Comparative Government and Politics (Previously Political Science -	5 or 4	POS 140	3
Computer Science A	5 or 4	CSC 100 or CSC 110	3
Economics - Macroeconomics	5 or 4	ECN 211	3
Economics - Microeconomics	5 or 4	ECN 212	3

ADVANCED PLACEMENT CREDIT, continued

AP Examination	Score	MCCCD Equivalent	Semester Hours
English - Language and Composition	5 or 4	ENG101 or Elective Credit	16 (*and placement into honors composition at universities.)*
English - Literature	5 or 4	Elective Credit	3 (*and placement into honors composition at universities.)*
Environmental Science	5 or 4	Elective Credit	3
French - Language	5, 4, or 3	FRE 101, 102, 201, 202	16
French - Literature	5, 4, or 3	FRE 101, 102, 201, 202	16
German - Language	5, 4, or 3	GER 101, 102, 201, 202	16
German - Literature	5, 4, or 3	GER 101, 102, 201, 202	16
History - World	5	HIS 111	3
	4	HIS 110	3
Human Geography	5 or 4	GCU 102	3
Italian Language & Culture	5	ITA 101, 102, 201, 202	16
	4	ITA 101, 102, 201	12
	3	ITA 101, 102	8
Japanese Language & Culture (Previously Japanese - Language)	5	JPN 101, 102, 201, 202	20
	4	JPN 101, 102, 201	15
	3	JPN 101, 102	10
Latin: Vergil (Previously Latin - Language)	5	LAT 101, 102, 201, 202	16
	4	LAT 101, 102, 201	12
	3	LAT 101, 102	8
Music Theory (Previously Music)	5 or 4	MTC 105 & MTC 106	4
Physics B: Physics 1 - Mechanics	5 or 4	PHY111	4
Physics B: Physics 2 - Electricity & Magnetism	5 or 4	PHY 112	4
Physics B (through 2013-14)	5	PHY 111 & PHY112	8
	4	PHY111	4
Physics C - Electricity and Magnetism	5, 4, or 3	PHY 112	4
Physics C - Mechanics	5, 4, or 3	PHY 112	4
Psychology	5 or 4	PSY 101	3
Spanish - Language	5, 4, or 3	SPA101, 102, 201, 202	16
Spanish - Literature	5, 4, or 3	SPA 101, 102, 201, 202	16
Statistics	5, 4, or 3	MAT 206	3
U.S. Government and Politics (Previously Political Science - American Government)	5 or 4	POS 110	3
U.S. History (Previously History - American)	5 or 4	HIS 103, HIS 104	6

Changes to exams cut scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded amd equivalent courses are established by the MCCCD instructional Councils (ICs). Disclaimer: test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur..

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA/CERTIFICATE

IB EXAMINATION

General	Score	Semester Hours	MCCCD Equivalency
Biology	7 or 6 4 or 5	8 4	BIO 181 & BIO 182 BIO 100 or equivalent
Business and Management - HL	5 or higher	3	Elective Credit
Chemistry - HL	7, 6, or 5 4	8 4	CHM151 & 151LL, CHM152 & 152LL CHM151 & 151LL
Computer Science - HL	5 or higher	3	CSC110 or CSC110AA or CSC110AB
Economics - HL	7, 6, or 5	6	ECN 211 & ECN 212
English A - HL	7, 6 or 5	3	ENG 101 or Elective Credit
English B - HL	No Credit	0	NT
Foreign Language A or B - HL	7, 6, or 5 4	8 8	Foreign Language 201, 202 Foreign Language 101, 102
Geography - HL (Previously Human Geography)	5 or higher	3	GCU 102
History (Previously History - American)	7, 6, or 5 4	6 3	HIS 103 & HIS104 HIS 103
History (Previously History - European)	7, 6, or 5 4	6 3	HIS 101 & HIS 102 HIS 101
Mathematics - HL Mathematics - SL Mathematical Studies - SL Further Mathematics - SL (Previously Mathematics)	7, 6, or 5	4	MAT 221
Physics	7, 6 5	8 4	PHY 111 & PHY 112 PHY 111
Psychology	5 or higher	3	PSY 101
Social & Cultural Anthropology	7, 6, 5, 4	3	ASM 102
Visual Arts - HL (Previously Art/Design)	7, 6, or 5 4	6 3	ART 111 & ART 112 ART 112

C. **International Baccalaureate (IB) Diploma/Certificate Credit**
Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. MCCCD College grants credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by the Maricopa Community College Instructional Councils (ICs). Disclaimer: test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

CAMBRIDGE INTERNATIONAL EXAMINATIONS (CIE) A AND AS LEVEL

CIE EXAMINATION	SCORE	SEMESTER HOURS	MCCCD EQUIVALENCY
Accounting - A Level	D or E	6	Elective Credit
Accounting - AS Level	D or E	3	Elective Credit
Art & Design - A Level	D or E	6	ART111 & ART112
Art & Design - AS Level	D or E	3	ART111
Biology - A Level	D	8	BIO181 & BIO182
	E	0	NT*
Biology - AS Level	D	4	BIO181
		0	NT
Biology - Environmental	D	4	ENV101
Management - AS Level	E	0	NT
Biology- Marine Science - A Level	D	8	BIO145 (4), BIO149AK (1) & BIO Dept Elective (3)
	E	0	NT
Biology - Marine Science - AS Level	D	4	BIO145
	E	0	NT
Chemistry - A Level	A	8	[CHM150 (4) & CHM151LL (1)] OR CHM150AA (5) OR [CHM151(3) & CHM151LL (1)] OR CHM151AA (4) AND [CHM152 (3) & CHM152LL (1)] OR [CHM152AA (4)]
Chemistry - A Level	B or C	4	[CHM150 (4) & CHM151LL (1)] OR [CHM150AA (5)] OR [CHM151(3) & CHM151LL (1)] OR [CHM151AA (4)]
Chemistry - A Level	D or E	4	[CHM130 (3) & CHM130LL (1)] OR [CHM 130AA (4)]
Chemistry - AS Level	E	0	NT
Economics - A Level	D or higher	6	ECN211 & ECN212
Geography - A Level	D or E	6	Elective Credit
Geography - AS Level	D or E	3	Elective Credit
Psychology - A Level	D or E	6	PSY101 & PSY Elective
Psychology - AS Level	D or E	3	PSY101

D. **Cambridge International Examinations (CIE) A and AS Level**
Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by the Maricopa Community College Instructional Councils (ICs). Disclaimer: test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

DANTES SUBJECT STANDARDIZED TESTS (DSST)

DSST EXAM TITLE	SCORE	SEMESTER HOURS	MCCCD CREDIT
PRINCIPLES OF PUBLIC SPEAKING	400	3	COMELC
FUNDAMENTALS OF COLLEGE ALGEBRA	NO CREDIT	0	NO CREDIT
PRINCIPLES OF STATISTICS	400	3	MAT206
ETHICS IN AMERICA	400	3	PHI105
INTRODUCTION TO WORLD RELIGIONS	400	3	REL100
ART OF THE WESTERN WORLD	400	3	ARH101 OR 102
HUMAN CULTURAL GEOGRAPHY	400	3	GCU102
HISTORY OF THE SOVIET UNION	400	3	HIS275
A HISTORY OF THE VIETNAM WAR	400	3	HIS273
THE CIVIL WAR AND RECONSTRUCTION	400	3	HISELC
FOUNDATIONS OF EDUCATION	400	3	EDU221
LIFESPAN DEVELOPMENTAL PSYCHOLOGY	400	3	PSY240
GENERAL ANTHROPOLOGY	400	3	ASB102
SUBSTANCE ABUSE	400	3	HES201
INTRODUCTION TO LAW ENFORCEMENT	400	3	AJS230
CRIMINAL JUSTICE	400	3	AJS101
FUNDAMENTALS OF COUNSELING	NO CREDIT	0	NO CREDIT
BUSINESS ETHICS AND SOCIETY	NO CREDIT	0	NO CREDIT
PRINCIPLES OF FINANCE	NO CREDIT	0	NO CREDIT
HUMAN RESOURCE MANAGEMENT	NO CREDIT	0	NO CREDIT
ORGANIZATIONAL BEHAVIOR	NO CREDIT	0	NO CREDIT
PRINCIPLES OF SUPERVISION	NO CREDIT	0	NO CREDIT
INTRODUCTION TO COMPUTING	NO CREDIT	0	NO CREDIT
INTRODUCTION TO BUSINESS	NO CREDIT	0	NO CREDIT
MONEY AND BANKING	NO CREDIT	0	NO CREDIT
PERSONAL FINANCE	NO CREDIT	0	NO CREDIT
MANAGEMENT INFORMATION SYSTEMS	NO CREDIT	0	NO CREDIT
BUSINESS MATHEMATICS	NO CREDIT	0	NO CREDIT
ASTRONOMY	NO CREDIT	0	NO CREDIT
HEALTH AND HUMAN DEVELOPMENT	400	3	HES100
ENVIRONMENT & HUMANITY: RACE TO SAVE THE PLANET	400	3	SUS100
PRINCIPLES OF PHYSICAL SCIENCE I	NO CREDIT	0	NO CREDIT
TECHNICAL WRITING	400	3	ENG111
FUNDAMENTALS OF CYBERSECURITY	NO CREDIT	0	NO CREDIT

E. **DANTES Subject Standardized Tests (DSST) Credit**
The Maricopa Community Colleges may award credit for the DANTES Subject Standardized Tests (DSST) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. *See CIE Examination chart on the following pages*
The Assessment Center at Rio Salado College is a national test site. For additional information on registering for DANTES examinations, call (480) 517-8560.
Changes to examscut scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by the MCCCD Instructional Councils (ICs). Disclaimer: test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

F. **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.

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

Students may not request:
i. to challenge a course a second time;
ii. to challenge a course while currently enrolled in the course;
iii. to establish credit in a previously completed course; and
iv. to establish credit for a lower level of a course in which credit has been received.

- Exceptions may be granted at some MCCCD colleges for their unique programs of study.
- Certain departments may have additional requirements which 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.

H. **Health Care Credit By Examination and Credit By Skills Demonstration Assessment**
Health care students may apply for credit for prior learning in certain courses. Specific information and required forms can be found on http://healthcare.maricopa.edu/healthcarecourses.php. Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (I CAN). Students may apply for HCIES Healthcare Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:
A. to challenge a course a second time;
B. to challenge a course while currently enrolled in the course;
C. to establish credit in a previously completed course; or
D. to establish credit for a lower level of a course in which credit has been received.

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

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

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

3. **Transferring to the Maricopa Community Colleges**
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 directly from the source institutions to the Admissions and Records/Enrollment Services Offices of the receiving institutions. The Admissions and Records/Enrollment Services Offices at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request.

Conditions of Transfer Credit:

- The coursework was completed at colleges and/or universities accredited by the following regional accrediting agencies: New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or Western Association of Schools and Colleges.
- Coursework from other institutions may be considered for evaluation on a case-by-case basis.
- The coursework was earned with a grade of C or better.
- The coursework was taken at another Arizona community college to fulfill general education requirements for the Arizona General Education Curriculum (AGEC).
- Acceptance and applicability of courses from another Maricopa Community College that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.
- Applicability of non-AGEC designated courses from another Maricopa Community College toward the requirements of a college-specific degree or certificate is determined by individual Maricopa Community Colleges.
- The award of transfer credit shall not express or imply that all transfer credit will be fully applicable toward all Maricopa associate's degree and certificate requirements.
- Developmental coursework (below 100-level) is accepted for the purpose of fulfilling course prerequisites. The credit does not apply toward a degree or certificate.
- 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.
- 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 one of the international credential evaluation to be translated into English, evaluated on a course-by-course-basis, and sent directly to the receiving colleges. Contact your college admissions and records/enrollment services office to obtain a list of approved agencies.
- For military credit, credit by examination, credit by evaluation, and CLEP/AP/IB/CIE/DSST/ACT-PEP credit see the section for Credit For Prior Learning.

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

Articulated transfer programs and pathways between the Maricopa Community Colleges and baccalaureate-granting institutions (such as the Maricopa-ASU Pathway Program [MAPP], the U of A Bridge Program, Connect2NAU and 90/30 Transfer Agreements) are official, recognized programs of study that fulfill both Associate's 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.

B. **Articulation and Transfer Agreements**
i. Maricopa Skill Center and the Southwest Skill Center: The Maricopa Community Colleges have articulation agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the admissions and records office/office of student

enrollment services for specific information related to these agreements.

ii. Arizona Public Community Colleges and Universities: Maricopa is a participant in the Arizona statewide transfer system. The aztransfer.com website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on aztransfer.com is the course equivalency guide (CEG), which shows how institutions have agreed to transfer coursework from Arizona public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. https://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG

iii. Domestic (U.S) and International Institutions: The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through district-wide articulation agreements and are designed to help students maximize their transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: http://www.maricopa.edu/academic/ccta/artic/partner_list.php

C. **Limitations on the Transfer of Credit**

Generally, the following types of courses are not intended for transfer. Contact the Admissions and Records office at your college for specific information.

i. Remedial/developmental courses or courses numbered below 100
ii. Arizona government university courses
iii. Cooperative education
iv. Experimental courses
v. Post baccalaureate courses
vi. Contractual training for business, industry, and government
vii. Some forms of credit for prior learning
viii. Non-credit courses

D. **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.

E. **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 could 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 www.azsunsystem.com.

2.2.6 ACADEMIC ADVISING AND NEW STUDENT ORIENTATION

1. Academic Advising
   A. Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer on 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. 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, and who test into one of more developmental education courses, will be required to successfully complete a college success course (CPD150 or CPD/AAA115) within the first two semesters 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.

2.2.7 STUDENT ASSESSMENT & COURSE PLACEMENT

1. **Testing for Course Placement**
   A. Students will be required to complete a course placement test under any one of the following conditions:
      i. The student is taking his or her first college credit English, reading 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 scores 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 is taking his or her first English as a Second Language class is required to take a test of English proficiency.
   B. Course placement scores will be valid for two years.
   C. Reading Placement Scores that indicate "Exempt from CRE101" Do Not Expire.
   D. Students will be permitted one re-test in English, reading, or by math level 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.
   E. 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.
   F. Students will be exempt from a course placement test if at least one of the following conditions apply:
      i. The student has earned an associate or higher degree 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.
   G. The student who is exempt from a course placement test must fulfill the minimum graduation requirements.

2. **Course Placement**
   A. Students who enroll in English, Reading, or Math will be advised and placed into courses based valid district approved scores.
   B. Students who test into course(s) that are below college-level (i.e., Below 100-Level) will be advised and placed into the course(s) within the first two semesters enrolled.
   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.

3. **Implementation of Policy**
   To ensure consistency of the course placement process within the Maricopa Community Colleges:
   A. All colleges shall accept the same approved course placement instruments.
   B. All colleges shall adhere to the same approved cut-off scores.
   C. Course placement scores will be valid for two years.
   D. Reading Placement Scores that Indicated "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
    a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
        b. 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.

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 (A.R.S. §15-1801, et. seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

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

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

2. Tuition and Fees Schedule (effective July 1, 2018 for fall, spring and summer sessions)*
   Current information can be found at: https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/appendices/students-appendices/s-4-tuition-and-fee-schedule

   The following is a tuition and fees schedule for 2018-2019 and is provided for reference. ***These tuition and fees are subject to change.*** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See Appendix S-4.

Appendix S-4: Tuition & Fee Schedule Student Status

2018-2019	Maricopa County Resident (In County)	In County Resident Audit Rate	Out of County Resident	Non-Resident Living in Arizona	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange(WUE)
		IN-STATE			OUT-OF-STATE		
Credit Hrs	A	B	C*	D**	E	F***/+	G
1	85.00	110.00	401.00	215.00	205.00	215.00	127.50
2	170.00	220.00	802.00	430.00	410.00	430.00	255.00
3	255.00	330.00	1203.00	645.00	615.00	645.00	382.50
4	340.00	440.00	1604.00	860.00	820.00	860.00	510.00
5	425.00	550.00	2005.00	1,075.00	1,025.00	1,075.00	637.50
6	510.00	660.00	2406.00	1,290.00	1,230.00	1,290.00	765.00
7	595.00	770.00	2807.00	1,505.00	1,435.00	1,505.00	892.50
8	680.00	880.00	3208.00	1,720.00	1,640.00	1,720.00	1,020.00
9	765.00	990.00	3609.00	1,935.00	1,845.00	1,935.00	1,147.50
10	850.00	1,100.00	4010.00	2,150.00	2,050.00	2,150.00	1,275.00
11	935.00	1,210.00	4411.00	2,365.00	2,255.00	2,365.00	1,402.50
12	1,020.00	1,320.00	4812.00	2,580.00	2,460.00	2,580.00	1,530.00
13	1,105.00	1,430.00	5213.00	2,795.00	2,665.00	2,795.00	1,657.50
14	1,190.00	1,540.00	5614.00	3,010.00	2,870.00	3,010.00	1,785.00
15	1,275,.00	1,650.00	6015.00	3,225.00	3,090.00	3,225.00	1,912.50
16	1,360.00	1,760.00	6416.00	3,440.00	3,280.00	3,440.00	2,040.00
17	1,445.00	1,870.00	6817.00	3,655.00	3,485.00	3,655.00	2,167.50
18	1,530.00	1,980.00	7218.00	3,870.00	3,690.00	3,870.00	2,295.00

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

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

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

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

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

B. Use the Chart to Locate Tuition Charges
Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

C. Add Any Additional Fees
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 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

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

Regular Rate	$85.00 per credit hour
Contract Rate	$42.50 per credit hour

3. **Outstanding Debts**

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

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

A. The designated college official or fiscal officer is responsible for:
   i. verifying the student's District-wide debt,
   ii. attempting to notify the student of the debt, and
   iii. attempting to collect the debt.

B. All Maricopa Community College services will be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.

C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
   i. collection agency, requiring payment of collection fees by the student;
   ii. the Tax Refund Setoff Programs as stated in A.R.S. §42-133;
   iii. litigation, requiring payment of court costs and legal fees by the student.

D. Debt holds may be lifted by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
   i. 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; or
   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.

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 Colleges waives tuition and student activity fees for employees and their dependents, and for legislative 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 Indian 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 Community Colleges tuition waiver manual.

COLLEGE SPECIFIC FEES

Please check with the PVCC Admissions & Records or Fiscal Office. Students may incur expenses beyond the established fees in certain courses. Noncredit Courses / Seminars / Workshops / Community Services: fees for these are determined by the length and type of each course and will cover total costs.

ART fees	ART131, 234, 236, 295GA2, 295GA3 ART246 ART295GA1 ART295GA4	$ 15.00 $ 20.00 $ 10.00 $ 50.00
FOR - Forensic Science fees	FOR105 FOR106	$79.00 $90.00
Check Returned From Bank		$ 15.00
Credit by Examination & Evaluation	(per credit hour) - excludes HCIES courses Regular Rate Contract Testing Rate	 $ 86.00 $ 43.00
Emergency Medical Tech (EMT)	actual cost, not to exceed - EMT104 Practicum Assessment Fee - NREMT Skill	$ 400.00 $ 50.00
Excessuve Laboratory Breakage		actual cost
Field Studies		actual cost
Fitness Center		$ 20.00
GED	First Test - Based on State Repeat Test (per section) - Based on State Admin. Fee (must be paid prior to testing) - Based on State	DOE DOE $ 15.00
General Laboratory & Course Fees	not to exceed	$ 25.00
Graduation Fees:	Application / Recording Fee: Commencement Fee: (One time fee refundable up to 2 weeks prior to graduation)	$ 0.00 $ 25.00
HCIES Skills Demonstration	Assessment	actual cost
Identification Card Replacement Fee	Basic Card Replacement Magstripe/Smart Card Replacement	$ 5.00 actual cost
Library Fines - lost materials	(List price) +	$ 10.00
Nursing -	NUR 152 Nursing Theory & Science I - **Spring only* NUR 158 Nursing Assistant NUR 172 Nursing Theory & Science II NUR 252 Nursing Theory & Science III NUR 271 Nursing Theory & Science IV NUR 291 Nursing Clinical Capstone	$ 120.00* $ 60.00 $ 120.00 $ 120.00 $ 120.00 $ 275.00
Parking Fines: (all fines are doubled if not paid within 15 working days) students/2_10.htm	- Displaying an altered or substituted permit - Failure to register a vehicle and display a parking permit - Falsifying information on vehicle registration application - Parking outside stall lines	$ 50.00 $ 30.00 $ 50.00 $ 15.00

Parking Fines, *continued:* Fees are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact PV Public Safety or visit: http://www.dist.maricopa.edu/gvpolicy/adminregs/	- Parking beyond posted time limit - Improperly displaying a parking permit. (not affixed to window) - Obstructing a properly parked/moving vehicle - Parking in an unauthorized parking area - Parking by a college employee or student in a visitor area - Parking in a Fire Lane - Parking on or blocking a pedestrian path - Removing a barricade or failure to obey vehicle control device - Violating disable parking stall or access	$ 15.00 $ 15.00 $ 15.00 $ 25.00 $ 15.00 $ 50.00 $ 15.00 $25.00 $50.00
PED/DAN Special Course Charge		actual cost
Private Music Lessons: Music Majors: Non-Music Majors:	 - First 1/2 hr per week / per semester - Each additional 1/2 hr per week / per semester - First 1/2 hr per week / per semester - Each additional 1/2 hr per week / per semester	 $ 0.00 $ 115.00 $ 360.00 $ 360.00
REC 150AA REC 150AB REC 155AA REC 155AB REC 155AC	Grand Canyon White Water Rafting Outdoor Adventure Skills Introduction to Canyoneering Introduction to Caving Introduction to Outdoor Rock Climbing	actual cost actual cost actual cost actual cost actual cost
Registration Processing Fee - (assessed on a per student, per semester, per college basis)	- Refundable only if the student drops all credit classes at a particular college during the 100% refund period	$ 15.00

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 processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund*
1–9 calendar days	Prior to the class start date
10–19 calendar days	1 calendar day including the class start date
20–29 calendar days	2 calendar days including the class start date
30–39 calendar days	3 calendar days including the class start date
40–49 calendar days	4 calendar days including the class start date
50–59 calendar days	5 calendar days including the class start date
60–69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

**Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any 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.*

2. **Refund Policy for Non-Credit Classes**
   Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

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

4. **Refund Exceptions**
Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions & 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.

5. **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. Aa 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 http://www.fafsa.ed.gov/. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

Types of Aid
Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at at https://mcccdf.org/ 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.

Evaluation Period

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

Standards of Satisfactory Academic Progress

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

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

- **Grade Point Measurement**

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

Total Credits Attempted*	Min CGPA
< 15.75	1.60
16–30.75	1.75
31–45.75	1.90
46 *	2.00

**for which grade points are computed*

- **Pace of Progression Measurement**

  Students must successfully complete 2/3 (66.67%) of all attempted course work during the semester.
- **Maximum Time Frame Measurement**

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

Coursework Treatment in SAP Calculation

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

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

Course work included in the Maximum Time Frame evaluation:

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

Course work not included in SAP evaluation:

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

Notification

Students that have applied for federal assistance, but who do not meet the standards, will be notified. This notification will direct students to information regarding the appeal process.

Ineligibility Determination Appeal

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

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

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

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

Regaining Eligibility

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

Terminology and Information Pertaining to this Policy

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

For more information, please contact the college Financial Aid Office.
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, 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 https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.2-admission-registration-enrollment

2.2.12 VACCINATIONS (AS REQUIRED BY 20 USC §1092(A)(1)(V)):

The Maricopa County Community College 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.

2.9 VETERANS SERVICES

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

VETERAN'S BENEFITS AVAILABLE:

1. Chapter 30 - Montgomery GI Bill
2. Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
3. Chapter 32 - VEAP Program
4. Chapter 33 - Post 9/11 GI Bill & Transfer of Eligibility to Dependents (TOE)
5. Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
6. Chapter 1606 - Montgomery GI Bill, Selected Reserve
7. Chapter 1607 - REAP Reserve Educational Assistance Program

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.

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 compenencies 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 addressed are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa email 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 indicate 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, include 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.
- 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 class (see Appendix S-7 for Withdrawal Procedures).

2.3.2 ATTENDANCE (AR 2.3.2)

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

1. Official Absences

A. Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee, and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.

C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that

the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.

D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. Religious Holidays

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

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 point 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 (effective Fall 2000)	0 grade point per credit hour
Z	No Credit	Not computed in grade point average

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

2. Incomplete Grade

A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.

B. Students must complete the requirements within the time period agreed to—maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within 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.

C. 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 to improve a grade. (A "W" or "Y" is not considered an attempt.). Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) 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 registrat 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)

A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGEC (Arizona General Education Curriculum).

B. The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students."

C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A,B,C,D,F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.

D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.

E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

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

5. Audit Courses

A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

B. The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students."

6. Important Deadlines for Students *(see chart on the following page)*

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 from the College	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 or 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 Calendar Day	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	5th 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 7th Week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within the first week of class	Within the first five weeks

Deadlines are based on calendar days and begin with the first day of class.
Deadlines that fall on a weekend or holiday advance to the next college work day.

2.3.4 ACADEMIC PROBATION (PROGRESS)

1. **Probation**
   A student will be placed on academic probation 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, should discuss the issue first with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

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

Steps for students to follow:

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

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 or appropriate college/center dean and/or associate dean, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.

5. If the associate dean and/or dean 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: STUDENT AND FACULTY WITHDRAWAL PROCEDURES

Student Withdrawal Procedures

1. **Withdrawal from Specific Courses**
   A student may officially withdraw from specific courses in the following ways:
   A. Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
   B. After the 7th week*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing--not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course
   C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

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

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

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

   **The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*
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). Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week*. After the 7th week*, a grade of W or Y will be assigned. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code.

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

2.3.7 ACADEMIC RENEWAL

Students who are returning 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 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.

2.3.9 GENERAL GRADUATION REQUIREMENTS

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

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

1. be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program. Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.
2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded. Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

   A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

   The same degree or certificate can only be awarded once within the Maricopa Community College District.
3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center.
   Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
4. Have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any MCCCD college /center.
8. Have paid required degree or certificate application fee.
   See fee schedule for charges.

Graduation with Honors

All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations.
Students who have the following grade point averages will graduate with the following distinctions:

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

Certificates/Degrees

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

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

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

Licensure Disclaimer

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

MCCCD General Education Statement

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

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

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

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

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

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

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

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

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 single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

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

EXAMPLE A	
Admitted & Earned Course Credit at a Public Community College or University	Fall '05 (Active)
Continued at a Public Community	Spring '06, Fall '06 (Active)
College Transferred to a University	Spring '07 (2005 or Any Subsequent Catalog)
EXAMPLE B	
Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Enrolled But Earned All Ws, Zs, or Fs	Spring '03 (Inactive)
Enrolled in Audit Courses Only	Fall '03 (Inactive)
Nonattendance	Spring '04 (Inactive)
Transferred to a University	Fall '04 (2004 or Any Subsequent Catalog)

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

	EXAMPLE A
Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Nonattendance	Spring '03, Fall '03, Spring '04 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Fall '04 (Active)
Transferred to a University	Spring '05 (2004 or Any Subsequent Catalog)
	EXAMPLE B
Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Nonattendance	Spring '03 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Summer '03 (Active)
Nonattendance	Fall '03, Spring '04 (Inactive)
Transferred to a University	Fall '03, Spring '04 (Inactive)
	Fall '04 (2002 or Any Subsequent Catalog)

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

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

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

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

   NOTE: Time Limit for Transfer Coursework

   Students should be aware that the receiving institution may have age and credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

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

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.

College Environment

- Sexual Harrassment Policy
- Emissions Control Compliance
- Petition Signature Solicitation
- Use of College Grounds by Non-MCCCD Affiliated Users
- Children on Campus
- Crime Awareness & Campus Security Act
- Workplace Violence Prevention
- Student Right to Know

Student Rights & Responsibilities

- Copyright Act Compliance
- Copyright Regulation
- Taping of Faculty Lectures
- Technology Resource Standards
- Prohibited Conduct
- Hazing Prevention Regulation
- Abuse-Free Environment
- Smoke-Free/Tobacco-Free Environment
- Eligibility for Accommodations & Required Disability Documentation
- Academic Misconduct
- Disciplinary Standards
- Student Conduct Code
- Student Records
- FERPA Appeal Process
- Consensual Relationships

COLLEGE ENVIRONMENT

2.4.4 SEXUAL HARASSMENT POLICY FOR STUDENTS

1. Sex Discrimination and Sexual Harassment

"*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance....*" 20 USC §1681 / 34 C.F.R. part 106

The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law. Discrimination under this policy is an unequal treatment of a student based on the student's actual or perceived gender, sexual orientation, or pregnancy. This policy prohibits sexual harassment and discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs. This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Employment Opportunity/ Affirmative Action (EEO/AA) Office.

A. Sexual Harassment

Any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any mcccd educational program or activity. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for allegations of sexual harassment under this Policy. Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Sexual harassment includes hostile environment harassment, sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, dating violence, and stalking. Same sex sexual harassment violates this Policy. Sexual harassment by and between students; employees and students; and campus visitors and students is prohibited by this Policy.

Depending on the particular circumstances, sexual harassment may include, but is not limited to, the following:

1. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual manner.
2. Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
3. Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic work more difficult because sexual conduct is rejected.
4. 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.
5. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
6. 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. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of Sexual Harassment.

B. Hostile Environment Harassment

Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.E., Severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

A Hostile Environment can be created by anyone involved in a college program or activity (e.G., Administrators, faculty members, students, and campus visitors or contractors). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

a. The degree to which the conduct affected one or more students' education;
b. The nature, scope, frequency, duration, and location of incident or incidents;
c. The identity, number, and relationships of persons involved;
d. The nature of higher education.

C. Sexual Assault

An act involving forced or coerced sexual penetration or sexual contact.

D. Inducing Incapacitation for Sexual Purposes

Using drugs, alcohol, or other means with the intent to affect, or having an actual effect on, the ability of an individual to consent or refuse to consent to sexual contact.

E. Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and such behavior does not otherwise constitute a form of sexual harassment under this policy. Examples of behavior that could rise to the level of sexual exploitation include:

a. Prostituting another person;
b. Non-consensual visual (e.g., Video, photograph) or audio-recording of sexual activity;
c. 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;
d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
e. Engaging in non-consensual voyeurism;
f. Knowingly transmitting an STI (Sexually Transmitted Infection), such as hiv, to another without disclosing one's STI status;
g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
h. Possessing, distributing, viewing or forcing others to view obscenity.

F. Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

A. The length of the relationship;
B. The type of relationship;
C. The frequency of interaction between the persons involved in the relationship.

G. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

H. Consenting to Sexual Activity

Consent is clear, knowing, and voluntary; it is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent in future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When people make clear to you that they do not want sex, 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 can be coercive. In order to give effective consent, one must be age 18 or older.

If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated, you are in violation of this policy. Incapacitation is a state where one cannot make a rational, reasonable decision because one lacks the ability to understand the who, what, where, why or how of that person's sexual interaction.

II. Definitions

Alleged victim

The person who is the victim of any alleged sexual harassment or discrimination in violation of this policy.

Complainant

A person who has experienced or witnessed, or otherwise knows of sexual harassment or discrimination in violation of this policy and files a formal complaint pursuant to this policy.

Respondent

The person who is alleged to have engaged in sexual harassment or discrimination prohibited under this policy.

Title IX Coordinator

The Vice President of Student Affairs serves as each respective college's Title IX Coordinator. The Title IX Coordinator is the individual responsible for providing education and training about discrimination and sexual harassment to the college community and for receiving and investigating allegations of discrimination and sexual harassment in accordance with this policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate discrimination and sexual harassment complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college may be found at https://asa.maricopa.edu/departments/office-of-student-affairs/student-affairs-your-college

III. Reporting Discrimination

A. Bystander

No student or employee should assume that an official of the college knows about a particular situation. The college encourages any student who feels he or she has been discriminated against or harassed in violation of this policy to promptly report the incident to the Title IX Coordinator. Any student who knows of discrimination or sexual harassment prohibited under this policy that is experienced by another student should report that information to the Title IX Coordinator. Before a student reveals information, college employees will try to ensure that the student understands the employee's obligations and, if the student wishes to maintain confidentiality, direct the student to confidential resources. A student may choose to make a full report or request confidentiality as he or she determines.

All members of the college community are expected to adhere to this policy, to cooperate with the procedures for responding to complaints of discrimination and harassment, and to report conduct or behavior they believe to be in violation of this policy to the Title IX Coordinator. A duty to report conduct or behavior that violates this policy is imposed on all administrators, supervisors, faculty members, and persons in positions of authority. Such employees perform their duty to report by reporting the conduct or behavior to the Title IX Coordinator.

B. College Complaints and Reporting

Any person who has experienced, witnessed, or otherwise knows of sexual harassment or discrimination prohibited under this policy is to report such conduct to the college's Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of sexual harassment or discrimination.

There are several avenues available for any person who experiences, witnesses, or otherwise knows of sexual harassment or discrimination to report such conduct:

- Leave a private voice message for the Title IX Coordinator;
- Send a private email to the Title IX Coordinator;
- Mail a letter to the Title IX Coordinator's office;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);
- File a formal complaint pursuant to this policy;
- Report to another trusted college official (e.G., Faculty member, coach, advisor) who will provide information as required under the policy to the Title IX Coordinator.

If there is an allegation of conduct in violation of this policy about the Title IX Coordinator or any staff member who is part of the vice president of student affairs' office, that allegation should be lodged with the president of the college. The president will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation.

C. Retaliation Prohibited

Retaliation occurs when adverse action is taken against a student or employee because he or she has engaged in protected activity such as filing a complaint of discrimination or harassment. Retaliation may be found even when the underlying charge does not constitute discrimination or harassment in violation of this policy, and all persons who participate in a discrimination or harassment proceeding, not only the complaining party, are protected against retaliation. A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, or from participating in a discrimination or harassment proceeding, or more generally, from pursuing that person's rights.

D. Criminal Reporting

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to college safety or local law enforcement. Some forms of discrimination and harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

E. Confidentiality of Complaints and Reports

Parties in these processes, including the alleged victim, respondent, complainant and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this policy. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Title IX Coordinator or investigator will keep confidential the complaint, report, witness statements, and any other information provided by the alleged victim, respondent, complainant or witnesses, and will disclose this information only to the alleged victim, complainant, respondent, or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other college officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the college's compliance with federal law. The written investigation report and any written decision will be disclosed only to the alleged victim, complainant, respondent, Title IX Coordinator, and discipline authority. In the case of employees, the discipline authority is the college administrator with the authority to impose sanctions in accordance with applicable employment policies. In the case of students, the discipline authority is the vice president for student affairs and college officials as necessary to prepare for subsequent proceedings (e.G., College president and mcccd legal counsel).

F. Anonymous Reporting

The Title IX Coordinator accepts anonymous reports of conduct alleged to violate this policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or investigator to inquire into or investigate the report, and respond as appropriate. The Title IX Coordinator or investigator may be limited in the ability to follow up on an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator or investigator to conduct a meaningful and fair inquiry or investigation.

IV. Rights of Parties

A. Alleged victim: the alleged victim has the right to:

1. An inquiry and appropriate resolution of all credible allegations of sexual harassment, discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the respondent to have others present (in support or advisory roles) during an investigation.
4. Report sexual harassment, discrimination, and violence to both on-campus and off-campus authorities.
5. Be informed of the investigation findings and imposed sanctions at the same time as the respondent.
6. Be informed of and afforded access to available counseling, mental health, physical health or student services for victims of sexual harassment, discrimination, and violence.
7. Have notification of and options for, and available assistance in, changing academic and living situations after an alleged act of sexual harassment or discrimination prohibited under this policy, if so requested by the alleged victim and if such changes are reasonably available. No formal complaint, or investigation--campus or criminal--need occur before this option is available. Accommodations may include:

- Change of on-campus student's housing to a different on-campus location;
- Assistance from college support staff in completing relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam, paper, or assignment rescheduling;

- Taking an incomplete in a class;
- Transferring class sections;
- Temporary withdraw from institution;
- Alternative course completion options.

8. Not have irrelevant prior sexual history admitted as evidence in an investigation.
9. Make a victim-impact statement available to the investigator and decision-maker.
10. Access to available protection against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.
11. Have allegations of sexual misconduct that might be criminal in nature responded to quickly and with sensitivity by campus law enforcement.
12. Seek reconsideration of the finding of the investigation and any sanction imposed.
13. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
14. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
15. Have an advocate or advisor present at all phases of the investigation.
16. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
17. Be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations.
18. Have mcccd compel the presence of student, faculty, and staff witnesses.
19. Written notice of the investigation, findings and sanctions.
20. Challenge documentary evidence obtained during the investigation.
21. Be informed in advance of any public release of information regarding the investigation.
22. Give consent for the release of any personally identifiable information contained in the investigation.

B. Immediate Action and Interim Measures

The college may take interim measures to assist or protect the parties during the inquiry or investigation process, as necessary and with the alleged victim's consent. Such measures for an alleged victim may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily.

C. Respondent: The Respondent has the right to:

1. An inquiry and appropriate resolution of all credible allegations of sexual harassment, discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the alleged victim to have others present (in support or advisory roles) during an investigation.
4. Be informed of and have access to campus resources for medical, counseling, and advisory services.
5. Be fully informed of the nature, rules, and procedures of the investigation process, and to thorough and timely written notice of all alleged violations, including the full nature of the violation and possible sanctions.
6. Protections of due process required by local, state, or federal law.
7. Not have irrelevant prior sexual history admitted as evidence in an investigation.
8. Make an impact statement available to the investigator and decision-maker.
9. Seek reconsideration of the finding of the investigation and any sanction imposed.
10. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
11. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
12. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
13. Have mcccd compel the presence of student, faculty, and staff witnesses.
14. Challenge documentary evidence obtained during the investigation.
15. Have an advocate or advisor present at all phases of the investigation.
16. An outcome based solely on evidence presented during the investigation. Such evidence should be credible, relevant, based in fact, and without prejudice.
17. Written notice of the investigation, findings, and sanctions.
18. Be informed in advance of any public release of information regarding the investigation.
19. Give consent for the release of any personally identifiable information contained in the investigation.

V. Due Process

Due process is afforded any employee, student, or visitor accused of sexual harassment or discrimination prohibited under this policy. On receipt of a formal complaint, or upon receipt of credible evidence that sexual harassment or discrimination prohibited under this policy has occurred, an immediate preliminary inquiry will be conducted to determine if there is reasonable cause to believe this policy has been violated. A preliminary inquiry shall be concluded within ten working days following the determination that such reasonable cause exists; however, it may be re-opened in the event additional evidence of a violation of this policy is later discovered. If, following a preliminary inquiry, such reasonable cause is found, a prompt, thorough, impartial investigation will be conducted by a qualified, authorized investigator. An investigation will be conducted using a preponderance of evidence standard. A preponderance of evidence standard means that an investigator will conclude that sexual harassment or discrimination occurred only if the results of the investigation demonstrate it is more likely than not that such conduct took place. If the investigator's final decision is that sexual harassment or discrimination prohibited under this policy occurred, the college will take immediate action to eliminate the harassment or discrimination, prevent its recurrence, and address its effects. Remedies for the victim of sexual harassment or discrimination 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 impacts the educational environment, whether it occurs on or off campus, and covers students, employees, and visitors.

A. Sex Discrimination Grievance Procedures for Students

The purpose of these procedures is to provide a prompt and equitable resolution for allegations of discrimination as prohibited under this policy. Persons believing that they have been subjected to or witnessed, or otherwise know of discrimination or harassment on any of these bases may file a complaint with the college. These procedures address allegations of discrimination or sexual harassment as prohibited under this policy. The procedures also address allegations of retaliation against those who have opposed practices forbidden under the policy, those who have made allegations of discrimination or harassment under the policy, and those who have testified or otherwise participated in enforcement of the policy.

B. Mediation

Alleged victims who believe they have been discriminated against or harassed may choose in certain circumstances to resolve their allegations through mediation. Mediation is an informal and confidential process where parties can participate in a search for fair and workable solutions. An alleged victim may choose to ask the Title IX Coordinator to assist in the mediation process.

Allegations that are addressed through mediation are not required to be made in writing. The parties may agree upon a variety of resolutions such as modification of work assignment, training for a department, or an apology. Parties may agree to a resolution that is oral or embodied in a written agreement. With a written agreement, the parties may elect to file it with the Title IX Coordinator in the event enforcement becomes necessary. Once both parties reach a mediated agreement, it is final and cannot be the basis of a request for reconsideration. The Title IX Coordinator or either party may at any time, prior to a final agreement, decide that attempts at mediation have failed. Upon such notice, the Title IX Coordinator may conduct a preliminary inquiry to determine whether this policy has been violated. The mediation process may not be used if the alleged conduct constitutes criminal conduct.

C. Formal Complaint Process

A person who has experienced, witnessed, or otherwise knows of sexual harassment or discrimination in violation of this policy may file a formal complaint by contacting the Title IX Coordinator at each respective college or center. A complainant may file a formal complaint either orally or in writing. The Title IX Coordinator will accept formal complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

The complainant's documentation in support of a formal complaint should clearly and concisely identify the action, decision, conduct, or other basis that constituted an alleged act or practice of discrimination prohibited under this policy. Upon receipt of a formal complaint, the Title IX Coordinator will notify the college president and the office of general counsel. The office of general counsel will assign a case number to the formal complaint.

A copy of the formal complaint will be shared with the Respondent within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the complainant, alleged victim, or potential witnesses will not be tolerated and that an investigation will be conducted.

The Respondent must provide a written response to the formal complaint within fifteen (15) calendar days of his or her receipt of the formal complaint.

After either accepting a formal complaint or receiving credible evidence that discrimination has occurred, and determining after a preliminary inquiry that there is reasonable cause to believe this policy has been violated, the Title IX Coordinator will:

- Designate an 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 Title IX Coordinator may serve as investigator;
- Determine the identity and contact information of the complainant;
- Identify the correct policies allegedly violated;
- Conduct a thorough, reliable, and impartial investigation;
- Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct--more time is necessary to complete the investigation);
- Make findings based on the preponderance of evidence; and
- Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ten (10) working days, to the President, with a recommendation as to the disposition of the matter.

The President shall accept, reject, or modify the recommendation, and provide a written notification of his or her action, along with the findings presented by the Title IX Coordinator, to the complainant, alleged victim, and respondent within fifteen (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator.

Evidence which is collateral to the allegations of discrimination or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

D. Maintenance of Documentation

Documentation resulting from each level in the formal complaint 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.

E. Right to Assistance

A complainant, alleged victim or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under the formal complaint process. Such person may attend any investigative interview and advise the complainant, alleged victim or respondent but shall not otherwise participate in the interview. The investigator shall direct communications directly to the complainant, alleged victim and respondent, and not through such individual's attorney or other person providing assistance.

F. Time Fame and Grounds for Filing a Request for Reconsideration

A complainant, alleged victim or respondent who is not satisfied with the decision of the president has ten (10) working days to request, in writing, reconsideration of the decision by the maricopa community college district's executive vice chancellor and provost. There are four grounds upon which a request for reconsideration may be made: (1) the party has new information, unavailable at the time of the investigation; (2) the party has procedural concerns that may change or affect the outcome of the determination; (3) the party perceives that there was insufficient evidence to support the investigators findings; or (4) the party perceives any action taken by the president to be too severe. The executive vice chancellor and provost will review the findings of the investigation and recommendation of the Title IX Coordinator, and respond to the request for reconsideration within ten (10) working days from its receipt. The Title IX Coordinator shall ensure that, prior to acting on any request for reconsideration, the executive vice chancellor and provost has been fully briefed regarding every component of this policy. If the executive vice chancellor and provost determines that the investigation was not conducted in a fair manner, or that the determination is not consistent with the evidence, or that any disciplinary action is not commensurate with the allegations, the case file will be reopened and assigned for further investigation. If the executive vice chancellor and provost concludes that the investigation was conducted in a proper manner, that the determination is consistent with the evidence, and that any disciplinary action is commensurate with the allegations, he or she will—in writing-- certify that the executive vice chancellor and provost has read and thoroughly considered all of the information collected in the investigation, certify that the investigation was conducted in a proper manner and the decision is consistent with the evidence, and deny the request for reconsideration. The written certifications and decision by the executive vice chancellor and provost shall be delivered to the complainant, alleged victim, and respondent promptly after they are issued. At this point, or if no request for reconsideration is made, the investigation into alleged discrimination under this policy is concluded.

G. External Filing of Discrimination Complaint

MCCCD encourages students to use the due process under this policy 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
U.S. Department of Education, Denver Office
Cesar E. Chavez Memorial 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

5.1.9 EXAMPLES OF POLICY VIOLATIONS

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

1. Make unwelcome sexual advances to another employee, student or campus visitor;
2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
   A. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
   B. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
4. Engage in verbal or physical conduct of a sexual nature that:
   A. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
   B. Which creates an intimidating, hostile or offensive work or academic environment;
5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on Maricopa Community Colleges property or in connection with any Maricopa Community Colleges-sponsored activity;
6 Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures. Other sexual misconduct may include sexual exploitation, stalking, and gender-based bullying.
8. Treat a complainant or witness of sexual harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation.

5.1.10 ADDITIONAL POLICY VIOLATIONS

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

5.1.11 RESPONSIBILITY FOR POLICY ENFORCEMENT

Every Maricopa Community Colleges employee and student must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

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

5.1.12 COMPLAINTS

1. **Employees**
   Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office (480-731-8885). If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her

immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

2. **Students**
   Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Title IX Coordinator, who is the vice president of student affairs at each campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.
3. **General - Applicable to Both Employees and Students**
   A. Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the Maricopa Community Colleges EEO/AA Office.
   B. The college/center/MCCCD will investigate all complaints in a prompt, thorough, and impartial manner.
   C. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

5.1.13 CONFIDENTIALITY

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

5.1.14 VIOLATIONS OF LAW

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa Community Colleges policy. Disciplinary action by Maricopa Community Colleges 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.

5.1.15 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.

5.1.16 RETALIATION PROHIBITED

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

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 the 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's Office of Public Stewardship at 480-731-8880.

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 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 timeframe, 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 or designee. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept.

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 Counsel.

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 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 or the District Associate Vice Chancellor 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 Vice Chancellor of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President'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 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

2.4.6 EMISSIONS CONTROL COMPLIANCE

Pursuant to A.R.S. §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state students will be required to sign an affidavit stating that the student's vehicle meets the requirements of A.R.S. §49-542. Vehicles which 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 of 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 campus grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of campus buildings 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 campus 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 campus 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 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 Campus 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 approved request form, 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 campus 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 campus grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of Campus 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 Campus 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 Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Policy

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

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 Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

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 Admissions and Records Office/Office of Student Enrollment Services.

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.

3.2 COPYRIGHT REGULATION

A. 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

WHAT STUDENTS SHOULD KNOW ABOUT COPYRIGHT

What is copyright?

- Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.
- The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then this means that you may not duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.
- A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.4 TAPING OF FACULTY LECTURES

The Maricopa Community Colleges acknowledge that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.
Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

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

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 regulations established 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, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community Colleges District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive these 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 Maricopa's technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community Colleges District and its member institutions. Likewise, images and links to external sites posted on or transmitted via Maricopa'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 transmittted 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 Maricopa's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District 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 a website that violates the .EDU domain request.
6. Use of technology resources for non-Maricopa 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 Maricopa's Governing Board, including, but not limited to, Maricopa'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 system 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 Maricopa's technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third party regarding the "hosting" of an event that is prohibited under 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 email 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 receivingor 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 EMAIL 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 a 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, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa'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 through Maricopa'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 Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any 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 Maricopa Community Colleges; and,
   B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
   A. Pre-pledging, illegal pledging or underground activities.

B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
D. Encouraging or forcing use of alcohol or drugs.
E. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment policy 5.1.8
G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.

8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws. Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code. The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.
9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws. Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.
10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, District, local, state and federal guidelines, policies and laws.
11. Should the proceedings outlined above substantiate an occurrence of hazing activity—where students or student organizations knowingly permitted, authorized or condoned the hazing activity—the college can recommend the following sanctions against student clubs/organizations:
    A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
    B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.
    C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
    D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:
    A. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.
    B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
13. For the purposes of the Maricopa Community Colleges hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community

Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

2.4.7 ABUSE-FREE ENVIRONMENT

See also the Auxiliary Services Section (4.12) Smoke-Free/Tobacco-Free Environment and the Appendices/Student Section (S-16) 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 acknowledgments 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 recent adoption by Congress of the Drug-Free Schools and Communities Act amendments 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 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 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

   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 withthe 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.

A. 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.
B. 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.
C. 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. Alcoholic Beverages - Usage Regulation (AR 4.13)

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

A. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCD except as provided in Paragraph 8.
B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs 3 and 4.
C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph 5. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.
D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/AS-6.doc 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. The MCCCD Risk Manager will forward copies of the forms to the Arizona Department of Liquor Licenses and Control.
E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with the all of the following restrictions:
    i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
    ii. The gathering must be by invitation only, and not open to the public;
    iii. The gathering may not exceed 300;
    iv. Invitees may not be charged any fee for either the event or the beer or wine; and
    v. The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph 6. The contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

F **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph

5. Any student serving those beverages must, by law, be 19 years or older.

G. **Third-Party Event.** The Maricopa County Community College District foundation and the friends of public radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:

i. The entity obtains a liquor license from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
ii. The entity completes the form available at http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/AS-7.doc and provides it to the Chancellor for approval along with a copy of the liquor license no later than 60 days before the event;
iii. The entity provides a certificate of insurance demonstrating that it has liquor liability coverage and that it adds the District as an additional insured;
iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
vi. The contractor provides all of the beverages served and well as the servers or bartenders;
vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

H. **Receipt of Beverages; Storage.** It is not permissible to store wine or beer on premises owned, leased or rented by 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:

i. 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
ii. 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.

I. **Compliance with Law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).

J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.

K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

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 a 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.

4.12 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 and employee or student shall be handled through the respective conduct procedures established for employees and students.

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 DISABILITY RESOURCES & SERVICES - ELIGIBILITY FOR ACCOMMODATIONS & REQUIRED DISABILITY DOCUMENTATION

PURPOSE

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's Disability Resources and Services (DRS) office or designated professional.

GENERAL ELIGIBILITY REQUIREMENTS

DRS applicants must be admitted or enrolled as an MCCCD student, and must provide the Disability Resource Services (DRS) office with qualifying disability documentation, verifying the nature and extent of the disability prior to receiving any accommodation.

WHO IS ELIGIBLE FOR SERVICES?

To be eligible for DRS Support Services, a student must have a disability as it is defined by federal law (section 504 of the 1973 Rehabilitation Act, the Americans With Disabilities act of 1990 (ADA), and the Americans With Disabilities Act Amendments Act of 2008 (ADAAA)).

Definitions

- Disability: A disability is any physical or mental condition which causes substantial limitation to the ability to perform one or more major life activities.
- Academic adjustment: An academic adjustment is a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to avoid discriminating on the basis of handicap against qualified students with disabilities. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

***Documentation can be transferred within MCCCD for current consideration for eligibility.*
***Determination made by another institution or organization does not guarantee eligibility.*

Special Considerations

Any employee who receives a request for academic adjustment must refer the studentto the drs office. The drs office alone is responsible for evaluating documentation and determining eligibility and academic adjustments. All situations shall be considered on an individual, case-by-case basis, and all requests for academic adjustments from qualified students with a disability shall be considered by drs. Drs may exercise its right to require additional documentation.

Academic adjustments are determined by the drs office through an interactive exchange with the eligible student. The drs office will give priority to the request of the student, but will also consider the instructor's perspective when it is offered. The interactive exchange may continue during the course of the year, and the drs may make reasonable alterations in approved academic adjustments based on input from the student and the faculty member. Academic adjustments is determined by the drs office are required for students except when the institution subsequently determines that an adjustment would alter an academic requirement that is essential to the instruction being pursued by the student, or to a directly related licensing requirement. MCCCD is not required to provide "best" or "most desired" accommodations but rather a reasonable accommodation sufficient to meet accessibility needs.

In the event the instructor believes the modification determined by drs would alter an academic requirement that is essential to the instruction being pursued by the student, or to a directly related licensing requirement, the instructor will first meet with the director of the drs office within three working days of receipt of the determination and attempt to resolve the issue informally. If the faculty member's concern remains unresolved, within three days of the above meeting he or she may submit a written request to the college's chief academic officer (or a comparably qualified administrator designated by the college president) for his or her academic judgment on the question.

Any change in the drs office's initial recommendation resulting from the above meeting or the chief academic officer's decision will be communicated to the student by the drs office. The interactive exchange with the student will continue in an effort to achieve a mutually satisfactory outcome.

If a student is not satisfied with the academic adjustment provided, he or she may file a complaint under the discrimination complaint procedures for students. In such cases, the vice president for student affairs will assign an investigator whose qualifications and experienceinclude curriculum development and educational accommodations for students with disabilities.

In all cases in which academic adjustments are in controversy, whether as a student discrimination complaint or a faculty member's appeal to the chief academic officer, the ultimate decision will be informed by consultation with the duly appointed faculty representatives who serve in the development of the curriculum for the institution and the program. The committee will study the requested academic adjustment and alternatives, their feasibility, cost and effect on the academic program, and come to a rationally justifiable conclusion as to whether the available alternatives would result either in lowering academic standards or requiring substantial program alteration. This conclusion will be submitted in writing to the chief academic officer, who will consult with the vice chancellor and the office of general counsel before making the final determination.

Nothing in this policy prohibits a faculty member from making minor, commonsense alterations in the manner in which a course is presented. A student who asks the instructor to change the color of chalk used because he is colorblind may be so accommodated without registering with DSO. However, the faculty member must report making such accommodations to DSO.

Documentation Guidelines

Students requesting accommodations must provide documentation of their disability. Documentation consists of an evaluation prepared by a trained and qualified professional that identifies:

- current level of functioning
- current documentation
- all standardized testing must use adult-normed instruments
- age of the documentation may vary for some disabilities, provided the presence of a substantial limitation(s) is adequately established
- how the disability impacts the student's learning
- contain information supportive of the student's request for specific academic support, auxiliary aids, and accommodations

Specific Eligibility Requirements

1. Physical Disabilities
   A. Required Documentation

   The student must submit a written, current of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:
      i. Orthopedic Disability
      ii. Blind or Visual Impairment
      iii. Deaf or Hard-of-Hearing
      iv. Traumatic Brain Injury
      v. Other Health-Related/Systemic Disabilities

   B. Diagnostic Report

   The diagnostic report must include the following information:
      i. A clear disability diagnosis, history, and the date of diagnosis.
      ii. A description of any medical and/or behavioral symptoms associated with the disability.
      iii. Medications, dosage, frequency, and any adverse side effects attributable to use.
      iv. A clear statement specifying functional limitations.
      v. A recommendation for accommodation(s).
2. Specific Learning Disabilities
   A. Required Documentation

   Submit a written diagnostic report of specific learning disabilities that is based on age appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

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

   An appropriate Psycho Educational Evaluation must include comprehensive measures in each of the following areas:
      i. Aptitude: evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported.
      Examples Of Measures (including but not limited to):
         1. Wechsler Adult Intelligence Scale (WAIS-R)
         2. Stanford Binet Intelligence Scale
         3. Woodcock-Johnson Psycho-Educational Battery
         4. Kaufman Adolescent And Adult Intelligence Test
      ii. Academic Achievement: evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported. The test battery should include current levels of functioning in the relevant area(s).
      Examples of Achievement (including but not limited to):
         1. Wechsler Individual Achievement Tests (WIAT)
         2. Woodcock-Johnson Psycho-Educational Battery
         3. Stanford Test of Academic Skills (TASK)
         4. Scholastic Abilities Test for Adults (SATA)
      iii. Information Processing: evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability.
      Examples of Achievement (including but not limited to):
         1. Wechsler Individual Achievement Tests (WIAT)

2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

B. Diagnostic Report

The diagnostic report must include the following information:

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

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be sufficient for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEP) or 504 plans may not be sufficient documentation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

3. Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD)

A. Required Documentation

Submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations.

B. Diagnostic Report

Acceptable documentation must include:

i. DSM V Classification
ii. A summary or statement which includes the following information:
iii. A clear summary or statement specifying evidence of behavior that significantly impairs functioning, including degree of severity.
iv. A recommendation for accommodations, including rationale.

4. Psychological/Psychiatric Disabilities

A. Required Documentation

i. Depression and/or bipolar disorder
ii. Generalized anxiety disorders
iii. Post traumatic stress disorder
iv. Psychotic disorders
v. Autism spectrum disorder.

B. Diagnostic Report

If the diagnostic report is not current, a letter from a qualified professional that provides an update of the diagnosis may be requested

The diagnostic report must include the following:

i. DSM-V Classification
ii. A diagnostic summary or statement that includes the following:
    1. A clear summary or statement that a disability does or does not exist.
    2. A clear summary or statement specifying evidence of behavior that significantly impairs functioning including degree of severity.
    3. A discussion of medications and their possible impact on academic functioning.

5. Neurological Disorders

A. Required Documentation

Disorders of the central and peripheral nervous system, including but not limited to:

i. Acquired Brain Injury/Traumatic Brain Injury
ii. Epilepsy/Seizure Disorder
iii. Stroke

B. Diagnostic Report

Written statement of diagnosis:

i. Current functional limitations
ii. Information regarding current symptoms
iii. Information regarding prescribed medication(s) and possible side effect and impact on student academic performance
iv. Restrictions on activities imposed by the condition
v. Where learning has been affected, a recent neuro-psychological evaluation is requested

6. Temporary Disabling Conditions
   A. Required Documentation
      i. Temporary disabling conditions as a result of surgery, accident, or serious illness may require accommodations for a limited time. Acceptable documentation must include:
      ii. Written statement of diagnosis
      iii. List of current symptoms and degree of severity
      iv. Information regarding functional limitations and impact within an academic environment
      v. Medications and possible side effects
      vi. Duration of symptoms and estimated length of time services will be needed

2.8.2 ELIGIBILITY OF STUDENTS TAKING REDUCED COURSE LOADS

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:

- 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.
- Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
- 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.
- 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.
- The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
- 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.
- 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.

2.3.11 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.

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.
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.)
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 for Academic Misconduct

Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; Appendix S-6). Students can appeal 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.

Amended through direct approval from the Chancellor and Executive Vice Chancellor & Provost on August 7, 2013

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

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

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

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. “Accused student” means any student accused of violating this Student Conduct Code.
2. "Appellate boards" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. "College" means a Maricopa Community College or center.
4. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
5. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
6. “Complainant” means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. “Day” means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. “Disruptive behavior” means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. “District” means the Maricopa County Community College District.
10. "Faculty member" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. "May" is used in the permissive sense.
12. "Member of the college community" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. "Organization" means any number of persons who have complied with the formal requirements for college recognition.
14. "Policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct

Code and Governing Board policy.

15. "Shall" is used in the imperative sense.
16. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. "Student Conduct Administrator" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "Student Conduct Board" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. "Threatening behavior" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

ARTICLE II: JUDICIAL AUTHORITY

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

ARTICLE III: PROHIBITED CONDUCT

1. Jurisdiction of the College

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

2. Temporary Removal of Student

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

3. Conduct - Rules and Regulations

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

A. Acts of dishonesty, including but not limited to the following:
   i. Furnishing false information to any college official or office.
   ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
   iii. Tampering with the election of any college- recognized student organization.

B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty

member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.B. above.
D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
H. Violation of federal, state or local law.
I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
    i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
    ii. Unauthorized transfer of a file
    iii. Unauthorized use of another individual's identification and/or password
    iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
    v. Use of technology facilities or resources to send obscene or abusive messages
    vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
    vii. Use of technology facilities or resources in violation of copyright laws
    viii. Any violation of the District's technology resource standards
    ix Use of technology facilities or resources to illegally download files
P. Abuse of the Student Conduct system, including but not limited to:
    i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
    ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
    iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
    iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
    v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
    vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
    vii. Failure to comply with the sanctions imposed under this Student Conduct Code
    viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
    ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

Q. Engaging in irresponsible social conduct.
R. Attempt to bribe a college or District employee.
S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

4. Violation of Law and College Discipline

A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

1. Charges and Student Conduct Board Hearings

A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each MCCCD college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCD sexual harassment complaint process.
B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will convene th 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).
C. 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 his or her sole discretion.
D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV A.7 below:
   i. Student Conduct Board hearings normally shall be conducted in private.
   ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
   iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
   iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. 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 accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.

v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The 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 accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

vi. The student conduct administrator will present the information he or she received.

vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

ix. 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.

x. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.

G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

i. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.

ii. Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.

iii. Loss of Privileges - denial of specified privileges for a designated period of time.

iv. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

v. Discretionary Sanctions - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)

vi. College Suspension - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

vii. College Expulsion - permanent separation of the student from all the colleges in the District.

B. More than one of the sanctions listed above may be imposed for any single violation.

C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

D. The following sanctions may be imposed upon groups or organizations:

i. Those sanctions listed above in Article IV B. 1. a through d.
ii. Loss of selected rights and privileges for a specified period of time.
iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.

E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. Emergency Suspension
If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function. 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, financial aid award, 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 determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.

C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

ARTICLE V: INTERPRETATION AND REVISION

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

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" means 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 s/he is a student, provided the record is used only in relation to the individual's employment

      iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college

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

2. **Records Request**

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

3. **Fees**

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

4. **Annual Notification (see also FERP explanation)**

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

   Individuals requesting admission or enrollment at any of the Maricopa 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 includ, but is not limited to, information regarding account balances, programs, and servces that we offer.

   Rights of Access to Educational Records

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

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

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

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

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

Student Services

www.paradisevalley.edu/students.html

- Academic Advising Center
- Admissions, Records & Registration
- Adult Re-Entry Services
- Assessment Testing Center
- Athletics Department
- Bookstore
- Bus Service
- Business Services
- Career Services
- Center for Distance Learning
- Computer Commons
- Counseling & Personal Development
- Disability Resources and Services
- Fitness Center
- Food Service
- Honors Program
- Human Resources
- iStartSmart New Student Orientation
- Learning Support Center (LSC)
- Library
- Math Center
- Public Safety
- Puma Press
- PVCC at Black Mountain
- Student Development
- Early Outreach
- Student Financial Assistance
- Student Life and Leadership
- Technology Helpdesk
- Veterans Services Center
- Welcome Center

Student Services

Academic Advising Center

Kranitz Student Center, KSC-1123
Phone: (602) 787-7060
Website: www.paradisevalley.edu/advisement

Academic Advising at Paradise Valley Community College is an on-going, intentional, and educational partnership dedicated to our students' academic success. This partnership is designed to assist you from the start of your college experience through graduation from PVCC or whatever your chosen academic goals may be (transferring to a University, entering the workforce, increasing your career marketability, etc.). Advisors are available on both a walk-in and appointment basis.

Admissions, Records & Registration

Kranitz Student Center, KSC-1100
Phone: (602) 787-7020
Website: www.paradisevalley.edu/admissions

The Admissions, Records & Registration Office is where students submit admission and registration forms to register for your classes. All student records are kept in this office.
Services:

- Drop/Add/Withdrawal
- Education records
- Enrollment Services
- Enrollment verification
- Collection of tuition/fees
- Name/address changes
- Foreign Student Admissions
- Graduation
- Registration
- Transcript evaluation
- Transcript requests

Adult Re-Entry Services Program

Kranitz Student Center, Counseling & Personal Development Division
Phone: (602) 787-6540
Website: www.paradisevalley.edu/counseling/ar

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

AWARE Club: the Adults Who Are Returning to Education club provides mentoring, support and networking opportunities

Course: CPD103BA-Women In Transition Personal growth college credit courses are designed to support men and women who are returning to education.

Student Services

Assessment Testing Center

Kranitz Student Center, KSC-2400
Phone: (602) 787-7050
Website: www.paradisevalley.edu/assessment/

The purpose of the Assessment Center is to help students through the assessment of existing skills and knowledge to identify and achieve personal, academic, and career goals. Additional information and links to sample questions are available online.

Services:
- Placement assessment
- Instructional testing
- Special test administrations
- College-Level Examination Program (CLEP)
- English as a Second Language (ESL) assessment
- HESI A2 Nursing Entrance Test

Athletics Department

Location: L-109
Phone: (602) 787-7173
Website: www.paradisevalley.edu/athletics/

PVCC Athletics competes in Region 1 of the National Junior College Athletic Association (NJCAA), and is part of the Arizona Community College Athletic Conference (ACCAC).

Intercollegiate athletics are an important part of college life, providing personal growth opportunities, entertainment and a source of pride. The success of our student-athletes both on the field and in the classroom is a priority to our coaches, faculty and staff. We strive to serve as a model amongst NJCAA and ACCAC 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.

PVCC sponsors intercollegiate men's and women's athletics teams in:
- Baseball
- Cross Country
- Golf
- Soccer
- Softball
- Tennis
- Track & Field

Black Mountain PVCC Campus

Location: 34250 N 60th Street, Scottsdale, AZ 85266
Phone: (602) 493-2600
Website: www.paradisevalley.edu/blackmountain

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, 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!

Student Services

Bookstore, Follett Higher Education Group - PVCC Puma Bookstore

Kranitz Student Center, KSC-1500
Phone: (602) 787-7120
Website: www.paradisevalleyshop.com
Website: cwww.efollett.com

The PVCC Puma Bookstore, operated by Follett, sells new and used textbooks, school supplies, greeting cards, gifts, sundries, college clothing, trade books and educationally priced software.

Services:
- Book buy back
- Special order books
- College clothing
- Bus passes

Bus Service - Valley Metro

Provider: Valley Metro, 101 N 1st Ave #1300, Phoenix, AZ 85003
Phone: (602) 253-5000
Website: For detailed ROUTE INFORMATION, go to routes.valleymetro.org

Bus Passes: student bus passes can be purchased at the PVCC Puma Bookstore (prices as of July 2015)
Location: KSC-1500
Phone: (602) 787-7120

1-Day Pass	$4.00
7-Day Pass	$20.00
31-Day Pass	$64.00
Semester Bus Pass	$230.00 Full-time students only

REDUCED PASSES: Available for students under 18 yrs, over 65 yrs or with Medicare

31 Day Reduced Bus Pass	$32.00
Semester Reduced Bus Pass	$115.50 Full-time students only

Business Services: Cashiers, Fiscal & Receiving

Kranitz Student Center, KSC-1100
Phone: (602) 787-7350
Website: www.paradisevalley.edu/students/cashier-services
Website: www.paradisevalley.edu/fiscal

The Business Office provides the following services:

- Accounting
- Accounts Payable
- Bookstore & Food Services Contract Coordination
- Cashier
- Disbursement of financial aid
- Financial Planning & Reporting
- General Business Support
- Payroll
- Payroll distribution
- Procurement of goods/services
- Purchasing
- Receiving
- Receiving/Property Accounting

Student Services

Career Services

Kranitz Student Center, KSC-1181
Phone: (602) 787-7073
Website: www.paradisevalley.edu/careerservices
Email: career.services@paradisevalley.edu

Career Services assists students, alumni, 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, Networking, LinkedIn, Web-based Job Searched, 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.

Center for Distance Learning, choices@pvc

Learning Resources Complex, E-125
Phone: (602) 787-6754
Website: www.paradisevalley.edu/choices

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:

Guided Independent Learning: GIL
Hybrid
Online Learning: www2.paradisevalley.edu/online

Computer Commons

Learning Resources Complex, E-137
Open Lab: E-137
Classrooms: E-132-E-154
Phone: (602) 787-6760
Website: www.paradisevalley.edu/cc

Open Computer Lab Times (Spring/Fall) :

Monday–Thursday	7:30am to 9:30pm
Friday	7:30am to 5:00pm
Saturday	8am to 4pm

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, 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 Services

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
Practice Presentation Room (E141)-Complete a Room Reservation Form online
Numerous Tutorials/FAQ's/Tips
Check out our web site http://www.paradisevalley.edu/cc/ for additional Student Services and Commons Resources

To work in the Open Computer Lab, PVCC students must:
Present their PVCC Student ID each time they use the Open Lab (obtain PVCC ID from Computer Commons Check-In Desk)

Counseling & Personal Development

Kranitz Student Center, KSC-1220
Phone: (602) 787-6540
Website: www.paradisevalley.edu/counseling

Hours: Monday-Thursday: 8:00am–7:00pm and Friday: 8:00am–5:00pm
To make an appointment, call (602) 787-6540 or see the receptionist in KSC-177.

Counseling & Personal Development offers free, confidential counseling services for all students, as well as a variety of personal growth classes. Our mission is to support learning and health, and to help students achieve their full potential.

Counseling:	To help students identify, understand, and develop skills to resolve life issues including relationships, managing stress, anxiety or depression, job concerns, educational planning, or making career decisions.
Classes:	CPD classes are offered for credit on topics related to personal growth, leadership, career planning and college success; CWE classes provide job internships for college credit.
Career Testing:	To identify career related interests, personality preferences, values and skills.
Computer: Resources:	To access data bases including financial aid, educational planning, college majors and Schools, job banks, and occupations.
Screening:	For depression, anxiety, eating disorders, and alcoholism.
Referral:	To link students with community health and social services.
Support Groups:	To build community through the Student Peer Support Group, AWARE (Adults Who are Returning to Education) club.
Seminars:	Free to students and the public including Adult Reentry Seminar Series, career panels, wellness, study skills, leadership and other topics.

The Counseling staff are both student and learning centered. We take pride in providing instruction and services in a positive atmosphere that will help students to achieve their potential.

Student Services

Disability Resources and Services

Kranitz Student Center, KSC-1220
Phone: (602) 787-7171
Website: www.paradisevalley.edu/drs

Disability Resource and Services (DRS) provides information and services to PVCC students with disabilities. In order to receive accommodations, documentation must be presented to the DRS verifying the existence of a disability and establishing a clear connection between the accommodations being requested and the effects of the disability. Disability Resources and Services strives to empower students with disabilities to discover, develop, and demonstrate their full potential in higher education.

Early College Programs

Kranitz Student Center, KSC-1200
Phone: (602) 787-7170
Website: https://www.paradisevalley.edu/students/early-college-programs

Early College Programs assists high school students with enrollment and successful completion of dual and concurrent enrollment opportunities. Programs include: Dual Enrollment, ACE Program, Puma College Connection, and Hoop of Learning Program.

Fitness Center

F Building
Phone: (602) 787-7270
Website: www.paradisevalley.edu/fitness/

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: Cafeteria, Chartwells, Puma Den

Kranitz Student Center, KSC-1400
Phone: (602) 787-7141

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

Honors Program

Location: K-101 and K-102
Phone: (602) 787-7888
Website: www.paradisevalley.edu/honors

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
Honors social functions
Student Honors Advisory Council opportunities
Leadership retreats, Fall Honors retreat

Student Services

Exclusive programs and guest speakers
Connect with ASU's Honors Alliance

Networking and travel opportunities (including leadership retreats and Honors conferences)

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.

Human Resources

Kranitz Student Center, KSC-2600
Phone: (602) 787-7776
Website: www.paradisevalley.edu/HR

The Human Resources Office provides information and services in the following areas:

- Employment
- Employee Benefits
- Wage & Salary
- HR Information/HRMS Training & Support
- Employee Relations
- Employee Wellness

iStartSmart New Student Orientation

Kranitz Student Center, KSC 1208
Student Development Office
Phone: (602) 787-7316
Website: www.paradisevalley.edu/nso

It's important that you StartSmart! PVCC's student success program, iStartSmart, includes Placement Testing, Academic Advising, Orientation and a Student Success class. It is required for all new students who are degree/transfer seeking.

Learning Support Center (LSC)

Learning Resources Complex, E-180
Phone: (602) 787-7180
Website: www.paradisevalley.edu/lsc/

Hours of Operation:
Monday–Thursday: 8:00am–7:00pm
Friday*: 8:00am–5:00pm
Saturday*: 10:00am–2:00pm
*Hours vary in the summer and over breaks

The LSC offers academic support to PVCC students. Programs and services include:

- free drop-in tutoring: No appointment needed, tutoring for most subjects, with math always available.
- 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.

Student Services

- Academic Success Coaching: Work one-on-one with a success coach on time management, study skills, and how to get the most out of PVCC through referrals to campus offices and resources.
- English Grammar Workshops: The LSC sponsors several workshops designed to help students improve their writing skills, once a week in the fall and spring semesters for students in composition classes and weekly for students in ESL classes.
- 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.
- 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 LSC also has rooms available to reserve for group study.

Buxton Library

Learning Resources Complex, E-102
Phone: (602) 787-7200 Circulation
Phone: (602) 787-7215 Reference/Information
Website: www.paradisevalley.edu/library

Student ID = Library Resources Access & Checkout

Don't forget your Student ID card!

The ability to locate and evaluate relevant Information Is a skill that promotes your education and career goals both at PVCC and throughout life. The Buxton Library features numerous learning spaces and resources from Individual and group study rooms to College and Career Information assisting with resume writing or taking entrance exams. In addition, our skilled librarians and staff readily assist students and we feature a 24/7 Ask A Librarian service to support students at their point of need. While supporting curriculum endeavors, we also encourage 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.

Services:
- Instruction
- Research Assistance (including 24/7 online)
- Library Guides & Exercises
- Interlibrary Loan
- Reserves Collections Including Textbooks
- Electronic Resources
- Copy Machines/Scanning
- Individual/Group Study Rooms

Library Hours: Monday–Thursday 7:00am–7:00pm
Friday 7:00am–2:00pm
Saturday 10:00am–2:00pm
Hours Vary in the summer and Between Semesters.

Math Center

Q building
Phone: (602) 787-7740
Website: www.paradisevalley.edu/mathassessment/

Math Center Hours of Operation:
Monday–Thursday: 8:00am–5:00pm
Friday*: 8:00am–2:00pm, Saturday: *Closed
*hours may vary in the summer
*For Math Testing Center and Math Tutoring hours, please visit www.paradisevalley.edu/mathassessment/

The purpose of the Mathematics Assessment Center is to help students through the assessment of existing skills and knowledge to identify and achieve personal, academic, and career goals.

Drop-In Tutoring (math courses): Math tutors available during all open hours—no appointment needed.

Student Services

Public Safety

Kranitz Student Center, KSC-1240
Phone: (602) 787-7900 for Information & Security Escorts
Phone: (480) 784-0911 (40911 on campus)
Website: www.paradisevalley.edu/public-safety/

This office is responsible for the safety and security of all persons and property on campus. In compliance with Crime Awareness and Campus Security Act of 1990, the report for campus crime and security policies is located at http://www.paradisevalley.edu/public-safety/safety-poicies-and-annual-crime-statistics

Services:
- Accident/Theft Reports
- Deliver Emergency Messages
- Emergency Assistance
- First Aid
- Lost and Found
- Vehicle Assistance
- Safety Escort

Puma Press

Kranitz Student Center, KSC-2200
Phone: (602) 787-6599
Website: www2.pvc.maricopa.edu/pumapress

The Puma Press is the student newspaper of Paradise Valley Community College. The newspaper showcases student reports, highlighting campus life and contemporary issues. Its on-campus production, under the guidance of a faculty advisor, allows students maximum involvement in the design and composition of each page. To contribute to the Puma Press, students may join the Puma Press Club or enroll in a journalism class. Staff opportunities include reporting, editing, photography, computer layout, and paste-up. All students are welcome.

PVCC at Black Mountain

Location: 34250 N 60th Street, Scottsdale, AZ 85266
Phone: (602) 493-2600
Website: www.paradisevalley.edu/blackmountain

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. Registration, Advisement, Placement testing, Cashier, and Tutoring services area all offered on site.

Check out our website or come see us at Black Mountain for more information!

Student Financial Assistance

Kranitz Student Center, Welcome Center, KSC-1100
Phone: 1-(855)-622-2332
Website: www.paradisevalley.edu/students/financial-aid
Email: dl-pvc- finaid@paradisevalley.edu

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

Student Services

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. The priority deadline is July 1 prior to the start of the Fall Semester in August, November 1 prior to the start of the Spring Semester in January, and April 1 prior to the start of summer in June. Applications received after these dates will still be considered for aid, but funds may not actually be received until after the start of the semester. Please check our website and your individual "My.Maricopa.edu" often for new information and opportunities.

Student Life & Leadership

Kranitz Student Center, KSC-1303
Phone: (602) 787-7240
Website: www.paradisevalley.edu/studentlife

The Student Life & Leadership offers students the opportunity to become involved in campus and community life.

Services and Programs:

- Campus activities and events
- Student Clubs and Organizations
- Puma2Puma Pantry
- Leadership Development Training
- Intramural Sports Tournaments
- Service Learning Projects
- Student Government
- Diversity Training
- Workshops and speakers

Student Recruitment Office

Kranitz Student Center, KSC-1230
Phone: (602) 787-7444
Website: www.paradisevalley.edu/students/student-recruitment
Email: pvcrecruitment@paradisevalley.edu

The Student Recruitment Office provides personal assistance to prospective, new and returning to college students as they explore and then start the enrollment process. In addition, recruiters work with high schools, local businesses, community groups and government agencies to increase access to Paradise Valley Community College. Recruiters regularly schedules high school visits, campus tours and conduct outreach events through the year. The Recruitment Office also coordinates the PVCC Puma Scholarship and houses the campus switchboard.

Technology Helpdesk

Location: Computer Commons, E Bldg
Phone: (602) 787-7780
Website: www.paradisevalley.edu/employees/technology-helpdesk
Email: helpdesk@paradisevalley.edu
Hours: Monday-Friday, 7:00am - 7:00pm

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 HRMS 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.

PVCC Faculty
PVCC Management
Glossary of Terms

PVCC Faculty

Anonsen, Lori — **Food & Nutrition**
B.S. Arizona State University
M.S. Arizona State University

Arps, Kevin — **Psychology**
B.A. Trinity U. of San Antonio (Psychology)
B.A. Trinity U. of San Antonio (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. University of Bombay
M.S University of Bombay
M.S. Southern Illinois University
Ph.D. University of Tennessee

Barney, Tina — **Nursing**
B.A. Grand Canyon University
M.S.N. Grand Canyon University

Beeler, Sheila R. — **Reading**
B.S. Northern Arizona University
M.Ed. Northern Arizona University

Berry, Douglas — **Psychology**
B.A. Olivet Nazarene University
M.A. Argosy University
Ph.D. Capella University

Birkmann, Harry — **Geology**
Diploma Friedrich Alexander University
M.S Arizona State University
Ph.D. Arizona State University

Bjork, Stephanie — **Anthropology**
B.A. Marquette University
M.S. University of Wisconsin-Milwaukee
Ph.D. University of Wisconsin-Milwaukee

Botos, Marianne — **English, English Humanities & Creative Writing**
B.A. Arizona State University
M.F.A. Arizona State University

Bradley, David L. — **Art**
B.F.A. Louisiana Technical University
M.F.A. University of North Texas

Brooker, Ron — **Accounting**
B.S. Arizona State University
M.B.A. Arizona State University
M.S. Golden Gate University
C.P.A.

Browning, Darra — **Biology**
B.S. University of Arizona
B.S. University of Arizona
D.V.M. Colorado State University

Burton, Kelly Fitzsimmons — **Philosophy**
B.A. Arizona State University
B.A. Arizona State University
M.A. Arizona State University

Carter, Michelle — **Business/Personal Computers**
B.S. University of Arizona
M.A.Ed. University of Phoenix

Chapman, Diane — **Counseling**
B.S. University of Iowa
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

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 D. — **Early Childhood Education, Child & Family Studies**
B.A. Colorado Women's College
M.Ed. Arizona State University

Corbet, Jaimee B. — **Biology**
B.S. Northern Arizona University
M.S. United States Sports Academy

Cornell, Paul — **Mathematics**
B.A. Arizona State University
M.A. Arizona State University

Cornell, Renee — **English**
B.A. Arizona State University
M.S. Nova Southeastern University

Craig, Tony — **Mathematics**
B.A. Arizona State University
M.A.Ed. Ottawa University

Cristiano, Marilyn — **Communication**
B.A. Marquette University
M.A. Marquette University
Ed.D. Nova Southeastern University

Crossman, Paula — **Library**
B.A. Dalhousie University
M.L.I.S. Dalhousie University

Dash, Kishore — **International Political Economy**
B.A. Utkal University

M.A. University of Delhi
Ph.D. University of Hawaii at Manoa

Dean, Kim — **Mathematics**
B.A. St. Joseph's College
M.Ed. Northern Arizona University
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)
A.A.S. Phoenix College (Adv. Paramedicine)
B.S. Grand Canyon University
M.S. Grand Canyon University

Dotterer, Robert — **Paramedicine**
B.S.Ed. Northern Arizona University
M.Ed. University of Arizona

Douglass, John — **Geography**
B.S. Northern Arizona University
M.A. Northern Arizona University
Ph.D. Arizona State University

Doyle, James — **Biology**
B.A. Northeastern Illinois University - Chicago
M.S. University of North Carolina - Chapel Hill
Ph.D. University of North Carolina - Chapel Hill

Durandet, Casey — **Physics**
B.S. University of Wisconsin - Madison
M.S. University of Wisconsin - Madison
Ph.D. University of Wisconsin – Madison

Dwork, David — **Mathematics**
B.S. University of California - Los Angeles
M.A. Arizona State University

Fehr, Karen — **Health & Exercise Science**
B.S. North Dakota State University
M.S. Arizona State University

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

Goodwin, Jocelyn — **Nursing**
B.S.N. Wayne State University
M.S.N. Eastern Michigan University

Hamm, D. Michael — **Mathematics**
B.A. University of Texas at Arlington
M.A. University of Texas at Arlington
Ph.D. University of North Texas

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

Heuser, Dale — **Health & Exercise Science**
B.S. University of Missouri - Rolla
M.Ed. Northern Arizona University
M.S. California University of Pennsylvania

Hill, Kurt — **Geography**
B.S. Brigham Young University
M.S. Brigham Young University

Hoyt, Jeffrey — **Microbiology**
B.S. University of Wyoming
Ph.D. University of Nevada

Johnston, Tomi — **Art History**
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Glossary of Terms

Academic Advisor: A paraprofessional, or designated individual who has been formally trained to assist students with academic information that will enable them to enroll in the proper classes which will provide them with a reasonable degree of success.

Add/Drop period: A period of time before classes begin when schedule changes are made **without** charge. A penalty may be charged for changes made **after** the start of classes.

AGEC: A 35 semester credit general education program of study that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university and transfers as a block without loss of credits.

Assessment: Also known as placement or Assessment of Skills for Successful Entry and Transfer (ASSET) testing. Assessment is a way of evaluating students' present skills in English, reading and math so students may choose courses that match their skills. Assessment is based on scores on the ASSET course placement test. Scores are used as a guide for proper course placement, which leads to greater success.

Associate Degree: Degree awarded by the community colleges after a student completes a specified number of course requirements and credit hours, generally a minimum of 60-64 semester credits. May be an Associate of Arts (AA) or Transfer Partnership Associate of Arts (AA), designed primarily for transfer to complete a baccalaureate degree; an Associate of Applied Science (AAS), designed primarily to enhance workplace skills and knowledge; or an Associate of General Studies (AGS), designed to fulfill students' goals of higher education. See the degree portion of this catalog for further information.

Associate Transfer Partnership Degree (ATP): The Associate Transfer Partnership Degree (ATP) is designed for students transferring to public and private colleges and universities. This AA degree is specifically developed for students who have an identified major and have selected the baccalaureate degree granting institution to which they intend to transfer.

Audit: When a student pays to attend class but does not want to receive credit. See Schedule of Classes for information on fees for auditing a course.

Baccalaureate or Bachelor's Degree: A degree awarded by a four-year college or university, often referred to as a B.A. or B.S. degree.
choices@pvc: Distance Learning program for students who desire or need more flexible scheduling options.

Commencement: Also known as graduation. A ceremony during which colleges award certificates of completion and degrees to graduating students.

Continuous Enrollment: The process of registering for and completing courses during consecutive semesters, which may include summer sessions. Determines catalog year for graduation.

Corequisite: Specified conditions, requirements, or courses that must be completed at the same time as another course.

Counselor: A services faculty who has both a teaching and counseling role. Counselors are professionally trained faculty who help students with educational, career, or personal concerns.

Course: A specific subject studied within a limited period of time taught by a faculty member. Also called course offering or class.

Course Fee: A charge for services, supplies, and/or materials for a course, in addition to tuition and registration fees for the course.

Course Number: A three-digit number that identifies a specific course, i.e. the 101 in ENG 101, Freshman English.

Course Title: The name of a specific course, i.e. College Algebra.

Credit Hour: The numerical unit earned for the completion of a specific course. For example, 3 credit hours may be earned for successful completion of PSY101. Also referred to as semester hour or unit.

Curriculum: A planned sequence of courses aimed at an academic or occupational goal; also referred to as a program of study.

Division: A group of faculty who teach classes in related subjects such as accounting, management, and word processing in the Business & Information Technology division.

Electives: Non-required courses that students may select to complete their program of study.

Faculty: Instructors who meet specific qualifications to teach courses.

Final Exams: Tests or exercises given at the end of a term that are often comprehensive; that is, they may include all material covered during the semester. The schedule of final exam dates and times for each term is included in the schedule of classes.

Glossary of Terms

Fiscal Office: Also known as the Cashier's Office. Students may pay tuition and fees, course fees and other encumbrances owed the college at the Fiscal Office.

Grade Points: The numerical value of a grade multiplied by the credit hours for a course. (A = 4 pts.; B = 3 pts.; C = 2 pts.; D = 1 pt.). For example: If a student earns an A in ENG 101, (3 credit hours), then the student earns 12 points. A = 4 points x 3 (credit hours) = 12 points.

Grade Point Average: Determined by dividing the total number of grade points earned by the total number of semester hours earned. For example, 45 grade points divided by 15 credit hours earned = 3.0 GPA.

Hybrid: Hybrid blends face-to-face (in person) instruction in a classroom with online learning. It is convenient for you and your schedule because you spend approximately half the time in a regularly scheduled class with your instructor and the rest of the time online. It is designed for highly motivated, self-disciplined, technology-literate students. It requires reliable web and e-mail access for communication and assignments outside of the classroom.

Load: When referring to a student's "academic load" = the total number of credit hours taken in one semester.

Lower Division: Normally freshman and sophomore level courses offered by a college. Community colleges offer only lower division courses while four-year institutions offer both lower and upper division (junior and senior) courses.

Major: An area of concentrated study often for a specific degree such as Journalism or Engineering.

Official Absence: Absence approved by Dean of Learning for official participation in a college activity.

Online (www2.pvc.maricopa.edu/online): Distance Learning courses administered via the Internet. Students must have access to a computer with an Internet connection either at home or the office. Students must enroll in and start by the enrollment deadline (enrollment is limited).

Pass/No Credit: An option for class registration in which students choose to receive a grade of Pass or No Credit in lieu of a letter grade (A,B,C,D,F). Students can earn credits toward graduation by passing these courses but the grades will not count in their GPA. It is best to check with an advisor to make sure that a grade of "Pass" will transfer to another college or university. "No Credit" will not transfer.

Period: One period is equivalent to 50 minutes per week.

Placement Test: See Assessment.

Prerequisite: Specified conditions or classes which must be completed prior to enrolling in certain classes. For example, ENG 102 has a prerequisite of ENG 101.

Probation: A warning that a student is not in good academic standing. May be accompanied by restricted credit hour enrollment.

Registration: Actual enrollment of a student into specific courses after the student has been admitted to the college and has received academic advisement.

Required Course: A course that is needed to meet certain goals or to complete a certain curriculum. For example, AJS 103 is a required course in the Administration of Justice curriculum.

Scholastic Suspension: Not being allowed to enroll in the college for one semester. This is caused by not maintaining the minimum required GPA for two consecutive semesters.

Section Number: A four-digit number used to identify each class of each subject offered. Each class has a different section number such as MAT 122, section 2123 and MAT 122, section 2124.

Subject Code : The three-letter abbreviation used to identify a particular subject such as MAT for mathematics or SOC for sociology. It appears before the course number.

Syllabus: One or more pages of course requirements that instructors give to students on the first day of class. The syllabus may include detailed information about a course, such as an instructor's grading system, attendance policies, and testing and assignment dates.

Transcript: An official record of a student's college coursework that is maintained by the college registrar. Courses taken, grades, credits, GPA, and graduation information are included on a transcript.

Transfer Credit: Course credit that is accepted by another college.

Glossary of Terms

Tuition and Fees: The cost per semester credit unit that students must pay for their college courses. Tuition and fees are determined by the Maricopa County Community Colleges Governing Board.

Withdrawal: Officially withdrawing from any or all courses during a semester. Students withdrawing from one or more courses must notify the Admissions, Records and Registration Office in writing and request that they be officially withdrawn. Refunds are based on the refund schedule/policy set forth in the catalog.



Kranitz Student Center | South Patio

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- ABus GR: Associate in Business - General Requirements
- ABus SR: Associate in Business - Special Requirements
- AGEC : Arizona General Education Curriculum
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- AGS: Associate in General Studies

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- AAS: Administrative Professional
- AAS: Adv. Emergency Medical Technology (Paramedic)
- AAS: Audio Production Technologies
- AAS: Computer Information Technology
- AAS: Dietetic Technology
- AAS: Early Childhood Education
- AAS: Emergency Response and Operations
- AAS: Exercise Science & Personal Training
- AAS: Fire Service Professional
- AAS: General Business: Specialized
- AAS: Healthcare Technology Systems
- AAS: Management
- AAS: Marketing
- AAS: Microsoft Networking Technology
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- AAS: Nursing
- AAS: Programming & System Analysis

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- CCL: Computer Information Technology
- CCL: Computer Networking Technology
- CCL: Computer Systems Maintenance
- CCL: Driver Operator
- CCL: Early Childhood Education

CCL: Emergency Management
CCL: Emergency Medical Technology
CCL: Entrepreneurial Studies Level I
CCL: Firefighter Operations
CCL: Fire Investigation
CCL: Fire Officer Leadership
CCL: Fire Science
CCL: Fire Service Professional
CCL: Firefighter Operations
CCL: General Business
CCL: Healthcare Technology Systems
CCL: International Business
CCL: Journalism & New Media Studies
CCL: Linux Professional
CCL: Management
CCL: Marketing
CCL: Microsoft Desktop Support Technology
CCL: Microsoft Office Specialist
CCL: Microsoft Technical Specialist
CCL: Middle Management
CCL: Music Business
CCL: Nurse Assisting
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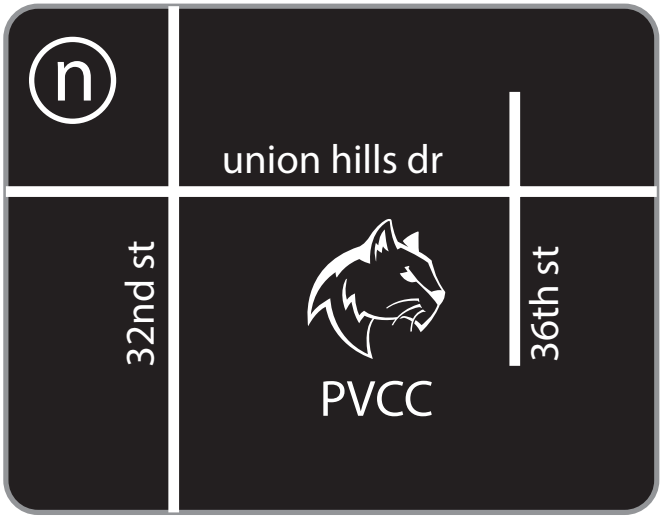
learn more drive less

pvcc offers two locations, close to home.

union hills

18401 North 32nd Street
Phoenix, AZ 85032

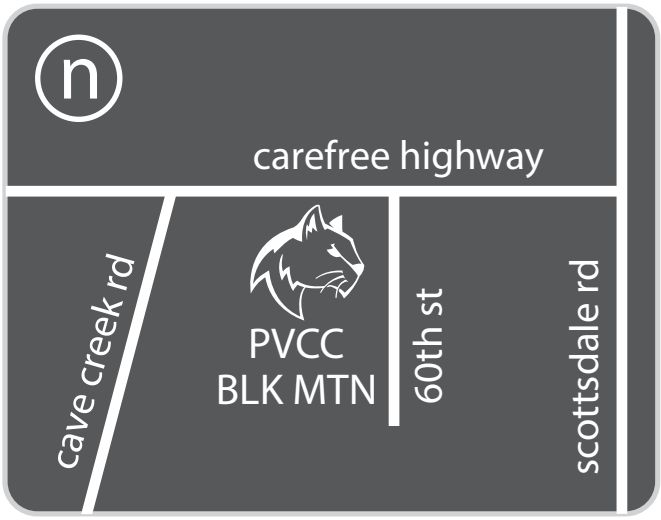
Our full-service campus offers a comprehensive college experience including athletics, personal fitness facilities and the Center for Performing Arts in the heart of the Northeast Valley. The college is located at 32nd Street and Union Hills Drive, just west of SR 51.



black mountain

34250 N. 60th Street, Building A
Scottsdale, AZ 85266

Our newest facility features six classrooms and access to technology and fitness facilities 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.



DIRECTORY

A ADMINISTRATION BUILDING
Conference Room: A122
Deans' Offices
Development & Community Relations Office
Information Technology Services
Institutional Effectiveness Office
President's Office
Vice Presidents' Offices

C PHYSICAL PLANT
Deliveries

CPA CENTER FOR THE PERFORMING ARTS
Classrooms: CPA113 — CPA149
Lobby Art Gallery
Rehearsal Rooms & Green Room
Theatre

D CERAMICS LAB

E LEARNING RESOURCES COMPLEX
Buxton Southwest Art Collection
Center for Distance Learning
Computer Commons
Learning Support Center
Library - Jo & Warren Buxton Library
IT / Media HelpDesk

F FITNESS CENTER
Classrooms
HEALTH & EXERCISE SCIENCE DIVISION
Faculty Offices

G G BUILDING
Classrooms G136 — G138
Conference Room: G126
SCIENCE DIVISION
Laboratories: G139 & G147
Nursing Department
Faculty Offices

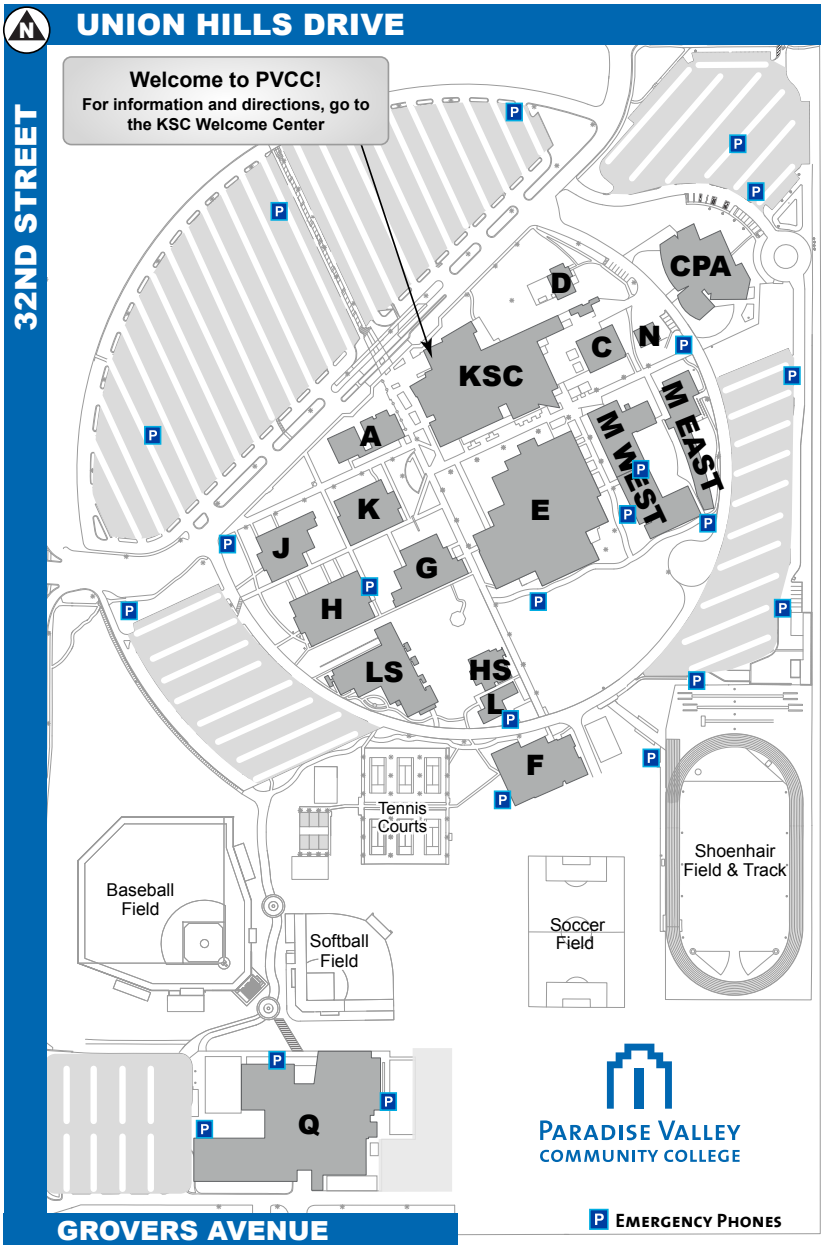
H SCIENCE LABS
Classroom / Labs: H101 — H104
Laboratories: H107, H113, H127 — H129

HS HEALTH SCIENCES BUILDING
Allied Health Skills Classrooms / Labs

J J BUILDING
Art Studio: J141 (Outside Entry)
Classrooms: J136 — J140
Conference Room: J126
BUSINESS / INFORMATION TECHNOLOGY
Faculty Offices

K K BUILDING
Classrooms: K103 — K104, K108 — K117
Honors Office: K101 — K102

KSC KRANITZ STUDENT CENTER
Lower Level
WELCOME CENTER
Academic Advising
Admissions, Registration & Records
Financial Aid
New Student & Information center
Payments
Vice President of Student Affairs
Bookstore
Cafeteria - Puma Den Café
Career Services & Job Placement
Copy Center
COUNSELING DIVISION
Disability Services
Patayan Community Center: KSC1000
Conference Room: Agave Room: KSC1122
Public Safety Office
Student Development / Early Outreach
Student Life Center



Upper Level
Assessment / Testing Center
Human Resources Office
Conference Rooms:
O'odham Room: KSC2007
Hohokam Room: KSC2605
Marketing / Public Information Office
Northern Arizona University Offices
Puma Press
Veterans' Services

L L BUILDING
Classrooms: L101 — L102
EMT Skills Lab
Athletics Department
EMT & Fire Science Departments
Facilities Services Department
Faculty Offices

LS LIFE SCIENCES BUILDING
Classrooms: LS109, LS201 — LS206
Conference Room: LS217
Faculty Offices
Laboratories: LS101 — LS108

M M BUILDING - East Wing
BEHAVIORAL SCIENCES DIVISION
COMMUNICATIONS & HUMANITIES DIVISION
FINE & PERFORMING ARTS DIVISION
SOCIAL SCIENCES DIVISION
Studio Theater
Conference Rooms: M197, M297
Faculty Offices

M M BUILDING - West Wing
Art Studio: M142
Classrooms: M101 — M134 (Lower Level)
Classrooms: M201 — M234 (Upper Level)

N MUSIC BUILDING
Classrooms: N101 — N103

Q Q BUILDING
Classrooms: Q130, Q151—152, Q201—209, Q262, Q301—305, Q401—405
Center for Teaching & Learning
MATHEMATICS DIVISION
Math Center and Testing
Conference Rooms: Q120, Q125, Q171
Faculty Offices

PARADISE VALLEY COMMUNITY COLLEGE

Paradise Valley Community College District is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities.

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Day, Evening, or Online 8-, 12-, 14-, and 16-Week Classes

Paradise Valley Community College is accredited by the Higher Learning Commission (HLC) and a member of the North Central Association (NCA).

PARADISE VALLEY COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Union Hills
paradisevalley.edu | 602.787.6500
18401 North 32nd Street
Phoenix, AZ 85032

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

MARICOPA COMMUNITY COLLEGES