



# Catalog 2013–2014

## Addendum No.1

The following new or modified curriculum and information was approved by the Chancellor's Office after the printing of the 2012-2013 Catalog. Please attach this addendum to your current catalog.

### Annual Notification to Students — FERPA and Privacy Rights

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

The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.

A student should submit a written request to the Department that identifies the record(s) the student wishes to inspect. The 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 College official to whom the request was submitted, that official shall advise the student of the correct department to whom the request should be addressed.

The right to request an amendment of the student's educational records that the student believes are inaccurate, misleading or otherwise in violation of this student's privacy rights under FERPA.

The student who wishes to ask the College District to amend a record should write to the College official responsible for the record, clearly identifying the part of the record the student wants changed, and specifying why it should be changed.

If the College District decides not to amend the record as requested, the College District will notify the student in writing of the decision and the student's right to appeal the decision. For specific details for the appeals process, please refer to College District procedure 5045 –Student Records –Challenging Content.

The right to provide written consent before the College District discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

The College District discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College District in an administrative, supervisory, academic or research, or staff position (including campus law enforcement and/or health services), a person or company with whom the College has contracted as its agenda to provide a service instead of using College employees or officials (such as an attorney, auditor or collection agent), a person serving on the Governing Board, or a student serving on an official committee, such as a disciplinary or grievance hearing committee or assisting another school official in performing his or her professional job duties. A school official has a legitimate educational interest, if the official needs to review a student record in order to fulfill his or her professional responsibilities for the College.

### Southwestern Community College District Policy No. 4225 Academic Affairs

#### COURSE REPETITION AND COURSE WITHDRAWAL

**References:** Title 5 Sections 55040 - 55044, 56029, and 58161

The Southwestern Community College District Governing Board, in compliance with Title 5 regulations, permits the following:

#### A. Course Repetition due to substandard grades and/or withdrawals

If a student receives any combination of three (3) substandard academic grades (D,F or NP) or "W" withdrawal symbols, he/she will not be allowed to have a fourth attempt in the same course at Southwestern College. If the student can demonstrate extenuating

circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

When course repetition and/or course withdrawal occurs, the permanent academic record shall be annotated in such a manner that all student work is transcribed and remains legible, ensuring a true and complete academic history.

#### B. Course Repetition of previously passed courses

Students may repeat courses in the following areas in which the course has already been successfully passed. The special conditions are outlined in District Procedure No. 4225 "Course Repetition and Course Withdrawal."

- 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
- VII. Repeatable Courses

Course repetition may also be permitted in courses designated as repeatable. See District Policy and Procedure No. 4227, "Repeatable Courses."

The Governing Board or its sole designee, in collaboration with the Academic Senate, shall establish procedures regarding course repetition/course withdrawal pursuant to District Policy No. 2515, "Governing Board Approved 10+1 Agreement."

### **Course Repetition & Course Withdrawal Procedure**

*Southwestern Community College District will make provisions for a student to repeat a course with a substandard grade and/or withdrawal under the following circumstances:*

#### **I. Course Repetition due to substandard grades and/or withdrawals:**

If a student receives any combination of three (3) substandard academic grades (D, F or NP) or "W" withdrawal symbols, the student will not be allowed to have a fourth attempt in the same course at Southwestern College. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. See Section IX, "Petition Process" for more information.

When a student attempts to enroll for the second time in a course in which he/she has achieved a substandard academic grade and/or "W" withdrawal, the student will be notified electronically of the course repetition and withdrawal policy. The student will have to acknowledge receipt and understanding of the policy and will be required to complete an online tutorial. The tutorial will detail the academic options and referrals to appropriate resources such as Counseling, Academic Success Center/Tutorials, and/or department faculty. Once a student achieves a substandard academic grade and/or "W" withdrawal in the same course for a third time, a fourth repetition will not be allowed. Exceptions to this procedure may be approved only through a petition process. See Section IX "Petition Process" for more information.

If a student passes a course on the second or any subsequent try, all previous substandard grades for that class shall be excluded from calculating student GPA. However, all grades shall be recorded on the student's transcript ensuring that student records are accurate and complete and grading procedures are transparent.

The Southwestern Community College District may not claim apportionment for a student who re-enrolls in a particular course in which the student has already earned any combination of three (3) substandard grades and/or Withdrawals "W." The College District may claim apportionment for the fourth attempt, if the petition for extenuating circumstance is approved. See Section IX "Petition Process" for more information. In addition, students may petition for course repetition in the following areas which the course(s) has already been successfully passed.

#### **II. Course Repetition – Significant Lapse of Time**

Students are permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse in time of no less than 36 months and meets the following: The College District has established a recency prerequisite for a course or program; since the grade was obtained. An employer requires the course to be taken more recently. An institution of higher education to which the student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. Students may petition to repeat where the significant lapse of time is less than 36 months, if the student can provide documentation where the repetition is necessary for the student to transfer to the institution of higher education.

When a student needs to repeat a course due to a significant lapse of time as defined in these procedures, the student must submit a petition. See Section IX "Petition Process" for more information.

When a course is repeated due to a significant lapse of time as defined in section II, the College District will disregard the previous grade and credit when computing a student's grade point average.

### **III. Course Repetition – Variable Units – Open entry/Open exit**

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum on of the course once.

Students may not repeat variable unit open-entry/open exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs repeated; or
- The student wished to repeat the course to alleviate substandard work

Whenever a student enrolls in a physical education activity course offered for open-entry/ open-exit, the enrollment will count as a repetition of the course.

### **IV. Occupational Work Experience**

A student may repeat an occupational work experience course up to sixteen (16) units total and limited to eight (8) units of occupational work experience per semester. Each repetition is recorded and is included in the purpose of the calculation of student's grade point average.

### **V. Special classes for students with disabilities**

Students with verified disabilities who are enrolled in non-degree Personal Development courses (special classes per Title 5) within Disability Support Services may repeat courses any number of times based on an individualized determination that such repetition is required as a disability related accommodation for that particular student.

Student may petition to repeat a special class when:

- Continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class
- Additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

### **VI. Legally mandated training**

A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. The student must petition and provide documentation that course repetition is legally mandated. Courses may be repeated, regardless of whether or not substandard academic work was previously recorded. Each grade received shall be included for purposes of calculating the student's grade point average.

### **VII. Significant Change in Industry**

Student may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Student must petition and provide documents that there has been a significant change in industry or licensure standards necessitating course repetition.

### **VIII. Course Withdrawal**

In the event of extenuating circumstances which occur after the end of the fourteenth week or 75 percent of a term, the College District may in consultation with appropriate faculty, allow in withdrawal "W" after the deadline. It shall be recorded as a "W". The withdrawal "W" will still count towards the maximum number of withdrawals.

**Note:** For the purposes of this section, "appropriate faculty" means the instructor of the course section or in the event the instructor cannot be contacted, the department chair or cognizant dean.

Students will not receive a "W" for a withdrawal that is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. Students may petition to re-enroll in the same course if the reason for one or more of the withdrawals is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. The course of action for determining discriminatory treatment is outlined in the Standards of Student Conduct procedures.

Military Withdrawal. "MW" occurs when a student who is a member of an active or reserve United States military service receives orders compelling the student to withdrawal from the courses. The withdrawal symbol assigned will be a "MW". Military withdrawals shall not be counted in progress probation, dismissal calculations or towards the number of permissible withdrawals.

When course repetition or withdrawal occurs, all grades shall be recorded on the student's transcript ensuring that student records are accurate and complete and grading procedures are transparent.

Courses approved for Academic Renewal will still apply to the student's academic record for the purposes of the Course Repetition and Course Withdrawal Policy and Procedures.

## **IX. Petition Process**

Students will utilize the petition process for Course Repetition for the following areas.

### **Course Repetition and Course Withdrawal – Fourth Attempt**

If a student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The petition will be evaluated by the Dean of Student Services or Petition Review Committee.

### **Significant Lapse of Time**

Students may petition to repeat where the significant lapse of time is less than 36 months, if the student can provide documents where the repetition is necessary for the student to transfer to the institution of higher education.

### **Special classes for students with disabilities**

Student may petition to repeat a special class when:

- Continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class
- Additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

### **Legally Mandated Training**

A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. The student must petition and provide documentation that course repetition is legally mandated

### **Significant Change in Industry**

Student must petition and provide documents that there has been a significant change in industry or licensure standards necessitating course repetition.

## **Southwestern Community College District Policy No. 4227 Academic Affairs**

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## **REPEATABLE COURSES**

*References: Title 5 Sections 66700, 70901; Education Code 70901, 70902, 76000*

Southwestern Community College District allows repeatability of credit courses that have previously been passed under the following conditions pursuant to Title 5 §55041 and the Program and Course Approval Handbook (PCAH) published by the Chancellor's Office for California Community Colleges,

1. Repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree
2. Courses in intercollegiate athletics and academic or vocational competition, as defined in Title 5 §55000.

### **Repeatable Courses**

Southwestern College District has established procedures that allow repeatability of credit courses according to Title 5 under the following conditions:

#### Course Repeatability

Repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The College District must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The supporting documentation must be retained by the College District.

Intercollegiate athletics course – a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the College District or conditioning course which supports the organized competitive sport; and

Intercollegiate academic or vocational competition – a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objective. (e.g. Forensics/debate)

Enrollment in the course and courses that are related in content is limited to no more than four times for semester courses. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a

course or petitions for repetition due to special circumstances.

The College District must identify all courses which are repeatable and designate such courses in the catalog.

When the course is repeated pursuant to this procedure, the grade received each time shall be included for purposes of calculating the student's grade point average.

Notwithstanding the limitation above, apportionment will be limited as set forth in the Apportionment for Course Enrollment. Please see District Procedure No. 4225, "Course Repetition and Course Withdrawal."

**Petition Process:**

Students will utilize the petition process to repeat a course in which:

Repetition is necessary to meet the major transfer requirements of CSU or UC for completion of a bachelor's degree. Student must provide supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC.

## NEW PROGRAMS

### Associate Degree for Transfer in Arts

#### Psychology for Transfer

#### Student Transfer Achievement Reform (STAR) (SB 1440)

##### Transfer Preparation \* (Major Code: 01855)

Designed to serve several goals: to expose students to the variety of subfields in psychology; to engender knowledge of and appreciation for the spirit and nature of scientific inquiry; to facilitate insight into oneself and increase knowledge of and sensitivity to others; and to introduce students to the basic body of knowledge, thus preparing them for further study in psychology as a transfer major..

**Required Core (9-10 units)**

PSYC 101	General Psychology	3
MATH 119	Elementary Statistics	4
PSYC 255	Introduction to Psychological Research	3

**List A: select one course (3 units)**

BIOL 100	Principles of Biology	3
PSYC 260	Introduction to Physiological Psychology	3

**List B: select one course (3-4 units)**

**Any course not used in List A. Any course that has articulation as lower division preparation for the Psychology Major at a CSU**

PSYC 201	Academic and Career Options in Psychology	1
PSYC 211	Learning	3
PSYC 230	Developmental Psychology	3
PSYC 260	Introduction to Physiological Psychology	3
PSYC 271	Data Analysis in Psychology and Sociology	1
SOC 270	Statistical Methods of Sociology	3
PSYC 270	Statistical Methods of Psychology	3
BIOL 100	Principles of Biology	3
BIOL 211	Introduction to Cell and Molecular Biology	4

**List C: select one course (3 units)**

**Any courses not selected above, any CSU transferable psychology courses, and/or other courses that are lower division preparation for the Psychology Major at a CSU or UC in or outside of the discipline.**

PSYC 106	Human Sexuality	3
PSYC 109	The Psychology of Death and Dying	3
PSYC 116	Introduction to Social Psychology	3
SOC 116	Introduction to Social Psychology	3
PSYC 250	Abnormal Psychology	3

<b>Total units</b>	<b>19-21</b>
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*\*Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.*

## Associate Degree for Transfer in Arts

### Music for Transfer

#### Student Transfer Achievement Reform (STAR) (SB 1440)

##### Transfer Preparation \* (Major Code: 01245)

Provides programs for students who wish to become professional musicians; prepares for a career in public school teaching; broaden their general knowledge of music, develop performance skills, or pursue an advance degree in music. Includes theory, musicianship, and performances skills. Transfer students must pass proficiency exams in these areas.

##### Required Core (21-22 units)

MUS 101	Music Theory I	3
MUS 102	Music Theory II	3
MUS 109	Music Theory III	3
MUS 110	Music Theory IV	3
MUS 111	Aural Skills I	1
MUS 113	Aural Skills II	1
MUS 114	Aural Skills III	1
MUS 115	Aural Skills IV	1

##### Applied Music (take 2 courses) 1 unit each

MUS 125	Applied Music—Individual Study I	1
MUS 126	Applied Music—Individual Study II	1
MUS 127	Applied Music—Individual Study III	1
MUS 128	Applied Music—Individual Study IV	1

##### Large Ensemble (take 4 courses) 1 units each

MUS 170	Small Performance Groups I	1
MUS 171	Small Performance Groups II	1
MUS 172	Small Performance Groups III	1
MUS 173	Small Performance Groups IV	1
<b>or</b>		
MUS 185	Concert Choir I	1
MUS 186	Concert Choir II	1
MUS 187	Concert Choir III	1
MUS 188	Concert Choir IV	1
<b>or</b>		
MUS 157A	Mariachi Garibaldi I	1
MUS 157B	Mariachi Garibaldi II	1
MUS 157C	Mariachi Garibaldi III	1
MUS 157D	Mariachi Garibaldi IV	1
<b>or</b>		
MUS 124A	Introduction to Mariachi Performance I	1
MUS 124B	Introduction to Mariachi Performance II	1
MUS 124C	Introduction to Mariachi Performance III	1
MUS 124D	Introduction to Mariachi Performance IV	1
<b>or</b>		
MUS 158	Concert Band I	1
MUS 159	Concert Band II	1
MUS 160	Concert Band III	1
MUS 161	Concert Band IV	1
<b>or</b>		
MUS 163A	Guitar Ensemble I	1
MUS 163B	Guitar Ensemble II	1
MUS 163C	Guitar Ensemble III	1
MUS 163D	Guitar Ensemble IV	1
<b>or</b>		
MUS 165A	Latin Jazz Ensemble I	1
MUS 165B	Latin Jazz Ensemble II	1
MUS 165C	Latin Jazz Ensemble III	1
MUS 165D	Latin Jazz Ensemble IV	1

MUS 175	Orchestra I	1
MUS 176	Orchestra II	1
MUS 177	Orchestra III	1
MUS 178	Orchestra IV	1

In lieu of MUS 101 and MUS 111 students may substitute the following course:

MUS 131	Music Fundamentals	3
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**Total units** 21-22

\*Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

## Associate Degree for Transfer in Arts

### Anthropology for Transfer

#### Student Transfer Achievement Reform (STAR) (SB 1440)

##### Transfer Preparation \* (Major Code: 01725)

Anthropology is the study of human biological and cultural origins and development, integrating the biological sciences, social sciences, physical sciences and humanities. The Anthropology AA-T degree introduces students to the basic body of knowledge, including the cross-cultural and comparative approach. The program emphasizes the role of the scientific method in investigating humankind, as well as in the development of theoretical perspectives relevant to studying human societies. The Associate in Arts in Anthropology for Transfer (AA-T) degree satisfies the requirements of the STAR Act for transfer to the CSU system.

##### Required Core (9 units)

ANTH 101	Biological Anthropology	3
ANTH 102	Cultural Anthropology	3
ANTH 103	Archaeology and Prehistory	3

##### List A: (3-4 units)

MATH 119	Elementary Statistics	4
<b>or</b>		
SOC 270	Statistical Methods of Sociology	3
<b>or</b>		
PSYC 270	Statistical Methods of Psychology	2

##### List B: (4-5 units)

BIOL 260	Human Anatomy	5
<b>or</b>		
GEOL 100	Principles of Geology	3
<b>and</b>		
GEOL 101	General Geology Laboratory	1

##### List C: (3 units)

ANTH 110	Indians of North America	3
ANTH 112	Cultures of Mexico	3
COMM 176	Intercultural Communication	3
GEOG 106	World Regional Geography	3
PHIL 106	World Religions	3
SOC 106	Race and Ethnicity	3

**Total units** 21-22

\*Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.