

COLLEGE POLICIES, RULES AND REGULATIONS

Academic Freedom

The common good of society depends upon the search for knowledge and its free exposition. Academic freedom is essential to both these purposes and is the right of reasonable exercise of civil liberties and responsibilities in an academic setting. As such it protects each person's freedom to express opinions both inside and outside the classroom, to practice one's profession as teacher and scholar, librarian, or counselor, to carry out such scholarly and teaching activities as one believes will contribute to and disseminate knowledge, to express and disseminate the results of scholarly activities in a reasonable manner, and to select, acquire, disseminate and use documents in the exercise of one's professional responsibilities, all without interference and all with due and proper regard for the academic freedom of others. Academic freedom does not require neutrality, but rather makes commitment possible. However, academic freedom does not confer legal immunity, nor does it diminish the obligations of practitioners to meet their duties, their responsibilities, and their scholarly obligations to base research and teaching on an honest search for knowledge.

Nondiscrimination and Sexual Harassment Policy

Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, gender, gender identity, gender expression, genetic information, pregnancy, race, color, national origin, religion, age, sex, physical disability, mental disability ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, or veteran status, medical condition or on the basis of these perceived characteristics, or based on association with a person or group with one or more actual or perceived characteristics.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of updated policy AP 3435.

For more information, please refer to the Title IX Website www.imperial.edu/about/title-ix-coordinator-information/, or California Department of Fair Employment and Housing Website, www.dfeh.ca.gov, or the U.S. Equal Employment Opportunity Commission Website, www.eeoc.gov.

Limited English speaking students, who are otherwise eligible, will not be excluded from any vocational education program.

The coordinator for Imperial Valley College's compliance with Section 504 of the Rehabilitation Act of 1973 is the Chief Human Resources Officer, 380 East Aten Road, Imperial, CA 92251, (760) 355-6212, TTY (760) 355-4174. The Title IX officers for Imperial Valley College are the Chief Human Resources Officer, (760) 355-6212 and the Dean of Student Affairs and Enrollment Services (760) 355-6457, 380 East Aten Road, Imperial, CA 92251.

Family Educational Rights and Privacy (FERPA)

Release of Information

The Imperial Community College District (ICCD) releases directory information regarding current or former students unless students have specifically requested that directory information be kept confidential.

ICCD designates the following as directory information: awards and degrees received, participation in official college activities and sports.

In completing the admission application, students are provided the opportunity to request that their directory information be maintained as confidential. Students, who wish to change their request, may do so in writing to the Admissions and Records Office at any time to become effective within five to ten working days.

Right to Inspect and Review Records

All currently enrolled or former students have a right to inspect and review all student records relating to them. Student record is defined according to the Family Educational Rights and Privacy Act (FERPA). Students must submit written requests identifying the record(s) they wish to inspect to the Admissions and Records Office.

Access shall be granted no later than 15 school days following the date the written request is received. Within the same 15 school days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate.

Right to Request Amendment of Student Records

Students may file a written request with the Superintendent/President to correct or remove information recorded in their student records which they allege 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 calendar days of receipt of such request, the Superintendent/President, or his designee, shall meet with the student and the employee who recorded the information in question, if such employee is presently employed by the District. The Superintendent/President, or his designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or his designee, shall order the correction or removal and destruction of the information. If any or all of the allegations are denied, the student may appeal the decision in writing to the Board of Trustees within 30 calendar days of the denial.

Within 30 days of the receipt of an appeal, the Board of Trustees shall, in closed session with the student and employee who recorded the information in question, if presently employed by the District, determine whether to sustain or deny the allegation(s). If the Board sustains any or all of the allegations, it shall order the immediate correction or removal and destruction of the information. The decision of the 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 Board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the decision of the Board is unfavorable to students, or students accept an unfavorable decision by the Superintendent/President, they shall have the right to submit a written statement of their objections which shall become part of their student record until such time as the information to which the objection is made is corrected or removed.

Disclosure of Education Records

The District may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released.

The District may not permit access to student records to any person without the written consent of the student or under judicial order except:

1. To officials and employees of the District who have a legitimate educational interest to inspect a record.

A school official is:

- A person employed by the District in an administrative, supervisory, academic, research, support staff, or security position;
- A person elected to the Board of Trustees;
- A student government officer conducting student elections;
- A person employed by or under contract to the District to perform a special task, such as the attorney or auditor.

School officials have a legitimate educational interest if they are:

- Performing a task that is specified in their position description or by a contract agreement;
 - Performing a task related to a student's education;
 - Performing a task related to the discipline of a student;
 - Providing a service or benefit relating to the student such as health care, counseling, job placement or financial aid.
2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided;
 3. To certain officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
 4. In connection with a student's request for, or receipt of, financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
 5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974;
 6. To organizations conducting certain studies for, or on behalf of, the College;
 7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction;
 8. To accrediting organizations in order to carry out their accrediting functions;
 9. To comply with a judicial order or a lawfully issued subpoena;
 10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons;
 11. To an alleged victim of any crime of violence that results in a institutional disciplinary proceeding against the alleged perpetrator of that crime, with respect to that crime;

Right to File Complaints with the Department of Education

Imperial Valley College students have the right to file complaints with the U. S. Department of Education concerning alleged failures by the College to comply with the Family Educational Rights and Privacy Act. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605; (202) 260-3887; FAX (202) 260-9001.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student, the Chief Admissions and Records Officer or his/her designee, and to the Controller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

Changes in the Catalog

Any regulation adopted by the administration of Imperial Valley College shall have the same force as a printed regulation in the catalog and shall supersede, upon appropriate public announcement, any ruling on the same subject which may appear in the printed catalog or official bulletins of the college.

Catalog Rights

Graduation requirements are listed in the catalog. Each catalog covers an academic year that reflects enrollments beginning with the fall term and includes subsequent winter, spring and summer terms. Having "catalog rights" means students are held to the graduation requirements listed in the catalog at the time enrollment begins. Students may choose to use catalog rights for any subsequent year of continuous enrollment.

Continuous Enrollment

Continuous enrollment is defined as attendance in at least one term (Fall, Winter, Spring or Summer) within an academic year. Attendance is required through the third week of instruction for semester length classes or twenty percent (20%) of summer or winter terms.

Academic Year

The academic year at Imperial Valley College begins with the Fall term and continues through Winter, Spring and Summer terms.

Campus Regulations

A speed of 10 mph on campus must be strictly observed. All non-district, self-propelled and/or any motor driven means of movement, other than wheelchairs, are prohibited from using campus sidewalks and playing courts.

Imperial Valley College is a tobacco and smoke-free campus. This includes the parking lots.

Courseload Limits

An average courseload of 15-16 units each semester or term is necessary for a student to graduate within a two-year period. Students may carry a maximum of 19 units without restriction (9 units during the Summer or Winter Sessions). A student who wishes to exceed the 19-unit maximum limit must file a petition for "Overload" form. Petitions are available in the Hector J. Lopez

Student Services Center, Building 100, and must be submitted to the Admissions and Records Office.

The Imperial Community College District does not specify a minimum load except when the student must meet certain eligibility requirements for financial aid, student employment, Social Security certification, veterans enrollment certification, insurance eligibility, international student status, athletic eligibility, or other special programs. Eligibility for veteran's benefits requires enrollment in the required units for each week of the certification period. The load requirement is as follows:

Full-time: 12 or more units

Three-quarter time: 9-11.5 units

One-half time: 6-8.5 units

Basic Skills Coursework Limit

Courses in the basic skills category include those courses that are non-degree applicable in writing, special services, and mathematics. In most cases students may not enroll in more than 30 semester units of basic skills coursework.

The following courses are exempted from this limitation:

1. English as a Second Language
2. Certain DSPS courses associated with Learning Disabilities

The college may grant a waiver to the 30-unit basic skills course limitation to any student who demonstrates significant and measurable progress toward the development of the skills needed for successful enrollment in college level courses. If granted a Basic Skills Waiver grants one additional semester beyond the 30 unit cap. Students who have exhausted the unit limitation will be referred to appropriate noncredit education programs. For waivers or further information regarding this policy, students should contact the Admissions and Records Office.

Class Attendance

An instructor will drop students who fail to attend the first meeting of any class for which they have officially enrolled unless prior arrangements have been made with the instructor. Instructors may also drop a student from a class for excessive absences, defined as the number of continuous, unexcused absences exceeding the number of hours the class meets per week. Be aware, it is always the student's responsibility to withdraw officially from classes. In no case should students presume they have been dropped by the instructor.

Open Enrollment

Reference: Title 5 Section 51006

The policy of Imperial Valley College District is that, unless specifically exempted by statute or regulation, every course, course selection, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of title 5 of the California Code of Regulations.

Proficiency Enrollment

Once a student has completed a proficiency in a subject area with a satisfactory grade, he/she may not take a lower proficiency level in that subject area. For example: A student cannot enroll in English 009 (ENGL 009) after having successfully completed English 110 (ENGL 110). (This does not apply to vocational refresher courses.)

Cheating and Plagiarism

Dishonesty in the classroom is considered a very serious offense. Any form of cheating, turning in work which is not one's own (plagiarism), is grounds for disciplinary action. The consequences of these actions are severe and may include the possibility of expulsion.

Grading System

Grades are based upon the quality of work done; that is, upon actual accomplishment in courses offered for credit. Grades are issued at the end of each term.

Grade	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than Satisfactory	1
F	Failing	0
P	Pass (at least satisfactory - C or higher) Not included in GPA <i>(Formerly CR prior to Fall Semester, 2009)</i>	
NP	No Pass (less than satisfactory - D or F) Not included in GPA <i>(Formerly CR prior to Fall Semester, 2009)</i>	

Grade Point Averaging

The total number of units earned for courses in which a student has earned a grade of A is multiplied by 4. The same type of calculation is done for units earned of B, C, D, and F. The grade point average is then calculated by dividing the total number of grade points earned by the total number of units attempted in which grades of A, B, C, D, and F were assigned.

Grades for repeated courses will be included or excluded as indicated in the Course Repetition policies.

In calculating students' degree applicable grade point averages, grades earned in non-degree applicable courses shall not be included.

Non-Evaluative Symbols

I	Incomplete
IP	In Progress
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

Symbol Definitions

P/NP Some courses may be taken for P/NP grades only; others may be designated by the appropriate divisions to be taken for either standard letter grades or for grades of P/NP. Students must select this option using the online registration system by the deadline to register for the course.

1. P will reflect the student has earned the equivalent of a grade of C or higher.
2. NP will reflect the student has earned the equivalent of a grade of D or F.
3. P grades are permissible in the student's major field if permitted or allowed by the division or department.

4. Students applying for P/NP grading must adhere to the same class standards or regulations as a student receiving a standard letter grade.
5. If the course in which a P grade is earned is a prerequisite requirement for another course, the grade of P will satisfy the prerequisite requirement.
6. A maximum of 16 units taken on a P/NP basis may be applied toward a degree.

I An incomplete contract may be negotiated for UNFINISHED WORK, OTHERWISE PASSING indicating that because of medical or other sufficient reason an important assignment such as a term paper, final examination, or experiment is missing.

An incomplete ("I") grade, which is not made up by the end of the sixth week of the next regular semester, shall be converted to a letter grade. The letter grade shall be used in computing grade point average.

Incomplete symbols should be assigned for academic work under unforeseeable, emergency and justifiable reasons at the end of the term.

IP In progress "IP" symbol is used only when a course extends beyond the normal end of the academic term. A grade will be assigned at the end of the course.

W Students may withdraw (drop) courses up to 75% of the term, or the length of the course if short-term. No notation will be made on students' records for drops completed prior to census for the course. Symbols of W shall be recorded for courses dropped on census day through the 75 percent date.

Instructors may drop students for excessive absences up to the 75% date.

Letter grades shall be assigned to students who are not dropped by the 75% date.

Administrative drops may be done after the 75% date for verified extenuating circumstances which are clearly beyond the control of the student such as documented cases of serious accident, illness, or death of an immediate family member.

Drop procedures for students will be established by the Admissions and Records Office and published in the Class Schedule each term.

MW Military withdrawal occurs when students who are members of an active or reserve U.S. military service receive orders compelling a withdrawal from courses. The MW symbol will be assigned upon receipt of a copy of the student's official military orders.

Symbols of MW will not be used in the calculation of progress probation or dismissal.

Students will maintain "continuous enrollment" status for graduation requirements during their time of absence due to their military orders.

Refunds of fees paid, or reversal of fees still owed, will be made for the term in which military withdrawal occurs.

EW Excused Withdrawal occurs when a student is permitted to withdraw from a course due to specific events beyond the control of the student affecting his or her ability to complete a course and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in §55024 (a)(2) making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

Excused withdrawal shall not be counted in progress probation and dismissal calculations.

Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Scholastic Honors

Graduation Honors

Imperial Valley College recognizes graduates in all terms who demonstrate scholastic excellence. Graduation honors is based on the grade point average (GPA). Graduation honors will be noted on the transcript. For students earning AA and or AS degrees, the GPA calculation will include all degree applicable coursework from all colleges attended. For students earning AA-T and AS-T degrees, the GPA calculation will include all CSU transferable coursework from all colleges attended. Only courses indicated as excluded by the sending institution may be excluded from this calculation. The grade point average designation for graduation honors are as follows:

With Honors: 3.0 – 3.49

With Distinction: 3.5 – 4.0

Semester Honors

Each semester Imperial Valley College recognizes the academic achievement of students who have completed 12 or more graded units (Pass/No Pass courses are not included) demonstrating scholastic excellence. Semester honor roll achievements will be noted on the transcript. The grade point average (GPA) required for academic excellence to be recognized in a semester are as follows:

Dean's List: 3.0 – 3.49

Presidents Honor List: 3.5 – 4.0

Policy For Earning College Credit

Unit of Credit

A unit of credit is approximately one hour of class plus two hours of study per week, or three hours of laboratory per week carried through the term. For each hour of lecture/discussion, two hours of preparation are assumed. To receive credit, the student must be officially enrolled in the course. Students not officially enrolled by the proper date will not receive credit for the course, even if they complete all course work.

The College provides the following methods of receiving credit for units toward graduation:

Credit by Examination

The Board of Trustees of Imperial Valley College (IVC), in accordance with the provisions of Title 5, Section 55050 (IVC Board Policy BP 4235 6/15/11), authorizes the college to grant appropriate semester unit credit to any student who is currently enrolled and successfully passes an examination administered by an IVC faculty member or authorized personnel. A maximum of 15 units may be used toward graduation through this process. No more than 12 units per semester will be authorized. Credit by exam fees are non-refundable.

Credit by Examination enables a student to receive academic credit by demonstrating mastery of subject matter, previous experience, and training or instruction equivalent to a specific Imperial Valley College course. Each academic division determines which course or courses that the "credit by examination" option may be used to earn academic credit and is responsible for developing and administering an appropriate comprehensive examination. It is the responsibility of the faculty in the discipline who normally teach the course to determine the nature and content of the examination.

Examinations will be comprehensive enough to reflect the appropriate depth and breadth of the material normally covered in the course for which credit is requested. The examination must clearly measure the student's mastery of the course content as listed in the Course Outline of Record. The examination may include oral, written, or skills 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 completed the course.

Students wishing to attempt a course via "credit by examination" are encouraged to discuss the matter with a Counselor prior to initiating the formal process. Location: Hector L. Lopez Student Services Center, Building 100, Telephone: (760) 355-6543.

Transfer Credit

Imperial Valley College grants credit for lower division units earned at regionally accredited institutions. All lower division courses attempted at accredited institutions attended are part of the student's unit and GPA calculation. Only courses excluded by the sending institution may be excluded from a student's GPA and unit count. The evaluative symbols used by the sending institution are honored in the GPA and unit calculation. Duplicate courses are part of the academic record and are included in the GPA calculation, however the duplicate credit is excluded from the unit total. Official transcripts from all institutions attended must be on file and evaluated by the Admissions and Records Office before a student may receive a degree, certificate or general education certification from Imperial Valley College.

To be considered for transfer credit, students must provide official transcripts to the IVC Admissions and Records Office from each institution where courses were taken. Official transcripts may be provided electronically, directly mailed to the institution or in person by presenting an official transcript in an unopened envelope sealed by the college/university. Transcripts that have been opened by anyone other than an IVC official will not be considered official and will not be evaluated. Students should arrange for official transcripts to be received as soon as possible after enrollment. An official evaluation to determine the applicability of courses to IVC degree or certificate requirements is essential for effective advisement.

Questions regarding specific courses for which a student is seeking transfer credit should be addressed to the Counseling Center or Transfer Center at IVC.

Credit for Upper Division Course Work

Transfer credit for upper division courses completed at a four-year college or university will not be granted unless an equivalent course is offered at IVC. To be considered, students must complete a student petition requiring the recommendation of the instructor, the Department Chair and the Dean of the appropriate academic subject area.

Credit for Correspondence and Extension Courses

Students may petition to be awarded a maximum of six transfer units for courses completed through correspondence or an extension program. Only lower division courses from regionally accredited institutions will be considered. These units will be applied toward IVC degree or certificate requirements as appropriate.

Credit for Military Service

Students who complete at least 180 days of active duty including basic training may receive credit for HE 100 (2.0 units) and PE 110 (2.0 units). Instructions for obtaining the credit will be provided by the Veterans Coordinator in the Financial Aid Office. A copy of the DD214 is required.

Up to a maximum of 12.0 additional units may be awarded for work completed successfully in military service schools beyond basic training as recommended by the American Council on Education in the Guide to the Evaluation of Educational Experiences in the Armed Services.

Students must provide a copy of the DD214 or military service school transcript with a petition for evaluation of military service.

A maximum of 16.0 units will be granted for military service including two (2.0) units each for HE 100 and PE 110, and up to 12.0 additional units for service schools/training completed.

Credit for Advanced Placement (AP) Examinations

Credit will be granted for scores of 3, 4, or 5 on exams of the Advanced Placement Program of the College Entrance Examination Board (CEEB) as listed below. Official transcripts sent directly from the CEEB to the Admissions and Records Office is required.

Credit toward an IVC associate's degree (AA/AS or AA-T/AS-T) will be granted according to the chart below. Credit will be granted only after students are enrolled in classes at IVC. After credit has been awarded, if students successfully complete the same course(s) for which they were granted AP credit, the AP credit will be removed from their transcript. Credit cannot be earned twice for the same course.

Credit for AP exams differs at each university, there is no guarantee transfer institutions will grant credit in a manner identical to Imperial Valley College. Transfer students must consult the University catalog to determine how AP exam credit will be awarded.

Credit for College Level Examination Program (CLEP)

Imperial Valley College does not accept the College Level Examination Program (CLEP) as a waiver for the English Placement examination or for credit for General Examinations.

Subject Examination: Each academic department of the college may or may not recognize the Subject Examination if a single examination measures the competency associated with the successful completion of a specific Imperial Valley College course. Generally, however, specific course credit by examination will be attained through the Credit by Examination—Specific Course Credit Policy.

2018-19 IMPERIAL VALLEY COLLEGE (IVC) ADVANCED PLACEMENT (AP) CHART

Students may earn college credit using Advanced Placement (AP) exams with scores of 3, 4, or 5. AP credit can be used to fulfill IGETC, CSU GE, AA-T/AS-T, and A.A./A.S. general education (GE) and/or major requirements. In order to earn college credit students must send an official AP Score Report from The College Board to the IVC Admissions and Records Office. AP Score Reports are requested online at <https://ap.score.collegeboard.org/scores/>.
Course credit and units granted at Imperial Valley College may differ from course credit and units granted by a transfer institution.

AP EXAMINATION	IVC Course and/or Unit Award	IVC AA/AS General Education	CSU GE Area & Units Awarded	CSU – Units Earned Toward Transfer	IGETC Area & Units Awarded	UC - Units Earned Toward Transfer
Art History	No Course Equivalency 3 semester units	Humanities	Area C1 or C2 3 semester units	6.0	Area 3A or 3B 3 semester units	8 quarter/5.3 semester units
Biology	BIOL 100 4 semester units	Natural Science	Area B2 and B3 4 semester units	6.0	Area 5B (with lab) 4 semester units	8 quarter/5.3 semester units
Calculus AB	Score of 3 - MATH 190 Score of 4 or 5 - MATH 192 4 semester units	Language & Rationality	Area B4 3 semester units	3.0 ¹	Area 2A 3 semester units	4 quarter/2.7 semester units ²
Calculus BC	Score of 3 - MATH 192 4 semester units	Language & Rationality	Area B4 3 semester units	6.0 ¹	Area 2A 3 semester units	8 quarter/5.3 semester units ²
Calculus BC/AB Subscore	Score of 4 or 5 - MATH 192 & MATH 194 8 semester units	Language & Rationality	Area B4 3 semester units	3.0 ¹	Area 2A 3 semester units	8 quarter/5.3 semester units ²
AP CALCULUS EXAM LIMITATIONS				¹ Only one exam may be used		² Maximum credit 8 quarter/5.3 semester units
Chemistry	Score of 3 or 4 - CHEM 100 4 semester units	Natural Science	Area B1 and B3 4 semester units	6.0	Area 5A (with lab) 4 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	Score of 5 - CHEM 200 5 semester units	Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Comparative Government & Politics	No Course Equivalency 3 semester units	Social/Behavioral Sciences	Area D8 3 semester units	3.0	Area 4H 3 semester units	4 quarter/2.7 semester units
Computer Science A	Score of 3 - No Course Equivalency 3 semester units	Language & Rationality	N/A	3.0 ¹	N/A	2 quarter/1.3 semester units
Computer Science Principles	Score of 4 or 5 - CS 221 3 semester units	N/A	Area B4 3 semester units	6.0	N/A	8 quarter/5.3 semester units
AP CALCULUS AND COMPUTER SCIENCE EXAM LIMITATIONS				¹ Only one exam may be used		
English Language & Composition	No Course Equivalency 3 semester units	Language and Rationality	Area A2 3 semester units	6.0	Area 1A 3 semester units	8 quarter/5.3 semester units ³
English Literature & Composition	Score of 3 or 4 - ENGL 110 4 semester units	Language & Rationality and Humanities	Area A2 and C2 6 semester units	6.0	Area 1A or 3B 3 semester units	8 quarter/5.3 semester units ³
AP ENGLISH EXAM LIMITATIONS	Score of 5 - ENGL 110 and 201 *7 semester units					³ Maximum credit 8 quarter/5.3 semester units
Environmental Science	ENGL 110 and 102 *7 semester units	Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
European History	Score of 3 - FREN 201 5 semester units	Humanities	Area B1 and B3 4 semester units	4.0	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units
French Language & Culture	Score of 3 - HIST 110 3 semester units	Score of 3 - Social/Behavioral Sciences or Humanities	Area C2 or D6 3 semester units	6.0	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
German Language & Culture	Score of 4 or 5 - HIST 110 and 111 6 semester units	Score of 4 or 5 - Social/Behavioral Sciences and Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Human Geography	Score of 3 - FREN 201 5 semester units	Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
	Score of 4 or 5 - FREN 211 5 semester units	Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
	No Course Equivalency 3 semester units	Social/Behavioral Sciences	Area D5 3 semester units	3.0	Area 4E 3 semester units	4 quarter/2.7 semester units

2018-19 IMPERIAL VALLEY COLLEGE (IVC) ADVANCED PLACEMENT (AP) CHART

AP EXAMINATION	IVC Course and/or Unit Award	IVC AA/AS General Education	CSU GE Area & Units Awarded	CSU – Units Earned Toward Transfer	IGETC Area & Units Awarded	UC- Units Earned Toward Transfer
Italian Language & Culture	No Course Equivalency 3 semester units	Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	No Course Equivalency 3 semester units	Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Latin	No Course Equivalency 3 semester units	Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Macroeconomics	ECON 102 3 semester units	Social/Behavioral Sciences	Area D2 3 semester units	3.0	Area 4B 3 semester units	4 quarter/2.7 semester units
Microeconomics	ECON 101 3 semester units	Social/Behavioral Sciences	Area D2 3 semester units	3.0	Area 4B 3 semester units	4 quarter/2.7 semester units
Music Theory	No Course Equivalency 3 semester units	Humanities	N/A	6.0	N/A	8 quarter/5.3 semester units
Physics 1	No Course Equivalency 4 semester units	Natural Science	Area B1 and B3 4 semester units ⁴	4.0 ⁵	Area 5A (with lab) 4 semester units	8 quarter/5.3 semester units ⁶
Physics 2	No Course Equivalency 4 semester units	Natural Science	Area B1 and B3 4 semester units ⁴	4.0 ⁵	Area 5A (with lab) 4 semester units	8 quarter/5.3 semester units ⁶
Physics C: Mechanics	PHYS 200 4 semester units	Natural Science	Area B1 and B3 4 semester units ⁴	4.0 ⁵	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units ⁶
Physics C: Electricity & Magnetism	PHYS 202 4 semester units	Natural Science	Area B1 and B3 4 semester units ⁴	4.0 ⁵	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units ⁶
AP PHYSICS EXAM LIMITATIONS			⁴ Maximum of 4 semester units	⁵ Maximum of 6 semester units		⁶ Maximum credit 8 quarter-5.3 semester units
Psychology	PSY 101 3 semester units	Social/Behavioral Sciences	Area D9 3 semester units	3.0	Area 4I 3 semester units	4 quarter/2.7 semester units
Seminar	No Course Equivalency 0 semester units	N/A	N/A	3.0	N/A	N/A
Spanish Language & Culture	Score of 3 - SPAN 200 5 semester units Score of 4 or 5 - SPAN 210 5 semester units	Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature & Culture	No Course Equivalency 3 semester units	Humanities	Area C2 3 semester units	6.0	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Statistics	MATH 119 4 semester units	Language & Rationality	Area B4 3 semester units	3.0	Area 2A 3 semester units	4 quarter/2.7 semester units
Studio Art 2D Design	No Course Equivalency 3 semester units	N/A	N/A	3.0	N/A	8 quarter/5.3 semester units ⁷
Studio Art 3D Design	No Course Equivalency 3 semester units	N/A	N/A	3.0	N/A	8 quarter/5.3 semester units ⁷
Studio Art Drawing	No Course Equivalency 3 semester units	N/A	N/A	3.0	N/A	8 quarter/5.3 semester units ⁷
STUDIO ART EXAM LIMITATIONS						⁷ Maximum credit 8 quarter/ 5.3 semester units
United States Government & Politics	POLS 102 3 semester units	Social/Behavioral Sciences and American Institutions	Area D8 and US-2 3 semester units	3.0	Area 4H 3 semester units	4 quarter/2.7 semester units
United States History	Score of 3 - HIST 120 3 semester units Score of 4 or 5 - HIST 120 and 121 6 semester units	Social/Behavioral Sciences and American Institutions	Area C2 or D6 and US-1 3 semester units	6.0	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
World History	Score of 3 - HIST 100 3 semester units Score of 4 or 5 - HIST 100 and 101 6 semester units	Score of 3: Social/Behavioral Sciences or Humanities Score of 4 or 5: Social/Behavioral Sciences and Humanities	Area C2 or D6 3 semester units	6.0	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units

A student earning AP credit and completing an equivalent IVC course will have the unit course credit for the duplicated course deducted prior to the awarding of an associate degree.

The awarding of AP credit for an AA-T/AS-T when an IVC course award is indicated for an exam will follow the IVC course award for the major and the CSU GE or IGETC area. The units earned by the IVC course award will apply toward the required 60 CSU transferable units. When no IVC course award is indicated use the CSU GE or IGETC area and unit award for the general education pattern and the IVC unit award toward the required 60 CSU transferable units.

Credit for College Level Examination Program (CLEP)

Imperial Valley College (IVC) may award credit for CLEP exams with a minimum score of 50. CLEP credit can be used toward Associate degree general education and unit requirements and CSU admission and general education certification requirements.

Official CLEP transcripts must be sent directly from the College Board to the IVC Admission and Records office in order to receive credit.

IVC will grant a maximum of 15 units of credit toward the IVC associate degree and/or certificate for any combination of CLEP exams completed with an appropriate score. CLEP credit will not be counted toward the 12 unit residency requirement or in any area in

where the student has earned college credit prior to the CLEP exam. IVC does not accept CLEP as a waiver of English or Mathematics assessment. Students are advised to meet with a counselor regarding the use of CLEP in the student education plan.

Students intending to transfer should be aware that CLEP credit may or may not be accepted by other colleges and universities; refer to the university catalog for CLEP credit policy. The University of California currently does not accept CLEP credit therefore it will not be used for Intersegmental General Education Transfer Curriculum (IGETC) certification.

CLEP website: <https://clep.collegeboard.org/>

CLEP EXAM	PASSING SCORE #	IVC GE AREA SEMESTER UNITS AWARDED	IVC GE UNITS AWARDED	IVC ASSOCIATE DEGREE SEMESTER UNITS AWARDED	*CSU MINIMUM ADMISSION SEMESTER UNITS AWARDED	**CSU GEB CERTIFICATION AREA	CSU SEMESTER UNITS TOWARD GE BREADTH CERTIFICATION
American Government	50	Amer. Inst.	3 Units	3 Units	3 Units	Area D8	3 Units
American Literature	50	Area C	3 Units	3 Units	3 Units	Area C2	3 Units
Analyzing & Interpreting Literature	50	N/A	0 Units	3 Units	3 Units	Area C2	3 Units
Biology	50	Area B	3 Units	3 Units	3 Units	Area B2	3 Units – No Lab
Calculus	50	Area A2	3 Units	3 Units	3 Units	Area B4	3 Units
Chemistry	50	Area B	3 Units	3 Units	3 Units	Area B1	3 Units - No Lab
College Algebra	50	Area A2	3 Units	3 Units	3 Units	Area B4	3 Units
College Algebra: Trigonometry	50	Area A2	3 Units	3 Units	3 Units	Area B4	3 Units
College Composition	50	N/A	0 Units	0 Units	0 Units	N/A	0 Units
College Composition Modular	50	N/A	0 Units	0 Units	0 Units	N/A	0 Units
College Mathematics	50	N/A	0 Units	0 Units	0 Units	N/A	0 Units
English Composition: No Essay	50	N/A	0 Units	0 Units	0 Units	N/A	0 Units
English Composition: Essay	50	N/A	0 Units	0 Units	0 Units	N/A	0 Units
Financial Accounting	50	N/A	0 Units	3 Units	3 Units	N/A	0 Units
+French Level I ¹	50	N/A	0 Units	6 Units	6 Units	N/A	0 Units
+French Level II ²	59	Area C	3 Units	9 Units	9 Units	Area C2	3 Units
Freshman College Composition	50	N/A	0 Units	0 Units	0 Units	N/A	0 Units
+German Level I ¹	50	N/A	0 Units	6 Units	6 Units	N/A	0 Units
+German Level II ²	60	Area C	3 Units	9 Units	9 Units	Area C2	3 Units
History, United States I	50	N/A	0 Units	0 Units	3 Units	Areas D6 and US-1	3 Units
History, United States II	50	N/A	0 Units	0 Units	3 Units	Areas D6 and US-1	3 Units
Human Growth and Development	50	N/A	0 Units	0 Units	3 Units	Area E	3 Units
Humanities	50	N/A	0 Units	0 Units	3 Units	Area C2	3 Units
Information Systems and Computer Applications	50	Area A2	3 Units	3 Units	3 Units	N/A	0 Units
Introduction to Educational Psychology	50	N/A	0 Units	0 Units	3 Units	N/A	0 Units
Introductory Business Law	50	N/A	0 Units	0 Units	3 Units	N/A	0 Units
Introductory Psychology	50	Area D	3 Units	3 Units	3 Units	Area D9	3 Units
Introductory Sociology	50	Area D	3 Units	3 Units	3 Units	Area D0	3 Units
Natural Sciences	50	Area B	3 Units	3 Units	3 Units	Area B1 or B2 - No Lab	3 Units
Pre-calculus	50	Area A2	3 Units	3 Units	3 Units	Area B4	3 Units
Principles of Accounting	50	N/A	0 Units	0 Units	3 Units	N/A	0 Units
Principles of Macroeconomics	50	Area D	3 Units	3 Units	3 Units	Area D2	3 Units
Principles of Management	50	N/A	0 Units	3 Units	3 Units	N/A	0 Units
Principles of Marketing	50	N/A	0 Units	3 Units	3 Units	N/A	0 Units
Principles of Microeconomics	50	Area D	3 Units	3 Units	3 Units	Area D2	3 Units
Social Sciences and History	50	N/A	0 Units	0	0	N/A	0 Units
+Spanish Level I ¹	50	N/A	0 Units	6 Units	6 Units	N/A	0 Units
+Spanish Level II ²	63	Area C	3 Units	9 Units	9 Units	Area C2	3 Units
Western Civilization I	50	N/A	0 Units	0 Units	3 Units	Area C2 or D6	3 Units
Western Civilization II	50	N/A	0 Units	0 Units	3 Units	Area D6	3 Units

* These units count toward eligibility for CSU admission. The units may not apply towards Associate Degrees for Transfer (AD-T) or the baccalaureate degree. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1036 and 1100 for details.

** Areas of GE Breadth (A1 through E) are defined in EO 1100 Areas of American Institutions (US-1 through US-3) are set forth in sections IA and IB of EO 1061, and in assist.org.

+If a student passes more than one CLEP exam in the same language other than English, only one examination may be applied to the baccalaureate. For each exam in a language other than English, a passing score of 50 is considered "Level 1" and earns 6 units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of CSU GEB as noted.

Credit from Foreign Institutions

Students seeking evaluation of course work completed at a foreign post-secondary institution must provide a transcript and evaluation completed by an approved evaluation and translation service. Information regarding recommended evaluation service companies is available in the Counseling Center and the Admissions and Records Office.

To be considered for possible transfer credit students must complete the following steps:

1. Meet with a Counselor to review the documentation from the evaluation service. The Counselor will make an initial determination regarding whether any of the courses completed may apply to degree requirements at IVC.
2. If the Counselor determines one or more of the courses might apply to a degree at IVC, complete a Student Petition requesting the Department Chair of each academic department involved evaluate the request. The Counselor will assist in the completion of the petition form and referral to the appropriate Department Chairperson(s) and Dean.
3. Discuss the request for transfer credit with the Department Chair(s). He/she will sign the petition form indicating whether he/she agrees or disagrees with the request. The request is then forwarded to the Dean of that area.
4. If the Dean agrees with the request that credit be granted, the student is to submit the petition, transcript and evaluation from the evaluation service to the Admissions and Records Office for the final, official evaluation.

Courses completed at foreign institutions will not meet general education certification requirements for transfer to either of the California university systems, except to validate the foreign language portion of the certification for the University of California.

Foreign Transcripts

Imperial Valley College does not evaluate foreign transcripts. A student may request the foreign transcript be evaluated by:

International Education Research Foundation, Inc.
P.O. Box 66940
Los Angeles, CA 90066
www.ierf.org

By student petition, Imperial Valley College may accept lower division course work recommended by I. E. R. F. when appropriate for associate degree consideration only.

Academic Renewal

Academic Renewal is a policy to exclude grades of D or F from the calculation of a student's grade point average (GPA), without repeating the courses, because they are not reflective of the student's true academic ability.

If granted, the courses and grades remain on the student's transcript, but are annotated as excluded from the calculation of the GPA due to academic renewal.

Academic renewal applies to grades of D and F only. A maximum of 30 units may be excluded.

Only courses completed at Imperial Valley College (IVC) may be academically renewed by this institution.

Grades of D which have been used to fulfill requirements for a degree or certificate already earned cannot be academically renewed.

Courses for which grades and units have been academically renewed will not be used to meet certificate or degree requirements.

Students may petition for academic renewal one time only; once granted, academic renewal may not be reversed.

Institutions to which students transfer may or may not honor academic renewal granted by IVC.

Requirements

1. Two or more years must have passed since the last grade requested for academic renewal was earned.
2. One of the following minimum cumulative GPAs must have been earned for all courses taken at all colleges or universities attended since the last grade requested was awarded. All grades and units (including repeats) earned between that term and the date of academic renewal will be used for unit and GPA calculation.

15 graded semester units* 3.00 GPA
20 graded semester units* 2.50 GPA
30 graded semester units* 2.00 GPA

*For Academic Renewal purposes "graded" units do not include marks of W, I, MW, EW or grades of CR, P, NC, NP.

Attendance and Administrative Withdrawals

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class.

Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as excused absences.

Voluntary Withdrawal

A student who is required to withdraw from college because of extenuating circumstances must contact the Admissions and Records Office for the procedures to be followed. (See "Withdrawal grades")

Probation - Dismissal - Reinstatement

Probation is a system of monitoring student progress in order to identify students who are experiencing difficulty in making satisfactory progress toward an appropriate educational objective, and providing special assistance to students in reassessing their educational objectives and guiding them to accomplish these goals. Students who are placed on probation will be identified prior to the beginning of the next term and will be referred to the Counseling Center.

Registration priority shall be lost at the first registration opportunity after a student is placed on Academic or Lack-of-Progress Probation or any combination thereof for two consecutive terms as defined in Board Policy and Administrative Procedure 4250.

Also beginning with the Fall 2016 semester two consecutive primary terms of probation will lead to loss of the BOG Fee Waiver (Board of Governors Fee Waiver) until the student is no longer on probation.

Scholastic Probation

Students who have attempted 12.0 or more units at Imperial Valley College (IVC) as shown on their transcript will be placed on academic probation if the cumulative grade point average is below 2.00 for all grades earned at IVC. Students will be removed from academic probation when their cumulative grade point average at IVC is 2.00 or higher.

Scholastic Dismissal

Students on Scholastic Probation will be dismissed if they earn a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters of enrollment, excluding winter and summer terms. Students who are dismissed will not be allowed to take classes the following Semester. They will be required to meet with a counselor to develop a corrective plan of action as soon as they have been notified of their dismissal status.

Lack-of-Progress Probation

Students who have attempted 12.0 or more units at Imperial Valley College (IVC) as shown on their transcript will be placed on Lack-of-Progress Probation when the percentage of all units attempted for which symbols of W, I and NP (and former grade NC) are earned at IVC reaches 50 percent or more. Students will be removed from Lack-of-Progress Probation when the percentage of all units attempted at IVC for which symbols of W, I and NP (NC) are earned drops below 50 percent.

Lack-of-Progress Dismissal

Students who have earned Lack-of-Progress Probation for three consecutive semesters, excluding winter and summer terms, will be dismissed. Students who are dismissed will not be allowed to take classes the following semester. Students will be required to meet with a Counselor to develop a corrective plan of action as soon as they have been notified of their dismissal status.

Reinstatement

Students seeking reinstatement after scholastic or lack-of-progress dismissal must submit a petition for reinstatement to the Office of Admissions and Records by the deadline date noted on the Reinstatement Petition. Petitions may be acted on by the Director of Admissions and Records or referred to the Admissions, Registration and Petitions Committee for consideration. Decisions made by the Committee are final.

Appealing the Loss of Enrollment Priority or the Loss of the BOG Fee Waiver.

To appeal the loss of enrollment priority or loss of the BOG Fee Waiver students need to complete the **Petition to Appeal Loss of Enrollment Priority and/or Loss of BOG**. As indicated on the petition students must also attach a typed narrative of their situation along with a copy of a current Comprehensive Educational Plan (2+ semesters). Students may need to schedule an appointment with their counselor to acquire the Comprehensive Educational Plan. Once completed the petition along with supporting documents needs to be submitted to Admissions & Records (Building 10). Deadline dates are indicated on the petition. Students can pick up a copy of the petition in Admissions & Records (Building 10) or by downloading a copy off the Admission & Records Website under *Forms*.

Petitions may be acted on by the Director of Admissions & Records or referred to the Admissions, Registration and Petitions Committee for consideration. Decisions made by the Committee are final.

Student Conduct

It is assumed that the entry of a student into Imperial Valley College constitutes the student's acceptance of the Standards of Student Conduct and the regulations published by the college.

The complete Standards and Procedures may be found in the Handbook for Faculty Advisors and Student Leaders, which is available in the Office of Student Affairs or <http://www.imperial.edu/students/student-affairs/>

Questions should be directed to the Dean of Student Affairs and Enrollment Services

Standards of Student Conduct

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgment and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus or at a College-sponsored function for which students and student organizations are subject to disciplinary action.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- (1) Causing, attempting to cause, or threatening to cause physical injury to another person.
- (2) Perpetrating, attempting, or threatening dating violence, domestic violence or stalking against another person.
- (3) Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee which is concurred in by the college president.
- (4) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et. seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- (5) Committing or attempting to cause damage to District property or to private property on campus.
- (6) Causing or attempting to commit robbery or extortion.
- (7) Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- (8) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- (9) Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.
- (10) Committing sexual harassment as defined by law or by District policies and procedures.
- (11) Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- (12) Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- (13) Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

- (14) Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- (15) Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- (16) Dishonesty; forgery; altercation or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- (17) Unauthorized entry upon or use of District facilities.
- (18) Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- (19) Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- (20) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- (21) Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

The complete policy on Standards of Student Conduct, Disciplinary Action, and Due Process can be found in the Handbook for Faculty Advisors and Student Leaders in the Student Affairs Office or <https://www.imperial.edu/students/student-affairs/policies/student-complaint-policy>.

Imperial Valley College Students Rights and Grievances Policy

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 procedure shall include, but not be limited to, grievances regarding:

- Access to classes;
- Deviation from course content;
- Refusal of instructor to confer with a student;
- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972;
- Financial aid [unless the District's financial aid policy contains an appeal procedure];

- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This policy does not apply to:

- Student Code of Conduct issues.
- Allegations of discrimination based on race, color, national origin, disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color or national origin), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (pertaining to disability) and the Age Discrimination Act of 1975 (pertaining to age). For complaints of this nature, please refer to the Discrimination Complaint Form.
- Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

For a clarification regarding student conduct issues or discrimination issues, the student may contact the Director of Admissions & Records, Director of Disabled Student Programs and Services or Title IX Officer.

INFORMAL RESOLUTION

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

A grievance must be initiated within twenty (20) instructional days of the alleged act or decision. If the alleged circumstance or act occurs during the last twenty (20) instructional days of the Spring semester, the grievance must be made prior to the end of the third Friday of the Fall semester.

Step 1 The student may discuss the problem with the individual or the individual's supervisor.

Step 2 If a mutually satisfactory understanding has not been reached with the other person, the student may, within five (5) instructional days, present the student grievance to the immediate supervisor.

If Grievance is About:	Contact:
• Classified Staff/ Managers/ Confidentials	• Immediate Supervisor/ Chief Human Resource Office
• Teaching & Non-Teaching Faculty	• Appropriate Dean
• Department Chair	• Appropriate Dean
• Dean	• Administrator
• Administrator	• Appropriate Vice President or President
• Another Student	• Dean of Student Affairs and Enrollment Services

Within two days following receipt of a grievance, the immediate supervisor shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the preparation of the Grievance form. The supervisor must respond via verbal communication or email within ten (10) instructional days of the initiation of the grievance.

Step 3 FORMAL RESOLUTION

If, within ten (10) days, the grievance is not resolved informally, or the student is not satisfied with the resolution recommended by the supervisor, or if the supervisor does not respond timely a student may submit a student grievance form to the Vice President for Academic Services regarding academic matters or Dean of Student Affairs & Enrollment Services regarding non-academic matters.

The Vice President for Academic Services or the Dean of Student Affairs & Enrollment Services will respond in writing to the grievance within ten (10) instructional days of receipt of the grievance form.

Students' Grievance forms are available from:

Dean of Student Affairs	Student Affairs	(760) 355-6456
Director of Disabled Student Programs & Services	DS&P&S Office	(760) 355-6312
Title IX Officer	Student Affairs	(760) 355-6456
Chief Student Services Officer	Student Services	(760) 355-6106
Chief Human Resource Officer (staff)	Human Resources Office	(760) 355-6212

Or at: <http://www.imperial.edu/students/admissions-and-records/>

Step 4 REQUEST FOR HEARING

If a student is not satisfied with the decision made by the Vice President for Academic Services, Vice President of Student Services, or the Dean of Student Affairs & Enrollment Services, a student may request a hearing within five (5) instructional days of that decision (forms are available in the Student Affairs Office and on the back of the Handbook for Student Lead.

Academic matters will be heard by the Admissions, Petitions and Registration Committee. Non-Academic Matters will be heard by the Student Affairs Committee.

A request for a hearing shall be filed no later than thirty (30) instructional days following the initiation of the grievance (step 2). If a grievance is filed within the last thirty (30) instructional days of the semester the president of the college may delay any further action on the grievance until the next semester.

Any committee member who has a direct involvement with the grievance shall be excluded from reviewing that grievance or participating in any manner in the determination of the ultimate outcome of that grievance.

The appropriate Committee shall meet in private and without the parties present to determine on the basis of the Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Grievance presents sufficient grounds for a hearing shall be based on the following:

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

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within ten (10) days of the date the decision is made by the Hearing Committee.

If the Request for Hearing satisfies each of the requirements, the Committee Chair shall schedule a grievance hearing. The hearing will begin within twenty (20) days following the decision to grant a Hearing. All parties to the grievance shall be given not less than five (5) days' notice of the date, time and place of the hearing.

Step 5 Hearing Procedures

The decision of the Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents.

The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above. Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the CEO. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Hearing Committee by electronic recording device, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by an electronic recording device, the Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The electronic recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

Following the close of the hearing, the Hearing Committee shall prepare and send to the CEO a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

CEO's Decision: Within five (5) days following receipt of the Hearing Committee's decision and recommendation(s), the CEO shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The CEO may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the CEO does not accept

the decision or a finding or recommendation of the Hearing Committee, the CEO shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the CEO shall be final, subject only to appeal as provided below.

Step 6 Appeals

If the student desires to appeal the Hearing Committee's recommendation, this appeal must be made in writing directly to the CEO within five (5) instructional days of the hearing.

The CEO may approve, reject or modify the Hearing Committee's recommendation within five (5) instructional days after the appeal is received.

Any appeal relating to a Hearing Committee decision that Grievance form does not present a grievance as defined in these procedures shall be made in writing to the CEO within **[five]** days of that decision. The CEO shall review the Grievance and Request for Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The CEO's decision whether or not to grant a hearing shall be final and not subject to further appeal.

Definitions:

Party - The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.

CEO - The CEO or a designated representative of the CEO.

Student - A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent - Any person claimed by a grievant to be responsible for the alleged grievance.

Day - Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

If your complaint cannot be resolved at the campus level, you may present your issues to Accrediting Commission for Community and Junior Colleges or to the California Community College Chancellor's Office at: <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

Petition and Hearing Process

Formerly and currently enrolled IVC students are entitled to seek and receive responses to any questions related to their educational programs in accordance with the Imperial Community College District educational philosophy.

Petition Process

The petition process is used to request exceptions to the rules and regulations in order to meet the student's special needs or circumstances.

Petition Procedure

The student will use a petition form (available in the Admissions and Records Office and Counseling Center) and submit his/her request to the Registrar who will review the request and provide a resolution. If the student is not satisfied with the resolution, a request may be made to the Registrar for a hearing before the appropriate committee.

Hearing Process

There are three established areas which may require hearing procedures for students and campus organizations seeking responses to educational questions or issues. These are:

1. Standards of Student Conduct
2. Access to Student Records and Challenge Procedure
3. Grievance Procedure Policy in Matters of Nondiscrimination.

Hearing Procedure

Students and campus organizations are requested to summarize their concerns or issues in writing and submit them to the Registrar who is designated coordinator of the hearing procedures.

IVC Campus Safety

Imperial Valley College encourages all persons on campus to practice low risk and defensive behaviors, and to be especially alert at night. Students and others are advised to park in well lighted and frequently trafficked areas, and to always lock their vehicles. Students should not engage in high risk behaviors and are advised to not pick up strangers or accept rides from persons they do not know.

If you suspect that a crime is being committed against persons or property, call 911 or Campus Safety at (760) 483-7411.

Safety and security information published in accordance with federal, state and local crime awareness and campus safety is available at www.imperial.edu.

IVC Parking

Students must purchase and properly display an Imperial Valley College parking permit. Citations are issued by the Imperial Valley College Campus Safety and Parking Control Department. Citations are issued by Parking Control attendants. Motorcycles and motorbikes must also display proper parking permits and must park in designated areas.

Easily accessible parking lots provide parking for students' and visitors' vehicles. Red, Blue, Green curb markings, all designated parking signs, and emergency parking zones are to be observed at all times, day and night. Parking on or in front of ramps is forbidden day or night. Restricted parking is in effect from 7:00 AM to 11:00 PM Monday through Friday of each week. Parking regulations may be found on the college website, or obtained from the Campus Safety & Parking Control Office. Parking for individuals with disabilities (blue curb parking) must be observed both day and evening. Permits are to be obtained from the Department of Motor Vehicles and must be displayed when parking in designated blue zone.

Imperial Valley College assumes no liability for vehicles parked on the campus.