ACADEMIC/COLLEGE POLICIES

ACADEMIC ACCOMMODATION

Students with verified disabilities who may require academic adjustments or auxiliary aids are strongly recommended to contact the Disability Support Services Office (DSS) early to ensure timely provision of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students enrolled in online courses are encouraged to contact DSS to request academic accommodation.

ACADEMIC HONESTY

Academic honesty is expected from all students at Southwestern College. Dishonesty in the classroom, cheating or plagiarism, and/or knowingly furnishing false information to the College are grounds for discipline. (See Standards of Student Conduct procedure).

ADDRESS AND TELEPHONE CHANGES

Students can update their mailing address, email address and telephone number on WebAdvisor at **https://webadvisor.swccd.edu**. Failure to comply will result in an administrative hold. This information is critical in receiving emergency and safety information by email, cell phone, etc.

ATTENDANCE

Each student is expected to attend every class meeting. In the case of absence, it is the student's responsibility to inform the instructor. Instructors may drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll. Online students must login and perform any requested tasks on the first day of class.

AUDITING COURSES

If you want to take a class to learn a new language or new skill and don't need the college credit, auditing may be an option for you. To audit a class you need to obtain a course audit application form before you go to the class. Audit petitions are available online under Admissions, then printable forms. If there is space available, the instructor will sign the form. You must return the form to any Admission Office for processing. Students taking the class for college credit have first priority for acceptance.

The charge for auditing is $15 per unit plus the mandatory health fees. A maximum of two classes may be audited in any regular instructional term (fall, spring, and/or summer). If you are enrolled for college credit in ten (10) or more units, you may audit one (1) three-unit class for free. Once you choose the audit option for a class you cannot change to college credit.

CATALOG

For further information on courses, College policies, and procedures see the Southwestern College Catalog on our website at **www.swccd.edu**, click on Schedules and Catalog on the left menu. The Catalog is also available to purchase at the Bookstore.

CLASS CANCELLATIONS

Southwestern 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.

CONSUMER INFORMATION

In accordance with federal regulations as set forth in the Higher Education Act, Southwestern College provides a variety of required information to students. This includes the College Navigator, Net Price Calculator, campus safety reports (including Clery reporting), Drug and Alcohol Abuse Prevention Program information, FERPA, Student Right to Know, Equity in Athletics information and Financial Aid and academic policies. For more information, please go to **www.swccd.edu/consumerinfo** or contact the Office of Communications, Community and Government Relations at 619.482.6304 or via email at cmrrequest@swccd.edu

COURSE REPETITION

Students may petition to repeat courses under the following circumstances:

COURSE REPETITION DUE TO SUBSTANDARD GRADES AND/OR WITHDRAWALS

Students are allowed a maximum of three substandard grades (D, F, or NP) and/or withdrawal (W) in a course. Students may petition to repeat and attach supporting documentation to demonstrate extenuating circumstances requiring one additional repetition. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

COURSE REPETITION OF PREVIOUSLY PASSED COURSES

Students may file a petition to repeat a course in which a grade of "C" or better was earned. Please refer to the catalog for the details and requirements for the Course Repetition and Repeatable Courses. Petitions are available online and can be submitted to any Admissions Office if the following conditions are met:

I. Significant Lapse of Time
II. Variable Units–Open Entry/Open Exit
III. Occupational Work Experience
IV. Special classes for students with disabilities
V. Legally Mandated Training
VI. Significant Change in Industry

DROPPING STUDENTS FROM CLASSES

- Instructors will drop any student who fails to attend the first class meeting or fails to login and perform any requested tasks for online students if the class is at maximum enrollment and other students are waiting to enroll.
- Students will be dropped from a class for lack of a prerequisite.
- During the add period of the term, instructors will drop a student from a class with or without an explanation for never attending class, unless the student has contacted the instructor and the instructor has granted an excused absence.
- After the add period of the term, instructors may drop a student from a class if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week.

DESCRIPTIONS OF COURSES

Course descriptions can be found in the College Catalog, WebAdvisor or on the College website at **www.swccd.edu**.

EMAIL ADDRESS CHANGE
Student email addresses should be kept current in order to receive important information from the College and communicate with their online class faculty. Students should place SWC in their email safe list or personal address book. Students may update their email address on WebAdvisor at **https://webadvisor.swccd.edu**

GRADES
Grades are only available online to students through WebAdvisor approximately ten (10) days after the course end date. Students can check daily for grade posting at **https://webadvisor.swccd.edu**.

NAME CHANGE
Currently enrolled students who wish to change their name must file a "Name Change" form with any Admissions Office. Two forms of identification are required to process the name change.

OPEN ENROLLMENT
It is the policy of the Southwestern 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 and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

PASS/NO PASS (FORMERLY CREDIT/NO CREDIT)
Students may petition to receive Pass/No Pass for classes offered as regular graded courses (A, B, C, D, or F), with instructor approval by the end of the fourth week of the semester or the first week of a short session class. The form is available online at **www.swccd.edu**, click Admissions, and then printable forms. Refer to the Southwestern College Catalog for courses that are GRADED only.

STUDENT RECORDS AND DIRECTORY INFORMATION
Pursuant to the Federal Family Education Rights and Privacy Act of 1974, Southwestern College is authorized to verify public directory information concerning students currently attending the College. Directory information includes the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

The student directory information may be released by the Dean of Student Services or designee, unless prior written objection is received from the student specifying information which the student requests not be released. Students who wish to have information concerning themselves excluded from designation as directory information must inform Admissions in writing.

STUDENT HOLDS
Students shall have grades, transcripts, diplomas and registration privileges withheld for financial obligations such as returned checks, unpaid enrollment fees and/or non-resident tuition, unpaid loans, unreturned equipment, equipment breakages, unpaid fines, etc.

WITHDRAWAL POLICY
It is the student's responsibility to officially withdraw from class. Students may drop classes on WebAdvisor at ***https://webadvisor.swccd.edu***. In addition, instructors may drop a student for excessive absences. See page 13, "Dropping Students from Classes."

SHORT-TERM CLASSES
- To drop with a refund—10% of actual class meeting days—in most cases this may be the first day of class.
- To drop without a "W" grade—20% of actual class meeting days.
- To drop with a "W" grade—75% of actual class meeting days.

Check WebAdvisor for specific dates.

A student failure to officially withdraw from a class may result in a grade of "F" or "NP" if applicable.

Students who withdraw from classes and are receiving a Pell grant may be required to repay some or all of funds received. Please see the "Withdrawals and Return to Title IV" tab on the Financial Aid webpage at **www.swccd.edu/financialaid** for more information.

SUPPORT SERVICES FOR STUDENTS

ACADEMIC SUCCESS CENTER/LEARNING ASSISTANCE SERVICES
The Academic Success Center (ASC)/Learning Assistance Services (LAS) provides services to assist ALL Southwestern College students in achieving academic success both at the Chula Vista campus and at the Higher Education Centers in National City, Otay Mesa, and San Ysidro. The ASC promotes learning by offering free services in six areas: individual tutoring, group tutoring, walk-in centers and labs, computerized tutorials, workshops and test proctoring. The LAS provides free tutoring to all registered students. Highly trained tutors provide academic support on an individual basis, in small groups or in open labs. Learning assistance is provided in almost every subject area and is designed to assist students in successful completion of college course work. Free online 24/7 tutoring for SWC students available at **http://www.swccd.edu/index.aspx?page=3264**. As a resource for students, faculty, and staff, LAS works to provide the fullest opportunities for mastering the strategies, skills, understandings, and attitudes that foster effective and self-directed learning in college and beyond. Information on LAS, tutoring schedules, community services and resources can be found on the LAS/ASC webpage **http://www.swccd.edu/index.aspx?page=1283**, for further assistance or inquiries call (619) 482-6348.

ASSOCIATED STUDENTS ORGANIZATION (ASO)
The Associated Student Organization (ASO) represents all students at Southwestern College and sponsors activities including cultural performances, awards, student clubs, social activities, and student leadership conferences. The ASO is the recognized student government body of the College. The students elect representatives to both the executive and legislative branches. For more information on how to get involved please contact the Associated Students Organization at 619-421-6700, ext. 5968 or 619-482-6568.