

SECTION VII — Policies & Regulations



Section VII

Policies & Regulations

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Absences

Absences for medical reasons of less than one week need not be reported to the college. Students who will be absent from class or classes for one week or longer for any reason should notify the Guidance Office. If medical or personal emergency requires absence of as much as two weeks, the student should notify the Guidance Office for review of the student's program and the advisability of continuing in classes.

Academic Dishonesty - Definition

Academic dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or other academic exercise or function. Most, although not all, such attempts fall into one or more of the following three categories:

1. Plagiarism: Deliberately presenting work, words, ideas, theories, etc. derived in whole or in part from a source external to the student as though they are the student's own efforts. Examples of plagiarism include, but are not limited to the following:
 - a. Failing to use proper citations as acknowledgment of the true source of information included in a paper, written or oral examination, or any other academic exercise.
 - b. Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student's own, in any academic exercise.
 - c. Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.
2. Cheating: Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor as part of any academic exercise. Examples of cheating include, but are not limited to the following:
 - a. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.
 - b. Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
 - c. Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.
3. Other Academic Misconduct: Falsifying or fabricating data, records, or any information relevant to the student's participation in any course or academic exercise, or tampering with such information as collected or distributed by the faculty member. Examples of academic dishonesty include, but are not limited to the following:
 - a. Falsifying, or attempting to falsify, attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.
 - b. Inventing, fabricating, or falsifying data as part of the completion of any academic exercise.
 - c. Knowingly furnishing false information (or facilitating the furnishing of false information) to a faculty member.

The foregoing list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty. Faculty and administrators may identify cases of academic dishonesty not herein contemplated.

Academic Freedom and Responsibility

The San Joaquin Delta College Board of Trustees believe 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 on Academic Freedom and Responsibility

- A. Academic freedom and academic responsibility are inseparable. Academic freedom is the right of the faculty member to interpret findings logically, rationally, and dispassionately and to communicate conclusions without being subjected to any interference, molestation, or penalization because these conclusions are at a variance with those of constituted authorities or organized groups beyond the college.
- B. Likewise, the academic freedom of the student is the freedom to express and to defend views or beliefs, the freedom to question and differ, without authoritative repression and without scholastic penalization by the faculty or the college.
- C. Academic freedom carries with it corresponding responsibilities. Academic responsibility emphasizes the obligation to study, to investigate, to present and interpret, and to discuss facts and ideas concerning man, human society, and the physical and biological world in all branches and fields of knowledge. Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the instructor will, nevertheless, present the conclusions to which he or she believes the evidence points.
- D. To ensure for San Joaquin Delta College these principles of academic freedom, the administration of the college 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 any faculty member who, while maintaining the high standards of his profession, finds his or her freedom of expression attacked or curtailed. (Ref: BP 6620)

Academic Renewal

A student may request academic renewal to address up to 15 units of unsatisfactory course work. Students who wish to request academic renewal must petition the Vice President of Student Services. Academic renewal will be applied only under the following conditions and with the following limitations:

1. At least two years must have elapsed subsequent to the semesters for which renewal is requested,
2. The term grade-point-average must be below 2.0 for the semester(s) in which academic renewal is requested,
3. A student must have completed 15 units at Delta College with a grade-point-average of 2.5, or 30 units at Delta College with a grade-point-average of 2.0, after the semester(s) for which academic renewal is requested,
4. Only course work taken at Delta College may be academically renewed,
5. Academic renewal is granted only once, and,
6. Academic renewal is irreversible.

It is highly recommended that students considering academic renewal consult with a counselor.

Adding a Class

Once a class begins, permission of the instructor is required to enroll.

Admission to Class

A student must be officially enrolled to attend classes. Each student must attend the first three class meetings or the student's name will be removed from the roll to allow a student seeking admission as an add or late registration to be enrolled.

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Advanced Placement Test

Students will receive the appropriate number of units for each advanced placement examination passed with a minimum score of three or above. Contact the Evaluations Office for information. (Ref: AP 4235.1)

Attendance Regulation

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Regular attendance is necessary for satisfactory academic progress. Any student who fails to attend a class during the first three sessions of the class at the beginning of a term may be dropped unless the student has advised and obtained an absence approval from the instructor. An instructor may dismiss a student from class when absences become excessive. See the Student Handbook for procedures concerning attendance irregularities.

Catalog Rights

A student may choose to apply for graduation under either the graduation requirements in effect at the time of application for graduation or the graduation requirements in effect at the time of initial enrollment at the college, provided continuous enrollment is maintained. Continuous enrollment requires the earning of college credit in at least one semester or summer intersession during each academic year without interruption. An academic year is defined as beginning with the summer intersession and including the following fall and spring semesters. Emergency leaves of absence, which do not constitute a break in continuous enrollment, may be granted, where warranted, petition to the Vice President of Student Services. REF: AP 4100 Catalog rights may be superceded by requirements of accrediting agencies/organizations.

Change of Address

Students must report a change of address immediately to the Admissions & Records Office. The College assumes no responsibility for mail sent to the wrong address as a result of the student's failure to report a change of address. Any change in a name as a result of marriage or court action should be reported in the same office with appropriate documentation.

Classification of Student

- FRESHMAN - regularly admitted student who has completed less than 30 units.
- SOPHOMORE - regularly admitted student who has completed at least 30 units but less than 60.

Continuous Enrollment

Continuous enrollment is the earning of college credit in a least one semester during an academic year without interruption of progression. To retain catalog rights for graduation under the year of initial enrollment, a student is required to maintain continuous enrollment through the completion of the requirements for graduation. Emergency leave of absence for a term may be granted in those instances whereby absence is warranted. Leaves of absence must be requested and approved in advance of the term for which absence is anticipated. Leaves of absence must be approved by the Vice President of Student Services.

Course Audit

It is the policy of San Joaquin Delta College that students be permitted to audit courses only in order to address specific or unusual educational circumstances. Information regarding course audit may be obtained in the Admissions and Records Office. (Ref: BP 5201)

Course Repetition

A course may be repeated where the course is designated as repeatable by the college Curriculum Committee, the Board of Trustees, and the California Community Colleges Chancellor's Office. A course not designated as repeatable may be repeated:

1. When the purpose of repeating the course is to address a substandard grade as provided in Board Policy 4220.1.
2. When, despite award of a satisfactory grade, a college counselor recommends repetition through use of the course auditing procedure provided in Policy 5201.
3. When necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Any course in which a grade of "D" or "F" or "NC" has been received may be repeated once in order to raise the grand and grade points. The better grade and grade points earned will be counted in computing the grade point average. Both the original grade and repeat grade will remain on the student's permanent record.

In no case will duplicate units be allowed toward graduation. A course must be repeated before the next advanced course to which it is a prerequisite is attempted. (Ref: BP 4220.1)

Credit by Examination

The purpose of credit by examination is to recognize a student's experience(s) and knowledge base for which credit or advanced standing has not been previously granted. Credit may be earned by a student who satisfactorily passes authorized examinations.

1. Credit may be granted to any student who satisfactorily passes an examination approved and conducted by appropriate authorities of the college.
2. Credit by examination may be granted only for a course listed in the current College Catalog.
3. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
4. Credit by examination courses must be awarded a letter grade (A, B, C, D, or F) except for courses that have only credit/no credit (CR/NC) grading option. Units earned on a credit/no credit basis shall not be used to calculate grade point averages.
5. Units for which credit is given by examination shall not be counted in determining residency required for the associate degree or certificate.
6. A student may not receive credit for a course by examination if that student has already completed a more advanced course in the same subject matter.
7. Credit by examination may not be considered part of the student's program for enrollment verification purposes.
8. A student may not earn more than 12 semester units of academic credit by examination.

The student will initiate a petition to challenge for credit by examination with advisement by a counselor. Petitions are available in the Admissions and Records Office. Students pay enrollment fees in advance to the Cashier's Office. (Ref: AP 4235)

Credit for Advancement Placement Examination

1. San Joaquin Delta College will recognize advanced placement validated by Advanced Placement, or International Baccalaureate (IB).
2. Results from Advanced Placement or IB transcript and an application for credit must be submitted to the Registrar before credit is granted.
3. Up to thirty (30) units of baccalaureate credit may be granted only in those courses which are parallel to San Joaquin Delta College courses in content and semester unit value. The listing of equivalencies will be established by the Assistant Superintendent/Vice President in conjunction with the faculty in the appropriate discipline, the Curriculum Committee and the Academic Senate and published annually in the Catalog.

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Credit for Military Experience

To request an evaluation of military experience, a copy of the veteran's separation document (DD214) and copies of any other certificates documenting special service schools must be filed with the Office of Veterans Services. Credit granted for schools is based upon recommendations of the American Council on Education in its Guide to the Evaluation of Education Experiences in the Armed Services. In order to qualify for evaluation the school must have been given on a formal, fulltime basis (not correspondence course, with the exception of certain high-level, non-resident courses). To be granted credit for work completed at another institution, the student should request that official copies of all prior college transcripts be mailed to Veteran's Services at San Joaquin Delta College.

Educational Privacy Rights of Students

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide: student access to official educational records directly related the student; explanation of educational records and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must obtain the written consent of the student before releasing personally identifiable information about the student from records other than a list of persons and agencies specified by the Act; and that these rights extend to present and former students of the college. The act provides that the college may release certain types of directory information, unless the student submits a request in writing to the Vice President of Student Services that certain or all such information shall not be released without the student's consent.

Directory information at this college includes the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The student may also need his/ her parents' consent before financial aid statements on file can be released to the student. The student should confer first with the Vice President of Student Services regarding any inquiries of the student's educational records.

Final Examinations

Instructors shall administer a final examination for each class. Exemptions may be authorized only by the Assistant Superintendent/Vice President. Individual final examinations, before or after finals week, may be administered to those students who can demonstrate a need due to extenuating circumstances. The final decision shall rest with the individual instructor. No final may be given after the last day of the semester unless an incomplete grade is given. Final examinations are given according to the Final Examination Schedule in all courses except for laboratory courses in which the instructor may choose any of the meeting hours of the class for examination. Please refer to the Schedule of Classes for semester dates and times. Student activities will not be scheduled during the three days preceding the final examinations schedule. However, classes and instruction continue as usual.

Fire Alarms

If a fire alarm sounds in any classroom or building on campus, exit the structure using the nearest stairwell and exit doors. DO NOT USE ELEVATORS. Persons between buildings should immediately walk to an open area, such as one of the parking lots. When exiting any location, always be alert for emergency vehicles which may be responding to the area.

Grade Changes to Academic Record

1. The instructor of a course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith or incompetence.
2. Students who believe that there is an error in the grade for a course entered on their permanent record may petition the Registrar to correct the record. If the record accurately reflects the grade reported by the instructor of the course, the validity of the petition shall be determined by the instructor. In the case of instructor fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Superintendent/President or designee as set forth in Grievance AP 5530.
3. Grade changes for courses completed less than 39 months prior to the date of the change request will be made only upon written authorization of the instructor originally assigning the grade. Grades will not be changed under any circumstances except in case of mistake, fraud, bad faith, or incompetence for courses, which were completed more than 39 months prior to the date of the change request.
4. Only one grade change petition per course is allowed. (Ref: AP 4231.)

Grading Option

Every course in the college is placed, by the department offering it, in one of the following grading categories:

- 0 Letter grade only
- 1 Credit/No credit
- 2 Letter grade only; No incomplete allowed
- 3 Letter grade or Credit/No credit
- 4 [NO GRADE] - Ungraded
- 5 Letter grade or Credit/No credit for out-of-term class
- 6 Letter grade only for out-of-term class
- 7 Credit/No credit for out-of-term class
- 8 Letter grade only; No incomplete allowed for out-of-term class

Grading Option - Credit/No-Credit

1. Some credit courses may be approved by the Curriculum Committee and listed in the college catalog and class schedule as offered with a Credit/No-Credit option. Under the Credit/No-Credit option, a student enrolled in a course that normally award traditional grades (A, B, C, D, or F) may elect to receive only a grade of either "Credit" or "No-Credit." The grade of "Credit" will be given if the student's work is judged to be equivalent to the grade of A, B, or C, and the grade of "No-Credit" if it is judged equivalent to a D or F.
2. Students may elect the Credit/No-Credit option for only one course per semester except in cases where Credit/No-Credit is the only grading option available for courses in which the student enrolls. No more than 15 units of Credit/No-Credit may apply to the total units required for a degree. A course taken using the Credit/No-Credit grading option may not be applied to satisfy an academic major requirement.
3. Students desiring to apply the Credit/No-Credit grading option to a course are required to declare commitment to the Credit/No-Credit status to the instructor prior to completion of 30% of the scheduled class meeting for the term. Once elected by the student, the Credit/No-Credit grade option may not be changed back to the traditional grading option. (Ref: BP 5200.1)

Graduation Information

The last day to file an application for Summer 2005 graduation is July 8 2005. The last day to file an application for Fall 2005 graduation is November 4, 2005. The last day to file an application for Spring 2006 graduation is April 7, 2006. Graduation may be requested for Summer, Fall or Spring. The commencement ceremony is held annually at the conclusion of the Spring semester. The following procedures apply to the commencement ceremony:

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Honors at Commencement

Graduates will be recognized during the Commencement Ceremony for honors designated as follows:

- 3.50 - 4.00 - Gold Tassel
- 3.00 - 3.49 - Silver Tassel

The honor designation is computed using the cumulative grade point average at the end of the Fall 2007 semester and includes all A.A. /A.S. applicable coursework from other colleges. A student with a cumulative grade-point-average from 3.00 - 4.00 will be denoted by an asterisk (*) following his or her name in the program. Graduates with cumulative grade-point-averages below 3.00 receive a black tassel.

Honors at Graduation

Students receiving an Associate in Arts or an Associate in Science degree are eligible for scholastic honors based on the cumulative grade-point-average at the end of the semester in which the student applied and was approved for graduation. Units and grade points from transferable courses taken at colleges other than San Joaquin Delta College will be included in computing the final grade point average for honors determination. Honors at graduation are denoted on the diploma and transcripts as follows:

- 4.00 Highest Honors
- 3.70 – 3.99 High Honors
- 3.30 – 3.69 Honors
- 3.00 – 3.29 Honorable Mention

Instructional Program Review

1. Instructional Program Review at San Joaquin Delta College has two primary purposes:
 - a. To maintain, improve, and promote the quality of instruction at San Joaquin Delta College, and;
 - b. To utilize the institution's resources effectively and efficiently.
2. For purposes of this process, the term "program" is broadly defined to be a certificate, or associate degree program(s) or related set of courses.
3. Each instructional program will complete a program review at least once each six years. By July 1 of each academic year, the Division Chair/Director, in consultation with the appropriate dean, shall notify the Assistant Superintendent/Vice President of the programs to be reviewed during the academic year.
4. Every vocational or occupational training program offered by the college shall be reviewed every two years by the governing board of the district to assure that each program, as demonstrated by the Californian Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10553 of the Unemployment Insurance Code, or if this program is not available in the labor market area, or other available sources of labor market information, does all of the following:
 - a. Meets a documented labor market demand.
 - b. Does not represent unnecessary duplication of other manpower training programs in the area.
 - c. Is the demonstrated effectiveness as measured by the employment or completion of its students. Instructional programs, which did not fulfill the full intent of the review, may be subject to additional review during the scheduled cycle. Any program commenced subsequent to July 28, 1983 that does not meet the requirements of this subsection and the standards promulgated by the governing board shall be terminated within one year. (Ref: BP 6140)

International Baccalaureate

Students will receive the appropriate number of units for International Baccalaureate higher level examinations in which a minimum score of 4 has been achieved. (Ref: AP 4235.1)

Military Withdrawal

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol of "MW" may be assigned. Military withdrawal shall not be counted in progress probation or dismissal calculations. (Ref: AP 5013)

Non-Discrimination and Harassment Policy

It is the policy of the San Joaquin Delta Community College District to provide equal employment opportunity, equal educational opportunity, and affirmative action in the provision of educational and other services to the public, including bidding and awarding contracts for construction, goods and services. The District operates in compliance with the Civil Rights Act of 1866, Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Restoration Act of 1987, Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990, and by the Civil Rights Act of 1991, the Age Discrimination Act of 1975, as amended by the Civil Rights Restoration Act of 1987, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, California Labor Code Section 1102.1, Government Code Sections 11135 et seq., and all other applicable laws, and regulations, and applicable requirements related to the receipt of federal and/or state funds. In so doing, the District does not discriminate, and prohibits harassment on the basis of race, color, religion, ancestry, national origin, sex, age, mental disability, physical disability (including HIV and AIDS), medical condition (Cancer), or marital status, or sexual orientation. Persons who seek information and/or resolution of alleged acts of discrimination or harassment are directed to contact: Vice President of Human Resources Employment Relations Kim Myers, 954-5012.

For information regarding student's rights or regulations related to the following areas, please contact: Section 504/ADA Coordinator, Karen Andersen, 954-5330 (V/TDD); Gender Equity Coordinator, Kim Myers, 954-5012; Student Advocate, Mark Mekjvich, 954-5650.

The policy and procedures for filing a complaint are described in the San Joaquin Delta College District Board of Trustees Policies and Procedures Manual, and copies may be obtained from persons previously stated.

No Habra Discriminación

De acuerdo con la legislación de los Derechos Civiles, San Joaquin Delta College provee servicios y beneficios a sus estudiantes sin importar la raza, color, origen nacional, sexo, edad o cualquier incapacidad. La falta del conocimiento de la idioma inglés no sera obstáculo para ser admitido y participar en los programas de educación vocacional.

(Títulos VI y VII Acta de Derechos Civiles de 1964; Título IX de las Enmiendas de Educación de 1972; las Secciones 503 y 504 del Acta de Rehabilitación de 1973).

Para más información acerca de estas leyes y reglamentos comuníquese con: Coordinadora del ADA/Sec. 50 Karen Andersen, Directora, Directora de Programas y Servicios para Estudiantes Incapacitados edificio Cunningham 120 (209) 954-5330 (V/TDD) or Vice President of Human Resources Employment Relations Kim Myers, 954-5012.

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Open Enrollment Access Policy

It is the policy of the San Joaquin Delta Community College District that, unless specifically exempted by statute, every course, course section, or class, the Full-Time Equivalent Student (FTES) enrollment of which is to be reported for state apportionment and wherever offered and maintained by the District shall be fully open to enrollment for participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820. It is further the policy of this district that where health, safety, legal requirements, or the facility is a limiting factor in the conduct of a course/program, fair and equitable admission requirements and procedures will be established to meet such limitation.

Prerequisites

Prerequisites shall not state or imply that enrollment in a course is limited to specialized clientele, unless such limitation is specifically authorized by law.

1. Academic prerequisites for a course should be clearly related to course content and academic foundation of such course.
2. In activity or laboratory type courses, prerequisites may require demonstrated ability or technical performance to a level of proficiency to be determined by equitable district procedures. Experience requirements may not be established solely on the basis of "hours of exposure." REF: BP 5045

Prerequisites/Corequisites and Limitations on Enrollment

Courses with prerequisites, corequisites, or limitations on enrollment are identified in the Schedule of Classes and in the College Catalog which can be purchased in the College Book store, located in Danner Hall. Students are expected to have satisfied prerequisites or the equivalent before enrolling in a course. (Ref: BP 5045)

Remedial Coursework Limitations

San Joaquin Delta College provides remedial coursework (precollegiate basic skills classes) designed to prepare students to succeed in degree credit courses. Per Title 5 of the California Administrative Code, Section 55756.5, Delta College limits units a student may earn in remedial courses to 30 semester units. Pre-Collegiate Basic Skills courses are defined in Section 55502, as courses in Reading, Writing, Computation, Learning Skills, Study Skills, and English as a Second Language, which are designated by a Community College District as non-degree credit courses pursuant to Section 55002(b); however, all remedial courses taken by students enrolled in English as a Second Language course and students identified by the District for learning disabled programs are exempted. The district permits waivers of the 30-unit limit on basic skills courses. The procedure is part of the Satisfactory Academic Progress Guidelines for Financial Aid recipients. (Ref: BP 6211)

Scholastic Honors

Students who complete 12 or more graded units in a semester with a grade point average of 3.0 or above will be eligible for scholastic distinction for that semester. Eligible students who earn a grade point average of 3.7 or above will receive presidential honors for that particular term. Eligible students who earn a grade point average of not less than 3.0 or greater than 3.69 will receive dean's honors for that particular term. Honors are also awarded to graduating students during commencement exercises on the basis of academic performance on letter-grade courses. (Ref: BP 5210)

Scholastic Probation and Dismissal

The Vice President of Student Services will notify the student of academic/progress probation or dismissal at or near the beginning of the semester in which probation/ dismissal will take effect. The College will provide the student with counseling and other supportive services to help overcome academic deficiencies.

Academic Probation:

1. A student who has attempted at least 12 semester units will be placed on academic probation if the cumulative grade point average is below 2.0.
2. A student on academic probation is subject to dismissal if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.
3. A student on academic probation will be removed from probation when the cumulative grade point average is 2.0 or higher.

Progress Probation:

1. A student who has enrolled in a least 12 semester units will be placed on progress probation when the percentage of all units with "W," "I," and/or "No Credit" reaches or exceeds 50 percent.
2. A student on progress probation is subject to dismissal if symbols of "W," "I," or "No Credit" reaches or exceeds 50 percent of the units attempted in at least three consecutive semesters.
3. A student on progress probation will be removed from probation when the percentage of units ("W," "I," and "NC") drops below 50 percent.

Reinstatement after Dismissal:

A dismissed student, who meets the criteria for appeal, may request reconsideration through the Office of the Vice President of Student Services. After a lapse of one semester, a dismissed student may resume enrollment under conditions specified by the Vice President of Student Services. (Ref: BP 5203)

Scholastic Standards

The academic standards policy of Delta College is based on maintenance of an overall "C" average (GPA 2.0), the minimum standard of progress toward graduation or transfer.

Academic Record Symbols and Grade Point Average:

Symbol Definition & Grade Points

A	Outstanding - 4.0
B	Above Average - 3.0
C	Average, satisfactory - 2.0
D	Passing, less than satisfactory - 1.0
F	Failing - 0
CR	Credit (at least equivalent to a "C" grade. Units not counted in GPA).
MW	Military Withdrawal.
NC	No Credit (equivalent to a "D" or "F" grade. No units awarded and units not counted in GPA. Will be considered in probation and dismissal procedures).
I	Symbol may be issued when a student's work is not finished because of unforeseeable, emergency, or justifiable extenuating circumstances. The incomplete work must be made up and a grade issued by the end of the next college semester. A subscript grade will replace the "I" symbol in those instances where the work is not made up by the deadline of record.
IP	Denote that the class extends beyond the normal end of an academic term. The appropriate evaluative symbol and unit credit shall be assigned and will appear on the student's record when the course is completed.
RD	Delay in reporting the grade of a student due to circumstances beyond the student's control.
X	Shall be added to the evaluative symbol recorded when a course is taken by examination.
W	Withdrawal from a class or classes as authorized by conditions set forth in the college policy.

*Non-degree applicable courses are not included in the G.P.A. (Ref: BP 5200)

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Sexual Harassment Policy

It is the policy of the San Joaquin Delta Community College District to provide, for all students and employees, an educational environment and workplace free from sexual harassment. Therefore, the District expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, other students or members of the general public. Sexual harassment is in violation of state and federal statutes and will not be tolerated. Where evidence of harassment is found, appropriate personnel or student disciplinary action shall be taken, which may include a letter of warning/ reprimand, suspension (of a faculty, non-faculty, employee or student), expulsion (of a student), or termination of employment, in accordance with the California Education Code.

Definition of Sexual Harassment

1. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:
 - a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
 - b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
 - c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
 - d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution
2. For the purpose of further clarification, sexual harassment includes many forms of offensive behavior and includes gender based harassment of a person of the same sex as the harasser. The following is a partial list:
 - a. Making unsolicited written, verbal, or physical contact with sexual overtones. Some examples are: making or using derogatory comments, epithets, slurs and jokes of a sexual nature; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters; touching, assault, impeding or blocking movements.
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
 - c. Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
 - d. Making reprisals, threats of reprisals, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; or suggesting a scholarship recommendation or college application will be denied.

- e. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Complaint Procedures

Any individual who believes that he or she has been sexually harassed and wishes to file a complaint or has questions about this policy should contact the Human Resources and Employee Relations Department at 954-5012. Every effort will be made to ensure that confidentiality is maintained and that due process is followed with respect to both parties. If evidence indicates that a complainant intentionally made false allegations, or made them maliciously, or that vexations or other wise unwarranted use of the complaint procedures took place, the District shall take appropriate disciplinary action. Procedures for filing an informal or formal complaint of sexual harassment are described in Procedure 1411 of the San Joaquin Delta Community College District Board of Trustees Policies and Procedures Manual. Copies of this procedure, any necessary forms, and the policy may be obtained from the Student Advocate or the Human Resources/Affirmative Action Office at San Joaquin Delta College.

Smoking Policy

Smoking and the use of tobacco products are prohibited on all College property except parking lots. Smoking is also prohibited in college vehicles and any area posted as a no smoking area. (Ref: BP 9800)

Student Affirmative Action

1. The College will provide equal educational opportunity for all students, regardless of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), gender, sexual orientation, or status as a Vietnam-era veteran, who have met admission qualifications and course/program prerequisites.
2. The College will aggressively pursue affirmative action goals and objectives by continuing leadership and programs to provide the educational opportunities available to all historically underrepresented groups in all areas of instruction.
3. Through adoption of a Student Equity Plan, the College will establish and continually revise goals for recruitment of historically underrepresented groups.
4. The California Community Colleges Board of Governors has determined that, on a statewide basis, ethnic minorities, women, and persons with disabilities are historically underrepresented groups. (Tile 5 #53001)

Student Conduct

In joining the academic community the student enjoys the right of freedom to learn and shares responsibility in exercising the freedom. The principles of personal honor are the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting, and can be relied upon to act as a responsible and ethical member of society. Each individual has the obligation to observe the college code of rules and regulations. (Ref: AP 5500 and Student Handbook)

SECTION VII — Policies & Regulations

Student Grievances

In the pursuit of academic studies and other college-sponsored activities that will promote intellectual growth and personal development, each student should be free of unfair and improper action by any employed member of the academic community. When a student feels subjected to such unjust action or denied rights as stipulated in published College regulations, State or Federal laws, redress can be sought according to the grievance procedure. Grievance action may be initiated by the student against an instructor, an administrator, or a member of the classified staff. A student disturbed by acts of another student should bring the acts to the attention of the Vice President of Student Services. (Ref: AP 5530 and Student Handbook)

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- Sex discrimination/complaints as prohibited by Title IX of the Higher Education Amendments of 1972 shall be resolved using the procedure described in Administrative Procedure. AP 3430.1
- Sexual harassment complaints shall be resolved using the procedure described in Administrative Procedure. AP 3430.1
- Financial Aid
- Illegal discrimination shall be resolved using Policy 1400/ Procedure 1401.
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final." Student concerns regarding the awarding of grades (except as a result of actions described above as grounds for student grievance), shall be resolved through petitions for a change of grade, AP 4231. Grade change petitions are available from the Vice President of Student Services.
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.
- One or more acts of intimidation, harassment, or physical aggression, or a reasonably perceived threat of same.
- Arbitrary, capricious, or improperly discriminatory action affecting the evaluation of, or impeding the progress of, the student's academic performance or achievement.
- Improper or unwarranted imposition of discipline
- Infringement of any right specifically granted to the student by a duly established College rule or regulation.

Transcripts

Official transcripts of work taken at San Joaquin Delta College are prepared by the Admissions & Records Office and issued according to the regulations which follow:

1. Each transcript request must be submitted via the internet or in writing by the student to the Admissions & Records Office.
2. After the first two complimentary copies, copies are available for a fee of \$3.00 each, payable in advance.
3. Each transcript will include the student's entire record of courses completed at Delta College.
4. Official transcripts or records earned at other institutions which have been presented for admission or evaluation become part of the student's permanent record and are not issued or copied for distribution.
5. To expedite the forwarding of transcripts, all financial obligations to the college must be cleared.
6. Transcripts issued at the end of a semester or Summer Intersession: Because of the large number of transcripts requested at the end of each term, a minimum of four weeks should be allowed for requests to be filled during those periods. Transcripts showing degrees may take longer. (Ref: AP 5030)

Transcripts from Other Schools

All records submitted become the property of Delta College and cannot be returned to the applicant or be duplicated. A student who presents an official transcript of previous college or university work in courses parallel to those of Delta College may receive credit towards the A.A./A.S. degree from San Joaquin Delta College. The institution must be regionally accredited and listed in the Accredited Institutions of Higher Education.

Unit Limitations

In order to meet graduation requirements in four semesters, the student must complete an average of at least 15 units of credit each semester. A student may not enroll in more than 18 units prior to the beginning of the term. After the beginning of the term, the student may add additional units if the student is unconditionally enrolled.

Other Limitations:

- International Student Program - not less than 12 units per semester.
- Varsity Athletes - not less than 12 units per semester.
- Summer Intersession - maximum of 9 units prior to the beginning of the intersession.
- Student Financial Aid - At least 12 units per semester are required to assure eligibility for all aid programs. (Ref: AP 4100)

Withdrawal from Class

A student who withdraws from one or more full-term classes through the last day of the first census week of the academic term will have no entries made on transcripts for the courses enrolled in at the time of withdrawal. A student who withdraws from one or more full-term classes after the last day of the first census week through the last day of the 14th week of the Fall/Spring semesters or the last day of the fourth week for Intersession, will have "W"s entered on transcripts for those courses enrolled in at the time of withdrawal. A student who withdraws from one or more full-term classes after the last day of the 14th week of the Fall/Spring semesters or the last day of the fourth week for Intersession, will have a grading symbol other than a "W" entered on the transcript for those courses enrolled in at the time of withdrawal. (Ref: BP 5100)

SECTION VII — Policies & Regulations

Withdrawal from Class - Short term, irregularly scheduled classes, and actual hours of Attendance Classes

A student who withdraws from one or more classes during the first 30 percent of the class will have no entries made on transcripts for the courses enrolled in at the time of withdrawal. A student who withdraws from one or more classes in the period between 31 and 75 percent of the class will have a "W" entered on transcripts for the courses enrolled in at the time of withdrawal. A student who withdraws from one or more classes during the final 25 percent of the term will have a grading symbol other than a "W" entered on transcripts for the courses enrolled in at the time of withdrawal. (Ref: AP 5075)

Withdrawal Procedures

Withdrawing from a class is the responsibility of the student. The student should request the withdrawal through the telephone registration system or online registration.

Withholding of Student Records

The Vice President of Student Services may withhold grades, transcripts, diplomas, certificates, and registration privileges from any student or former student who fails to pay a proper financial objection to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error. The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities; equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization. A student whose records have been withheld may appeal the action through the Student Grievance Procedure. (Ref: AP 5035)