

CYPRESS COLLEGE – SUMMER 2008

ACADEMIC/COLLEGE POLICIES AFFECTING STUDENTS

ATTENDANCE

It is important that students attend the first class meeting of every class in which they are registered. Failure to attend the first class session **may** result in the instructor dropping the student from the class. Students should be especially careful not to accumulate excessive absences.

AUDITING COURSES

Enrolled students who wish to audit must have previously completed the course at Cypress College and must file a petition with the Admissions and Records Office. Students may petition to audit only during the second week of classes. Enrolled students must pay \$15.00 per unit to audit and other fees as required. For additional information, contact the Admissions and Records Office.

CALIFORNIA RESIDENCE REQUIREMENT

For tuition purposes, California Community Colleges are required to determine a student's residency. California law states that residency is physical presence coupled with the intent to remain in California.

To qualify for residency status, a student must have been a California resident for one year and one day prior to the opening day of instruction. The burden of proof to demonstrate clearly both physical presence in California and intent to establish California residence lies with the student. See the College Catalog for more detailed information.

CHALLENGING PREREQUISITES, COREQUISITES, OR OTHER LIMITATIONS ON ENROLLMENT

Grounds for Challenge

Where a student is denied enrollment in a program or course on the grounds that the student does not meet a prerequisite or corequisite, or on the basis of other limitations on enrollment, the student may challenge such prerequisite, corequisite or limitation on one or more of the following grounds:

1. The prerequisite, corequisite or other limitation on enrollment has not been established in accordance with the district's process for establishing prerequisites, corequisites and other limitations on enrollment;
2. The prerequisite, corequisite or other limitation on enrollment is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
3. The basis upon which the district has established an enrollment limitation does not in fact exist;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available by the college.

Burden of Proof

The student shall bear the burden of proof in demonstrating that grounds exist for the challenge.

1. In the case of a challenge under Grounds for Challenge number 4, the student shall provide evidence of knowledge and/or skills, by virtue of placement/assessment testing, academic coursework, independent learning, experience, or a combination of these which are at least equivalent to the knowledge and/or skills the student would have possessed had he or she successfully completed the prerequisite or corequisite.
2. In the case of a challenge under Grounds for Challenge number 5, the student shall provide evidence that the student has declared a broad educational intent or specific educational goal and has developed a Student Educational Plan in conformity with the provisions of Section 55530(d) of Subchapter 6 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

Challenge Procedure

Filing of Challenge

1. A challenge with respect to any prerequisite, corequisite or limitation on enrollment initiated pursuant to this policy shall be made upon the appropriate challenge form, which may be obtained from a counselor or the Office of Instruction.
2. The completed challenge form must be filed with the Office of Instruction in accordance with the following deadlines:
 - a. for the Fall term, not earlier than Friday of the fifteenth week of the Spring semester and not later than the first day of instruction for the Fall semester;
 - b. for the Spring term, not earlier than Friday of the twelfth week of the Fall semester and not later than the first day of instruction for the Spring semester;
 - c. for the Summer intersession, not earlier than the first Monday in May and not later than the first day of final examinations for the Spring semester.

In the case of a challenge under Grounds for Challenge number 4, the completed challenge form must be accompanied by appropriate evidence of skill or accomplishment such as placement/assessment results, transcripts from an accredited institution or appropriate foreign institution, work-related experience, or other evidence of relevant experience. To warrant consideration, any such evidence shall be of a clear and reliable nature.

CHANGE OF ADDRESS

Students are expected to notify the Admissions and Records Office in writing when their address and/or phone number changes. Change of Address forms are available in the Admissions and Records Office and there is no charge for this form. Students should also leave a forwarding address with the U.S. Postal Service. The student is responsible for any delay in communications sent from the College to an outdated address that the student has not corrected on a change of address form.

CHANGE OF NAME

Students who wish to change their name on official College records must obtain and file the Change of Name form in the Admissions and Records Office. Proof of a legal name change may be required and there is no fee for this form. When the name change is processed, a new student I.D. card should be obtained at Student Activities. The fee for the new card is \$2.50.

CHILDREN ON THE CYPRESS COLLEGE CAMPUS

Introduction

Cypress College celebrates the presence of many children in the lives of our campus family and the college is committed to doing everything possible to ensure the health, safety and well being of all children.

Why do we need these guidelines?

The college manages its campus primarily for adults and is not held responsible for supervising children. Furthermore, students and faculty expect to be able to conduct their activities in an academic environment. Therefore, any parent or guardian who brings a child to Cypress College must adhere strictly to established guidelines. A parent or guardian can be any student, faculty or staff member, vendor, or campus visitor.

Who is a child?

For purposes of these child-protection guidelines, the term "child" applies to any person under the age of 18 who is not otherwise enrolled in a program or course at Cypress College, including programs/courses offered by the School of Continuing Education.

Guidelines to be followed:

- Children may not accompany parents or guardians to classes, labs or the worksite.
- "Arms-length supervision" by a parent or guardian is required at all times.
- Should a child become disruptive, both the parent or guardian and child may be asked to leave the campus.

CLASS CANCELLATIONS

Cypress College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation and to change the class hours and/or days as necessity demands.

COURSE NUMBERING

Courses completed at Cypress College, which are not designated as NON-DEGREE credit, will transfer to other community colleges. Courses numbered from 001 C – 099 C are remedial, occupational and/or technical and designed in content and organization for students who do not intend to transfer for the Bachelor’s degree. Courses numbered from 100 C – 299 C (including Honors classes) have been certified by Cypress College as being of baccalaureate level for the school year and are transferable to any campus of the California State University system.

The transfer institution, however, will determine the extent to which a course satisfies the requirements of a particular degree program. Credit not otherwise applied shall be acceptable as general electives to the extent that the particular degree objective permits. Students who plan to transfer to any campus of the University of California or other university or college should check with a counselor for transferable courses since some universities do not accept all courses numbered 100 C – 299 C (including Honors classes).

COURSE PROGRESSION

Students are expected to take courses on an accepted progressive basis. Students will not receive credit for classes which are considered lower in degree of advancement than those already taken.

COURSE REPETITION

As a general rule, a course in which a student has earned a grade of D, F or NC may be repeated once. Students who have earned a grade of A, B, C or CR in a course may repeat that course only under exceptional circumstances. An approved Petition for Exception must be on file in the Admissions and Records Office prior to repeating a course under exceptional circumstances; otherwise students will be electronically blocked from registering or notified by mail that their enrollment in a course is in conflict with this policy.

CREDIT/NO CREDIT OPTION

If a full term course is listed in the Class Schedule as “CREDIT/NO CREDIT” or “CREDIT/NO CREDIT/LETTER GRADE OPTION,” a student wishing to take the course on a credit basis must file a “Request for CR/NC Grading Option” with Admissions and Records by the end of the sixth week of the semester. The filing date for Summer, late start and short-term courses and open entry classes is by 30% of the class meetings. Refer to the College Catalog for more information or inquire at the Admissions and Records Office. The decision to take a course on a CR/NC basis is irreversible.

EXAMINATIONS

Class instruction includes frequent examinations throughout the semester so that students can judge their progress. Final examinations are given in all full-length semester courses during the last week of the semester. Final examinations for short-term classes are given the last day the class meets. The final examination is a requirement for each course. All students must take these examinations at the scheduled time and place. Any exceptions to the above policy will be made only after consultation with the division dean.

GRADES

Grades are available to be viewed online through myGateway. A paper copy of your grades can be obtained with photo I.D. from the Admissions and Records Office. This printout is **not** a Transcript of Record or a Verification of Student Status. You may order either of these documents from the Admissions and Records Office for a nominal fee.

OPEN ENROLLMENT

It is the policy of the North Orange County Community College District that every course, course section or class, wherever offered and conducted throughout the district, shall be fully open to enrollment and participation by any person who is eligible for admission to the college(s) and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part IV, Title 5 of the California Administrative Code, commencing with Section 51900.

PRIVACY RELEASE

Pursuant to the Federal Family Educational Rights and Privacy Act of 1974, the North Orange County Community College District has established Board Policy 5040 – Student Records Privacy, which covers the release of student records. The College may make public, without prior student consent, only certain directory information. This information will consist of participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members and degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean’s List recognition.

Students who wish to have this directory information further restricted may do so on the College Application for Admissions or by making the request in the Admissions and Records Office.

No other student information will be disclosed without prior student consent except to college officials and employees of the District with legitimate educational interests unless sought pursuant to a court order or lawfully issued subpoena, as or otherwise authorized by applicable federal and state laws.

A copy of this District policy is available on the District website, www.nocccd.edu.

TRANSCRIPT OF RECORD

The Admissions and Records Office prepares and permanently retains a record of each student’s academic work. The transcript reflects all academic work attempted at Cypress College. Chronologically, it lists all courses, units, grades, grade points, total units, a cumulative grade point average and other relevant academic data.

The normal processing time for transcripts is 7 – 10 working days. Forms for requesting transcripts are available online (www.CypressCollege.edu) and in the Admissions and Records Office. Transcript requests may be submitted in person or by mail. Mail requests must include the student’s current and previous names, date of birth, social security number, approximate dates of attendance, number of copies needed and a complete address of where the transcript is to be sent, with the student’s signature. Requests with incomplete information will not be processed.

Students are entitled to two copies of their transcripts without cost. Subsequent copies and Hand Carry transcripts are \$3.00 per copy. On Demand transcripts are available for an additional fee of \$10.00. (*Note: Fee is subject to change at any time.*) Transcript requests must include full payment to be processed, and requests will not be processed if there are outstanding financial obligations to the college. Checks or money orders should be made payable to Cypress College. Cash payments are not accepted for mail requests.

Transcript requests should be mailed to Cypress College, Admissions and Records, ATTN: Transcripts, 9200 Valley View St, Cypress, CA 90630-5897

TRANSCRIPTS

When necessary, students are responsible to ensure that official copies of transcripts of all college and/or high school work are on file in the Admissions and Records Office.

VERIFICATION OF ENROLLMENT

Beginning Fall 2006, Cypress College authorized the National Student Clearinghouse (NSC) to provide degree and enrollment verifications on behalf of the college. NSC adheres to the privacy mandates of FERPA (Family Education Rights and Privacy Act). It provides free, self-service enrollment certificates to students and is used by colleges and universities across the United States.

Ten business days after the beginning of a term, students can request enrollment verification certificates from NSC. Access NSC by logging onto the college website. Click on the Admissions and Records link and look for “Verification Certificates.” All other types of verifications will be charged \$3.00 per request.

WITHDRAWAL OR DROP POLICY

While an instructor may drop a student who has poor attendance, **it is the student’s responsibility to withdraw officially.** The student may drop a class by accessing myGateway during its posted hours. Failure to withdraw officially from a class can result in a substandard grade being posted on the student’s permanent record.

Semester Courses

First three weeks of the term - The student or the instructor may initiate a withdrawal. No notation shall be made on the student’s academic record. For exact dates refer to *Important Dates* in this *Class Schedule*.

Fifth week through fourteenth week - The student or the instructor may initiate a withdrawal. A “W” shall be recorded on the student’s permanent record. For exact dates refer to *Important Dates* in this *Class Schedule*.

Short Courses

Refer to the comment line under the CRN of the class for deadline dates. Every effort has been made to ensure the accuracy of these dates; however, they are subject to change without notice in order to comply with State accounting regulations.

Attention all Students

A student is not officially registered in or dropped from classes until the registration has been processed through myGateway, the required fees have been paid, and a revised Schedule/Bill is obtained. It is the student’s responsibility to complete this official procedure.