

# POLICIES AND REGULATIONS

## Classification of Students

Students are classified as follows:

- **Freshman:** A student who has completed fewer than 30 units.
- **Sophomore:** A student who has completed 30 or more units.
- **Part-time Student:** A student enrolled in fewer than 12 units.
- **Full-time Student:** A student enrolled in 12 or more units for a primary term.

## Student Status

### New Student

No previous enrollment record recorded at Golden West College.

### Continuing Student

Continuing enrollment at Golden West College from one primary term to the next primary term. A primary term is defined as a fall or spring semester.

### Returning Student

Previously enrolled at Golden West College however missed at least one primary term of attendance.

## Catalog Rights

Golden West College issues a new catalog each year. The information published in the catalog is in effect for the academic year beginning with the fall semester and concluding with the summer session. The courses required for a specific degree or certificate, or general education may change from one catalog to the next and, therefore, may change during the period of time that a student attends the college. Catalog rights, established when a student first takes classes at the college, protect the student from being held for additional requirements that may be added to a later catalog. For the purposes of meeting graduation or certificate requirements, students may elect to meet the requirements of either

1. The catalog that was in effect at the time they began taking courses at Golden West College.
2. Any catalog that was in effect during the student's continuous enrollment.
3. The catalog that is in effect at the time they file an application for a degree or certificate.

It is the responsibility of the student to indicate, at the time the graduation petition is submitted, which catalog they elect to follow. If a student does not petition to graduate and loses their catalog rights, they will need to meet the graduation requirements of the year in which they are applying.

Students maintain catalog rights by maintaining continuous enrollment at Golden West College—that is, by receiving a letter grade of A, B, C, D, F, P, NP, W, MW, I or EW on their transcripts for at least one course per academic year. Documented military withdrawal (MW) or excused withdrawal (EW) will not be considered an interruption of enrollment. Catalog rights may be superseded when

1. A program in which an outside agency or licensing body requires that students complete specific courses within an established time frame or

2. Vocational program requirements change to comply with industry standards.

## Attendance

### On Campus Classes

It is very important that students attend the first class meeting of every class in which they are registered, since a full period of instruction will begin the first day of the semester. Instructors are expected to drop students who miss the first class meeting to make room for students who wish to enroll.

Students are expected to attend classes regularly. Failure to attend may be taken into consideration by instructors when assigning grades. Students who miss the first class meeting, are absent for two continuous class meetings or have too many absences MAY be dropped by the Instructor at any time during the semester until the final deadline for withdrawal. Instructors may have more restrictive requirements for attendance and these requirements shall be stated in the class syllabus.

### Online classes

For online classes, the definition of attendance is based on participation in academically-related activities such as:

- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Each instructor will determine the attendance policy for his or her class and its implication for successful completion of the course. It is the student's responsibility to drop classes they are no longer participating in or attending. Please see College withdrawal policy.

## Course Load Limit

College work is measured in terms of the "credit unit." In a recitation-lecture course, a college unit is normally defined as one hour of lecture and two hours of homework per week. In the laboratory, three hours in the classroom per week with no outside work constitute one unit of credit.

The credit value assigned to a course is not determined by the number of class meetings per week, but by the number of hours of work required of the student.

No student will be permitted to carry more than 19 units during Fall/Spring semesters and 9 units during the Summer session, or 6 units during the Winter Intersession within the Coast Community College District (CCC, GWC, OCC) without permission from the Director Admissions & Records or designee.

Concurrently enrolled high school students are limited to 6 units for the Fall/Spring semesters and 3 units for Summer/Intersession. Exceptions to these unit limits will be considered on a case-by-case basis.

## Remedial Coursework Limits

No more than 30 semester units of course credit may be assigned to a student for remedial coursework except when the student is enrolled in one or more courses in English as a Second Language or is identified as having a learning disability. This limit may be waived if the student can

show significant and/or measurable progress toward the development of skills appropriate to enrollment in college-level courses. Students needing remedial instruction beyond the course credit restrictions set forth in this section shall be referred to appropriate non-credit adult basic education programs.

## Grading (Credit Courses)

Student performance in courses is indicated by one of 10 grades. Grades which carry point value, and which are used in determining the grade point average (GPA), are as follows:

Grade	Significance	Grade Points per Unit
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

The following grades are not part of the GPA computation:

Grade	Significance	Grade Points per Unit
P	Pass, at least satisfactory	Unit credit granted
NP	No-Pass, less than satisfactory or failing	No units granted
W	Withdrawal	No units granted
I	Incomplete	No units granted
IP	In Progress	No units granted
MW	Military Withdrawal	No units granted/No penalty
EW	Excused Withdrawal	No units granted/No penalty
NG	Non-Graded	No units granted
RD	Report Delayed	No units granted

## Grading (Noncredit Courses)

The following grades will be used for noncredit courses. These grades shall not be used in calculating grade point averages, have no numeric value, and shall not be considered in determining academic probation, progress probation, or dismissal.

Symbol	Definition
SP	Satisfactory Progress towards completion of the course
P	Passing (at least satisfactory)
NP	No Pass (less than satisfactory, or failing)
A-NC	Excellent
B-NC	Good
C-NC	Satisfactory
D-NC	Passing
F-NC	Failing
W-NC	Withdrawal after the start of the class

Symbol	Definition
MW-NC	Military withdrawal
EW-NC	Excused withdrawal

## Grading Options

### Optional Pass/No-Pass or grade classes

In these courses, students may elect to receive either a traditional letter grade of "A" through "F" or Pass/No Pass for the course.

### Pass/No Pass Grading Option

- Requesting the Pass/No Pass grading option must be submitted electronically via the MyGWC site prior to the start of the term or session. Once classes begin, a student will be required to submit your request to take a class Pass/No Pass in person in Admissions & Records. Requests must be submitted no later than the end of the third week of the term for full-term (16 week) courses or during the first 20% of the course for all other length courses. For courses **other** than full-term, the deadline is the same as the deadline for the Last Day to Drop Without a Withdrawal as printed on the student's Student Class Program (Web Schedule Bill).
- Once the grade option deadline has passed, the grade mode (Standard Letter or Pass/No Pass) cannot be changed. Before selecting this option, students should consult with a counselor. Generally, it is recommended that students select a letter grade in courses satisfying requirements for majors, general education, or for a high school course deficiency.
- A maximum of 15 units of Pass/No Pass option coursework earned at an accredited college or university is counted toward the degree requirements for an Associate's Degree.
- Grades of "NP (No Pass)" are considered unsatisfactory and are counted towards progress probation and/or dismissal.
- In courses where one performance standard determines unit credit, there is no option and only a "Pass" or "No Pass" is given.

**Note:** In classes graded on this basis, students are held to attendance regulations and academic standards expected in the standard graded courses.

Students are advised to read the following statements before deciding to pursue a course on a graded ("A" to "F") or Pass/No Pass basis.

- A grade of "Pass" or "No Pass" does not affect a student's grade point average at Golden West College.
- "NP", "W", and "I" grades are utilized by Golden West College in the determination of academic probation and disqualification. (Refer to college regulations concerning "Probation/Disqualification.")
- Courses taken at Golden West College to remedy an admissions deficiency for the University of California due to poor or incomplete high school preparation are not acceptable if completed on a "pass" basis. Students required to complete 60 units of course work with a grade point average of 2.4 prior to transfer to a University of California campus, such as Irvine, must complete at least 42 of these units on a graded ("A" through "F") basis.
- Some universities may specify that courses required for a major be completed on a standard grade basis ("A" through "F").
- A grade of "pass" is equivalent to a "C" for purposes of transfer.
- Some universities specify that courses taken to satisfy general education breadth requirements be completed on a standard grade basis ("A" through "F").

- Some institutions limit the number of units completed on a “pass” basis which are accepted toward the bachelor’s degree.
- Students planning to apply to competitive admissions programs such as the health professions are usually advised to complete the specified preparation on a graded basis (“A” through “F”).

## W (Withdrawal)

Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through their MyGWC to avoid receiving an “F” or “NP” (no-pass) grades.

Upon entering Golden West College, the student assumes the responsibility of completing each course in which they are registered. A college student is expected to attend all sessions of the classes in which they are enrolled. An instructor may drop a student for excessive absences when the instructor determines that, due to absences, the student may not successfully complete the course. Students who miss the first meeting of the class will be dropped. Students who are dropped by their instructors for missing the first class meeting or for excessive absences should verify the instructor drop with Admissions & Records in order to avoid grade penalties and to comply with critical drop dates as specified. After a student has been dropped from the class for unexcused absences, appeal for reinstatement will be considered only under extenuating circumstances.

When withdrawing from a class, students should be aware that the following policies apply:

### Early Withdrawal

Classes will not appear on a transcript (a “W” will not be assigned) when a student officially withdraws during the first two (2) weeks of full semester (16-week) fall or spring courses, and 20% of all other length courses. Students should refer to their “Student Class Program, Web Schedule Bill” for specific course withdrawal deadlines.

### Other Withdrawals

A “W” will appear on a transcript for official withdrawals made between the first instructional day of the 3rd week and the last day of the 12th week for full semester (16-week) fall or spring courses and more than 20% and less than 75% in all other length courses.

### MW (Military Withdrawal)

“Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of “MW” is assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

### EW (Excused Withdrawal)

Occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) 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, 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.
- Excused withdrawals will not create a refund for the course/s.

## I (Incomplete)

An incomplete grade (I) may be assigned when the course is not completed for unforeseen, emergency and justifiable reasons, with permission from the instructor, and the student intends to complete the work after the end of the term. The condition for the removal of the “I” shall be stated by the instructor as well as the grade assigned in lieu of its removal in a written record available to the student at the Enrollment Services.

The “I” must be made up no later than one year following the term in which it was assigned. If the work assigned is not completed within that year, then the grade will revert to what is indicated on the Incomplete Grade Form submitted by the instructor.

A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work has passed.

**Note:** When unusual circumstances prevail, a petition may be filed with Admissions & Records requesting a reasonable extension of time.

## IP (In Progress)

The “IP” (In Progress) grade indicates that the class extends beyond the normal academic term. It indicates that work is “in progress” but assignment of a final grade awaits completion of the course. The “IP” symbol remains on the student’s record and is not used in calculating units attempted or grade points. The appropriate evaluative grade, units and grade points are assigned and appear on the student’s record for the term in which the course is completed.

**Note:** There are very few classes at Golden West College that qualify to use the IP grade.

## NG (Non-Graded)

The NG symbol is assigned to non-graded courses.

## Grade Challenge Policy

All grade grievances are handled through the student grievance process. However, in general, and by law, the instructor is solely responsible for the grades they assign. No instructor may be directed to change a grade except in certain narrow circumstances authorized by Education Code Section 76224(a), “When grades are given for any course of instruction taught in a community college, 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.”

Grade grievances are handled through the Office of the Dean of Counseling in the Student Services Center, 2nd Floor.

All grade challenges must be made by the student, in writing, within two years after the end of the semester in which the grade in question was assigned. Grade challenges filed after the two-year deadline will be reviewed for recording errors only to ensure that the student's grade on the instructor's roster is, in fact, the grade that appears on the transcript.

## Examinations

Final examinations are required in all courses, except physical education. Normally final examinations are given the last week of class. No student will be excused from these examinations. Students must be in attendance at Golden West College for the entire semester and must take the final examination to receive credit.

## Awarding Of Credit, Supplementary Methods

Golden West College recognizes work taken at other accredited colleges and for experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

### Previously Earned Units

Transcripts submitted to Golden West College are evaluated for every lower division, degree applicable course completed with a grade of A, B, C, D, F, CR or P. These courses, units, and grades earned are applied as appropriate to the student's GWC goal and used for educational planning purposes. Transcript evaluations are completed in conjunction with scheduled counseling appointments. Courses with W, NC or NP notations are not reviewed or applied. Students must request copies of official sealed transcripts be sent to Admissions and Records from each college attended.

We are required to carefully scrutinize general education courses in the areas of written and oral communication, critical thinking and composition, and mathematics and quantitative reasoning that represent the following areas:

For California State University General Education Certification:

- CSU GE Area A2 – Written Communication
- CSU GE Area A3 – Critical Thinking
- CSU GE Area B4 – Mathematics / Quantitative Reasoning

For Intersegmental General Education Transfer Curriculum Certification:

- IGETC Area 1A – English Composition
- IGETC Area 1B – Critical Thinking – English Composition\*
- IGETC Area 2 – Mathematical Concepts and Quantitative Reasoning

Application of courses from private or out-of-state colleges and universities is often denied because course descriptions are insufficient and do not confirm required course elements (e.g., 6,000 written words, critical thinking, inductive/deductive reasoning, etc.).

**\*Note:** Since it is unlikely that institutions other than California Community Colleges will have a combined course in Critical Thinking/English Composition, certification of coursework from other institutions to satisfy this requirement is not common. See <http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201.8%20final%20version.doc.pdf>

## Review of Coursework Completed at Private Colleges/Universities

GWC does not accept coursework completed at any institution that is not regionally accredited by one of the agencies accepted by GWC, for CSU/GE or IGETC. To be accepted by GWC, the courses must have been taken at an institution regionally accredited by one of the following agencies:

- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Accrediting Commission for Community and Junior Colleges (ACCJC) - Western Association of Schools and Colleges (WASC)
- WASC Senior College and University Commission (WSCUC)

Also, please note that some private colleges/universities offer courses that have similar titles, and appear to be equivalent to courses offered by GWC. However, the elements of the course – course content, learning objectives, lecture and/or lab hours, prerequisites/corequisites – may not be congruent with the GWC course. When evaluating coursework, all of these elements are taken into consideration.

### Students with Prior Bachelor's Degree or Higher

Students with an earned bachelor's degree from an institution regionally accredited by the Council for Higher Education Accreditation (CHEA) will be exempt from General Education requirements under the AA Option 1 GE pattern.

Students will need to complete the following for an Associate of Arts Degree:

- 12 units of residency at Golden West College
- Completion of major coursework as stated in catalog

Submission of official transcripts is required. This does not apply to Associate Degree for Transfer options, the CSU-GE Breadth or IGETC requirements. Please see a counselor for further details on this process and remaining requirements for the degree.

**Note:** Students pursuing a nursing degree must still undergo a full transcript evaluation for equivalent coursework and complete any deficiencies for the nursing degree.

### Upper-Division Credit

Request for transfer of upper division courses and credits will be evaluated on a case-by-case basis.

Upper-division units may be considered for application towards a Certificate, local/non-transfer Associate Degree, Associate Degree for Transfer, CSU/GE and IGETC certification. The units will count toward the 60 units required for the associate degrees and meet the transfer requirements. If a student is using upper-division courses to fulfill a lower-division IGETC or CSU/GE course or Associate Degree for Transfer major requirement, remember that students are required to have a certain number of upper-division courses at the transfer institution. Contact the receiving institution to see how upper-division course credit will be awarded towards the baccalaureate degree. See the IGETC Standards policy, Policies, and Procedures Version 1.9 policy details: <http://www.icas-ca.org/standards-policies-and-procedures-manual> (<http://www.icas-ca.org/standards-policies-and-procedures-manual/>).

CSU policy can be viewed at: <https://www.calstate.edu/eo/EO-1100-rev-8-23-17.html>

## International Transcripts

GWC grants credit for courses taken at regionally accredited institutions outside of the United States.

Students seeking credit for foreign coursework must provide a transcript evaluated by an accredited evaluation and translation service (see the Counseling Center or International Student Center for referrals). Students must turn in the official evaluation to Admissions and Records for inclusion in their record and then schedule an appointment with Counseling so that international coursework may be evaluated. Coursework from foreign institutions cannot be used for CSU GE Breadth or IGETC certification except to validate the foreign language requirement. Credit can be granted for GWC AA General Education requirements in the Natural Sciences, Humanities, Social Sciences, and Lifelong Learning and Self Development, or Math Competency areas only.

### Transfer to a University

We cannot apply international coursework to CSU General Education Certification or IGETC Certification for transfer purposes. Although some courses may be accepted by the institution to which the student transfers, it is up to the destination institution to evaluate and determine what coursework will be accepted and how it will apply to the degree. For more information consult directly with the 4-year college that is the transfer destination.

## **A Maximum of 40 units in the following categories will be awarded.**

Students will be mailed an evaluation after the required documents have been submitted. Awarded credit is not transferable to other colleges and universities; it is subject to the individual policies of the respective institutions.

### Credit by Examination

Credit by Examination may be offered on a limited basis at the discretion of the respective instructional division. Students who are currently enrolled in at least one course (other than the course to be challenged) and in good academic standing are eligible to seek "credit by examination." Students may inquire in the respective division office regarding eligible courses. If approval is granted, a Petition for Credit By Examination should be completed and submitted to the instructor and division office. A grade of pass or no pass will be awarded and the course will be identified as a "Credit by Examination" on the transcript. Once the petition is approved by the dean and the instructor, the student will need to file the petition with Admissions & Records, make payment no later than the third week of the semester, and meet with the instructor to take the examination. Exam grades are final and will be posted to the transcript. Failure to successfully complete the examination will result in

an unsatisfactory grade. Students should not enroll in the course to be taken as Credit by Examination. The course credit is clearly identified on the student's transcript and designated as "Credit by Examination." Since Credit by Examination may not transfer to other institutions, students are strongly encouraged to make an appointment with a counselor. Transferability of Credit by Examination is subject to review and approval by other colleges and universities. Units earned by examination are excluded from enrollment verifications, Financial Aid eligibility, and the college's residency requirements for associate degrees."

### Military Service Credit

Golden West College reserves the right to evaluate and grant credit based on the academic policies established at GWC. The college recognizes and grants academic credit to veterans who have completed a minimum of one year of active honorable service in the armed forces unless it has been awarded by another school. This credit includes three (3) units for AA Degree Area E-Self Development on the GWC General Education pattern, or Area E-Self Development on the California State University General Education pattern (CSU GE Breadth). Three (3) additional units of elective credit are awarded toward the GWC AA Degree to equal a total of six (6) units.

Veterans will be awarded credit based on a review of their DD-214 #4.

### English Equivalency Test

Students who pass the State University English Equivalency Test (prior to 1993) are awarded course and unit credit for ENGL G100 Freshman Composition and ENGL G110 Critical Thinking, Reading And Writing Through Literature. Credits are posted to transcripts upon completion of all other graduation requirements. Copies of the official test results must be requested from the testing service by the student and forwarded to Admissions & Records.

### Licensure Credit for Vocational Nurses

Twenty units may be awarded for holders of valid California Vocational Nursing Licenses. Credits are posted to transcripts upon completion of all other graduation requirements. Students must provide a copy of their current California license upon application to the program in order to be eligible for this credit.

### Individualized Study

For courses listed in this catalog, a student may prefer to take the course through Individualized Study because of special circumstances. This privilege is available only to students who have completed 12 units of course work at Golden West College with a GPA of 2.0 in all units attempted. Students may request a petition in Admissions and Records. This petition must be approved by the instructor who will supervise the individualized study, as well as by the Division Dean. Individualized Study petitions must be filed in Admissions and Records during the first six weeks of the semester.

## College Level Examination Program (CLEP)

Subject Examination: Golden West College will award credit for many of the College Level Examination subject exams passed at the 50th percentile level or higher.

### General Examinations

Students may earn four units of ungraded, elective credit applicable to the Associate in Arts degree for each General Examination completed successfully. Minimum scores required for successful completion are:

- Humanities 489
- Mathematics 497
- Natural Science 489
- Social Science 488

No Credit is given for the CLEP General Examination in English.

### Computer-Based Examination

Credit will be awarded for a minimum score of 50 on the CLEP computer based exam.

### Duplicate Credit

Duplicate credit will not be awarded in the same area for Advanced Placement Exams, the International Baccalaureate and the CLEP subject exams. In order to receive credit students must have official test results from the testing service sent to Golden West College. Credits are posted to the transcript upon completion of all other graduation requirements.

### CLEP Credit

CLEP credit can be used to satisfy CSU General Education Breadth requirements. It cannot be used to meet IGETC requirements. CSU grants CLEP credit, UC does not. It is up to the receiving institution to evaluate and grant CLEP credit. CLEP credit awarded at GWC may not transfer to other colleges. See a GWC counselor for more information.

### College Level Examination Program (CLEP)

CLEP Exam	OCC Passing Score	OCC AA/AS GE Area	OCC Units Towards AA/AS GE	CSU Passing Score	CSU Minimum Units Earned Toward Transfer	Units Towards CSU GE Breadth	American Institutions and/or GE Breadth Area
American Govt.	50	3 (D)	3	50	3	3	D
American Literature	50	3 (C)	3	50	3	3	C2
Analyzing & Interpreting Literature	50	3 (C)	3	50	3	3	C2
Biology	50	3 (B)	3	50	3	3	B2
Calculus	50	3 (A2)	3	50	3	3	B4
Chemistry	50	3 (B)	3	50	3	3	B1
College Algebra	50	3 (A2)	3	50	3	3	B4
College Algebra-Trig	50	3 (A2)	3	50	3	3	B4
CLEP College Composition	50	N/A	0	50	0	0	N/A
CLEP College Composition-Modular	50	N/A	0	50	0	0	N/A
College Mathematics	50	N/A	0	50	0	0	N/A
English Comp (No Essay)	50	N/A	0	50	0	0	N/A
English Comp (with Essay)	50	N/A	0	50	0	0	N/A
English Literature	50	3 (C)	3	50	3	3	C2 (-F11) <sup>1</sup>
Financial Accounting	50	N/A	0	50	3	0	N/A
French Level I <sup>2</sup>	50	N/A	0	50	6	0	N/A
French Level II <sup>2</sup>	59	3 (C)	3	59	12	3	C2 (-F15) <sup>1</sup>
French Level II <sup>2</sup>	59	3 (C)	3	59	9	3	C2
Freshman College Comp	50	N/A	0	50	0	0	N/A
German Level I <sup>2</sup>	50	N/A	0	50	6	0	N/A
German Level II <sup>2</sup>	60	3 (C)	3	60	12	3	C2 (-F15) <sup>1</sup>

CLEP Exam	OCC Passing Score	OCC AA/AS GE Area	OCC Units Towards AA/AS GE	CSU Passing Score	CSU Minimum Units Earned Toward Transfer	Units Towards CSU GE Breadth	American Institutions and/or GE Breadth Area
German Level II <sup>2</sup>	60	3 (C)	3	60	9	3	C2
History, US I	50	3 (D)	3	50	3	3	D+US-1
History, US II	50	3 (D)	3	50	3	3	D+US-1
Human Growth and Dev	50	3 (D)	3	50	3	3	E
Humanities	50	3 (C)	3	50	3	3	C2
Info Sys & Comp. Apps	50	N/A	3	50	3	0	N/A
Intro Edu Psychology	50	N/A	0	50	3	0	N/A
Intro Bus. Law	50	N/A	0	50	3	0	N/A
Intro Psychology	50	3 (D)	3	50	3	3	D
Intro Sociology	50	3 (D)	3	50	3	3	D
Natural Sciences	50	3 (B)	3	50	3	3	B1 or B2
Pre-Calculus	50	3 (A2)	3	50	3	3	B4
Prin of Accounting	50	N/A	0	50	3	0	N/A
Prin of Macroeconomics	50	3 (D)	3	50	3	3	D
Prin of Management	50	N/A	0	50	3	0	N/A
Prin of Marketing	50	N/A	0	50	3	0	N/A
Prin of Microeconomics	50	3 (D)	3	50	3	3	D
Social Science & History	50	N/A	0	50	3	0	N/A
Spanish Level I <sup>2</sup>	50	N/A	0	50	6	0	N/A
Spanish Level II <sup>2</sup>	63	3 (C)	3	63	12	3	C2 (-F15) <sup>1</sup>
Spanish Level II <sup>2</sup>	63	3 (C)	3	63	9	3	C2
Spanish with Writing I <sup>2</sup>	50	N/A	6	50	6	0	N/A
Spanish with Writing II <sup>2</sup>	63	3 (C)	9	63	9	3	C2
Trigonometry	50	3 (A2)	3	50	3	3	B4 (-06) <sup>1</sup>
Western Civilization I	50	3 (D)	3	50	3	3	C2 or D
Western Civilization II	50	3 (D)	3	50	3	3	D

<sup>1</sup> Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

<sup>2</sup> If a student passes more than one CLEP test 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 test in a language other than English, a passing score of 50 is considered "Level I" and earns six 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 GE Breadth, as noted.

The CLEP Chart is based on the most current information available. Although every attempt has been made to ensure the accuracy of the information provided, make sure to use the link below to see the original document. (See <https://www2.calstate.edu/apply/transfer/Pages/college-level-examination-program.aspx>). For historical CSU CLEP exam credit and changes, see <https://calstate.policystat.com/policy/7800250/latest/#autoid-qjbn9>) (<https://calstate.policystat.com/policy/7800250/latest/#autoid-qjbn9%20>)

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

## International Baccalaureate (IB)

Students can earn GWC credit for International Baccalaureate examinations with a minimum score of 5. Exam results can be used to satisfy CSU General Education Breadth and IGETC requirements but may require a score of 4 in some of the areas.

Students can earn IB credit with a minimum score of 5 except where noted.

Exam	GWC AA GE Area	CSU GE Area	CSU Min. Units Earned Toward Transfer	IGETC Area	UC Sem. Units Earned Toward Transfer
Biology HL	B - 3 units	B2 - 3 units	6	5B (without lab) - 3 units	5.3
Chemistry HL	B - 3 units	B1 - 3 units	6	5A (without lab) - 3 units	5.3
Economics HL	D - 3 units	D - 3 units	6	4 - 3 units	5.3
Geography HL	D - 3 units	D - 3 units	6	4 - 3 units	5.3
History (any region) HL	D - 3 units	C2 or D - 3 units	6	3B or 4F - 3 units	5.3
Language A - Literature HL	C - 3 units	C2 <sup>1</sup> - 3 units	6 <sup>1</sup>		
Language A - Language and Literature HL	C - 3 units	C2 <sup>1</sup> - 3 units	6 <sup>1</sup>		
Language A1 (any language, except English) HL	C - 3 units	N/A	0	3B & 6A (UC only) - 3 units	5.3
Language A2 (any language, except English) HL	C - 3 units	N/A	0	3B & 6A (UC only) - 3 units	5.3
Language A1 (any language) HL	C - 3 units	C2 <sup>1</sup> - 3 units (F13 removed from CSUGE)	6 <sup>1</sup>	3B - 3 units	5.3
Language A2 (any language) HL	C - 3 units	C2 <sup>1</sup> - 3 units (F13 removed from CSUGE)	6 <sup>1</sup>	3B - 3 units	5.3
Language B (any language) HL	C - 3 units	N/A	6 <sup>1</sup>	6A - 3 units	5.3
Mathematics HL	B - 3 units	B4 <sup>1</sup> - 3 units	6 <sup>1</sup>	2A - 3 units	5.3
Physics HL	B - 3 units	B1 - 3 units	6	5A (without lab) - 3 units	5.3
Psychology HL	D - 3 units	D - 3 units	3	4 - 3 units	5.3
Theatre HL	C - 3 units	C1 <sup>1</sup> - 3 units	6 <sup>1</sup>	3A - 3 units	5.3

<sup>1</sup> A minimum score of 4 is needed for CSU credit

CSU GE: The IB examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the 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: IB exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

The IB Chart is based on the most current Information available. Although every attempt has been made to ensure the accuracy of the information provided, please use this link to see the original documents:

CSU - current CSU IB information: <https://www2.calstate.edu/apply/transfer/Pages/international-baccalaureate-ib.aspx>

CSU - historical CSU IB exam credit and changes: <https://calstate.policystat.com/policy/7800250/latest/#autoid-qjbn9>

IGETC: [http://icas-ca.org/Websites/icasca/images/IGETC\\_STANDARDS\\_FINAL\\_VERSION\\_1.9.pdf](http://icas-ca.org/Websites/icasca/images/IGETC_STANDARDS_FINAL_VERSION_1.9.pdf)

UC Credit granted for IB exams: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html> (<http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/>)

## Advanced Placement Examination (AP)

Students may earn credit for the College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU/GE and A.A. general education (GE) and/or major requirements. [Local/Non-transfer Degree Exceptions to the minimum AP score are the PHYS G120 Algebra Based Physics: Mechanics and PHYS G125 Algebra Based Physics: Electricity/Magnetism courses (AP Physics



1 and 2) which require a score of 5 for GWC unit and subject credit. Also, students who score 5 in Calculus BC can earn 10 units and subject credit for MATH G180 + G185].

Students must have the College Board send AP exam results to Admissions and Records (hand carried copies will not be accepted) for use on the A.A. or GE patterns. Course credit and units granted at Golden West College may differ from course credit and units granted by a transfer institution. See a GWC counselor for more information.

AP Examination	AA (Subject Credit) for GWC	GWC AA GE Area	CSU GE Area	CSU Units Earned Toward Transfer	IGETC Area	UC - Units Earned Toward Transfer
Art History	ART G105 + ART G106 - 6 sem. units	C	C1 or C2 - 3 sem. units	6 sem. units	3A or 3B - 3 sem. units	8 quart./5.3 sem. units
Biology	BIOL G100 - 4 sem. units	B	B2 + B3 - 4 sem. units	6 sem. units	5B + 5C - 4 sem. units	8 quart./5.3 sem. units
Calculus AB	MATH G180 - 5 sem. units	A2	B4 - 3 sem. units	3 sem. units <sup>1</sup>	2A - 3 sem. units	4 quart./2.6 sem. units <sup>2</sup>
Calculus BC	MATH G180 - 5 sem. units	A2	B4 - 3 sem. units	6 sem. units <sup>1</sup>	2A - 3 sem. units	8 quart./5.3 sem. units <sup>2</sup>
Calculus BC <sup>3</sup>	MATH G180 + MATH G185 <sup>3</sup> - 10 sem. units	A2	N/A	N/A	N/A	N/A
Calculus BC/ AB Subscore <sup>4</sup>	MATH G180 - 5 sem. units	A2	B4 - 3 sem. units	3 sem. units	2A - 3 sem. units	
Chemistry	CHEM G130 - 4 sem. units	B	B1 + B3 - 4 sem. units <sup>5</sup>	6 sem. units	5A + 5C - 4 sem. units	8 quart./5.3 sem. units
Chinese Language & Culture	CHIN G185 - 5 sem. units	C	C2 - 3 sem. units	6 sem. units	3B + 6A - 3 sem. units	8 quart./5.3 sem. units
Computer Science A	CSCI G153 - 4 sem. units		N/A	3 sem. units <sup>6</sup>	N/A	2 quart./1.3 sem. units <sup>7</sup>
Computer Science AB	CSCI G154 - 4 sem. units		N/A	6 sem. units <sup>6</sup>	N/A	4 quart./2.6 sem. units <sup>7</sup>
Computer Science Principles			B4 - 3 sem. units	6 sem. units	N/A	8 quart./5.3 sem. units
English Language & Composition	ENGL G100 - 3 sem. units	A1	A2 - 3 sem. units	6 sem. units	1A - 3 sem. units	5.3 sem. units <sup>8</sup>
English Literature & Composition	ENGL G100 + ENGL G110 - 6 sem. units	A1 + C (no critical thinking)	A2 + C2 - 6 sem. units	6 sem. units	1A or 3B - 3 sem. units	5.3 sem. units <sup>8</sup>
Environmental Science	4 sem. units	B	B1 <sup>9</sup> + B3 - 4 sem. units	4 sem. units	5A + 5C - 3 sem. units	4 quart./2.6 sem. units
European History	HIST G180 + HIST G185 - 6 sem. units	C or D	C2 or D - 3 sem. units	6 sem. units	3B or 4 - 3 sem. units	8 quart./5.3 sem. units
French Language and Culture	FREN G185 - 5 sem. units	C	C2 - 3 sem. units <sup>10</sup>	6 sem. units	3B + 6A - 3 sem. units	8 quart./5.3 sem. units
French Literature	3 sem. units	C	C2 (3 sem. units) - (if 6 sem. units taken prior to F09)			
German Language and Culture	GRMN G180 - 5 sem. units	C	C2 - 3 sem. units <sup>11</sup>	6 sem. units	3B + 6A - 3 sem. units	8 quart./5.3 sem. units
Government & Politics: Comparative	PSCI G185 - 3 sem. units	D	D - 3 sem. units	3 sem. units	4 - 3 sem. units	4 quart./2.6 sem. units
Government & Politics: United States	3 sem. units	D	D + US-2 <sup>12</sup> - 3 sem. units	3 sem. units	4 + US 2 - 3 sem. units	4 quart./2.6 sem. units
Human Geography	3 sem. units	D	D - 3 sem. units	3 sem. units	4 - 3 sem. units	4 quart./2.6 sem. units

AP Examination	AA (Subject Credit) for GWC	GWC AA GE Area	CSU GE Area	CSU Units Earned Toward Transfer	IGETC Area	UC - Units Earned Toward Transfer
Italian Language & Culture	ITAL G180 - 5 sem. units	C	C2 - 3 sem. units	6 sem. units	3B + 6A - 3 sem. units	8 quart./5.3 sem. units
Japanese Language & Culture	JAPN G180 - 5 sem. units	C	C2 - 3 sem. units	6 sem. units	3B + 6A - 3 sem. units	8 quart./5.3 sem. units
Latin	3 sem. units	C	C2 - 3 sem. units	6 sem. units	3B + 6A - 3 sem. units	8 quart./5.3 sem. units
Latin Literature	3 sem. units	C	C2 (3 sem. units) (if taken prior to F09)	6 sem. units		
Latin: Vergil	3 sem. units	C	C2 - 3 sem. units	3 sem. units		
Macro Economics <sup>13</sup>	ECON G175 <sup>13</sup> - 3 sem. units	D	D - 3 sem. units	3 sem. units	4 - 3 sem. units	4 quart./2.6 sem. units
Micro Economics <sup>13</sup>	ECON G170 <sup>13</sup> - 3 sem. units	D	D - 3 sem. units	3 sem. units	4 - 3 sem. units	4 quart./2.6 sem. units
Music Theory	MUS G115 - 3 sem. units	C	C1 (3 sem. units) - (if taken prior to F09)	6 sem. units	N/A	8 quart./5.3 sem. units
Physics 1	PHYS G120 <sup>14</sup> - 4 sem. units	B	B1 + B3 <sup>15</sup> - 4 sem. units	4 sem. units	5A + 5C - 4 sem. units	8 quart./5.3 sem. units <sup>16</sup>
Physics 2	PHYS G125 <sup>14</sup> - 4 sem. units	B	B1 + B3 <sup>15</sup> - 4 sem. units	4 sem. units	5A + 5C - 4 sem. units	8 quart./5.3 sem. units <sup>16</sup>
Physics B	PHYS G110 + PHYS G111 - 4 sem. units	B	B1 + B3 <sup>15</sup> - 4 sem. units <sup>13</sup> - (F15 removed from CSUGE)	6 sem. units	5A + 5C - 4 sem. units	8 quart./5.3 sem. units <sup>16</sup>
Physics C: Electricity & Magnetism	PHYS G125 - 4 sem. units	B	B1 + B3 <sup>15</sup> - 4 sem. units	4 sem. units	5A + 5C - 3 sem. units	4 quart./2.6 sem. units <sup>16</sup>
Physics C: Mechanics	PHYS G120 - 4 sem. units	B	B1 + B3 <sup>15</sup> - 4 sem. units	4 sem. units	5A + 5C - 3 sem. units	4 quart./2.6 sem. units <sup>16</sup>
Psychology	PSYC G100 - 3 sem. units	D	D - 3 sem. units	3 sem. units	4 - 3 sem. units	4 quart./2.6 sem. units
Spanish Language	SPAN G180 + SPAN G185 - 10 sem. units	C	C2 <sup>17</sup> - 3 sem. units	6 sem. units		
Spanish Language and Culture			C2 - 3 sem. units	6 sem. units	3B + 6A - (3 units)	8 quart./5.3 sem. units
Spanish Literature	3 sem. units	C2 - 3 sem. units	C2 <sup>18</sup> - 6 sem. units	6 sem. units		
Spanish Literature and Culture			C2 - 3 sem. units	6 sem. units	3B + 6A - 3 sem. units	8 quart./5.3 sem. units
Statistics	MATH G160 - 4 sem. units	A2	B4 - 3 sem. units	3 sem. units	2A	4 quart./2.6 sem. units
Studio Art – 2D	ART G107 - 3 sem. units	C	N/A	3 sem. units	N/A	8 quart./5.3 sem. units <sup>19</sup>
Studio Art – 3D	ART G109 - 3 sem. units	C	N/A	3 sem. units	N/A	8 quart./5.3 sem. units <sup>19</sup>
Studio Art – Drawing	N/A	N/A	N/A	3 sem. units	N/A	8 quart./5.3 sem. units <sup>19</sup>
United States History	HIST G170 + HIST G175 - 6 sem. units	C or D	C2 or D+US-1 - 3 sem. units	6 sem. units	3B or 4 + US 1 - 3 sem. units	8 quart./5.3 sem. units
World History-Modern	HIST G161 + HIST G162 - 6 sem. units	C or D	C2 or D - 3 sem. units	3 sem. units	3B or 4 - 3 sem. units	8 quart./5.3 sem. units

<sup>1</sup> AP Calculus Exam Limitation: Maximum 1 exam toward transfer

<sup>2</sup> AP Calculus Exam Limitation: Maximum 8 quart./5.3 sem. units for both

<sup>3</sup> AP Calculus Exam Limitations: score 5 for MATH G180 Calculus I + MATH G185 Calculus 2 credit

- 4 Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the  
 Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.
- 5 AP Chemistry Exam Limitation: 6 sem. units if taken prior to F09
- 6 AP CS Exam Limitation: Max. 1 exam toward transfer
- 7 AP CS Exam Limitation: Maximum 4 quart. /2.7 sem. units for both
- 8 AP English Exam Limitation: Maximum 5.3 sem. units for both
- 9 AP Environmental Sci. Exam Limitations:(B2 + B3 if taken prior to F09)
- 10 AP French Language Exam Limitations: (6 sem. units if taken prior to F09)
- 11 AP German Language Exam Limitations: (6 sem. units if taken prior to F09)
- 12 AP Govt. Exam Limitations: Doesn't fulfill Calif. Gov. Requir.
- 13 AP Physics B Exam Limitations: (6 sem. units if taken prior to F09)
- 14 AP Physics Exam Limitations: score 5 for PHYS G120 Algebra Based Physics: Mechanics or PHYS G125 Algebra Based Physics: Electricity/  
 Magnetism credit (Physics 1 or 2)
- 15 AP Physics Exam Limitations: Maximum 4 sem. units GE & 6 units for transfer if more than 1 exam
- 16 AP Physics Exam Limitations: Maximum 8 quart./5.3 sem. units for all three
- 17 AP Spanish Language Exam Limitations: (6 sem. units if taken prior to S14)
- 18 AP Spanish Literature Exam Limitations: (6 sem. units if taken prior to S13)
- 19 AP Studio Art Exam Limitations: Maximum 8 quart./5.3 sem. units for all three

# Many Colleges or Universities may apply AP credit toward satisfaction of subject or specific requirements (e.g., major). AP policies vary by institution. See the transfer institution's application of AP major preparation credit. UC AP major preparation credit: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html> (<http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/>). See individual CSU campuses for AP major preparation credit. See a counselor to discuss how AP is applied.

AA: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent GWC course, e.g. HIST G170 History Of The United States To 1876. A student who receives AP credit and then takes the equivalent GWC course will have the unit credit for such duplication deducted prior to being awarded the A.A. degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

Course credit and units granted to the local AA may differ from course credit and units granted by a transfer institution. See Counselor.

AP Credit: See the transfer institution's application of AP major preparation credit. UC AP major preparation credit: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html> (<http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/>). See individual CSU campuses for AP major preparation credit.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the 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.

The AP Chart is based on the most current information available. Although every attempt has been made to ensure the accuracy of the information provided, make sure to use the links below for the original documents.

AP Courses & Exams College Board: <http://apcentral.collegeboard.com/home> (<http://apcentral.collegeboard.com/home/>)

CSU System wide Credit for External Examinations Policy: <https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx> (for current CSU AP information).

Historical CSU AP exam credit and changes: <https://calstate.policystat.com/policy/7800250/latest/#autoid-qjbn9>

2019 IGETC Standards, Policies and Procedures: [http://icas-ca.org/Websites/icasca/images/IGETC\\_STANDARDS\\_FINAL\\_VERSION\\_2.0.pdf](http://icas-ca.org/Websites/icasca/images/IGETC_STANDARDS_FINAL_VERSION_2.0.pdf)

UC Credit granted for AP exams: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html> (<http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/>)

## Technical Advanced Placement (TAP) Articulation

The TAP Program offers High School/ROP students an opportunity to transition from secondary education to community college in a seamless

process. Many Career and Technical Education (CTE) courses taken during High School, offered by the High School or ROP may be eligible for course articulation. If a course has been articulated, there is an agreement in place between the High School/ROP and Community College stating that the student will receive credit for the course if they

meet the requirements specified below. This allows students to avoid repeating articulated CTE courses which were already successfully completed.

### Requirements for Earning TAP Credit

1. Complete an articulated High School or ROP CTE class with a grade of "B" or better.
2. Bring the official High School/ROP transcript to a GWC counselor who will sign the TAP petition form (obtained by the counselor).
3. Submit completed forms to Admissions and Records:
  - a. TAP (Technical Advanced Placement) Petition for credit, signed by counselor
  - b. Official High School/ROP transcript
  - c. Department Portfolio Approval (if required)
4. If all requirements are met, college credit will be granted in lieu of applicable CTE courses on the student's GWC transcript at the end of the semester in which the student submits the completed form.

## Repetition Policy – Courses

### Course Repetition

In accordance with Title 5, sections 55024, 55040-55045 only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course in the same term or part of term is not permitted.

### Repeating Courses

It is possible to repeat a class only in certain circumstances as follows:

1. In the course description in the catalog, the class is identified as eligible for repetition; or
  2. The class is eligible for grade remediation by repetition.
- Students are limited to three (3) total enrollments for most credit courses. Students will not be allowed to repeat a course more than three times without documented evidence of extenuating circumstances. 'W' grades are counted as enrollments.
3. Special classes which meet the needs of students with a documented disability may be repeated in compliance with Title 5, Section 56029, of the Education Code.

### Reasons to Repeat a Class

1. Repeating a course in an effort to alleviate a substandard grade; Students who receive substandard grades ("D," "F," "NP" or "NC") and/or one or more Withdrawals ("W") on the transcript may attempt to successfully complete the course up to a total of two additional times within the Coast Community College District, if necessary to alleviate the substandard grade or successfully complete the course.

After the third attempt to receive a passing grade in a course, the student may complete the Petition to Repeat form and submit to Admissions & Records for one additional attempt. Appeal forms are available in Admissions & Records. Students who are approved to take a specific course for the fourth time do not receive registration priority for that course and must wait until the first week of the semester or term to register. Petitions are only considered for documented extenuating circumstances. Students who withdraw and receive a "W" on each of the three allowable attempts, and are given permission to enroll by petition, will not be able to withdraw from the

course again, and an evaluative grade symbol will be recorded. **No further attempts will be permitted.**

If the substandard grade is repeated within the Coast Community College District, the Repeat/Delete grade exclusion will be automatically performed on the student's academic transcript. The grades in the latest term will be the grade which will be used to calculate grade point average regardless of which grade was higher. Although the previous grade(s) will not be counted in the grade point average, they will remain visible on the transcript and the last recorded attempt is the course which will be counted in the student's permanent academic history.

When a student repeats an equivalent course at a regionally accredited college outside the Coast Community College District, they must file a Repeat/Delete Request and submit it to Admissions & Records along with an official transcript from the other college showing successful completion of the course.

2. Repeating a course due to a significant lapse of time, where a passing grade (CR or P) or C or better was previously earned. A significant lapse of time is defined as at 36 months has passed. All coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once. (Documentation of program requirements must be submitted with the request.)
3. They have extenuating circumstances – verified cases of accidents, illness, or other life changing event beyond the control of the student that prevented them from doing well in the final attempt of the course (must submit documentation).
4. The course they wish to repeat is part of a legally mandated training as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. (Documentation must be attached to certify that course repetition is necessary to complete legally mandated training).
5. Repeating a course previously taken at another college. Substandard or non-substandard grades earned at another institution will not be alleviated by repeating a course at Golden West College. The grade and unit credit earned will be calculated and averaged in GPA.

**Note: Some transfer institutions may elect to include both courses or may choose to use only the first grade taken in their computation of the grade point average to establish entrance requirements.**

**Important:** The Course Repetition Policy and the Repeatability of Courses Regulations mentioned above are subject to change at any time during the academic year as new Legislative Bills may be introduced by State Legislation requiring changes to these policies and regulations. The District and College reserve the right to add, amend, or repeal any of the rules, regulations, policies, and procedures as necessary.

## Repetition Of Activities Courses–Families Of Courses

New regulations governing the repetition of credit courses in the California Community College system effective FALL 2013 have eliminated repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses. Intercollegiate Athletics and some Music courses that are required for transfer programs will be the only courses

that will remain repeatable; all other courses previously offered as repeatable will be offered as one time enrollment courses.

While students will not, in most cases, be allowed to repeat active participatory courses in Dance, Drama, Music, Physical Education, and Visual Arts, they will still be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses) a maximum of four times. This is a state regulation and applies to all Dance, Drama, Music, Physical Education and Visual Arts activity classes in the District.

For example, all Ballet courses are part of the "Ballet Family." Repeatable courses that are related in content and taken prior to FALL 2013 will count toward the four enrollment limitation. Therefore, the "Ballet Family" includes DANC G120 Ballet 1 - Beginning, DANC G155 Ballet 2 - Intermediate and DANC A220 Dance Internship I. A student who previously enrolled in DANC G120 Ballet 1 - Beginning twice can only take two more courses in the family; a student who previously enrolled in DANC G120 Ballet 1 - Beginning four times may not take any additional courses in the family.

A family of courses may include more than four courses, but students are limited to a maximum of four courses in any family, in the District. Further, all grades, including "W"s, will count toward the four course enrollment limitation and for computing the grade point average (GPA). Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a "NP", "D", "F" grade was earned or "W" was assigned; however, all enrollments count toward the four enrollment maximum for each family of courses.

## Course Numbering System

Each course bearing unit credit may be used in one or more of the following ways:

- As a measure of developing basic academic skills.
- As a requisite to the Associate in Arts degree, or
- As applicable either to the Associate in Arts degree or to an occupational certificate program, or
- As a lower division course transferable to a four-year college or university.

Courses at Golden West College are numbered according to their basic purposes. However, categories listed below are general in nature, and the student is cautioned not to assume either that a course is better merely because its number falls into a particular group, or that its usefulness is limited to only one purpose.

Courses numbered **001-099** were created to help students develop occupational skills, to give students what they need to know for employment, to provide basic skills, as well as to provide meaningful general electives courses in two-year Associate in Arts degree programs.

**Note:** Interested students should consult a counselor to determine which occupational majors are offered for bachelor's degrees at local four-year colleges.

Courses numbered **100-299** transfer to the state university and college system; 100-199 are usually first-year courses and 200-299 are usually second-year courses. Contact the Counseling Center for courses that transfer to the University of California and selected private institutions.

The primary purpose of courses numbered 900 and above is to provide knowledge and skills in selected areas of students' needs and

interests. Such courses are not designed to meet major's requirements for Associate in Arts degrees or to qualify for transfer as part of a baccalaureate degree program.

## Auditing Of Courses

In accordance with the California Education Code Section 76370 and District policy, students may audit courses specifically designated by the College as eligible for audit. Students who audit classes will be expected to participate in all class activities as required by the instructor. No credit is awarded. Further information can be obtained in the division offices.

Conditions for Course Auditing:

1. The course has been designated by the College as eligible for audit.
2. The student is ineligible to enroll for credit because the course has already been taken for the maximum number of times allowed.

**Note:** Permission to audit a class requires the approval of the faculty member and Division Dean. Students who enroll in a class for the semester requested are ineligible for an audit option.

Students who are given permission to audit will be expected to participate in class activities. Auditing Fee - \$15 fee per unit per semester including short-term and summer classes. Students enrolled in classes to receive credit for 10 or more semester units will not be charged a fee to audit three or fewer units per semester.

## High School Diploma

Golden West College does not award a high school diploma. In consultation with a local high school district, students may be able to take class work at Golden West College to count toward their high school diploma. For more information, students should contact the office of the high school district in which they live.

Huntington Beach  
Adult Education Division  
(714) 842-4227  
17231 Gothard  
Huntington Beach, CA 92647

Garden Grove – Unified School District Adult Education  
(714) 663-6291  
11262 Garden Grove Blvd.  
Garden Grove, CA 92843

**Note:** Some transfer institutions may elect to include both courses in their computation of the grade point average to establish entrance requirements.

## Servicemen's Opportunity College

Golden West College is designated as a Servicemen's Opportunity College. This designation means the college provides servicemen and women with: open admissions; credit awarded for USAFI courses and CLEP; opportunities to request waiver of residency requirements for graduation; credit for service schools; and opportunity to complete courses through non-traditional means.

## Student Records

### Active Records

Most requests for changes to a student's current class program or information can be done online by logging in to MyGWC or in Admissions & Records. Included are "adds" to program, "withdrawal from class," "fee payments," "address changes," and "grade option requests." Grade option requests can be done online prior to the start date of the class. Once the class begins, grade option requests must be done in person prior to the filing deadline. Name changes must be done in person in Admissions & Records. If changing a name, official documentation must be presented at the time of the request.

### Transcripts

Transcripts of academic work taken at Golden West College are available upon official request. Students make their requests online through Credentials, Inc. on the GWC website, [www.goldenwestcollege.edu](http://www.goldenwestcollege.edu). Two transcripts and/or enrollment verifications will be provided free of charge. For each additional transcript, there will be a charge of \$5. Students may request "rush" (next day) services for an additional \$5 per transcript or verification. Fees are subject to change.

Credentials Solutions has been retained as the designated agent for processing and sending official electronic transcripts on behalf of Golden West College. The electronic transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Solutions has been granted the authority to deliver all such electronic transcript requests on behalf of Golden West College and respond to any inquiries regarding transcript transactions.

### Withholding of Student Records

In accordance with District Administrative Procedure 5035, the College Admissions and Records Director shall withhold grades, diplomas, enrollment verifications and registration privileges from any current or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error. The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a current or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

### Cumulative Folders

Admissions & Records maintains an electronic cumulative file on each student who has records sent to the College. The electronic file, containing copies of high school and college transcripts, and other relevant academic information, such as records of military service and other awarded credit, is available to the student. These files are the property of the college.

### Verification

Admissions & Records will provide information regarding a student's record upon written request by the student. There is a \$5 charge. Two verifications and/or transcripts will be provided free of charge. This fee is subject to change. Golden West College also utilizes the National Student

Clearinghouse for reporting of enrollment status. Enrollment status is reported automatically several times during the semester or session.

### Student Picture Identification

Students may be required to furnish picture identification in order to participate in certain classes and activities. All students are expected to have a Golden West College Photo I.D. Card. Free Photo I.D. cards are issued in Admissions & Records. Student's are only allowed one replacement during their studies at Golden West College.

## Associate Degree Petition

Golden West College awards the Associate Degree to students who have met all the requirements for graduation. GWC offers the Associate in Arts, as well as associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. Check with a transfer counselor to determine which degree should be completed. The Associate Degree may not be automatically awarded. A petition must be filed in Admissions & Records at the beginning of the semester in which the student completes the final requirements to guarantee graduation. Please note, the guaranteed filing deadline for ADT verification is typically the 15th day of September (for Fall graduation) and February (for Spring graduation). For specific deadlines please check with the Transfer Center or Admissions & Records.

Petitioning periods for the Associate Degree are:

- Summer – July 1 through August 1
- Fall – August 15 through November 15
- Spring – January 15 through April 15

## Certificate Awards Petition

Golden West College offers two types of certificate awards in career programs designed to prepare the graduate to enter a particular field of employment.

1. Certificate of Achievement: Requires 12 or more units in a state approved program. Certificates of Achievement are not automatically awarded. A petition must be filed in Admissions & Records at the beginning of the semester in which the student will be completing his or her final requirements. Petitioning periods are listed below.
2. Certificate of Specialization: Approved programs of less than 18 units. Certificates of Specialization are not awarded automatically. A petition must be filed in Admissions & Records at the beginning of the semester in which the student will be completing his or her final requirements. Petitioning periods are listed below. Certificates of Specialization are not printed on official academic transcripts.

Petitioning periods for the Certificate Awards are:

- Summer – July 1 through August 1
- Fall – August 15 through November 15
- Spring – January 15 through April 15

A list of career programs and requirements can be found in the Degrees and Program Section of this catalog. Check with a counselor to determine the requirements for completion.

## Student Code Of Conduct – AP 5500

[https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student\\_Services/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/AP_5500_Student_Code_of_Conduct.pdf)

### References

Education Code Sections 66300, 66301, 66302, 72122, and 76030-76038; ACCJC Accreditation Standard I.C.8

This Administrative Procedure (AP 5500) is intended to effectively implement Board Policy 5500 "Student Code of Conduct," and as such, this Administrative Procedure shall constitute the Student Code of Conduct for all District Students. This Student Code of Conduct provides District Students with prior notice of behavior deemed unacceptable by the District's Board of Trustees. This Student Code of Conduct includes a defined process for the fair and impartial review and determination of alleged improper Student behavior. This Student Code of Conduct also specifies the various sanctions that may be imposed on District Students for violations of this Student Code of Conduct. Students are expected to be familiar with the terms of the Coast Community College District's published Board Policy BP 5500 and this Administrative Procedure 5500 Student Code of Conduct.

This Student Code of Conduct provides for the orderly administration of the Student Code of Conduct consistent with the principles of due process of law. Reasonable deviations from the Student Code of Conduct will not invalidate a decision or proceeding. AP 5500- Student Code of Conduct may be reviewed in its entirety at: [https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student\\_Services/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/AP_5500_Student_Code_of_Conduct.pdf)

## Academic Honesty Policy

Golden West College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility. Faculty have a responsibility to ensure that academic honesty is maintained in their classroom. Students share that responsibility and are expected to refrain from all acts of academic dishonesty. The Student Code of Conduct, Board Policy and Administrative Procedures 5500, shall be applied to all incidents of academic dishonesty.

If faculty believes a student is responsible for Academic Misconduct, they should submit an Incident Report. The College Disciplinary Officer (CDO), or Designee, will follow-up with a letter to the student that a report alleging Academic Misconduct has been received. The student will be given the opportunity to meet with the CDO, or their Designee, to discuss the allegations. If the student does not take the opportunity to discuss the allegations then the automatic sanctions will be to write a reflective essay and complete an academic integrity tutorial. Faculty will be copied on this correspondence with the student. Faculty may also assign a "0" or "F" for the assignment or exam where the student committed Academic Misconduct. A second report of Academic Misconduct will likely result in suspension from all Coast Community College District colleges.

## Probation Policy

A student shall be placed on probation whenever they meet one of the two conditions listed below:

1. **Academic Probation:** Has attempted at least 12 semester units at a college in the District as shown by the official academic record and has a cumulative grade point average of less than 2.0 in all units which were graded.
2. **Progress Probation:** Has attempted at least 12 semester units at a college in the District as shown by the official academic record and the percentage of all units in which the student has been enrolled for which entries of 'W', 'I', and "NP" are recorded reaches or exceeds 50 percent.

All probationary students shall be notified of their status and provided with counseling services. A student on academic probation shall be removed from academic probation when the student's cumulative grade point average is 2.0 or higher. A student on progress probation shall be removed from progress probation when the percentage of units in the categories of 'W', 'I', and "NP" drops below 50 percent.

Education Code Section 70902(b)(3); Title 5 Sections 55031-55034

## Academic Disqualification Policy

A student at Golden West College who is on academic or progress probation shall be disqualified whenever he or she meets one of the two conditions listed below:

1. **Academic Disqualification:** A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.
2. **Progress Disqualification:** A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I," and "NP" are recorded in three consecutive semesters reaches or exceeds 50 percent.

**Note:** Prior to reinstatement the following semester, the student must complete the Golden West College online Probation/Disqualification Tutorial Workshop and submit the results to the counseling department in order to be cleared to register for classes.

Any student disqualified from a college within the Coast Community College District may be dismissed for a minimum of one semester. A student dismissed from one District college shall not attend another District college during the semester of disqualification.

Reinstatement may be granted, denied, or postponed according to criteria developed by the colleges in coordination with the Vice Chancellor of Educational Services and Technology.

BP 4250: Adopted June 7, 1989 Revised January 16, 1990 Renumbered from CCCD Policy 030-4-5, Fall 2010 Revised December 2, 2013 Revised June 20, 2018 Revised June 19, 2019

## Academic Renewal Policy and Procedure

This Academic Renewal Policy for Golden West College is issued pursuant to Section 55764 and 55765 of the California Administrative Code (Title 5) regulations and in accordance with Coast District BP 4240. The purpose of this policy is to disregard past substandard academic performance of a student when such work is not reflective of their current

demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the control of a student, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which the student may complete their current objectives. Academic renewal is intended to facilitate graduation from a college in the District and/or enable qualified students to transfer to a four-year college or university.

If the specific conditions listed below are met, the colleges in the District may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) up to a maximum of 30 semester units of course work taken at any college in the District for graduation or transfer purposes only.

1. The course work to be disregarded is substandard (grades of D or F or NP). If approved, the selected course work shall be disregarded in that semester, except those courses required as a prerequisite or to satisfy a requirement in the student's current declared program of study.
2. A minimum of 15 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.0 in all course work subsequent to the course work to be disregarded.
3. At least 12 months have elapsed since the most recent approved request for academic renewal.
4. Academic renewal cannot be reversed once it has been granted.
5. A student may request academic renewal a maximum of two times district-wide during enrollment at the colleges in the District.

All course work will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, students' permanent records will be annotated so that it is readily evident to all users of the records that the units are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the appropriate college office.

If another accredited college has acted to remove previous course work from consideration in computing the GPA, such action shall be honored in terms of its procedure. However, such units disregarded shall be deducted from the 30 semester units maximum of course work eligible to be disregarded at a college in the District.

Interpretation of the academic renewal procedure is the responsibility of the appropriate college official who may, for compelling reasons, make exceptions to the stated conditions provided the requirements of Title 5 Section 55044 are observed. All receiving schools may not accept the District's academic renewal Policy and Procedure.

The Admissions and Records and Counseling departments at the colleges in the District are responsible for implementing this procedure.

## Student Grievance Procedures

All grade grievances will be handled through the student grievance process outlined in the sections below. However, in general and by law, the instructor is solely responsible for the grades they assign. No instructor may be directed to change a grade except in certain narrow circumstances authorized by Education Code Section 76224(a), "When grades are given for any course of instruction taught in a community college, 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."

For the purposes of this Article, grades may only be reviewed within the following narrow context, subject to ratification by student government organizations:

1. **Mistake:** an unintentional act, omission or error by the instructor or the college.
2. **Fraud:** a deception deliberately practiced in order to secure unfair or unlawful gain. Fraud may exist when a grade is based upon some sort of dishonest activity, for example, selling grades.
3. **Bad Faith:** an intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristics as defined in Education Code Section 66270. If, pursuant to the discrimination and harassment complaint procedure, as delineated in Title 5, California Code of Regulations, Section 59300, it is determined that a grade was the result of discrimination or harassment, the grade may be changed as a remedy for the discrimination or harassment.
4. **Incompetence:** a lack of ability, legal qualification, or fitness to discharge a required duty. A student may claim incompetency when he or she has evidence that the instructor has an impaired ability or fitness (due to accident or illness) to adequately judge the student's performance.

The Federation and the District understand that the applicability and enforcement of the Student Grade Grievance Process, as outlined herein, may be subject to challenge or modification by students pursuant to state or federal law.

### Section 15.7. Student Grievance Process Stage One – Informal Problem Resolution

When a student has a complaint about a Faculty Member, the student should be encouraged to make every effort to meet with the Faculty Member to resolve the complaint. If the student is unable to meet with the Faculty Member, the student is encouraged to use the services of a campus advisor for this meeting or at any point during the informal resolution level or the formal grievance stage of the process. If a satisfactory resolution is not achieved with the Faculty Member, the student may proceed to the Faculty Member's immediate supervisor to resolve the issue. The immediate supervisor is usually the Division Dean.

The supervisor will discuss the issue with the student(s) and the Faculty Member involved, either individually or collectively, in an effort to resolve the issue. The supervisor may proceed with any investigatory meeting with the Faculty Member if there is a basis for a legitimate complaint, as mentioned in Section 3 of this article. Where the information gathered could lead to disciplinary action or letter of reprimand being issued, the supervisor will proceed in any investigatory meeting with the Faculty Member only after they follow the Expanded Weingarten Rights Procedure set forth in Section 2 of this article.

If the complaint cannot be mutually resolved at the informal problem resolution level, then the student may file a formal written grievance by completing the Student Grievance Form and filing it with the College Grievance Officer within the limitations period.



## Stage Two – Administrative Review of the Formal Complaint

Upon receipt of the written and signed Student Grievance Form, the College Grievance Officer shall promptly forward a copy to the person against whom the complaint has been lodged and the Faculty Member's supervisor. Upon receipt of the formal complaint, the College Grievance Officer will screen out false or unfounded allegations and allegations not meeting the criteria set in Section 15.6.3 of this Article. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the issue. The College Grievance Officer may proceed with any investigatory meeting with the Faculty Member if there is a basis for a legitimate complaint, as mentioned in Section 15.6.3 of this Article.

Where the information gathered could lead to disciplinary action or letter of reprimand being issued, the supervisor will proceed in any investigatory meeting only after they follow the Expanded Weingarten Rights Procedure set forth in Section 2 of this article. This does not apply if, in a previous interview involving the same issue, the supervisor had already obtained a completed and signed Expanded Weingarten Notice from the Faculty Member.

Within twenty-five (25) working days, the College Grievance Officer shall make a good faith effort to return a written decision to the student who filed the grievance, indicating the resolution with any recommended action, and a copy of this decision shall be given to the Faculty Member.

The College Grievance Officer may recommend any one of the following actions:

1. That no future action is necessary nor will the complaint prejudice in any way the individual's employment status as a member of the college staff.
2. That there be some type of action or remediation. In such case, the written documentation and recommendation, if any, will be forwarded to the person deemed appropriate for the consideration and/or implementation of the remedy. The District shall not place the Grievance Officer's documentation or recommendation in the Faculty Member's personnel file unless disciplinary action is taken or a letter of reprimand is issued.

## Stage Three – Appeal of Findings

When students appeal a finding that favors the Faculty Member, the Faculty Member will be provided timely notice of the appeal and of the Faculty Member's right to a union representative if follow-up meetings or hearings require the Faculty Member's participation.

If there is an investigative finding that leads a supervisor to pursue corrective action, the Faculty Member shall be afforded the opportunity to appeal the corrective action to the appropriate Vice President. If the Vice President upholds the recommended corrective action, the Faculty Member may appeal to the President of the College, subsequently, the Vice Chancellor of Human Resources, and ultimately the Chancellor. Section 2 and Section 3 (subsections C and D) will apply. In the event of a recommendation to discipline a Faculty Member, the Faculty Member will have rights as outlined in Section 4.

The Federation and District understand that the applicability and enforceability of the Student Grievance Process, as outlined herein, may be subject to the challenge or modification by students pursuant to state or federal law.

## Golden West Grade-Change Policy

If the Grade Grievance Officer determines that a grade-change may be warranted, a grade-grievance panel will be convened.

The Vice President of Instruction will convene an appropriate panel, which includes a faculty member from the appropriate academic division. If the instructor of record or the student wish to appear before the panel, they will be given at least a week to prepare for the meeting. A good-faith effort will be made to decide the case within twenty-five (25) days.

If the panel recommends a grade change, the panel's division faculty member will submit a grade-change form to the Director of Admissions and Records.

## Technical Departures from this Policy

Technical departures from this procedure and errors in their applications shall not be grounds to void the college's right to make and uphold its determination unless, in the opinion of the chancellor, or designee, the technical departure or error prevented a fair determination of the issue.

## Non-Discrimination Policy BP/AP 3410

The Coast Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race or ethnicity, gender, gender identity, gender expression, religion, age, national origin, sexual orientation, marital status, medical condition, pregnancy, physical or mental disability, military or veteran status, or genetic information or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Golden West College is committed to ensuring that persons with disabilities have access to all college programs and services and will make reasonable accommodations to ensure that access. Any person with a documented disability who believes that they have been discriminated against on the basis of that disability should contact the Director of the Disabled Students Programs and Services at (714) 895-8721 or the campus 504 Coordinator at (714) 895-8781.

## Discrimination and Sexual Harassment BP/AP 3430 and AP 3435

The District is committed to providing an academic and business environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District. Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District encourages the filing of such complaints within 30 days of the alleged incident. The complaint shall be filed by one who alleges that they have personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in their official capacity as a faculty member or administrator. The complaint shall be filed with the State Chancellor or with the Chief Human Resources Officer designated to receive such complaints.

## Sexual Misconduct BP/AP 5910 Title IX

Every Golden West College student has the right to flourish academically in an environment free from sexual misconduct, sexual harassment, and all forms of gender-based discrimination and violence. GWC responds promptly and equitably to all reports of sexual harassment and misconduct. We encourage members of our community to report incidents of sexual harassment or other inappropriate behavior, to familiarize themselves with the District's related policies and procedures, and to seek the care and support they deserve.

If a student feels they are being sexually harassed, they may submit a complaint online or contact the Title IX Coordinator, Dr. Carla Martinez (714) 895-8781, or [cmartinez@gwc.cccd.edu](mailto:cmartinez@gwc.cccd.edu) or visit the Title IX Office in the Learning Resources Center (LRC) 3rd Floor. Visit the Title IX web page at <http://www.goldenwestcollege.edu/titleix/> to make a report or for more information about Title IX and sexual harassment.

## Family Rights And Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights include:

1. The right to inspect and review the student's education records within 45 days of the day Golden West College receives a request for access. Students should submit to the Director of Admissions and Records or appropriate official, written requests that identify the record(s) they wish to inspect. The Golden West College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Golden West College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask Golden West College to amend a record that they believe is inaccurate. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If Golden West College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a

disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

School officials may disclose any and all educational records, including disciplinary records, to another institution at which the student seeks or intends to enroll without the prior consent of the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Golden West College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Directory Information

Student's directory information is released only upon approval of the Director of Admissions & Records. Students may request in writing to the Director of Admissions & Records or his/her designee, that directory information not be released.

Directory information includes one or more of the following: student's name, birthdate, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, number of units of enrollment, and degrees and awards received.

Golden West College maintains in Admissions & Records the following student record information:

1. Demographic data supplied to the college by the student through the enrollment process
2. Transcripts of high school work if supplied by the student
3. Transcripts of college work
4. Semester class enrollment data

Additional information maintained in other offices on some students may include:

5. Financial Aid and EOP/S application information on students who have applied for either program
6. Work Experience records on students who have taken work experience courses within the past three years
7. An application file on students who have applied to the Health Professions programs within the year
8. Instructor evaluations for students enrolled in Health Professions programs
9. Instructor evaluations for students enrolled in Criminal Justice Academy courses
10. Records maintained of students who have been disciplined
11. Medical records on students who have filed a medical inventory form or who have made use of the health services

Students may review the information contained in items 1-11. For items 1-5, a letter requesting review should be directed to Admissions & Records. Requests for review of information contained in item 6 may be made to the Vice President of Student Services and information in item 7 may be reviewed by arrangement with the office of Work Experience.

Inquiries regarding information contained in items 8, 9, and 10 are to be directed to the Director of Admissions & Records, the Dean of Students, the Dean of Health Professions Programs, and the Dean of the Criminal Justice Program, respectively. All requests for review will be honored within 15 days. Medical records are not available to the student. However, the student may request review of the records by his/her physician or appropriate professional of his/her choice. Students may challenge the contents of any records by notifying the administrator associated with the records in question. If the issue is not resolved at that level, the student may use the student grievance procedure.

## Free Speech Policy – BP/AP 3900

The District's students, employees, and members of the public shall be permitted to exercise their rights of free expression subject to reasonable time, place, and manner policy contained in Board Policy and Administrative Procedure 3900.

The students and employees of the District and members of the public shall be permitted to exercise their constitutional rights of free speech and free expression subject to reasonable time, place, and manner restrictions contained therein. The District takes no stance on the content of protected speech.

The areas open to the exercise of free speech are the open areas on each campus with the exception of classrooms, labs, lecture halls, offices, and other areas that the colleges or the District use to conduct business. Free speech, as part of scheduled instructional activities or in the course of conducting District business, can be exercised in any space on each campus or the District.

No illegal activities nor activities that disrupt or may lead to disruption of the safe and orderly operations of the Colleges or the District Office will be permitted.

If an individual or a group wants to use campus or District facilities, other than the open areas noted above, arrangements must be made with the College or the District at least 72 hours in advance, not counting weekends and holidays.

No person on District property or at official District functions may:

- Block entrances to or otherwise interfere with the free flow of traffic into or out of campus buildings;
- Block any street, roadway, crosswalk, driveway, parking structure, or parking lot and its entrance or exit, or otherwise obstruct the free flow of pedestrian or vehicular traffic unless authorized to do so;
- Urinate or defecate in any place on District property other than a designated restroom or other facility designated for the sanitary disposal of human waste;
- Participate in a disturbance of the peace or unlawful assembly;
- Use, possess, sell, or manufacture illegal drugs, tobacco, or any products containing tobacco, and marijuana or any products containing marijuana or any of its byproducts;
- Fail to comply with the lawful directions of a District employee acting in the performance of his or her duties;
- Rummage through or remove any discarded item from any waste can, trash can, dumpster, recycling container, or any designated District waste or recycling center without authorization;

- Engage in the theft, destruction, or other misuse of District property or equipment;
- Have any open fire or torch anywhere on District property, unless, and only to the extent, specifically authorized and limited by the District.

## Amplification Requirements and Restrictions

The following requirements and restrictions are in place to respect the integrity of the educational process and to prevent the disruption of the educational environment and operations of the Colleges. The following apply to the use of amplification equipment:

- Amplification is not permitted during the final week of each term or during any examination period.
- The amplification setting where music is used shall not include any excessive bass settings. Excessive bass in music amplification causes sound reverberation which disrupts the Colleges' mission, and is prohibited.
- Under no circumstances may there be joint amplification systems or more than one amplification system in use in the same general area except as set forth herein.
- Individuals or groups may bring their own amplification system or unit, and need to ensure safe and proper installation and utilization. The District has no responsibility to supply or provide extension cords, electricity, or amplifiers to those supplying their own amplification.

## Posting of Material

The provisions of this section are intended to be viewpoint neutral and no posting may be removed based on viewpoint. Further, no posting may be removed based on content, except any posting that

1. references illegal substances;
2. is obscene;
3. is defamatory, or
4. incites students to create a clear and present danger of the commission of unlawful acts on District premises, the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

Any posting which is obscene or incites students to create a clear and present danger of the commission of unlawful acts may be removed by the President or Chancellor or designee.

In order to ensure that all written postings abide by this Procedure, the following requirements and restrictions apply:

1. Written postings in languages other than English must be accompanied by an English translation. All general posting areas are cleared weekly each Friday. Items that have expired or are not dated will be removed.
2. In order to accommodate multiple users of limited space, no more than one commercial or non-commercial handbill, circular, or advertisement may be posted by any person or organization concerning the same subject matter, in any one posting area. The size of the commercial or non-commercial handbill, circular, or advertisement shall not exceed 120 square inches.
3. A commercial or non-commercial handbill, circular, or advertisement may be posted only in approved areas that are designated public usage areas as follows:

**General Purpose Posting Locations**

- Bulletin Boards and kiosks marked “General Purpose” are available for posting by any person;
- For Coastline Community College, the posting locations shall be the bulletin boards labeled as “free speech” boards within the Coastline Community College Center, the Garden Grove Center, Westminster Center, and Newport Beach.

**Specific Use Posting Locations**

- All bulletin Boards not marked ‘General Purpose’ are reserved for official College uses such as posting of grades, job offers, and scholarship information where only those items may be posted by designated employees.

**Distribution of Handbills, Circulars, or Advertisements**

In addition to the limitations imposed upon the posting of commercial or non-commercial handbills, circulars, or advertisements, such materials may be similarly limited from distribution on District property. Prior approval for distribution of commercial or non-commercial handbills, circulars, or advertisements is required except as specified below.

Areas where commercial or non-commercial handbills, circulars, or advertisements may be distributed:

- Outside of any District building where such distribution does not block any sidewalk or create an obstruction to unrestricted access;
- Along the walkways adjacent to the parking lots.

No handbills may be distributed within the parking lots without the written consent of the Associated Student’s Office or the College President, or the Chancellor for the District Office location. No handbills or advertisements can be placed on cars parked on district property. All persons distributing handbills or advertisements are responsible for removing all debris caused by the distribution of same and should do so in a manner that does not disrupt the flow of pedestrian or vehicular traffic.

Commercial or non-commercial handbills, circulars, or advertisements may not be distributed inside any buildings including classrooms (except as may be distributed by faculty members in their classroom for educational purposes related to the course).

**Litter Removal**

In the event that litter is created by the distribution of commercial or non-commercial handbills, circulars, or advertisements, the distributor is expected to remove any litter from the immediate area and throw out any discarded materials that may be on the ground or visible within the area of distribution. In the event that a distributor does not remove litter, the District reserves the right to charge the distributor a reasonable fee for costs incurred in litter removal.

**Obscene, Defamatory, or Materials that Incite**

Nothing in this Procedure shall be deemed to permit the distribution of material that is obscene, defamatory, or incites students as to create a clear and present danger of the commission of unlawful acts on District property or at a District event, the violation of law, Policy, or Procedure, or the substantial disruption of the orderly operation of the College or the District.

**Copyrighted Material and Trademarks**

The District disclaims any responsibility for any alleged violation of copyright trademark, or service mark laws in regard to any material that is set forth in any writing that is posted or distributed on its property by persons who are not District employees. Persons utilizing District facilities are advised not to violate copyright, or trademark laws as it may expose the user to liability.

**Advertisement**

The advertisement of the following is prohibited:

- Alcoholic beverages
- Tobacco products
- Guns or firearms of any kind
- Illegal substances as identified by the federal government, or by the State of California
- Explosive material of any kind

**Admission Fee or Charge**

No person or entity that intends to use District facilities may charge any person who is invited or seeks to attend the event or usage an admission charge or any other charge for any entrance fee or any use fee, with the following exception:

A non-profit organization may charge for entrance or admission to:

- Cover the cost of the event or use including for example, the cost of referees, judges, equipment, etc., in regards to any supervised recreational use of District property
- Cover the cost of the event or use including for example, the cost of travel, equipment, handouts, in regard to use of District Property
- Hold a fund raising event to support the organization

Ratified December 11, 2013  
Revised March 21, 2018

**Alcohol, Drug Abuse Information And Unauthorized Weapons**

**Statement of Philosophy and Purpose**

It is the intention of the Coast Community College District to provide a drug-free environment that maximizes academic achievement and personal growth. The District recognizes that alcohol and other drug use or abuse pose a significant threat to the health, safety and well-being of the user and the people around them. Substance abuse also interferes with academic, co-curricular, and extra-curricular interests and can lead to health, personal, social, economic and legal problems.

**Information**

GWC offers several classes which offer education on alcohol and drug abuse:

Course	Title	Units
COLL G100	Becoming A Successful Student	3
HLED G100	Personal Health	3
HLED G107	Drugs, Health, and Society	3
PE G103	Exercise For Healthy Living	2
PSYC G100	Introduction To Psychology	3

Course	Title	Units
PSYC G118	Life Span Developmental Psychology	3
PSYC G250	Psychobiology	3

## Drug and Alcohol Counseling Resources

GWC's Student Health Center offers professional evaluation and referrals for drug and alcohol treatment for students by appointment. Call (714) 895-8379.

The County of Orange Health Care Agency, Drug and Alcohol Services, offers therapy and counseling. The office for this area is

14140 Beach Blvd., Suite 200  
Westminster, CA 92683  
(714) 896-7574 TDD (714) 896-7512.

Alcoholics Anonymous: (714) 556-4555 or [www.oc-aa.org](http://www.oc-aa.org) (<http://www.oc-aa.org>). Call for meeting times and site information.

Narcotics Anonymous: (714) 590-2388

The Student Health Center also provides information and referrals to other community resources and support groups. Interested students may come to the health center to consult with a college health nurse.

## State Laws And College Policy

State laws and the College Code of Conduct specifically prohibit the use and possession, distribution or sale of drugs or alcohol on college property or any college sponsored activity or event. These rules describe the penalties and disciplinary actions when violations occur. Information on laws and the Code of Conduct are available at Student Health Center.

The Coast Community College District policy prohibits all use of alcohol and illicit drugs on District property or in District vehicles regardless of location. Furthermore, the use of all tobacco products is prohibited in all District buildings and vehicles.

## Unauthorized Weapons

Unless otherwise authorized by the President of the college or California law, possession of weapons is a violation of the Student Code of Conduct (AP 5500). Weapon means any instrument or weapon, the use of which is likely to cause bodily injury, including, but not limited to, a blackjack, sling shot, Billy club, sand club, sandbag, metal knuckles, any dirk, dagger, bow and arrow, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than 2 ½ inches, any razor with an unguarded blade, any metal pipe or bar used or intended to be used as a club or any instrument used in an assault or attempted assault on another person.

California law now requires that concealed weapons license holders obtain prior written permission from the college President or Chief of Police before carrying firearms or ammunition onto college and university campuses, unless the unloaded firearm or ammunition is kept in a locked container or within the locked trunk of a motor vehicle.

## Parking

Golden West College maintains a Public Safety Department with personnel available 24 hours a day. A person may report any criminal action or emergency at any time – day or night – by calling (714) 895-8924 or for emergencies (714) 895-8999 or 911. Campus “blue phones” located throughout the interior of the campus and throughout our parking lots (see map on Public Safety website [www.goldenwestcollege.edu/public-safety](http://www.goldenwestcollege.edu/public-safety) ([http://](http://www.goldenwestcollege.edu/public-safety/)

[www.goldenwestcollege.edu/public-safety/](http://www.goldenwestcollege.edu/public-safety/))) may also be used to contact the Public Safety Department. The Public Safety Department is located between the nursing and the new Math & Science building & STEM Center. Office hours are 8:00 a.m. to 5:00 p.m. Monday thru Friday.

## Parking and Traffic Rules and Regulations

By authority of California Vehicle Code Section 21113, the following parking and traffic rules and regulations have been adopted to facilitate vehicular movement and parking and provide for the safety of all persons using the community college campus. These parking and traffic rules and regulations will be in effect 24 hours a day.

### Enforcement

Authorization is granted to the college Public Safety Department to issue parking citations within the confines of the campus. Citations will be issued for violation of the Parking Regulations as outlined below. Automatic penalties will be assessed on all fines not paid prior to the specified due date.

All authorized permit parking areas will be enforced Monday through Thursday 7:00 a.m. to 10:00 p.m. and Friday 7:00 a.m. to 5:00 p.m.

### Parking Regulations and Recommended Bail

Section	Violation	Bail
208	No person shall sleep in or remain overnight in any vehicle on campus. No vehicle shall be parked overnight on campus (midnight to 6:00 a.m.) without permission from Public Safety Department.	\$35.00
401	No parking is allowed in any area that does not have a clearly marked stall, except designated dirt lots.	\$35.00
402	Vehicles parking within a stall shall not overlap the lines that designate the stall.	\$35.00
403	No persons shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road or field without prior approval of the Public Safety Department.	\$35.00
404	No person shall park or leave standing a vehicle not a motorcycle nor moped in an area designated for motorcycles only.	\$35.00
405	No vehicle shall be parked backwards in diagonal parking stalls.	\$35.00

Section	Violation	Bail
406	No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot.	\$40.00
407	When signs or marking (such as red curbs) prohibiting and/or limiting parking are erected or placed upon any street, road, or area, no person shall park or leave standing any vehicle upon such street, road, or area in violation of any such sign or marking.	\$40.00
409	No person shall park in any area marked in blue and identified as "Handicapped Parking" unless a handicapped placard/license plate issued by DMV is displayed inside the vehicle.	\$250.00
410	No person shall park in an area posted or marked "Staff Parking" unless a valid staff parking permit is properly displayed.	\$35.00
411	No person shall park any vehicle in any fashion so as to create a traffic hazard.	\$40.00
412	No person shall park on campus in a designated permit area without a current, valid parking permit properly displayed either on the left rear bumper or suspended from the rear view mirror, on the dashboard or inside lower left windshield. Motorcycles/mopeds shall have the permit affixed to the left front fork.	\$35.00
	Stolen/Forged/altered/mutilated permit	\$40.00

Section	Violation	Bail
413	Vehicles parking in metered stalls must pay for use of the stall as indicated on the meter. Display of a campus parking permit does not preclude payment of meter fees.	\$35.00

### Abandoned Vehicles

Section 501 No person shall abandon or leave standing any vehicle or motorized cycle on the campus in excess of 96 hours. All such vehicles will be stored under authority of Section 2265 8 (a) of the California Vehicle Code.

Section 502 Any person who abandons a vehicle or motorized cycle on campus or violates campus regulations that require towing of such vehicle will be responsible for payment of all towing and storage charges.

### GWC Smoke-Free Campus Policy

Golden West College is a Smoke-Free Campus. Smoking is permitted in campus parking lots but prohibited in all college buildings, vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances, and all open areas. All smoking materials including cigarettes, e-cigarettes, cigars, pipes, and other apparatus used to smoke organic and non-organic materials must be extinguished and/or properly disposed of in the ash receptacles located in the parking lots before entering our smoke-free campus.

### Computer And Electronic Resources

#### BP 3720 Computer and Network Use

**References:**

- Education Code Section 70902;
- Government Code Section 3543.1(b);
- Penal Code Section 502;
- Cal. Const., Art. 1 Section 1;
- 17 U.S. Code Sections 101 et seq.

The District owns, leases, and/or operates a variety of computer and communication systems, including but not limited to, voicemail, electronic mail (e-mail), telephone, and access to the internet, which are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network." This network establishes a communications platform that often substitutes for in-person meetings regarding District business.

Employees and students who use the District Network and the information it contains, and related resources, have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish a Procedure that provide guidelines to students and staff for the appropriate use of the District Network and information technologies. The Procedure shall include provisions that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

Students who do not observe the requirements of this Policy may be in violation of the Student Code of Conduct and subject to student

discipline. Employees who do not observe the requirements of this Policy may be subject to disciplinary action up to and including termination.

Adopted January 19, 2005  
 Revised February 20, 2008  
 Replaces CCCD Policy 050-1-6.2,  
 Spring 2011  
 Revised March 21, 2018

## AP 3720 Computer and Network Use

### References:

Education Code Section 7054;  
 17 U.S. Code Sections 101 et seq;  
 18 U.S. Code Section 2520  
 Penal Code Section 502, Cal. Const., Art. 1 Section 1;  
 Government Code Section 3543.1(b);  
 Government Code Section 8314;  
 BP/AP 3710 Securing of Copyright  
 BP/AP 3750 Use of Copyrighted Material

This Procedure applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Procedure covers the use of all District computer equipment and communication systems in computer labs, classrooms, offices, and libraries, and the use of the District equipment, servers, systems, and networks from any location. If any provision of this Procedure is found to be legally invalid, it shall not affect the other provisions of this Procedure as long as they can be effective without the invalid provision.

### Ownership Rights

This Procedure is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, including all hardware and software components with it, is the sole property of the District which sets the terms and conditions of its use consistent with the law. Except as provided in Board Policies, Administrative Procedures, or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network.

### Privacy Interests

The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, participatory governance, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of the District's business make electronic communication less private than many users anticipate, and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are no online activities or services that guarantee an absolute right of privacy, and therefore, the District Network is not to be relied upon as confidential or private. Nonetheless, the District seeks to afford email communications privacy protections comparable to those it traditionally affords paper mail and fax communications, consistent with state and federal laws. The District will also provide voice mail protection to the extent required by the Federal Wiretap Act.

## District's Rights

System administrators may access user files or suspend service that they manage without notice only:

1. to protect the integrity of computer systems;
2. under time-dependent, critical operational circumstances;
3. as required by and consistent with the law; or
4. where evidence exists that violations of law or Board Policies or Administrative Procedures have occurred.

For example, system administrators, following District guidelines, may access or examine individual files or accounts based on evidence that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board Policy or Administrative Procedure and/or to protect system integrity.

User access to any aspect of the District enterprise resource planning ("ERP") system or other District applications containing personally identifiable information ("PII") or protected health information (PHI), or any other student or employee information protected by state or federal law, shall be granted upon the successful completion of the Department of Justice ("DOJ") Live Scan background check.

### User Rights

Although the District monitors electronic usage as part of its normal network operating procedures, the District does not routinely inspect or monitor users' computer hardware or files, email, and/or telephone message system, nor disclose information that is created or stored in such media without the user's consent. The District shall attempt to notify users before accessing computer hardware and files or prior to suspending service. In the event that the District acts without user consent, under its District's Rights specified above, the District shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the District accesses files without user consent, it shall notify the user as soon as practical of its access and provide the reason for its action.

### User Responsibilities

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

For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional or other authorized activities.

Although personal use is not an intended use, the District recognizes that the District Network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional, and does not interfere with or burden the District's operation, and is not otherwise contrary to Board Policies or Administrative Procedures.

"Unauthorized uses" include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may

constitute discrimination or harassment under state or federal law or anything that interferes with the intended use.

All users of the District Network must read, understand, and comply with this Procedure as well as any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a Board Policy or Administrative Procedure. By using any part of the District Network, users agree that they will comply with this Procedure.

## Enforcement of the Procedure

The Chancellor or designee will enforce applicable federal and state laws, Board Policies and Administrative Procedures, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this Procedure will be dealt with in the same manner as violations of other Board Policies or Administrative Procedures or standards of behavior and may result in disciplinary action, subject to applicable due process requirements. Such violations may be subject to appropriate personnel action and/or criminal investigation.

Users who believe this Procedure has been misinterpreted or misapplied may file a complaint in accordance with the Complaint Procedures noted below.

Students who do not observe the requirements of this Procedure may be in violation of the Student Code of Conduct and subject to student discipline. Employees who do not observe the requirements of this Procedure may be subject to disciplinary action up to and including termination.

This Administrative Procedure shall be distributed to all new and existing employees. Nothing in this Procedure should be construed to interfere with First Amendment rights or with the academic freedom of faculty.

The District is responsible for making this Procedure readily accessible to all users prior to their use of the District Network. Abuse of computing, networking, or information resources contained in or part of the District Network may result in the loss of access to the District Network. Additionally, abuse can be prosecuted under applicable laws. Users may be held accountable for their conduct under any applicable Board Policies, Administrative Procedures, state and federal laws, or collective bargaining agreements. Complaints alleging abuse of the District Network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of behaviors constituting abuse which violate this Procedure include, but are not limited to, the following activities:

### System Abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer or application or system account that one is not authorized to have.
- Using the District Network to gain unauthorized access to any information technology systems.
- Knowingly performing an act which will interfere with the normal operation of applications, systems, computers, terminals, peripherals, or networks.
- Knowingly running or installing on any system or network, a program intended to take control of the computer(s) or systems,

or giving to another user, a program intended to damage or to place excessive load on a system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, zombie software, and worms.

- Knowingly or carelessly allowing someone else to use the student's account.
- Forging e-mail messages.
- Forwarding email specifically marked as confidential.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources by file sharing schemes, participating in e-mail chains, spamming, and/or excessive bandwidth usage.
- Intentionally accessing, downloading, displaying, uploading, or transmitting obscenity, as legally defined.
- Attempting without District authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit permission of the owner, or any activity which is illegal.
- Personal use which is excessive or which interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the Network.
- Using the District Network for online gambling.
- Using the District Network for political purposes as set forth in Education Code Section 7054.

### Harassment

- Using the District Network, including telephone, e-mail, or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the District Network, communications, pictures, drawings or depictions that do not constitute proper exercise of academic freedom or constitutionally protected free speech or expression which contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying, or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons which have the clear purpose of harassment or have been identified as harassment as the result of a formal investigation into the matter.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually harassing images or text that do not constitute proper exercise of academic freedom or constitutionally protected free speech or expression which in a public computer facility, or location that can potentially be in view of other individuals.
- Using the District Network to publish defamatory information about another person.

### Commercial Use

Using the District Network for any commercial activity, other than incidental or traditional commercial use, without written authorization from the District. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration. Examples of "incidental or traditional commercial use" include but are not limited to:



- Electronic communication between an instructor who is an author of a textbook and her/his publisher.
- Electronic communication by a staff member who uses the District Network to communicate regarding a presentation at an educational conference or workshop, for which that staff member might receive an honorarium.
- Electronic use by a student of the District Network to seek a part-time or full-time job or career related to the student's field of study, or to assist her/him in applying for such work.
- Electronic communication by a staff member to inform a colleague about his/her child's candy bar fundraising sale for the child's school.
- Using electronic resources to research and/or purchase supplies, equipment, or other items required for campus, District, or student use.

## Copyright

Violating terms of applicable software licensing agreements or copyright laws.

Publishing copyrighted material without the consent of the owner on District websites in violation of copyright laws.

Downloading of unlicensed or copyrighted movies or music for other than legally authorized uses or uses authorized by the District.

Illegally downloading the "codes" to copyrighted material even if the software in question is not downloaded.

## Exceptions

The interaction of a user's personal computing equipment, connected to the District Network, is subject to this Procedure. Contents of a user's personal computing equipment are subject to search by the District only by legal warrant.

There may be times when a District employee may be exempted from certain provisions of this Procedure in order to perform their duties or assignments that are an established part of their job.

Should an employee be directed by a supervisor to perform an activity that they believe may be in violation of this Procedure, or if they are given a directive which inhibits the employee in performing his/her duties or assignments, the employee may request that the directive and/or permission for exception be put in writing and signed by the supervisor.

Activities by technical staff as authorized by appropriate District or college officials that take action for security, enforcement, technical support, troubleshooting, or performance testing purposes will not be considered abuse of the Network.

Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional and does not interfere with or burden the District's resources. Likewise, the District will not purposefully surveil or punish use of the network for union business-related communication between employees and their unions.

## Complaints by Employees or Students Regarding Enforcement of this Procedure

An employee who asserts that the District or District personnel have violated this Procedure may file a complaint. A student who asserts that

the District or District personnel have violated this Procedure may file a complaint pursuant to the College's student complaint process.

Ratified March 21, 2018

## Higher Education Opportunity Act of 2008 (HEOA) Notification

It is the Coast Community College District's intent to fully conform to the requirements of section 668.14 of the Higher Education Opportunity Act of 2008 (HEOA), commonly known as the Peer-to-Peer provision. The District maintains Policies and Procedures necessary to ensure that copyright violations and improper computer use are prohibited within the District and its colleges, and that Student users face possible disciplinary consequences for such unlawful use.

The District requires that each new user, including students, to affirmatively confirm, by use of a dialogue box at the time of log-in, that the user has reviewed the District's applicable policies and the District's HEOA Compliance Plan concerning peer-to-peer file sharing and copyright responsibilities as a necessary step for their logging onto District or its colleges' computer networks.

## Peer-to-Peer (P2P) File Sharing can Infringe Copyright Laws

Unauthorized use of, or distribution of copyright protected materials, including the use of Peer-to-Peer (P2P) software to distribute such protected materials, may be actionable in both criminal and civil courts, if a court determines that users have infringed on copyright protections. Copyright protections may be infringed through the practice of copying and distributing protected work without permission of the owner. If the student uses P2P software to infringe copyright, they may liable civilly and/or criminally for copyright infringement. There are significant economic and criminal penalties associated with copyright infringement actions.

Copyright infringement constitutes a severe violation of District policy and may subject the violator to the student disciplinary process. The student disciplinary actions that the District could take against student users are described in the Coast Community College District's Student Code of Conduct. Please note that any disciplinary action taken against a student user by District under District policy does not prevent the content owner, or law enforcement from initiating a criminal or civil proceeding against the student. A content owner may bring an infringement claim, and by law would be entitled to a minimum of \$750 for each infringement; if intent to infringe copyright is demonstrated, statutory damages may go as high as \$150,000 per infringement.

Copyright infringements and unauthorized Peer-to-Peer (P2P) Activities will subject District Students to Discipline under the District's Student Code of Conduct.

Intentional file sharing of material when the student user does not have the copyright holder's permission is a violation of the District's Computer Use Policy. Such a violation subjects the student user to the District's Student Code of Conduct disciplinary process. District Policies and Student Disciplinary Procedures serve to protect the District, its Colleges, and other students from harm for the conduct of individual violators.

Users of file sharing programs should be aware of the criminal, civil, and student discipline liabilities that they create for themselves by using such programs on the District's or its Colleges' computer networks.

## Student and Staff Email

As a form of communication, most email is not secure in the same manner as mail processed by the United States Postal Service and/or other primary carriers. Because of this fact, there should be no expectation of privacy. While the college takes precautions to protect the privacy of student's email address as well as their email correspondence, privacy cannot be assured. A good rule to follow when using email, in general, is to treat email correspondence similar to a post card instead of sealed envelope. Because of the manner in which email can be forwarded, it may easily become public information. As a public agency the college may be obligated to release copies of this type of correspondence based on provisions in the Freedom of Information Act and/or a related court order to provide certain records.

## Coursework and Computers

Increasingly instructors and publishers are utilizing various forms of mediated instruction, assignments and or testing methodologies which require the use of a computer with Internet access as well as CD-ROM capabilities. The college provides a number of different ways for students to complete these types of mediated assignments. Frequently, students who have access to the Internet and computers with the necessary equipment complete their assignments off-site. Students wishing to complete assignments on campus may ask their instructor for suggestions regarding the most appropriate facility to complete that assignment. Additionally, students may inquire at the Student Computer Center in the Learning Resource Center (LRC), Student Success Center, any Open Lab, or the Public Library.

## Student Right to Know (Completion Rates)

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2016, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2016 to Spring 2019. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2017 to Spring 2019, are transfer students.

## Golden West College Completion and Transfer Rates

### Completion Rate

A student is included in the Completion Rate if they attained a certificate or degree or became "transfer prepared" within the three-year period. Transfer-prepared is defined as having completed 60 transferable units with a GPA of 2.0 or better.

### Transfer Rate

A student is included in the Transfer Rate if, within the three-year tracking period, they transferred to another postsecondary institution prior to receiving a certificate or degree or becoming "transfer-prepared."

The table below compares Golden West College's Completion and Transfer Rates to the statewide community college average.

Rate	GWC	State Wide
Completion Rate	36.00%	32.26%
Transfer Rate	9.66%	10.35%

## Golden West College Graduation Rates

Graduation rates of full-time, first-time, degree/certificate-seeking undergraduates within 150% of normal time to program completion, by gender and race/ethnicity and transfer out-rate: 2015 cohort.

Overall Graduation Rate	Rate
Total	35%
Men	29%
Women	42%
American Indian or Alaskan Native	100%
Asian	47%
Black or African American	20%
Hispanic or Latino	26%
Native Hawaiian or Other Pacific Islander	13%
White	39%
Two or more races	21%
Race/ethnicity unknown	0%
Nonresident alien	37%
Transfer out-rate	11%

Graduation rates are based on the student's completion status as of August 31, 2018.

Source: Integrated Postsecondary Education Data System (IPEDS) retrieved from: <https://nces.ed.gov/ipeds/datacenter/institutionprofile.aspx?unitId=115126>

These rates do not represent the completion and transfer rates of the entire student population at Golden West College, nor do they account for student outcomes occurring after this three-year tracking period. For more information on SRTK methodology, interpretation, and rates at other community colleges, they can visit the California Community College Chancellor's Office website at <http://srk.cccco.edu/index.asp> (<http://srk.cccco.edu/>). Additionally, the IPEDS Graduation Rate Survey utilizes the same cohorts and reports out six-year tracking periods.

## Academic Freedom Board Policy 4030

Title 5, Section 51023

Accreditation Standard II.A.7

Agreement between the Coast Federation of Educators American Federation of Teachers Local 1911 and Coast Community College District August 11, 2011-June, 2012

Recognizing that free search for truth and the expression of diverse opinions are essential to a democratic society, both the District and

the Federation will affirm the principles of academic freedom, with the understanding that

1. Academic Freedom is essentially the right of faculty to express or discuss in their classrooms and throughout the District challenging ideas and topics related to courses they teach and their own academic, professional expertise. The primary responsibility is to achieve the objectives of the course outline of record. This does not preclude Faculty Members from using their professional judgment in discussing other topics with their students when aimed at enhancing student learning. The expression of this right is guided by a deep conviction of the worth and dignity of students and the advancement of their knowledge.
2. Academic Freedom includes the right of faculty to create and to use instructional materials that may be thought-provoking or controversial and are relevant to the courses they teach to enhance student learning. These rights notwithstanding, Academic Freedom is to be practiced within the parameters of commonly recognized standards of teaching, professional conduct, and applicable policies and laws.
3. Faculty Members recognize the special responsibilities placed upon them. These responsibilities include the obligation to exercise critical self-discipline and sound judgment in using, extending, and transmitting knowledge. In the conduct of their teaching and professional lives, faculty members demonstrate intellectual honesty and devotion to continual improvement of scholarly competence.

With the shared understanding of the rights and responsibilities, Academic Freedom will be promoted and protected.

A Faculty Member's exercising of his/her right of academic freedom as delineated below shall not be subject to any adverse action affecting the Faculty Member's employment status with the District:

1. For the development and publication of instructional materials, as well as the interpretation of course content and adoption of innovative instructional methods compatible with the course outline of record and standards accepted within the academic community;
2. For exercising freedom to examine or endorse unpopular or controversial ideas within their fields of professional expertise as appropriate to course content, discussions with students, or academic research or publication. In so doing, the Faculty Member shall attempt to be accurate, fair, objective, and show respect for diverse opinions;
3. For using or recommending, within the parameters of (a) above, instructional materials which may challenge prevailing social attitudes, or contain unpopular or controversial ideas;
4. For presenting all points of view in teaching and discussing controversial ideas or content in their courses and for including library materials of broad and diverse interest, information and enlightenment without prejudice in regards to the race/ethnicity, gender, sexual orientation, nationality, social, political or religious views of the authors;
5. For expressing in an appropriate forum the Faculty Member's viewpoint on matters of College and District policy.
6. In collegial life, for example, for participation in the governance of their colleges, and engaging in the collegial expression of opinions in their department, college, and/or District meetings.

Political activities on college campuses shall be governed by District policies and procedures which shall be in accordance with the requirements of applicable Federal and State law.

The District shall respect the Faculty Member's right in public life to exercise freedom of speech, freedom of association, freedom of union activity, and freedom to express expert opinions in a public forum provided it is clear that the Faculty Member is not speaking or acting on behalf of the District.

Adopted February 5, 2003  
 Renumbered from CCCD Policy 030-3-1.5, Fall 2010  
 Revised January 15, 2014