



COLLEGE POLICIES, RULES AND REGULATIONS

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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, national origin, religion, age, gender, race, color, medical condition, Vietnam era status, ancestry, sexual identification, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those 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 this policy.

For more information please refer to the 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 Administrative Dean of Human Resources, Mr. Travis Gregory, P.O. Box 158, Imperial, CA 92251, (760) 352-8320, Ext. 6212, TTY (760) 355-4174. The Title IX officers for Imperial Valley College are Mr. Eric Jacobson, Ext. 6284, and Ms. Lisa Solomon, Ext. 6453, P.O. Box 158, Imperial, CA 92251, (760) 352-8320.

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: name, address, phone number, class schedule, dates of attendance, major field of study, awards and degrees received, most recent institution attended, participation in official college activities and sports, weight and height of members of athletic teams, part-time or full-time enrollment status, and photographs.

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.

A student may be graduated under the catalog in effect at the time of initial enrollment provided a continuous enrollment status is maintained during each semester (excluding winter and summer sessions).

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.

A student who wishes to exceed the 19-unit maximum limit must file a petition for "Excess Unit" 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 Learn 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. Waivers are given only for specified periods of time or specified numbers of units. 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) <i>(Formerly CR prior to Fall Semester, 2009)</i> | Not included in GPA |
| NP | No Pass (less than satisfactory - D or F) <i>(Formerly CR prior to Fall Semester, 2009)</i> | Not included in GPA |

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 |
| RD | Report Delayed |
| W | Withdrawal |
| MW | Military 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.

RD The "RD" symbol may be assigned temporarily by the Admissions and Records Office when there is a delay in reporting grades due to circumstances beyond the control of the students.

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.

Scholastic Honors

Graduation Honors

"**With Distinction**" is granted to those graduates who, in the course of their entire college work, have achieved a grade point average of 3.5 or higher in degree applicable courses.

"**With Honors**" is granted to those graduates who achieve a grade point average of 3.0 in their college work in degree applicable courses.

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 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 (IVC) grants credit for lower-division units earned at institutions of higher education regionally accredited by the Association of Schools and Colleges and/or hold another accreditation recognized by the Council for Higher Education Accreditation (CHEA).

To be considered for transfer credit, students must request that official transcripts be forwarded directly to the Admissions and Records Office from each institution where courses were taken, or present 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 they decide to attend IVC. In addition, an official evaluation to determine applicability of courses to IVC degree or certificate requirements is essential for effective advisement.

Official transcripts from all institutions attended must be on file and evaluated by the Admissions and Records Office before students apply to receive a degree, certificate, or general education certification to a California university.

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 petitioning process requiring the recommendation of a counselor and the Division Chair 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 with each college or university. Although IVC grants credit for AP Exams, there is no guarantee institutions to which students transfer will do the same. Students will need to have their official AP results re-evaluated by the institution to which they transfer.

2013-14 IMPERIAL VALLEY COLLEGE (IVC) ADVANCED PLACEMENT (AP) CHART

Students may earn credit for College Entrance Examination Board (CEEB) Advance Placement (AP) tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A./A.S. general education (GE) and/or major requirements. Students must have the College Board send AP exam results to the IVC Admissions and Records office (hand carried copies will not be accepted) for use on the A.A./A.S. or GE patterns.

Course credit and units granted at Imperial Valley College may differ from course credit and units granted by a transfer institution.

| AP EXAMINATION | SUGGESTED IVC COURSE OR STATEMENT (Minimum Score 3 Required unless otherwise identified.) | 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 3 semester units | 6.0 | Area 3A or 3B 3 semester units | 8 quarter/5.3 semester units |
| Art Studio (Any Exam) | No Course Equivalency (Credit for the major may be granted upon petition to the Art Dept. and portfolio review.) | N/A | N/A | 3.0 | N/A | 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 5 semester units | Language & Rationality | Area B4 3 semester units | 3.0* | Area 2A 3 semester units | 4 quarter/2.7 semester units** |
| Calculus BC | Score of 3 - Math 192 Score of 4 or 5 - MATH 194 5 semester units | Language & Rationality | Area B4 3 semester units | 6.0* | Area 2A 3 semester units | 8 quarter/5.3 semester units** |
| AP CALCULUS EXAM LIMITATIONS | | | | | | |
| Chemistry | Score of 3 or 4 - CHEM 100 4 semester units Score of 5 - CHEM 200 5 semester units | Natural Science | Areas B1 and B3 4 semester units | 6.0 | Area 5A (with lab) 4 semester units | ** Maximum credit 8 quarter/ 5.3 semester units for both |
| Chinese 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 |
| Computer Science A | Score of 3 - No Course Equivalency 3 semester units Score of 4 or 5 - CS 220 4 semester units* | N/A | N/A | 3.0** | N/A | 2 quarter/1.3 semester units*** |
| Computer Science AB | Score of 3 - No Course Equivalency 3 semester units Score of 4 or 5 - CS 230 4 semester units* | N/A | N/A | 6.0** | N/A | 4 quarter/2.7 semester units*** |
| AP CS EXAM LIMITATIONS | | | | | | |
| Economics - Macroeconomics | ECON102 3 semester units | Social/Behavioral Sciences | Area D2 3 semester units | 3.0 | Area 4B 3 semester units | *** Maximum 4 quarter/2.7 semester units for both |
| Economics - Microeconomics | ECON101 3 semester units | Social/Behavioral Sciences | Area D2 3 semester units | 3.0 | Area 4B 3 semester units | 4 quarter/2.7 semester units |
| English Language & Composition | Score of 3 or 4 - ENGL 110 3 semester units Score of 5 - ENGL 110 and 201 6 semester units | Language and Rationality | Area A2 3 semester units | 6.0 | Area 1A 3 semester units | 8 quarter/5.3 semester units* |
| English Literature & Composition | Score of 3 or 4 - ENGL 110 3 semester units Score of 5 - ENGL 110 and 102 6 semester units | Language & Rationality OR Humanities | Area A2 and C2 6 semester units | 6.0 | Area 1A or 3B 3 semester units | 8 quarter/5.3 semester units* |
| AP ENGLISH EXAM LIMITATIONS | | | | | | |
| Environmental Science | ENVS 110 3 semester units | Natural Science | Area B1 3 semester units | 3.0 | Area 5A (with lab) 3 semester units | * Maximum 4 quarter/2.7 semester units for both |
| French Language | Score of 3 - FREN 200 5 semester units Score of 4 or 5 - FREN 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 |
| Geography - Human Geography | GEOG 102 3 semester units | Social/Behavioral Sciences | Area D5 3 semester units | 3.0 | Area 4E 3 semester units | 4 quarter/2.7 semester units |

2012-13 and 2013-14 IMPERIAL VALLEY COLLEGE (IVC) ADVANCED PLACEMENT (AP) CHART

| AP EXAMINATION | SUGGESTED IVC COURSE OR STATEMENT (Minimum Score 3 Required unless otherwise identified.) | IVC AA/AS General Education | CSU GE Area & Units Awarded | CSU - Units Earned Toward Transfer | IGETC Area & Units Awarded | UC Units Earned Toward Transfer |
|--------------------------------------|---|--------------------------------|--------------------------------------|---|--|---|
| German Language | No Course Equivalency GE Humanities 3 semester units | Social/Behav Sci or Humanities | Area C2 3 semester units | 6.0 | Area 3B and 6A 3 semester units | 8 quarter/5.3 semester units |
| Government & Politics: United States | POLS 102 3 semester units | Social/Behavioral Sciences | Area D8 and US2* 3 semester units | 3.0 | Area 4H 3 semester units | 4 quarter/2.7 semester units |
| Government & Politics: Comparative | POLS 104 3 semester units | Social/Behavioral Sciences | Area D8 3 semester units | 3.0 | Area 4H and 6A 3 semester units | 4 quarter/2.7 semester units |
| History - European History | Score of 3 - HIST 110 3 semester units Score of 4 or 5 - HIST 110 and 111 6 semester units | Social/Behav Sci or Humanities | Area D6 3 semester units | 6.0 | Area 3B or 4F 3 semester units | 8 quarter/5.3 semester units |
| History - United States History | Score of 3 - HIST 120 3 semester units Score of 4 or 5 - HIST 120 and 121 6 semester units | Social/Behav Sci or Humanities | Area C2 or D6 3 semester units | 6.0 | Area 3B or 4F 3 semester units | 8 quarter/5.3 semester units |
| History - World History | Score of 3 - HIST 100 3 semester units Score of 4 or 5 - HIST 100 and 101 6 semester units | Social/Behav Sci or Humanities | Area C2 or D6 3 semester units | 6.0 | Area 3B or 4F 3 semester units | 8 quarter/5.3 semester units |
| Italian Language & Culture | No Course Equivalency GE Humanities 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 GE Humanities 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: Vergil | No Course Equivalency GE Humanities 3 semester units | Humanities | Area C2 3 semester units | 3.0 | Area 3B and 6A 3 semester units | 4 quarter/2.7 semester units |
| Physics B | PHYS 200 5 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** |
| Physics C: Mechanics | PHYS 200 5 semester units | Natural Science | Area B1 and B3 4 semester units* | 4.0* | Area 5A (with lab) 3 semester units | 4 quarter/2.7 semester units** |
| Physics C: Electricity & Magnetism | PHYS 202 5 semester units | Natural Science | Area B1 and B3 4 semester units* | 4.0* | Area 5A (with lab) 3 semester units | 4 quarter/2.7 semester units** |
| AP PHYSICS EXAM LIMITATIONS | | | | * Maximum 4 semester units toward GE and 6 semester units toward transfer | | ** Maximum credit 8 quarter/- 5.3 semester units for both |
| 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 |
| Spanish Language | 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 | No Course Equivalency GE Humanities 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 |

A.A./A.S.: Students should be aware that AP test credit is evaluated by corresponding to it to an equivalent IVC course, e.g. History 120. A student who received AP credit and then takes the equivalent IVC course will have the unit credit for such duplication deducted prior to being awarded the A.A./A.S. degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

CSU GE: The Advanced Placement examinations may be incorporated in the certification of CSU General Education - Breadth requirements by any certifying institution. All CSU campuses will accept that minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

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.

CLEP scores will not be used for general education certification of Intersegmental General Education Transfer (IGETC) requirements. Any credit awarded does not necessarily transfer to other colleges. Students seeking to use CLEP credit for college transfer purposes will need to consult the transfer institution regarding its policy pertaining to CLEP.

No credit will be given to CLEP in any area in which the student has earned college credit prior to completion of CLEP examinations. Credit is awarded upon completion of one semester at Imperial Valley College. Additional information regarding the College Level

Examination Program may be obtained in the Counseling Office or IVC General Catalog.

CLEP tests with a minimum score of 50 can be used toward Associate degree general education and elective requirements and CSU admission and general education certification requirements.

Imperial Valley College (IVC) will grant a maximum of 15 units of credit toward the IVC associate degree or certificate for any combination of CLEP General and Subject Examinations that have been completed with an appropriate score. CLEP credit may be used to meet Imperial Valley College graduation requirements, but will not be counted toward the 15 unit residency requirement. Students intending to transfer should be aware that CLEP credits may or may not be accepted by other colleges and universities. Students are advised to meet with a counselor regarding the use of CLEP in the student's education plan.

UC CLEP Policies: The University of California currently does not accept CLEP examinations.

Getting Started – CLEP website (for students):
<http://clep.collegeboard.org/started>

| CLEP EXAM | PASSING SCORE # | IVC GE AREA SEMESTER UNITS AWARDED | IVC ASSOCIATE DEGREE SEMESTER UNITS AWARDED | CSU GE CERTIFICATION AREA SEMESTER UNITS AWARDED ² | CSU MINIMUM ADMISSION SEMESTER UNITS AWARDED ¹ |
|---|-----------------|------------------------------------|---|---|---|
| American Government | 50 | Amer. Inst. - 3 Units | 3 Units | Area D8 - 3 Units | 3 Units |
| American Literature | 50 | Area C – 3 Units | 3 Units | Area C2 – 3 Units | 3 Units |
| Analyzing & Interpreting Literature | 50 | 0 | 3 Units | Area C2 – 3 Units | 3 Units |
| Biology | 50 | Area B – 3 Units | 3 Units | Area B2 – 3 Units/NoLab | 3 Units |
| Calculus | 50 | Area A.2. – 3 Units | 3 Units | Area B4 – 3 Units | 3 Units |
| Chemistry | 50 | Area B – 3 Units | 3 Units | Area B1 – 3 Units/No Lab | 3 Units |
| College Algebra | 50 | Area A.2. – 3 Units | 3 Units | Area B4 – 3 Units | 3 Units |
| College Mathematics | 50 | 0 | 0 | N/A - 0 UNITS | 0 |
| College Composition | 50 | 0 | 0 | N/A - 0 UNITS | 0 |
| College Composition Modular | 50 | 0 | 0 | N/A - 0 UNITS | 0 |
| English Literature | 50 | Area C – 3 Units | 3 Units | Area C2 – 3 Units | 3 Units |
| Financial Accounting | 50 | 0 | 3 Units | N/A - 0 UNITS | 3 Units |
| French Level I ³ | 50 | 0 | 6 Units | N/A - 0 UNITS | 6 Units |
| French Level II ³ | 59 | Area C – 3 Units | 12 Units | Area C2 – 3 Units | 12 Units |
| German Level I ³ | 50 | 0 | 6 Units | N/A - 0 UNITS | 6 Units |
| German Level II ³ | 60 | Area C – 3 Units | 12 Units | Area C2 – 3 Units | 12 Units |
| History, United States I | 50 | 0 | 0 | Areas D6+US-1 | 3 Units |
| History, United States II | 50 | 0 | 0 | Areas D6+US-1 | 3 Units |
| Human Growth and Development | 50 | 0 | 0 | Area E – 3 Units | 3 Units |
| Information Systems and Computer Applications | 50 | Area A.2. – 3 Units | 3 Units | N/A - 0 UNITS | 0 |
| Introduction to Educational Psychology | 50 | 0 | 0 | N/A - 0 UNITS | 0 |
| Introductory Business Law | 50 | 0 | 0 | N/A - 0 UNITS | 0 |
| Introductory Psychology | 50 | Area D – 3 Units | 3 Units | Area D9 – 3 Units | 3 Units |
| Introductory Sociology | 50 | Area D – 3 Units | 3 Units | Area D0 – 3 Units | 3 Units |
| Natural Sciences | 50 | Area B – 3 Units | 3 Units | Area B1 or B2 3 Units/No Lab | 3 Units |
| Precalculus | 50 | Area A.2. – 3 Units | 3 Units | Area B4 – 3 Units | 3 Units |
| Principles of Macroeconomics | 50 | Area D – 3 Units | 3 Units | Area D2 – 3 Units | 3 Units |
| Principles of Management | 50 | 0 | 3 Units | N/A - 0 UNITS | 0 |
| Principles of Marketing | 50 | 0 | 3 Units | N/A - 0 UNITS | 0 |
| Principles of Microeconomics | 50 | Area D – 3 Units | 3 Units | Area D2 – 3 Units | 3 Units |
| Social Sciences and History | 50 | 0 | 0 | N/A - 0 UNITS | 0 |
| Spanish Level I ³ | 50 | 0 | 6 Units | N/A - 0 UNITS | 6 Units |
| Spanish Level II ³ | 63 | Area C – 3 Units | 12 Units | Area C2 – 3 Units | 12 Units |
| Western Civilization I | 50 | 0 | 0 | Area C2 or D6 – 3 Units | 3 Units |
| Western Civilization II | 50 | 0 | 0 | Area D6 – 3 Units | 3 Units |

¹ These units count toward eligibility for admission. The units may not all apply toward certifying for the corresponding CSU GE Breadth area. See CSU Executive Orders 1033 and 1036 for details.

² Areas of CSU GE Breadth (A-1 through E) are defined in CSU EO 1033. Areas f American Institutions (US-1 through US-3) are set forth in Sections 1A and 1B or CSU EO 405, and at www.ASSIST.org.

³ If a student passes more than one CLEP exam in the same language other than English (e.g., two exams in French), then 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 nine quarter units of baccalaureate credit; the higher score listed for each exam is considered "Level II" and earns additional units of credit and placement in area C2 or GE Breadth, 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 petition requesting the Division 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 Division Chairperson(s).
3. Discuss the request for transfer credit with the Division Chair(s). He/she will sign the petition form indicating whether he/she agrees or disagrees with the request.
4. If the Division Chair agrees with the request that credit be granted, 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, 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.

All students on Academic or Lack-of-Progress Probation will lose priority registration privileges each term they are 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.

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/>

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 includes, but is not limited to, the following:

1. Willful disobedience to lawful directions of College officials acting in the performance of their duties.
2. Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place and manner of public expression or distribution of material.
3. Dishonesty, such as cheating, or for knowingly furnishing false information to the college.
4. Willful persistent smoking where smoking has been prohibited.
5. Unauthorized entry to, or use of College facilities.
6. Forgery, alteration, or misuse of College documents, records, or identification.
7. Disruption of classes, administration, disciplinary procedures or authorized College activities.

8. Theft of, or damage to property belonging to the College, a member of the College community, or campus visitor.
9. Disorderly, lewd, indecent, or obscene conduct or expression.
10. Assault, battery, or the threat of force or violence directed toward any member of the College community or campus visitor.
11. Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and possession, use, or distribution of alcohol.
12. Possession, while on the College campus or at a College sponsored function, of any instrument or weapon of a kind commonly known as a blackjack, fire bomb, billy club, brass knuckles, dagger, or firearm (loaded or unloaded) such as a pistol, revolver, or rifle, or any knife having a blade longer than five (5) inches, any switch-blade longer than two (2) inches, or any metal pipe, bar, or instrument used, or intended to be used as a club, or to be used to threaten bodily harm.
13. Commission of any crime on campus, or commission of a crime off-campus, when such off-campus crime is of such a nature that the College needs to impose sanctions in addition to those imposed by the criminal authorities for the protection of other students, or to safeguard the academic process.

Violation of such rules are subject to the following types of disciplinary actions.

1. Warning.
2. Reprimand.
3. Disciplinary action.
4. Restitution, reimbursement for damage or misappropriation of property.
5. Suspension or removal by instructor.
6. Expulsion.

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 Student Complaint Policy

The purpose of these procedures is to provide a prompt and equitable means for resolving student complaints. A complaint is defined as an actual or supposed circumstance that adversely affects the grades, status, or rights of a student. Complaints concerning course grades are permitted to the extent that such complaints allege mistake, fraud, bad faith or incompetency as set out in Education Code Section 76224 (a).

A student who contends that he/she has been treated unfairly has the right without fear of reprisal to right an alleged wrong. This complaint policy applies to unfairness as it relates to areas such as, but not limited to: assignment of grades; deviation from course content; access to classes; and, refusal of instructor to confer with a student.

This policy does not apply to:

1. Student Code of Conduct issues.

2. Allegations of discrimination based on race, color, national origin, sex (including sexual harassment), 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), Title IX of the Education Amendments of 1972 (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.

For a clarification regarding student conduct issues of discrimination issues, the student may contact the Dean of Student Affairs & Enrollment Services, the Director of Disabled Student Programs and Services, or Title IX Officers.

Informal Resolution

A complaint 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 complaint must be made prior to the end of the third Friday of the fall semester.

Step 1 Discuss the problem with the individual involved or his/her counselor.

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

If Complaint is About:

Classified Staff
Faculty
Department Chair
Instructional Dean
Administrator
Another Student

Contact

Administrative Dean of Human Resources
Instructional or Student Services Dean
Instructional Dean
Vice President for Academic Services
Dean, Vice President or President
Dean of Student Affairs &
Enrollment Services

The supervisor must respond orally within ten (10) instructional days of the complaint.

Formal Resolution

Step 3 If an informal resolution does not occur within ten (10) instructional days of the supervisor's response, a student may submit a complaint form (form may be found at the back of the handbook) to the Vice President for Academic Services regarding academic matters, or the Dean of Student Affairs & Enrollment Services and Campus Events regarding non-academic matters.

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

Student Complaint forms are available from:

Dean of Student Affairs & Enrollment Services Bldg. 1000
Director of Disabled Student Programs and Services Bldg. 2100
Title IX Officer Bldg. 100
And Online at <https://www.imperial.edu/students/student-affairs/policies/student-complaint-policy>

Step 4 If a student is not satisfied with the decision made by the Vice President for Academic Services or the Vice President for Student Services or the Dean of Student Affairs & Enrollment Services, a student may request a hearing within five (5) instructional days of that decision.

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 COMPLAINT (STEP 2). IF A COMPLAINT IS FILED WITHIN THE LAST THIRTY (30) INSTRUCTIONAL DAYS OF THE SEMESTER THE PRESIDENT OF THE COLLEGE MAY DELAY ANY FURTHER ACTION ON THE COMPLAINT UNTIL THE NEXT SEMESTER.

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

Step 5 Hearing Procedures

- a. The appropriate committee will meet within (10) instructional days of the request for a hearing. The Dean of Student Affairs & Enrollment Services shall notify all parties involved and each committee member of the date, time, and place of the hearing.
- b. The student shall bear the burden of proving the allegations of his/her complaint.
- c. Hearings and the investigation and gathering of evidence conducted pursuant thereto shall be considered confidential unless all parties and the committee agree to a public hearing. The proceeding shall be recorded either by use of tape recorder, or by stenographic reporter.
- d. This is not a legal court proceeding, however all parties may have counsel or other representative(s) present.
- e. At the conclusion of the hearing, the Committee shall meet privately to reach its decision by majority vote and prepare a written statement containing findings of fact, conclusions and its recommendation to the Superintendent/President for his/her approval, rejection or modification. The student will be instructed the hearing to be informed verbally of the Committee's recommendation. The Committee's recommendation will also be sent to the student by certified mail within two (2) instructional days after the hearing.
- f. No reprisal of any kind will be taken by the Superintendent/President, any member of the Committee, faculty, staff of the administration, or the Board of Trustees against any aggrieved person, or any witness in the complaint procedure by reason of the required participation.

Step 6 Appeals

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

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

If the student is not satisfied with the decision of the Superintendent/President, he/she may make a final appeal to the Board of Trustees. In order for this appeal to be placed on the Board agenda, a request must be submitted at least ten (10) instructional days prior to the next Board meeting. The Board shall then notify the student (s) of its decision within (5) instructional days of the meeting.

Definitions:

A "**Student**" is a person enrolled at Imperial Valley College within 30 days of the alleged act or decision.

"**Instructional Days**" are those when the college is in session and classes are being 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 motor-bikes 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 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.