

# College Policies and Guidelines

## Academic Council



Enforcement, interpretation and waiving of academic regulations are handled by the Academic Council. Special permission to take early examinations and review of

recorded grades may be granted only by the Academic Council. Petitions for such permission must be submitted through a counselor to the Office of Admissions and Records.

## Academic Freedom

The Foothill-De Anza Community College District Board of Trustees believes that faculty and students have the right to pursue teaching and learning with full freedom of inquiry. In order to assure that this viewpoint is understood by all, the board adopts the following policy.

Academic freedom and academic responsibility are inseparable. Academic freedom is the right of faculty members to interpret findings and communicate conclusions without being subjected to any interference, molestation, or penalization because these conclusions are at variance with those of constituted authorities or organized groups beyond the colleges.

Likewise, the academic freedom of students is the freedom to express and to defend views or beliefs, the freedom to question and to differ, without authoritative repression and without scholastic penalization by the faculty or the colleges.

Academic freedom carries with it corresponding responsibility. Academic responsibility emphasizes the obligation to study, to investigate, to present and interpret,

and to discuss facts and ideas concerning human society and the physical and biological world in all branches and fields of knowledge. Since human knowledge is limited and changeable, the faculty member will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the faculty employee will nevertheless present the conclusions to which he or she believes the evidence points.

College faculty members are citizens, members of a learned profession and officers of educational institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Therefore, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

It is recognized that all staff members of the college will be guided by the recommendations of the curriculum committees, the administration, and the policies approved by the Board of Trustees on the general purposes of the courses offered.

To ensure these principles of academic freedom for De Anza and Foothill colleges, the administrators of the district and the board, as the governing body of the district, will at all times demonstrate their support by actively and openly working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting tenured or non-tenured faculty members who, while maintaining the high standards of their profession, find their freedom of expression attacked or curtailed.

*Approved 4/20/60. Amended 11/18/96.*

## Academic Integrity

De Anza College is committed to excellence in the pursuit of learning and academic achievement by its students. To further this goal, the college is committed to providing academic standards that are fair and equitable to all students in an atmosphere that fosters integrity on the part of student, staff and faculty alike. The student's responsibility is to perform to the best of his/her potential in all academic endeavors. This responsibility also includes abiding by the rules and regulations set forth by individual faculty members related to preparation and completion of assignments and examinations. The submission of work that is not the product of a student's personal effort, or work which in some way circumvents the given rules and regulations, will not be tolerated. It is the responsibility of the faculty to clearly define the requirements and rules applicable to their courses for all students. An applicable paragraph of the California State Educational Code (#76130) is quoted: "Code of Student Conduct: The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college: cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer."

## Academic Renewal

Under the authority of Sections 55764 and 55765 of the California Administrative Code, students may ask to have substandard academic work (D, F, NCr) disregarded from their cumulative grade point average when such work does not reflect their current demonstrated ability.

A student who wishes to qualify for a degree, certificate or transfer may petition the Academic Council to disregard up to three consecutive quarters, plus a summer session, for a maximum of 45 quarter units of work completed at De Anza College.

Academic renewal at De Anza College does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

Approval of the request is subject to the following conditions:

1. Two years must have elapsed since the last quarter to be disregarded was completed.
2. Since the last quarter, the student must have completed at least:  
15 units with a 3.0 GPA, or  
30 units with a 2.5 GPA, or  
45 units with a 2.0 GPA.  
Work completed at other accredited institutions may be considered by the Academic Council.
3. All work completed in the affected quarter(s), even if satisfactory, will be disregarded and not applied toward unit requirements or GPA.
4. Although none of the units completed during the affected quarter(s) can be counted toward a degree, courses completed with grades of C or CR, or higher

may be used to satisfy subject requirements in the major or general education.

5. A student may petition only once for academic renewal.
6. The student transcript shall be annotated in such a manner that all work remains legible, ensuring the true and complete academic history.
7. A student cannot use academic renewal to qualify for honors at graduation.

### Activities Preceding Final Examinations

Student activities will not be scheduled during the three school days preceding final examinations as listed on the final examination schedule. However, classes and instruction continue as usual. During this period, part of the final examination may be given in those courses that require additional time for the final examination.

## Advanced Placement Examinations (AP Exams)

A student may receive quarter units of credit on particular (not all) College Board Advanced Placement tests. Qualifying scores should be submitted to the Assessment Center. For more information, contact the Assessment Center.

## Antidiscrimination

De Anza College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the college, enrollment in classes, student services, financial aid, and employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), Section 504, Rehabilitation Act of 1973 (P.L. 93-112), and the Americans

## Antidiscrimination Policy in Spanish, Traditional Chinese and Vietnamese

### Anti-discriminación

De Anza College se compromete a brindar la igualdad de oportunidad a todo individuo que solicite ingresar a la universidad, que desee inscribirse en clases, que solicite servicios estudiantiles, ayuda financiera o empleo, sin importar la edad, el sexo, el estado civil, la deshabilidad, la raza, el color de la piel, la preferencia sexual, la religión, la nacionalidad, o factores similares, según lo estipulado por Title VI del Acta de Derechos Civiles de 1964, Title IX de la Enmienda a la Educación de 1972 (45CRF 86), Sección 504, 1990. El hecho que un individuo no pueda manejar el inglés con facilidad no será un obstáculo para ser admitido a la universidad ni para participar en los programas de educación vocacional.

Todo individuo que desee información tocante a estas leyes o pólizas o que desee presentar una queja debido a supuestas violaciones de Title VI del Acta de los Derechos Civiles de 1964, Title IX de la Enmienda a la Educación de 1972 (45CRF 86), y Sección 504 del Acta de Rehabilitación de 1973, debe ponerse en contacto con Trudy J. Walton, decana de Desarrollo Estudiantil y EOPS, o con su designado, marcando el (408) 864-8828. Todo individuo que desee información sobre el Acta de Americanos Deshabilitados de 1990, o que desee presentar una queja debido a supuestas violaciones de dicha acta, debe ponerse en contacto con Steve Sellitti, decano de Educación Especial y Tecnologías Especiales, o con su designado, marcando el (408) 864-8923.

Toda queja será revisada según los términos que dicta la ley con respecto a Title VI y Title IX. A todas las personas involucradas en el asunto se les informará lo que provee la ley y cuáles son sus derechos legales. Si no existen conductos normales a cuales recurrir, o si estos conductos no cumplen con los requisitos legales, se tomará la acción necesaria para solucionar el problema. La oficina mantendrá récords de todas las quejas que se presenten debido a violaciones de Title VI y Title IX y reportará al Comité Asesor Para La Fomentación De Diversidad Entre Profesores y Empleados sobre la naturaleza de tales quejas y de cómo avanza su resolución.

Todo estudiante que desee entablar una demanda por violaciones a sus derechos civiles y que desee hacerlo fuera del ámbito universitario, debe dirigirse a: Office of Civil Rights, United States Department of Education, 50 United Nations Plaza, Room 239, San Francisco, Ca. 94102.

### 反對歧視

De Anza 學院對所有申請入學者註冊課程，學生服務，助學金申請和依法\*顧用人員方面不論其年齡、性別、婚姻狀況、殘障程度、種族、膚色、性傾向、宗教、國家、及相類似的因素都一律平等對待。(依法：指依據 1964 年民權法第 6 章、1972 年教育修正案第 9 章、1973 年恢復案第 504 條款和 1990 年美國殘障人法) 英語程度低將不會成為註冊和學習職業教育課程的障礙。

任何想詢問有關法律、政策或者對違反 1964 年民權法第 6 章、1972 年教育修正案第 9 章、1973 年恢復案第 504 條款想提出控告的人應該與學生發展部和 EOPS 主任 Trudy J. Walton 或她的指定人聯係。電話是：408-864-8828。任何想詢問有關 1990 年美國殘障人法的資料或者想對違反該法律者提出控告的人應該與特殊教育 and 應用技術部主任 Steve Sellitti 或他的指定人聯係。電話是：408-864-8923。

所有的控告將會根據法律的第 6 章和第 9 章得到復審，凡有關人士都將會被告知他們的合法權利。如果正常渠道行不通或者不符合法律的要求，學校會採取必要的措施。有關第 6 章和第 9 章的控告均會記錄在案，並且向全體教員和職工諮詢委員會報告案子的基本情況及進展和結果。

若學生想利用其合法權利提出超出校級的控告，請直接向美國教育部民權辦公室詢問。地址是：50 United Nation Plaza, Room 239, San Francisco, CA 94102.

### Chính sách chống phân biệt đối xử

Đại Học De Anza cam kết cung cấp cơ hội đồng đều cho mọi người, bất kể tuổi tác, giới tính, tình trạng gia đình, tôn giáo, chủng tộc, màu da, khuynh hướng tình dục, tôn giáo, nguồn gốc quốc gia hay những nhân tố tương tự khác, trong việc được nhận vào trường, ghi tên theo học các lớp, các dịch vụ dành cho sinh viên, trợ cấp tài chính và công việc làm phù hợp với những dự liệu của Mục VI trong Đạo Luật Nhân Quyền năm 1964, Mục IX của Tu Chính Án về Giáo Dục năm 1972 (45CRF86), Khoản 504 của Đạo Luật về Phục Hồi năm 1973 (P.L. 93-112), và Đạo Luật về Những Người Mỹ có Khuyết Tật năm 1990. Việc thiếu khả năng Anh Ngữ sẽ không phải là một rào cản việc gia nhập và tham dự các chương trình giáo dục chuyên nghiệp.

Bất cứ ai muốn tìm kiếm những thông tin liên quan tới các đạo luật và chính sách này, hoặc nộp một đơn khiếu nại vì những chỉ dấu cho là có vi phạm Mục VI của Đạo Luật Nhân Quyền năm 1964, Mục IX của Tu Chính Án về Giáo Dục năm 1972 (45CRF86) và Khoản 504 của Đạo Luật về Phục Hồi năm 1973 thì xin liên lạc với Trudy J. Walton, Chủ Nhiệm Khoa **Student Development** và **EOPS** ở số điện thoại (408) 864-8828, hoặc người được bà uỷ thác để lo việc này. Bất cứ ai muốn tìm kiếm thông tin liên quan hoặc muốn làm đơn khiếu nại vì những chỉ dấu cho là có vi phạm Đạo Luật Những Người Mỹ có Khuyết Tật năm 1990, thì xin liên lạc với Steve Sellitti, Chủ Nhiệm Khoa **Special Education & Applied Technologies** ở số điện thoại (408) 864-8923, hoặc người được ông uỷ thác để làm việc này.

Mọi khiếu nại đều được duyệt xét lại chiếu Khoản VI và IX của Luật, và những thể nhân có liên quan sẽ được thông tri cho biết về những dự liệu của luật và những quyền pháp định của họ. Nếu những hướng giải quyết thông thường không khả dụng hoặc không đáp ứng được những đòi hỏi về pháp lý, thì biện pháp cần thiết sẽ được áp dụng. Văn phòng sẽ lưu giữ hồ sơ của mọi khiếu nại dựa trên Khoản VI và IX, và sẽ báo cáo cho **Faculty and Staff Diversity Advisory Committee** về bản chất chung của những khiếu nại này và những tiến triển trong phương cách giải quyết.

Các sinh viên muốn theo đuổi những khiếu nại về nhân quyền trên cấp trường Đại Học thì phải tiếp xúc với **Office of Civil Rights Department, United States Department of Education**, ở số 50 United Nations Plaza, Phòng 239, San Francisco, CA 94102

With Disabilities Act of 1990. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Any person seeking information concerning these laws and policies or filing a complaint because of alleged violations of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), and Sec. 504 of the Rehabilitation Act of 1973 should contact Trudy J. Walton, dean of Student Development and EOPS, at (408) 864-8828; or her designee. Any person seeking information concerning or filing a complaint because of alleged violations of the Americans with Disabilities Act of 1990 should contact Steve Sellitti, dean of Special Education and Applied Technologies, at (408) 864-8923; or his designee.

All complaints will be reviewed in terms of Title VI and Title IX law, and persons involved will be advised of the provisions of the law and their legal rights. If normal channels are not available or fail to meet legal requirements, the necessary action will be initiated. The office will maintain a record of all Title VI and Title IX complaints, and will report to the Faculty and Staff Diversity Advisory Committee the general nature of such complaints and progress toward their resolution.

Students wishing to pursue a civil rights complaint beyond the college level should direct their inquiries to: Office of Civil Rights, United States Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

## **Admission Policies**

### **Residency Requirements**

#### **California Residents**

Students who have established residency in California for at least one year prior to the term in which they wish to enroll may attend De Anza tuition-free.

#### **Nonresidents**

California residents who have not resided in the state for one year prior to the beginning of the term in which they wish to enter and residents of other states or territories of the United States must pay nonresident tuition in order to attend De Anza.

Students who entered the United States with a B, C, D, F, H2, H3, J, M, O2, P, Q, TN, TD, TC and WT visa or

undocumented aliens or aliens out-of-status are precluded from establishing residency and must pay tuition in order to attend De Anza. Other aliens are not precluded from establishing residence solely on their status as aliens. They may be classified as residents if they meet the requirements of California Education Code Section 68062. Information on this code section may be obtained from the De Anza Admissions and Records Office.

Students on an F, J or M visa who are attending another college must provide with their applications an official letter from the institution issuing the I-20 which states that the student is a full-time student in good standing at the issuing institution, and is authorized to take specific classes at De Anza.

Active military residency status is granted to members of the U.S. armed forces stationed in California on active duty (except those assigned for educational purposes to state-supported institutions of higher education). This law applies only to military persons, and not to his/her spouse or dependents. Dependents may be granted resident status for one year from the initial entry into California subject to the following:

A dependent who wishes to claim the one-year military grace period must provide the college with a statement from the military person's commanding officer or personnel officer that the military person's duty is in California on active duty as of the day prior to the beginning of the term in which the student wishes to enroll or is outside the continental United States on active duty after having been transferred immediately and directly from a California duty station. In addition, a statement that the student is a dependent of the military person for an exemption on federal taxes shall be provided.

On October 12, 2001, former Gov. Gray Davis signed into law Assembly Bill 540 (Stats. 2001, ch. 814, section 68130.5 California Education Code) that provides a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent. For more information, contact the Office of Admissions and Records.

## **Admission Requirements**

Admission to De Anza College is open to anyone (subject to the residency requirements listed above) who has a high school diploma, a General Education diploma, a proficiency certificate, or is at least 18 years old and shows evidence of being able to benefit from the instruction offered by the college. High school students are admissible provided they have completed their sophomore year and a permission form signed by their high school principal or designee and by a parent or guardian.

### **Service Areas**

The Foothill-De Anza Community College District operates two colleges—De Anza College in Cupertino and Foothill College in Los Altos Hills. De Anza College serves the Fremont Union High School District which includes Cupertino, Monte Vista, and parts of Sunnyvale, San Jose, Santa Clara, Los Altos and Saratoga. Foothill College primarily serves the communities of Palo Alto, Los Altos, Mountain View and Los Altos Hills. These cities are in the Palo Alto Unified School District and the Mountain View-Los Altos Union High School Districts.

### **High School Completion**

Although De Anza cannot grant a high school diploma, many high schools in the area recommend that students 18 years or older complete their high school requirements by taking college courses. A student who chooses to earn a diploma in this way should obtain a statement from the principal or a counselor of the high school indicating:

1. The subjects necessary for completion of the requirements for graduation and the number of quarter credits in each;
2. Suggestions, if possible, of De Anza courses which may satisfy these high school requirements;
3. The total number of quarter credits required, including electives; and
4. Acceptance of credit for courses taken at De Anza.

The California State Department of Education has recommended that equivalent credit be granted on a two-to-one ratio as follows:

1. Two college units equal four high school semester periods.

2. Four college units equal eight high school semester periods.

Upon completion of the college course, the student should request an official transcript of his or her college record be sent to the high school. If courses that fulfill high school graduation requirements do not constitute a full program, the student may enroll in additional courses for college credit for which he or she qualifies.

### Evening College

De Anza offers a wide range of evening courses on campus and also at campuses in the Sunnyvale and Cupertino areas.

**Location:** Student and Community Services Center

**Telephone (coordinator):** (408) 864-8333

### Summer Sessions

Summer course work at De Anza is available both day and evening in sessions of varying lengths. Courses offered in the summer contain comparable academic standards and subject matter and are programmed for an equivalent number of hours as courses offered in a regular quarter-long format. The students earn equivalent college credit as during the regular academic year.

A balanced course offering during the summer enables students to accelerate their academic program and to satisfy course or curriculum prerequisites. Summer sessions allow high school students to acquire advanced standing by successfully completing collegiate courses.

Attendance and academic policies followed during the regular year pertain to summer sessions.

### Attendance

Attendance policies at De Anza are established by individual instructors for the courses they teach. At the beginning of each quarter, the instructor will distribute a written attendance policy to each student. Absences in excess of the announced maximum may result in the student being dropped from the class.

### Auditing Classes

Once a student has taken and satisfactorily completed a class the maximum times allowed (refer to courses in this catalog), it may be possible to audit a class. Approval of the instructor and appropriate division dean is required. Requests to audit cannot be made until the second week of class or later.

A fee of \$10 per unit will be charged. Audit forms are available at [www.deanza.edu](http://www.deanza.edu).

### Catalog Rights

The college catalog serves as an agreement between the student and the college as to the courses a student must complete to qualify for a degree or certificate. De Anza students have the right to follow the degree/certificate and general education requirements that were in effect at the time of their original enrollment or any year thereafter, provided that they maintain continuous enrollment. If in continuous attendance, De Anza students are permitted to select one catalog year for meeting general education requirements and another catalog year for meeting major requirements. It is recommended, however, that students choose the most recent catalog year for completing major requirements.

The college reserves the right to change catalog rights by modifying program requirements based upon legal mandate and accreditation standards.

### Classification of Students

**FRESHMEN:** Students who have completed fewer than 45 quarter units of college credit.

**SOPHOMORES:** Students who have completed 45 or more quarter units of college credit and have not received a degree.

**POST GRADUATES:** Students who have completed all graduation requirements and have enrolled for further study.

**FULL-TIME STUDENTS:** Students enrolled for 12 or more units.

### College Level Examination Program (CLEP) Examinations

A student may receive quarter units of credit for particular (not all) CLEP examinations completed with a qualifying score. Submit scores to the Assessment Office. For more information, contact the Assessment Center.

### Computer and Network Use

Foothill-De Anza Community College District ("district") owns and operates a variety of computer and communication systems, including voicemail, electronic mail (e-mail), telephone, and access to the Internet, which are provided for the use of district faculty, administrators, staff and

students in support of the programs of the colleges and district. Hereinafter, this system and all of its component parts shall be referred to as the "district network."

This network establishes a communications platform that often substitutes for in-person meetings regarding district business.

The Computer and Network Use: Rights and Responsibilities Policy ("the policy") applies to all members of the district community using the district network including faculty, administrators, staff, students, independent contractors, and authorized guests. The policy covers use of computer equipment and communication systems at any district facility in computer labs, classrooms, offices, libraries and the use of the district servers and networks from any location.

The policy is based upon and shall be interpreted according to the following fundamental principle: the entire district network, and all hardware and software components within it, is the sole property of the district which for that reason has and retains complete and sole authority over the terms and conditions of its use. Except as provided in board policy or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the district network. For these reasons, the district network is not to be relied upon as confidential and all district employees, students, independent contractors, and authorized guests can have no expectation of privacy concerning their uses of the district network or concerning information created or stored in such media. Nevertheless, the district does not routinely inspect, monitor or disclose such information without the user's consent.

The district recognizes the privacy interests of faculty and staff and their rights to freedom of speech, participatory governance and academic freedom as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of district business make electronic communication less private than many users anticipate. Moreover, because the district network is solely owned and controlled by the district, system administrators may access user files or suspend services they

manage without notice as required: to protect the integrity of computer systems; when required by and consistent with the law; under time-dependent, critical operational circumstances; or when there is a reason to believe that violations of law or district policy or procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted or damaged. The district shall attempt to notify users before discontinuing service. Notwithstanding any other provisions herein, however, the district shall not be required to give notice or to show cause before accessing the district network or any parts thereof.

For district employees, the intended uses of the district network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional activities.

The board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant law, regulations and contractual obligations.

“Unauthorized uses” include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use. These types of prohibited uses and purposes are further defined in *Administrative Procedure 3250*.

The board directs the chancellor or designee to enforce all existing federal and state laws and district and college policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this policy will be dealt with in the same manner as violations of other district policies or standards of behavior and may result in disciplinary action, subject to applicable due process requirements. Students who do not observe these requirements may be in

violation of the Student Code of Conduct and subject to student discipline.

All users of the district network must read, understand, and comply with this policy as well as *Administrative Procedures 3250*, and any additional guidelines established by the district. Such guidelines will be reviewed by the district and may become subject to board approval as a district policy or procedure. By using any part of the district network, users agree that they will comply with this policy.

Copies of this policy can be found in the policies section of the college catalogues, schedule of classes, student handbooks, faculty handbooks, new classified employee handbook, and the handbook for new administrators. Copies of this policy are also available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill), and on the district’s Web site at [www.fhda.edu](http://www.fhda.edu).

This policy and *Administrative Procedures 3250* shall be distributed to all new and existing employees. Nothing in this policy should be construed to interfere with First Amendment rights or with the academic freedom of faculty as outlined in Board Policy 4190.

Both the Board Policy Manual and Administrative Procedures Appendix may be found at [www.fhda.edu/about\\_us/board/policy/](http://www.fhda.edu/about_us/board/policy/).

## Continuous Enrollment

Continuous enrollment is important in deciding the catalog year a student may select to determine degree or certificate requirements (see Catalog Rights). At De Anza, a continuously enrolled student is defined as one who attended De Anza or Foothill College, CSU, UC, or any California community college at least one semester or two quarters each academic year. (For the purpose of continuous enrollment, an academic year is defined as fall through summer.) A single “W” grade in a term qualifies as an attended term.

## Credit by Examination (Challenge)

A student is not permitted to obtain credit by examination unless he or she has enrolled in the course and the instructor has outlined the requirements for successful completion. The grade received will not be issued until

the end of the quarter. A student may be granted credit by examination in subject matter fields in which he or she is especially qualified through previous training or experience for which college credit or advanced placement has not previously been given. Unit credit for courses successfully challenged will not be awarded until the student has successfully completed 15 units of work at De Anza.

Challenge is limited to those courses recommended by the divisions and approved by the vice president of Instruction. There are special limitations for challenging courses in sequence. The examination may include oral, written or skill tests, or a combination of all three, and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as a student who successfully completes the course. The grade received is entered on the student’s permanent record and a notation is made that the credit was earned by examination. A student unsuccessfully challenging may not continue in the course. Exceptions may be granted by the Academic Council, but only on the basis of a written petition and for compelling reasons.

No course may be challenged after the class has met twice the number of class meetings per week. Credit by examination may not be gained in a course in which the student has received a grade. Units of credit received through this procedure may not apply toward the minimum of 24 resident units required at De Anza for the associate degree, although a maximum of 45 units of credit may be earned by examination.

Students successfully challenging a course may not subsequently challenge another course which normally precedes the course challenged: e.g., having successfully challenged Chemistry 1B does not allow the student to challenge Chemistry 1A.

Although the University of California and the California State University and Colleges accept, within certain limitations, appropriate credits obtained by examination, there is no guarantee by De Anza that other institutions will do so.

After first receiving approval by the instructor, students may obtain petitions for credit by examination from the Counseling and Advising Center. The following courses are challengeable:

## Applied Technologies

AUTO 50A and 50B (*Must pass both to receive credit.*)

## Biological, Health and Environmental Sciences

HTEC 60A

NURS 50

## Business/Computer Systems

ACCT 1A

CAOS 150A and 150B

CIS 2, 31, 50, 66, 67A, 67B, 74, 75A, 156A, 156B, 171A, 171B, 171C, 171D, 172, 172A, 173, 174, 174A, 175, 175A (*CIS classes that have lab hours are not challengeable.*)

## Creative Arts

ARTS 53A

F/TV 20

## Intercultural/International Studies

The Foreign Language Department does not give credit by examination for any foreign language class.

Students can place at the appropriate level in the foreign language curriculum, depending on their language proficiency level. The Foreign Language Department can provide placement tests to help students ascertain their level in the De Anza language program.

## Language Arts

None

## Physical Education

None

## Physical Science/Math/Engineering

None

## Social Science

None (*A special no-credit challenge exam is available to meet the California State/Local Government portion of the CSU United States History, Constitution and American Ideals requirement.*)

## Crime Awareness and Campus Security Summary Report

In compliance with Section 201 Public Law 101-542, as amended by Public Law 102-26, De Anza College provides the following Crime Awareness & Campus Security Act Summary Report for students, faculty and staff:

Crime	Year 2002	Year 2001	Year 2000
Aggravated assault	0	0	0
Arson	0	0	0
Burglary	57	5	2

Homicide	0	0	0
Larceny	53	61	63
Vehicle theft	9	7	2
Rape	0	0	0
Robbery	0	0	0

## Arrests

Statistics concerning the number of arrests for the following crimes occurring on campus:

	Year 2002	Year 2001	Year 2000
Alcohol violations	1	1	0
Drug violations	6	6	3
Warrants	1	0	1
Other	19	8	13

## Drug and Alcohol Policy

The unlawful possession, use, or distribution of any illicit drug or alcohol by students or employees on college property or at college-sponsored activities or events is prohibited. Violation may constitute criminal conduct which could result in criminal prosecution under state and/or federal law. It is the policy of the college to impose appropriate disciplinary sanctions on employees and students for the unlawful possession, use, or distribution of illicit drugs or alcohol. Appropriate disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees, and may also include requiring the completion of a rehabilitation program. The standards of conduct for students and the applicable sanctions for violating the standards are contained in the Student Handbook. The standards of conduct and sanctions applicable to employees are contained in the Foothill-DeAnza Community College District Board Policy on a Drug-Free Workplace, Board Policy Number 4500, in the applicable collective bargaining agreements and in employee handbooks.

## Due Process Procedures and Student Conduct

Individuals who elect to become students at De Anza College are afforded certain rights and privileges outlined in the De Anza College Students Rights and Responsibilities Policy and, at the same time, assume certain obligations for their personal conduct as set down in the De Anza College Due Process Procedures. For additional information, refer to the college policy on Student Rights and Responsibilities, which can be obtained from the De Anza College President's Office, Vice President of Instruction Office, Vice

President of Student Services Office, Dean of Student Development Office and in the Student Activities Office.

## The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a federal law which states:

- that a written institutional policy must be established, and
- that a statement of adopted procedures covering the privacy rights of students be made available.

The law provides that the institution will maintain the confidentiality of student education records.

No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order or to persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons. All these exceptions are permitted under the Act.

Within the De Anza community, only those members, individually or collectively, acting in the educational interest of students are allowed access to student education records. These members include personnel in the Offices of Admissions and Records, Financial Aid, Counseling Services, and academic personnel within the limitations of their need to know.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, major field of study, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the dean of Admissions and Records in writing.

The law provides students with the right to inspect and review all information contained in their education records, to challenge the contents of their education

records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The dean of Admissions and Records at De Anza has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, cooperative education, and placement records. Students wishing to review their education records must make written requests to the dean of Admissions and Records listing the item or items of interest. Records covered by the Act will be made available within 15 working days of the date of the request. Students may have up to two copies made of their De Anza academic transcript *with certain exceptions* (e.g., a copy of the academic record for which a financial “hold” exists). Additional copies would be made at the student’s expense. A reasonable charge will be made to furnish copies of other records. Education records do not include records of instructional, administrative, and education personnel which are the sole possession of the maker and are not accessible or revealed to any

individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of a student’s choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to the part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

#### **Challenging Content of Records**

Any student may file a written request in the form of a petition to the Academic Council, which acts as the designee of the

president of De Anza, to correct or remove information recorded in his or her student records which s/he alleges to be:

1. inaccurate,
2. an unsubstantiated personal conclusion or inference,
3. a conclusion or inference outside of the observer’s area of competence, or
4. not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of such petition, the Academic Council shall meet with the student and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the Foothill-De Anza Community College District. The Academic Council shall then sustain or deny the allegations.

If the Academic Council sustains any or all of the allegations, it shall order the correction or removal and destruction of the information. If the Academic Council denies any or all of the allegations and refuses to order the corrections or removal of the information, the student may,



within 30 days of the refusal, appeal the decision in writing to the Foothill-De Anza Community College District governing board.

Within 30 days of receipt of such an appeal, the governing board shall, in closed session with the student and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the Foothill-De Anza Community College District, determine whether to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the dean of Admissions and Records of De Anza to immediately correct or remove and destroy the information. The decision of the governing board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the governing board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the final decision of the governing board is unfavorable to the student, or if the student accepts an unfavorable decision by the Academic Council, the student shall have the right to submit a written statement of his objections to the information. This statement shall become a part of the student's record until such time as the information objected to is corrected or removed.

Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C., 20201, concerning the alleged failure of De Anza to comply with the Act. Revisions and clarifications will be published as experience with the law and the institution's policy warrants.

## Final Examinations

Final examinations are to be given in all courses. Students are responsible for taking final examinations at the scheduled time. Schedules are published in each quarter's Schedule of Classes. Two hours will be scheduled for examinations.

Not included in the schedule are final examinations for courses shorter in length than one quarter. Final examinations for these courses will be given at the last class meeting.

Students who miss a final examination for a legitimate reason should communicate with their instructor at once to arrange for an "I" grade. Final examinations normally will not be given in advance of the scheduled time.

## Grading System

Grades are earned in each course and are recorded on the student's permanent record. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course, the instructor will explain these objectives and the basis upon which grades are determined.

### Dean's List Policy

Part-time students (those taking fewer than 12 units per quarter) must have accumulated at least 12 units; cumulative GPA must be at least 3.00; and quarterly GPA must be 3.30 or higher.

Full-time students (those taking 12 or more quarter units) must have a quarterly GPA of 3.30 or higher. There is no minimum requirement for cumulative units or cumulative GPA for full-time students.

### Grade Changes

Title V of the California State Administrative Code states, "The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency." If students believe corrections should be made within the above restriction, they should first talk to their instructors. Corrections must be initiated within seven years after the grade was earned.

Grade definitions are as follows:

<b>Evaluative Symbols</b>	<b>Grade Points</b>
A—Excellent	4.0
B—Good	3.0
C—Satisfactory	2.0
D—Passing, less than satisfactory	1.0
F—Failing	0
P—Pass (at least satisfactory—units awarded not counted in GPA). This grade is assigned to those courses in which student achievement is evaluated on a Pass-No Pass basis rather than a letter grade (A, B, C, etc.). P-NP courses are so designated in the Announcement of Courses section of the catalog.	
NP—No Pass (less than satisfactory, or failing—units not counted in GPA).	

Not attaining course objectives. (Does not affect grade point average at De Anza.)

## Non-Evaluative Symbols

(Not to be used in calculating GPA.)

- I—Incomplete. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term. The student and the instructor file a contract for an incomplete grade with the Office of Admissions and Records, indicating the reason the incomplete grade was assigned and the conditions under which the grade of "I" can be removed. Also indicated on the contract form will be the grade to be awarded if the conditions for removal of the "I" are not met within a one year period. Either the grade earned by meeting the specified conditions or the default grade indicated in the contract will replace the "I" no later than one year from the time the "I" was originally given.
- IP—In Progress. The "IP" symbol is used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol will remain on the student's permanent record in order to satisfy enrollment documentation. Unit credit will be assigned and appear on the student's record for the term in which the course is completed.
- RD—Report Delayed. The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.
- W—Withdrawal. A "W" is assigned to drops from the end of the third week of the quarter (For courses shorter than 12 weeks, it is 25 percent of the term.)\* through the end of the eighth week (For courses shorter than 12 weeks, it is 60 percent of the term.) provided the student follows the official withdrawal procedure. After the eighth week (or 60 percent of the term), a student will be granted a "W" only by means of a petition if he or she has a verifiable reason (illness, severe financial problems, etc.). In the absence of a petition,

some symbol other than a “W” must be placed on the student’s record (A through F in letter graded courses or P or NP in Pass-No Pass courses).

While a “W” will not be used in calculating GPA, “W’s” will be used as a factor in probation and dismissal procedures. (See section on “Progress Probation.”)

\* A student who drops or is dropped from a course during the first three weeks of the quarter (or prior to 25 percent of the term) will be considered the same as never attending. No notation is placed on the academic record.

### P-NP Courses

De Anza College uses the P-NP grade for many courses, as authorized by the Board of Trustees and Title V.

1. Some courses are designated in the catalog as P-NP courses. A letter grade is not available to the student in such a course. Among this group of courses are those with a “single satisfactory standard of performance for which unit credit is assigned.” (See Section 51302 of Title V.)
2. For all other courses, the student may select the “P-NP” option instead of a letter grade (A, B, C, etc.), so long as s/he opts no later than the fourth (4th) week of the term (for courses shorter than 12 weeks, it is 1/3 of the term). Once a student has selected the P-NP option, the resulting grade shall be final.

Restrictions have been placed on the use of “P” grades: a) no more than thirty (30) units of credit with a “P” grade can be applied toward an Associate in Arts degree, and b) ordinarily no “P” grade may be applied toward a student’s major requirements unless the major division lists a P-NP course on their curriculum sheets. (This restriction does not apply to Computer Applications and Office Systems majors.)

Units earned on a “P-NP” basis shall not be used to calculate grade point averages. However, units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures. (See section on “Progress Probation.”)

### Course Repetition

Repetition of courses is allowed only under specific circumstances as defined below.

1. A student may repeat a course that the Curriculum Committee and the Board has approved as repeatable and whose catalog description indicates repeatability.
2. A student may repeat a course for which s/he has received prior written permission from the Academic Council.
3. A student may repeat a course in which a substandard grade was received. A substandard grade is defined as meaning coursework for which the grading symbols “D,” “F” or NP” have been recorded. However, with the exception of those classes which are repeatable (See No. 1 above), a course in which a substandard grade was received may be repeated once only regardless of the resulting grade.

Record of the previous attempt will be maintained on the student’s transcript with a notation that it has been repeated. Only the new repeated grade will be used in calculating GPA.

### Graduation Application

An application for graduation is required in order to receive an associate degree or certificate. Students should make an appointment with a counselor during the quarter prior to the quarter in which they plan to complete their degree requirements in order to complete the application. This will allow time to make schedule changes during their last quarter to ensure that all degree requirements have been met.

Degrees are awarded at the end of summer session and fall, winter and spring quarters.

### Guidelines for Course Offerings

To carry out its mission in the Foothill-De Anza Community College District, each college shall ensure students in college-approved, two-year degree A.A./A.S. programs that they will be able to obtain the degree in two years providing they adhere to the prescribed pattern and sequence of courses and are ready to begin college-level work upon entry. Courses that meet major requirements shall be listed in curriculum

sheets distributed by each college; and each college, obligated under the policy, shall meet to ensure those courses are offered at one or both of the two colleges with appropriate frequency.

Minimum class size guidelines apply to all lecture, lecture-lab and laboratory classes. A minimum class size of 20 is generally required. Special circumstances, however, may necessitate the continuation of a class below the 20-student minimum. The key factor in making a decision to continue will be based upon program needs: e.g., second or third quarter or second-year sequential courses, courses required for an identified major or career subject area, combined courses meeting at the same hour with the same instructor, and one-of-a-kind offerings needed for graduation or transfer. Exceptions to minimum class size guidelines may also be based on the following:

- a. limited classroom or laboratory facilities,
- b. statutory and state regulations mandating class size, Independent Study, Special Projects and Cooperative Education.

Other circumstances that warrant exception may be made by the Office of Instruction.

Class size of all sections is monitored by the Office of Instruction throughout the registration process. In consultation with the appropriate division dean, low-enrolled classes will be identified and an appraisal made of the enrollment pattern. Where warranted, sections may be cancelled early in the registration process to foster improved enrollment in remaining sections.

### Honors at Graduation

Students who have achieved a De Anza College cumulative grade point average between 3.30 and 4.00 will, upon graduation, be awarded associate degree honors as follows:

4.00	Highest Honors	Summa Cum Laude
3.50-3.99	High Honors	Magna Cum Laude
3.30-3.49	Honors	Cum Laude

### Matriculation

Matriculation is a process and a partnership between De Anza College and the student designed to help students achieve their academic goals. The main goals of matriculation are to support student access and success through the following components:

1. Admissions
2. Assessment
3. Orientation
4. Counseling and Advisement
5. Follow-up

### 1. Admissions

New and returning students' first step in enrolling at De Anza is to submit an application for admission. Most students submit the application online via the Web site at [www.deanza.edu](http://www.deanza.edu). Paper applications for admission may be mailed to the Admissions and Records Office or submitted in person in the Student and Community Services Center, though most students find the Web site application to be a great way to avoid waiting in line unnecessarily.

### 2. Assessment

Placement testing assures students receive a fair and accurate assessment of current skill levels, and provides placement in applicable courses. If you plan to take English, English as Second Language (ESL), math, Chemistry 1A or some biology courses at De Anza, you must take the assessment tests. Assessment uses multiple measures to place each student in the proper class. It is important to complete your assessment testing before meeting with a counselor. Some testing results may take up to three weeks. Visit the Placement/Assessment Web site for information on dates, times, and locations of tests.

**Location:** Student and Community Services Center

**Telephone:** (408) 864-8717

**Web site:** [www.deanza.edu/admissions/placement](http://www.deanza.edu/admissions/placement)

### 3. Orientation

De Anza offers both online and traditional instruction methods of providing orientation to new students. Students who are not exempt\* from matriculation are sent information to register for Counseling 100, Orientation to College, a 0.5 unit course that covers important college policies and procedures, specific information for certificate, degree, and transfer goals, and useful resources to be successful in achieving those goals. The student will also develop an educational plan in the Counseling 100, Orientation to College class. Please visit the Web site for more information.

\* *Students who already have a college degree or are only taking classes for personal*

*enrichment are exempted from taking Counseling 100.*

**Web site:** [www.deanza.edu/counseling/newstudents.html](http://www.deanza.edu/counseling/newstudents.html)

### 4. Counseling and Advisement

Counseling and advising services assist students in establishing their educational goals and identify support services to achieve those goals. The Counseling and Advising Center, located in the Student and Community Services Center, provides a comprehensive service for students who seek assistance in dealing with a variety of concerns. Academic advisers assist with developing academic plans. Counselors assist with academic advising, educational, personal and career concerns. Please see the Web site for more information.

**Web site:** [www.deanza.edu/counseling](http://www.deanza.edu/counseling)

### 5. Follow-Up

Follow-up includes supporting students' progress toward their educational goals and providing early intervention if they encounter difficulties, usually through follow-up counseling and advising sessions and more comprehensive referrals to additional student support services such as tutoring, mentoring, and support programs, etc.

### Frequently Asked Questions

*What are my rights as a newly matriculated student?*

You have the right to the following matriculation services: admissions, assessment and placement testing, orientation, counseling and advisement, and follow-up student support services. Students are further entitled to:

- ▶ participate in the development of an educational plan;
- ▶ equal opportunity to engage in the educational process regardless of gender, marital status, sexual orientation, disability, race, color, religion or national origin;
- ▶ challenge any prerequisite or placement test result, using established procedures available through the Assessment Center in the Student and Community Services Center;
- ▶ review the matriculation regulations of the California Community Colleges and file a complaint when the college has engaged in any practice prohibited by these regulations.

*What are my responsibilities as a matriculated student?*

You have the responsibility to express a broad educational intent at entrance, complete assigned coursework, adhere to all college rules, regulations and policies and participate in the development of an educational plan.

*Do I have to participate in the matriculation program?*

Students who declare a goal of certificate, degree, transfer or undecided and do not already hold at least an associate degree are required to matriculate. However, a student can submit a request to waive matriculation requirements to the dean of Counseling and Matriculation for review. De Anza strongly encourages students to participate in matriculation services since research demonstrates that new students who take advantage of assessment, orientation and counseling services are more successful in achieving their educational goals than those students who do not.

### Prerequisites

Prerequisites, corequisites, and advisories are intended to guide students into courses in which they will have the greatest chance for academic success.

- ▶ **Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- ▶ **Corequisite** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in a course or educational program.
- ▶ **Advisory or recommended preparation** means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

### Challenging Prerequisites

You may challenge prerequisites and corequisites if you can demonstrate that:

- ▶ you have the knowledge or ability to succeed in the course without the prerequisite or corequisite
- ▶ the prerequisite or corequisite has been established in an arbitrary manner

- ▶ the prerequisite is discriminatory or is applied in a discriminatory manner
- ▶ the prerequisite course is not reasonably available

To challenge a prerequisite, contact the Assessment Office located in the Counseling Center in the Student and Community Services Center.

### Probation Standards

#### 1. Academic Probation

A student who has attempted a total of 6 or more quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units.

Removal from probation:

Removed from academic probation when accumulated GPA is 2.0 or higher.

Standards for dismissal

(disqualification): A student who is on academic probation shall be subject to dismissal if the student earned a cumulative GPA of less than 2.0 in all units attempted in each of three consecutive quarters. (Quarters are considered consecutive on the basis of the student's enrollment: i.e., a fall quarter followed by a spring quarter shall be considered consecutive if the student was not enrolled in the winter quarter of that academic year.)

Students on VA educational benefits (veterans, reservists and dependents) must maintain satisfactory progress; this is a VA requirement. If a student on VA benefits falls below 2.0 GPA in two consecutive quarters of attendance, this is deemed as unsatisfactory progress and is reported to VA. To reinstate your benefits, you must complete one quarter with a 2.0 or higher GPA.

#### 2. Progress Probation

A student who has enrolled in a total of at least 18 quarter units

as shown by the official academic record shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of "W," "I" and "NP" are recorded reaches or exceeds fifty percent (50%). For the purposes of progress probation, units attempted prior to the 1981 summer session will not be counted.

Removal from probation: A student is removed from progress probation when the percentage of units for which entries of "W," "I" and "NP" are recorded drops below fifty percent (50%).

Standards for dismissal (disqualification): A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled with entries of "W," and "I" and "NP" in at least three consecutive quarters reaches or exceeds fifty percent (50%).

#### 3. Status while on probation (either academic or progress or both)

- a. A probationary student may be required to participate in retention interventions designed by the Counseling and Advising Center.
- b. A student is not eligible for "honors" or graduation while on either academic or progress probation.

#### 4. Any student admitted with advanced standing who has a GPA below 2.0 or who has been academically disqualified from De Anza or any other college, is admitted on probationary status.

### Standards for Readmission

1. If a student has been dismissed following either progress or academic probation, s/he will be required to take at least one quarter leave from De Anza

College. S/he is then eligible for readmission after that time has elapsed. Students may petition the Dean of Counseling for exemption from disqualification if extenuating circumstances exist.

2. A student returning from disqualification will be allowed to re-enroll at De Anza after meeting with a counselor.
3. A student admitted after dismissal will be placed on probation and may be dismissed at the end of one quarter if:
  - a. His/her GPA for that quarter falls below 2.0 or
  - b. S/he receives entries of "W," "I" or "NP" in fifty percent (50%) or more of the units in which s/he is enrolled that quarter.

## Military Service School Credit

### Service Schools

Students may receive college credit for military service schools by submitting a copy of their DD214 or DD295 or Army/American Council on Education Registry transcript. A request for evaluation must be made by seeing a counselor or contacting the Evaluations Office. **Basic Military Training:** Nine units of credit are awarded for basic military training including three units of physical education, four units of Health 21, and two units of military science elective.

### Mutual Respect\*

De Anza College shall take all steps necessary to provide a positive educational and employment environment which encourages equal educational opportunities. The college will actively seek to educate staff and students on the deleterious effects of expressions of hatred or contempt based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or psychological disability; and will promote equality and mutual respect and understanding among all groups and individuals.

\* Foothill-De Anza's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination, Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination, and the district's Unlawful Discrimination Complaint forms are available in the President's Office, the Office of the Vice President for Student Services, the District Human Resources Office, and the district Chancellor's Office. Detailed information regarding the sexual harassment, mutual respect, and ADA policies are located at the following campus locations: Counseling Division, Health Services Office, Student Activities Office, Learning Center Reference Desk, division offices, and Staff and Organizational Development.

## Nonsmoking Areas

The Foothill-De Anza Community College District's goal is to provide a safe learning and working environment for students and employees. Smoking is prohibited in all indoor and outdoor campus locations, with the exception of designated parking lots.

Smoking is prohibited in district vehicles.

"No Smoking" signs shall be conspicuously posted at building entrances and in employee lounges, rest rooms, locker rooms, dressing areas, cafeterias, lunchrooms, and stadium and sports facilities. In addition, designated parking lot areas for smoking areas will be clearly marked.

This policy relies on the consideration and cooperation of smokers and non-smokers. It is the responsibility of all members of the District to observe and follow the guidelines.

This policy shall be communicated to all employees annually and published in the Colleges' Schedule of Classes, handbooks, Web sites, and other appropriate locations.

## Off-Campus Activities/Trips

Certain portions of the college program require off-campus attendance for scheduled field trips and activities. Transportation is frequently the responsibility of the individual student or a travel agency, and time is sometimes available for independent activity. The district will not be liable for occurrences when the participants are not under the direct supervision of a staff member.

## Open Classes

It is the policy of the district that every course—unless specifically exempted by statute—will be open to any student who has been admitted to the college and meets the class prerequisites. This policy applies to courses which must report the class average daily attendance for state aid purposes. It was established under Chapter II, Division 2, Part VI, Title 5 of the California Code of Regulations.

## Requesting and Receiving Accommodation(s) Under ADA\*

The Board of Trustees upholds that, for persons with disabilities, improving the access to educational and employment opportunities must be a priority. The Board of Trustees directs the administration to take the necessary actions to implement the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

The Foothill-De Anza Community College District shall not discriminate against a qualified individual with a disability because of the disability with regard to employment or with regard to the provision of district programs, services and activities.

A person who is otherwise qualified may request accommodation related to his or her disability, provided that the accommodation does not impose an undue hardship on the district. The procedures for requesting accommodation are maintained in the President's Office, the Office of the ADA Coordinator and in the District Human Resources Office. The ADA coordinator for De Anza College is Steve Sellitti, dean of Applied Technologies and Special Education, (408) 864-8923.

## Revision of Regulations

Any regulations adopted by the faculty and administration of the college shall have the same force as a printed regulation in the catalog and shall supersede, upon promulgation, by posting on official bulletin boards and by announcement, any ruling on the same subject which may appear in the catalog or other official bulletins of the college.

## Sexual Assault Including Rape

De Anza College will not tolerate any form of sexual assault, including rape, on college property or at any college-sponsored event. The college realizes that these situations may or may not be deemed criminal offenses and so may have to be handled both internally by college administrative action and

externally by the appropriate law enforcement agency. Internally, disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees. The standards of conduct for students and the applicable sanctions for violating the standards are contained in the Student Rights and Responsibilities.

Decisions regarding discipline of employees will be made in accordance with applicable legal and contractual provisions and procedures.

When a victim of rape or any other sexual assault chooses to go to either the Counseling Division and/or Health Services, the strictest of confidentiality will be maintained. If the victim decides to report the incident to the appropriate law enforcement agency, the college will make every effort to ensure that it will be handled in the most private and confidential manner as possible.

## Sexual Harassment\*

Members of a college community—students, faculty, staff and visitors—must be able to study and work in an atmosphere of mutual respect and trust. It is the policy of the Foothill-De Anza Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by Federal and State law. Sexual harassment may include, but is not limited to:

1. Conduct of a sexual nature that is explicitly or implicitly made a term or condition of an individual's employment or education.
2. A decision based on the submission to or rejection of a sexual advance.
3. Verbal or physical conduct of a sexual nature that interferes with an individual's performance or creates an intimidating work or educational environment.

\* Foothill-De Anza's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination, Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination, and the district's Unlawful Discrimination Complaint forms are available in the President's Office, the Office of the Vice President for Student Services, the District Human Resources Office, and the district Chancellor's Office. Detailed information regarding the sexual harassment, mutual respect, and ADA policies are located at the following campus locations: Counseling Division, Health Services Office, Student Activities Office, Learning Center Reference Desk, division offices, and Staff and Organizational Development.

Immediate action shall be taken against individuals determined to be in violation of this policy. Any individual who believes that he or she has been a victim of sexual harassment may file a complaint within one year of the date on which the complainant knew or should have known of the facts of the sexual harassment incident.

Complaints of sexual harassment filed by an employee of the district against another employee or student, or a student against an employee of the district shall be referred and handled pursuant to the district's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination. Such complaints should be directed to Trudy J. Walton, dean of Student Development and EOPS, at (408) 864-8828; or her designee.

Complaints of sexual harassment filed by a student against another student, or student against the criteria of a program, shall be referred and handled pursuant to the district's Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination. Such complaints should be directed to Trudy J. Walton, dean of Student Development and EOPS, at (408) 864-8828; or her designee.

### Student Grievance Procedures

De Anza College strives to treat all students fairly, but as in any complex organization, misunderstandings and even conflicts can arise from time to time. As a student, you have certain rights under the published rules and regulations of the district and the college, the state laws regarding education, and the federal affirmative action laws.

If you feel that your student rights have been violated by the college—in one instance, or over a period of time in a series of events—you have the right to try to resolve the problem. In most cases, problem situations turn out better if they're attended to quickly and simply. That's why De Anza's trustees and student government set up the Student Grievance Procedures, which require a student to do just that. The complete Student Grievance Procedures follow this step-by-step summary. It's a good idea to read them carefully if you decide to file a grievance.

### Procedures:

**Step 1.** You must try to solve the problem informally first. You and the other person(s) involved need to meet and try to solve the problem. You can ask for help from any De Anza community member. Give it your best shot.

**Step 2.** If you still aren't satisfied, you can file a formal grievance. Upon the recommendation of the appropriate dean or administrator you can file a grievance form. You will need to provide the specific rule or law (Students Rights and Responsibilities) that you feel was violated, as well as all the details of the event(s). Provide copies of any pertinent documents. Don't delay—to file a grievance you must be a current student or have been one within 30 days before filing, and you must have learned of the particular event or the latest of a series of events no more than 30 days before you file. [Regardless of when you learned of the event(s), if the alleged violation(s) happened more than a year in the past your grievance won't be valid.]

**Step 3.** Pick up a student grievance form from the Office of Student Development and EOPS or DASB Office, the Activities Office or the office of the vice president of Student Services. You can receive assistance with completing the form from any faculty or staff member; or you can ask for help from the De Anza Student Body (DASB).

**Step 4.** File your completed student grievance form with the Office of Student Development and EOPS. Please do not return the completed grievance form to any other office. You will receive acknowledgement of receipt of your grievance usually within two weeks from the time it is received. Your grievance will be forwarded to the dean of Student Development and EOPS.

**Step 5.** The Grievance Review Board will review your grievance and will decide if you met the standards for filing, and whether your grievance meets the basic standards of legitimacy for consideration. The office of Student Development and EOPS will contact you if your grievance warrants a hearing. You will be contacted and a hearing will be scheduled.

**Step 6.** The exact nature of the hearing differs from case to case, and is under the direction of the grievance officer. You—and

the other person(s)—can have with you, or be represented by, any other person who is not an attorney. You can purchase (at cost) a copy of the official record of the hearing.

**Step 7.** The Grievance Review Board will try to reach a decision within 30 days from the time of the hearing. They will decide, on the outcome of your grievance, what relief (if any) you should be granted. They will forward their recommendation to the dean of Student Development and EOPS. You will be notified by the dean of the board's recommendation.

**Step 8.** The college president or his/her designee has the final decision regarding the outcome. If it is determined that violation of rights is a result of a district rule or some other reason beyond the college's control, the president or his/her designee will recommend the appropriate action at a higher level, the chancellor and trustees.

### Student Right-to-Know Summary Report

In compliance with the federal government, De Anza College has provided a summary of the students entering De Anza College for the first time in the 2001 fall quarter:

Total student cohort*:	873
Students completing A.A./A.S./ certificate or were transfer prepared:	421 or 48.2%
Students who transferred out:	204 or 23.4%
Total completers/ transfers:	625 or 71.6%

\* The cohort is made up of students entering college for the first time in the fall term who in the fall term declared a goal of transfer, associate degree or certificate and completed one or more college-level credit courses in the fall term and attended full time.

*Completers* are students who within a degree-year period completed the requirements for an associate degree, certificate, or transferred out of the college, or were prepared to transfer (which is defined as successfully completing 84 or more transferable units and achieving a grade point average equal to or greater than 2.0 out of a possible 4.0).

The term *transferred out* is defined as the student who transferred to a University of California campus, or California State University campus, or another California community college campus.

## Student Rights and Responsibilities Concerning Health

Individuals who elect to become De Anza students have the right to a healthy, safe and drug-free environment. These students have personal responsibilities with regard to their own health and safety and the health and safety of the college community.

To promote an optimum personal and physical environment in which to facilitate individual development and learning, a De Anza student will:

- A. Not attend college if s/he has a contagious condition (i.e., TB, measles, hepatitis, etc.)
- B. Not attend college if s/he is under the influence of alcohol or illicit drugs.
- C. Have a physical exam on file if s/he is an intercollegiate athlete, or is in an allied health program.
- D. Notify the Admissions and Records Office if s/he will be absent for a week or more due to an illness.
- E. Observe sound personal hygiene habits.
- F. Have current TB results on file as required by the Allied Health Programs, the Child Development Center, and the International Student Program.
- G. Obtain a physician's note and cooperate openly and honestly with college officials about medical problems that may threaten the health and/or welfare of self or others.
- H. Adhere to safety regulations and use safety equipment and protective devices as required.
- I. Adhere to all college infectious disease policies.

## Traffic and Parking Regulations

All parking requires a paid fee or permit. Visitors, students and staff are required to observe all campus parking and traffic regulations enforced year-round by the Foothill-De Anza Community College District Police; failure to comply may subject violators to municipal citations.

Staff parking areas are identified by signs and yellow striping for stalls; student areas are identified by white striping for stall, and handicapped areas are marked with signs and blue striped stalls.

College quarterly and annual decals are available from the cashier. One-day permits can be purchased from machines in the parking lots. Red machines take quarters only; yellow machines take nickels, dimes, quarters and dollar bills. Daily parking permits cost \$2.

Maximum speed limit is 25 miles per hour on perimeter roads and 10 miles per hour within parking lots. No person shall operate a bicycle, moped or skateboard upon any pedestrian walkway, ramp or patio located within the college campus.

## Transcripts

De Anza transcripts will be sent by the Admissions and Records Office only on the written request of the student.

## Transfer Credit from Other Colleges

A student may receive credit for lower division coursework previously completed at a college accredited by one of the six regional accrediting associations. Students must have official transcripts sent to the Admissions and Records Office at De Anza. To be official, transcripts must be sent from college to college or hand-carried in a sealed, unopened college envelope. When an official transcript is received, the transfer credit is applied to the student's academic record.

## Non-regionally Accredited Colleges

A student may receive up to 18 quarter units of elective credit for coursework completed at a college accredited by other accrediting associations recognized by the Council of Postsecondary Accreditation (COPA). Credit awarded is nontransferable toward a bachelor's degree. Official transcripts are required and a request for an evaluation must be initiated by the student. This credit will be added, if needed, prior to graduation.

## Unit Defined

A unit is defined as the standard quantity for measurement of college and university work. One unit equals one hour of classroom work per week in most classes, predominantly those of lecture or lecture-discussion formats. It is generally assumed that a student spends two hours of outside preparation for each hour spent in such classes. In laboratories, there are three hours of work per week per unit. (In specialized performance classes in drama, music and intercollegiate athletics, there are more than three hours per week required per unit.) Each unit earned on the quarter system equals two-thirds of a unit earned on the semester system. Conversely, a semester unit equals one-and-a-half quarter units.

## Unit Load Limitations

Twelve units is the minimum number of units required for classification as a full-time student. A normal class load will be between 12-17 units. New students may not exceed a maximum of 21.5 units during their first quarter of enrollment at De Anza, without the approval of the dean of the Counseling Division.

Continuing students may enroll in excess of 21.5 units (including physical education and labs) if they have met the following conditions:

1. Completed a minimum of 12 units in the preceding quarter at De Anza;
2. Have not dropped more than one class in the preceding quarter;
3. Completed the preceding quarter with at least a 3.0 GPA.

Students meeting the above criteria, wishing to enroll in excess of 21.5 units, must petition through the Counseling and Advising Center during the first week of the quarter. Petitions will not be considered before the first day of classes. Students who do not meet the criteria may petition the dean of Counseling for an exception to this policy.

## Unsatisfactory Work

When a student persistently neglects class assignments or exceeds absences, the instructor may drop the student from the class.