

# FINANCIAL PLANNING and COLLEGE COSTS

## Student Fees

If you are a full-time resident student enrolled in 12 units, you will pay \$13 per unit.\* Each quarter this will average \$156 for enrollment fees, plus an average of \$50 in other fees. The nonresident tuition fee is \$130 per unit, and the foreign student tuition fee is \$122 per unit.

De Anza charges additional fees for Campus Center use (mandatory), on-campus parking, lab courses, De Anza Associated Student Body activities (voluntary) and health services (mandatory). International F-1 Visa students are required to purchase comprehensive health insurance for \$402 each quarter.

All fees, listed in our quarterly Schedule of Classes and on the Internet at [www.deanza.edu/registration/cashier](http://www.deanza.edu/registration/cashier), are subject to change. Payment and refund policies are listed in the Schedule of Classes and online. Tuition and fees may be refunded under certain circumstances. Please direct questions to the Cashier's Office by e-mail to [deanzacashier@deanza.edu](mailto:deanzacashier@deanza.edu).

\* Fees are subject to change by California legislative action.

## Instructional Materials Fees

For some courses, there will be an instructional materials fee. These fees, shown in the Schedule of Classes, reflect the actual cost for materials, which is usually lower than if you purchased the same items separately. Unless there is an issue of health or safety, you can either pay the fees to the college or provide your own materials of equal quality. A list of materials will be provided by the instructor upon request.

## Textbooks and Supplies

You are responsible for purchasing textbooks and supplies including course syllabi, bibliographies and other printed materials in excess of five pages. Some courses require that you purchase additional supplies. The De Anza Bookstore sells all course texts and other items.

## Estimated Annual Cost of Attending De Anza College

It is important for you to plan financially for your education. The following cost estimates are calculated for a student attending De Anza College full time and enrolled in 12 units for three quarters or nine months. Costs for out-of-state or nonresident students will be higher.

De Anza College 2009-2010		
Cost of Attendance		
	Living at Home with No Dependents	All Others
Tuition and fees	\$ 675	\$ 675
Books and supplies	1,728	1,728
Room and board	4,338	10,872
Transportation	1,170	1,170
Personal and miscellaneous	2,826	2,826
<b>Total</b>	<b>\$10,737</b>	<b>\$17,271</b>

## What Is Student Equity?

**Student equity** is an ongoing, accountable, institutional process that works toward achieving equity in all measurements of student access and achievement across lines of gender, ethnicity, mental and physical ability.

## How Does It Relate to Student Success?

**Student success** is achieved through the partnership formed among the college's faculty and staff and the students. In addition, it is an outcome of institutionalized student equity practices that support students who have a commitment to achieving their academic, career and personal goals. Student success is achieved when students reach their individual goals.

Source: Office of Diversity, De Anza College



# COLLEGE POLICIES and GUIDELINES

## Academic Freedom

The Foothill-De Anza Community College District Board of Trustees believes that faculty and students have the right to pursue teaching and learning with full freedom of inquiry. In order to assure that this viewpoint is understood by all, the board adopts the following policy.

Academic freedom and academic responsibility are inseparable. Academic freedom is the right of faculty members to interpret findings and communicate conclusions without being subjected to any interference, molestation, or penalization because these conclusions are at variance with those of constituted authorities or organized groups beyond the colleges.

Likewise, the academic freedom of students is the freedom to express and to defend views or beliefs, the freedom to question and to differ, without authoritative repression and without scholastic penalization by the faculty or the colleges.

Academic freedom carries with it corresponding responsibility. Academic responsibility emphasizes the obligation to study, to investigate, to present and interpret, and to discuss facts and ideas concerning human society and the physical and biological world in all branches and fields of knowledge. Since human knowledge is limited and changeable, the faculty member will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the faculty employee will nevertheless present the conclusions to which he or she believes the evidence points.

College faculty members are citizens, members of a learned profession and officers of educational institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the

community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Therefore, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

It is recognized that all staff members of the college will be guided by the recommendations of the curriculum committees, the administration and the policies approved by the Board of Trustees on the general purposes of the courses offered.

To ensure these principles of academic freedom for De Anza and Foothill colleges, the administrators of the district and the board, as the governing body of the district, will at all times demonstrate their support by actively and openly working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting tenured or non-tenured faculty members who, while maintaining the high standards of their profession, find their freedom of expression attacked or curtailed.

*Approved 4/20/60. Amended 11/18/96.*

## Academic Integrity

De Anza College is committed to excellence in the pursuit of learning and academic achievement by its students. To further this goal, the college is committed to providing academic standards that are fair and equitable to all students in an atmosphere that fosters integrity on the part of student, staff and faculty alike. The student's responsibility is to perform to the best of his/her potential in all academic endeavors. This responsibility also includes abiding by the rules and regulations set forth by individual faculty members

related to preparation and completion of assignments and examinations. The submission of work that is not the product of a student's personal effort, or work which in some way circumvents the given rules and regulations, will not be tolerated. It is the responsibility of the faculty to clearly define the requirements and rules applicable to their courses for all students. An applicable paragraph of the California State Educational Code (#76130) is quoted: "Code of Student Conduct: The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college: cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer."

## Academic Renewal

Students may request that up to 45 units of De Anza coursework be disregarded (three consecutive quarters plus a summer session) and not calculated into their cumulative GPA (sections 55764 and 55765 of the California Administrative Code) when such work does not reflect their current ability.

Academic renewal at De Anza College does not guarantee that other colleges will accept this action, which is at the discretion of the transfer institution.

Approval of Academic Renewal requests is subject to the following conditions:

1. Two years must have elapsed since the last quarter to be disregarded was completed.
2. Since the last quarter to be considered for Academic Renewal, students must have completed at least:
  - 15 units with a 3.0 GPA, or
  - 30 units with a 2.5 GPA, or
  - 45 units with a 2.0 GPA.

(Work completed at another institution may be considered in determining total units accrued.)

3. All work to be disregarded in the specific quarters, even if satisfactory (passing grades), will not be applied toward unit requirements or calculated into the GPA.
4. Although none of the units completed in the affected quarters will be counted toward a degree, courses completed with grades of C, CR, or better may be used to satisfy major or general education requirements.
5. Students may petition for academic renewal only once.
6. Student transcripts reflect all work including that disregarded through academic renewal to ensure a true,

complete academic history.

7. Students cannot use academic renewal to qualify for honors at graduation.

## Activities Preceding Final Examinations

Student activities will not be scheduled during the three school days preceding final examinations. However, classes and instruction continue as usual. A portion of the final examination may be scheduled during this period to allow for additional time if needed.

## Advanced Placement Examinations (AP Exams)

Some AP exams with qualifying scores are accepted at De Anza College for granting credit and/or course placement.

Official (sealed) exam reports should be submitted to the Assessment Center. For more information, contact the Assessment Center.

**Location:** Student and Community Services Building

**Telephone:** 408.864.8717

## Antidiscrimination

De Anza College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the college, enrollment in classes, student services, financial aid, and employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), Section 504, Rehabilitation Act of 1973 (P.L. 93-112), and the Americans

## Antidiscrimination Policy in Spanish, Traditional Chinese and Vietnamese

### Anti-discriminación

De Anza College se compromete a brindar la igualdad de oportunidad a todo individuo que solicite ingresar a la universidad, que desee inscribirse en clases, que solicite servicios estudiantiles, ayuda financiera o empleo, sin importar la edad, el sexo, el estado civil, la incapacidad, la raza, el color de la piel, la preferencia sexual, la religión, la nacionalidad, o factores similares, según lo estipulado por Title VI del Acta de Derechos Civiles de 1964, Title IX de la Enmienda a la Educación de 1972 (45CRF 86), Sección 504, 1990. El hecho que un individuo no pueda manejar el inglés con facilidad no será un obstáculo para ser admitido a la universidad ni para participar en los programas de educación vocacional.

Todo individuo que desee información tocante a estas leyes o pólizas o que desee presentar una queja debido a supuestas violaciones de Title VI del Acta de los Derechos Civiles de 1964, Title IX de la Enmienda a la Educación de 1972 (45CRF 86), y Sección 504 del Acta de Rehabilitación de 1973, debe ponerse en contacto con Michele LeBleu-Burns, decana de Desarrollo Estudiantil y EOPS, o con su designado, marcando el 408.864.8828. Todo individuo que desee información sobre el Acta de Americanos Deshabilitados de 1990, o que desee presentar una queja debido a supuestas violaciones de dicha acta, debe ponerse en contacto con Steve Sellitti, decano de Educación Especial y Tecnologías Especiales, o con su designado, marcando el 408.864.8923.

Toda queja será revisada según los términos que dicta la ley con respecto a Title VI y Title IX. A todas las personas involucradas en el asunto se les informará lo que provee la ley y cuáles son sus derechos legales. Si no existen conductos normales a cuales recurrir, o si estos conductos no cumplen con los requisitos legales, se tomará la acción necesaria para solucionar el problema. La oficina mantendrá récords de todas las quejas que se presenten debido a violaciones de Title VI y Title IX y reportará al Comité Asesor Para La Fomentación De Diversidad Entre Profesores y Empleados sobre la naturaleza de tales quejas y de cómo avanza su resolución.

Todo estudiante que desee entablar una demanda por violaciones a sus derechos civiles y que desee hacerlo fuera del ámbito universitario, debe dirigirse a: Office of Civil Rights, United States Department of Education, 50 United Nations Plaza, Room 239, San Francisco, Ca. 94102.

### 反對歧視

De Anza 學院對所有申請入學者註冊課程，學生服務，助學金申請和依法\*顧用人員方面不論其年齡、性別、婚姻狀況、殘障程度、種族、膚色、性傾向、宗教、國家、及相類似的因素都一律平等對待。(依法：指依據 1964 年民權法第 6 章、1972 年教育修正案第 9 章、1973 年恢復案第 504 條款和 1990 年美國殘障人法) 英語程度低將不會成爲註冊和學習職業教育課程的障礙。

任何想詢問有關法律、政策或者對違反 1964 年民權法第 6 章、1972 年教育修正案第 9 章、1973 年恢復案第 504 條款想提出控告的人應該與學生發展部和 EOPS 主任 Michele LeBleu-Burns 或她的指定人聯係。電話是：408-864-8828。任何想詢問有關 1990 年美國殘障人法的資料或者想對違反該法律者提出控告的人應該與特殊教育和應用技術部主任 Steve Sellitti 或他的指定人聯係。電話是：408-864-8923。

所有的控告將會根據法律的第 6 章和第 9 章得到復審，凡有關人士都將會被告知他們的合法權利。如果正常渠道行不通或者不符合法律的要求，學校會採取必要的措施。有關第 6 章和第 9 章的控告均會記錄在案，並且向全體教員和職工諮詢委員會報告案子的基本情況及進展和結果。

若學生想利用其合法權利提出超出校級的控告，請直接向美國教育部民權辦公室詢問。地址是：50 United Nations Plaza, Room 239, San Francisco, CA 94102.

### Chính sách chống phân biệt đối xử

Đại Học De Anza cam kết cung cấp cơ hội đồng đều cho mọi người, bất kể tuổi tác, giới tính, tình trạng gia đình, tàn phế, chủng tộc, màu da, khuynh hướng tình dục, tôn giáo, nguồn gốc quốc gia hay những nhân tố tương tự khác, trong việc được nhận vào trường, ghi tên theo học các lớp, các dịch vụ dành cho sinh viên, trợ cấp tài chính và công việc làm phù hợp với những dự liệu của Mục VI trong Đạo Luật Nhân Quyền năm 1964, Mục IX của Tu Chính Án về Giáo Dục năm 1972 (45CRF 86), Khoản 504 của Đạo Luật về Phục Hồi năm 1973 (P.L. 93-112), và Đạo Luật về Những Người Mỹ có Khuyết Tật năm 1990. Việc thiếu khả năng Anh Ngữ sẽ không phải là một rào cản việc gia nhập và tham dự các chương trình giáo dục chuyên nghiệp.

Bất cứ ai muốn tìm kiếm những thông tin liên quan tới các đạo luật và chính sách này, hoặc nộp một đơn khiếu nại vì những chỉ dấu cho là có vi phạm Mục VI của Đạo Luật Nhân Quyền năm 1964, Mục IX của Tu Chính Án về Giáo Dục năm 1972 (45CRF86) và Khoản 504 của Đạo Luật về Phục Hồi năm 1973 thì xin liên lạc với Michele LeBleu-Burns, Chủ Nhiệm Khoa Student Development và EOPS ở số điện thoại (408) 864-8828, hoặc người được bà ủy thác để lo việc này. Bất cứ ai muốn tìm kiếm thông tin liên quan hoặc muốn làm đơn khiếu nại vì những chỉ dấu cho là có vi phạm Đạo Luật Những Người Mỹ có Khuyết Tật năm 1990, thì xin liên lạc với Steve Sellitti, Chủ Nhiệm Khoa Special Education & Applied Technologies ở số điện thoại (408) 864-8923, hoặc người được ông ủy thác để làm việc này.

Mọi khiếu nại đều được duyệt xét lại chiếu Khoản VI và IX của Luật, và những thể nhân có liên quan sẽ được thông tri cho biết về những dự liệu của luật và những quyền pháp định của họ. Nếu những hướng giải quyết thông thường không khả dụng hoặc không đáp ứng được những đòi hỏi về pháp lý, thì biện pháp cần thiết sẽ được áp dụng. Văn phòng sẽ lưu giữ hồ sơ của mọi khiếu nại dựa trên Khoản VI và IX, và sẽ báo cáo cho Faculty and Staff Diversity Advisory Committee về bản chất chung của những khiếu nại này và những tiến triển trong phương cách giải quyết.

Các sinh viên muốn theo đuổi những khiếu nại về nhân quyền trên cấp trường Đại Học thì phải tiếp xúc với Office of Civil Rights Department, United States Department of Education, ở số 50 United Nations Plaza, Phòng 239, San Francisco, CA 94102

With Disabilities Act of 1990. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Any person seeking information concerning these laws and policies or filing a complaint because of alleged violations of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), and Sec. 504 of the Rehabilitation Act of 1973 should contact Michele LeBleu-Burns, dean of Student Development and EOPS at 408.864.8828 or the vice president of Student Services at 408.864.8330. Any person seeking information concerning or filing a complaint because of alleged violations of the Americans with Disabilities Act of 1990 should contact Steve Sellitti, dean of Special Education and Applied Technologies, at 408.864.8923; or his designee.

All complaints will be reviewed in terms of Title VI and Title IX law, and persons involved will be advised of the provisions of the law and their legal rights. If normal channels are not available or fail to meet legal requirements, the necessary action will be initiated. The office will maintain a record of all Title VI and Title IX complaints, and will report to the Faculty and Staff Diversity Advisory Committee the general nature of such complaints and progress toward their resolution.

Students wishing to pursue a civil rights complaint beyond the college level should direct their inquiries to: Office of Civil Rights, United States Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

## **Admission Policies**

### **Residency Requirements**

#### **California Residents**

Students who have established California residency for at least one year prior to the term in which they wish to enroll and have met residency conditions required by state regulations may enroll as California residents for tuition purposes.

#### **Nonresidents**

California residents and residents of other states or territories who have not resided in the state for one year prior to the term in which they wish to enroll, must pay nonresident tuition when attending De Anza.

Students holding various visas, or undocumented or out-of-status aliens, may not establish residency and must pay nonresident tuition when enrolling at De Anza. Other nonresidents may be able to establish residency if they meet the requirements of California Education Code 68062. Still others may be exempted from paying nonresident fees through AB540 eligibility (68130.5), which allows certain nonresident students who have attended a California high school for three years and earned a degree or equivalent to be charged resident fees. (Students with non-student visas or who are out of status or undocumented should call the Admissions and Records Office at 408.864.8722 to determine residency and discuss other attendance eligibility requirements.)

Students on E, J or M visas attending another college, but who wish to take a class at De Anza, must submit an official letter from the host college issuing their I-20. This letter should state the student's standing, confirm full-time status, and provide authorization for the student to take specific De Anza classes.

Students seeking residency eligibility based on military active duty status, military dependent status or other military considerations, should contact the Admissions Veterans Office at 408.864.8722 for specific eligibility criteria.

Students who have had a change in their residency and were initially charged out-of-state fees in error may request a refund within the academic year (prior to June 30) of the documented residency change. No refunds for prior fees paid due to a residency error are available after the academic year in which the error occurred has elapsed.

### **Admission Requirements**

De Anza College admits anyone with a high school or general education diploma (GED), a proficiency certificate, or who is 18 years old and demonstrates the ability to benefit from college instruction. High school (concurrently enrolled) students may attend De Anza if they have completed their sophomore year, and have submitted a permission form signed by their high school principal and parent/guardian. High school students who do not provide required documents will be dropped from their courses.

### **Course Repetition**

Students may repeat any course for which they have earned an F, D or NP twice, in accordance with California community college regulations (55042). The second grade will supersede the first in calculating the student's GPA, but the initial course and grade will remain on the permanent record. If a student repeats a class for a third time, the GPA will include the third grade and not the first two grades earned. No student may repeat a course in which they have earned any grade P/C or above unless they petition with documented proof that they must repeat the course due to an extended lapse in time or to upgrade skills as part of recertification.

Students who are requesting repetition for a course prerequisite they have failed twice may repeat the course one additional time. Students who do not successfully complete the course a third time, may be advised to audit lower level courses for which they have previously received a passing grade in order to update skills; choose a different elective to fulfill graduation requirements; or receive permission to complete the course at another institution.

Students who have earned more than four W's for the same course will not be allowed to re-enroll in that course (55024).

### **Classification of Students**

**FRESHMAN:** Students who have completed fewer than 45 quarter units of college credit.

**SOPHOMORE:** Students who have completed 45 or more quarter units of college credit and have not earned a degree.

### **Excessive Drops**

Per recent changes in state regulations (58161.5), students who have earned four Withdrawals (W) in any one course, will be blocked from future enrollment in that course. In such cases, students may have to meet with a counselor or division representative to discuss strategies for completing requirements prior to reenrolling. Once the student has met with a counselor, permission to re-enroll in the course may be given. If the student does not complete the fifth attempt of the course, a symbol other than W (i.e., a grade) must be assigned on the permanent record.

## High School Admissions (Concurrent Enrollment)

Beginning with the summer session, students who have completed their sophomore year of high school may apply to De Anza as special part-time students. California regulations restrict high school students to take classes that are: enrichment, vocational or are otherwise unavailable at their high schools. High school students may not enroll in basic skills, ESL, guidance or other restricted courses outlined by state guidelines. They may not enroll in more than 11 units per term (no more than 5 1/2 units is recommended for summer session).

High school students wishing to enroll in English, math or some science classes must complete an assessment. In addition, high school students attending De Anza classes are held to the same requirements, standards and policies as any other student, and receive the same FERPA (Family Educational Rights and Privacy Act) protections. College records are not automatically sent to the student's high school and transcripts should be requested through the college Web site. More information regarding concurrent enrollment is available at [www.deanza.edu/admissions/hschecklist.html](http://www.deanza.edu/admissions/hschecklist.html).

## Service Areas

The Foothill-De Anza Community College District operates two colleges—De Anza College in Cupertino and Foothill College in Los Altos Hills. De Anza College serves the Fremont Union High School District, which includes Cupertino, Monte Vista, and parts of Sunnyvale, San Jose, Santa Clara, Los Altos and Saratoga. Foothill College primarily serves the communities of Palo Alto, Los Altos, Mountain View and Los Altos Hills. These cities are in the Palo Alto Unified School District and the Mountain View-Los Altos Union High School Districts.

## High School Completion

Many high schools recommend that students 18 years or older without a high school diploma complete their high school requirements by taking college courses. Students choosing to earn a diploma in this way should obtain a statement from their host high school principal or counselor indicating:

1. The necessary subjects to meet graduation requirements and the number of quarter credits in each;
2. A list of De Anza courses that may satisfy these high school requirements;
3. The total number of quarter units required, including electives; and
4. Approval to use De Anza credit to meet high school requirements.

The California Department of Education recommends that college credit equal twice the number of units earned in high school; for example, two college units equal four high school semester periods.

Once De Anza courses have been completed, students should request that an official transcript be sent to the high school. Students may also enroll in additional courses not required for the diploma.

## Evening and Weekend College

De Anza offers a wide range of evening and weekend courses on campus, at other Cupertino and Sunnyvale sites and online. Certain services are available on a limited basis on Saturdays. Check the De Anza Web site [www.deanza.edu](http://www.deanza.edu) and the schedule of classes for hours of operation.

*Evening Coordinator:* Administration Building

*Telephone:* 408.864.8333

## Summer Sessions

De Anza offers day and evening summer classes in sessions of varying lengths. Summer courses are comparable in academic standards, content and earn similar credits as classes offered during regular quarters. Summer enrollment enables students to complete prerequisites, or accelerate their progress. It also allows high school students who have completed their sophomore year to take enrichment or vocational courses, or enhance their college applications by completing college level work. All regular term attendance

and academic policies apply to summer sessions.

## Attendance

Instructors determine individual class attendance policies, which are distributed to students at the beginning of each quarter. State guidelines also recommend that absences in excess of one week's class meetings may be considered excessive. Excessive absences may result in students being dropped from the course.

## Auditing Classes

Students who have satisfactorily completed a class for the maximum allowable times may be able to audit. Instructor and division dean approval is required. Audit requests cannot be processed until the second week of class or later. A \$10 per unit fee is assessed for audited classes. Course audit request forms are available at [www.deanza.edu/registration/forms.html](http://www.deanza.edu/registration/forms.html).

## Catalog Rights

The college catalog serves as an agreement between the college and students. Students should be aware of published requirements, regulations and guidelines. De Anza students may follow the degree/certificate and general education requirements in effect for the catalog year in which they first enroll, or any subsequent catalog, providing they are continuously enrolled. Students may choose one catalog year for meeting general education requirements and another catalog year for meeting major requirements. It is recommended, however, that students choose the most recent catalog year for completing major requirements.

De Anza reserves the right to change catalog rights by modifying program requirements based upon legal mandate and accreditation standards.



## College Level Examination Program (CLEP) Examinations

Some CLEP exams with qualifying scores are accepted at De Anza College for granting credit and/or course placement. Official (sealed) exam reports should be submitted to the Assessment Center. For more information, contact the Assessment Center.

**Location:** Student and Community  
Services Building

**Telephone:** 408.864.8717

## Computer and Network Use

### Rights and Responsibilities

Foothill-De Anza Community College District (“district”) owns and operates a variety of computer and communication systems, including 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.

The Computer and Network Use: Rights and Responsibilities Policy 3250 (“the policy”) applies to all members of the district community using the district network including faculty, administrators, staff, students, independent contractors and authorized guests. The policy covers use of computer equipment and communication systems at any district facility in computer labs, classrooms, offices, libraries and the use of the district servers and networks from any location. If any provision of this policy is found to be legally invalid it shall not affect other provisions of the policy as long as they can be effective without the invalid provision.

### Ownership Rights

The policy is based upon and shall be interpreted according to the following fundamental principle: the entire district network, and all hardware and software components within 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 policy 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 district business make electronic communication less private than many users anticipate. In addition the district network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually 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 e-mail communication privacy protections comparable to those it traditionally affords paper mail and telephone communications.

### District Rights

System administrators may access user files or suspend services they manage without notice:

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. when it is reasonable to believe that violations of law or district policy or procedures have occurred.

For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on suspicion 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. Such data or information may also be used as grounds for appropriate personnel action.

### User Rights

While 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, e-mail, and/or telephone message system, nor disclose information 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 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 possible of its access and provide the reason for its action.

### User Responsibilities

The Board 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 law, regulations 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 activities. Although personal use is not an intended use, the district recognizes that the 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.

“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. These types of prohibited uses and purposes are further defined in *Administrative Procedure 3250*.

All users of the district network must read, understand and comply with this policy as well as *Administrative Procedures 3250*, and any additional guidelines established by the district. Such guidelines will be reviewed by the district and may become subject to Board approval as a district policy or procedure. By using any part of the district network, users agree that they will comply with this policy.

Copies of this policy can be found in the policies section of the college catalogues, schedules of classes, student handbooks, faculty handbooks, new classified employee handbook, and the handbook for new administrators. Copies of this policy are also available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill), and on the district's Web site at [www.fhda.edu](http://www.fhda.edu).

#### **Enforcement of the Policy**

The Board directs the Chancellor or designee to enforce all existing federal and state law and district and college policies, 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 policy will be dealt with in the same manner as violations of other district policies or standards of behavior and may result in disciplinary action, subject to applicable due process requirements.

Users who believe this policy has been misinterpreted or misapplied may file a complaint in accordance with the Complaint Procedures found in *Administrative Procedures 3250*. 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.

This policy and *Administrative Procedures 3250* shall be distributed to all new and existing employees. Nothing in this policy should be construed to interfere with First Amendment rights or with the academic freedom of faculty as outlined in Board Policy 4190.

Both the Board Policy Manual and Administrative Procedures Appendix may be found at [www.fhda.edu/about\\_us/board/policy](http://www.fhda.edu/about_us/board/policy).

## **Continuous Enrollment**

For the purpose of determining the catalog year used to evaluate degree or certificate requirements, students must be continuously enrolled since that term. Continuous enrollment is equal to at least one semester or two quarters each academic year at De Anza, Foothill, CSU, UC or any other California community college. A single "W" in a term qualifies as enrollment in that term.

## **Credit by Examination (CBE)**

Students seeking credit by examination must first successfully complete 15 units at De Anza. Following this, students may file for credit by examination during any regular quarter for courses in which s/he is especially qualified through previous training or experience, and for which prior AP or college credit has not been awarded. Students may obtain the appropriate forms from the Counseling and Advising Center.

Additional requirements for credit by examination:

1. Student must be enrolled in the courses and the instructor has outlined successful completion requirements.
2. No course may be challenged after meeting twice the number of meetings per week.
3. Students may not request CBE for courses for which they have already earned a grade.
4. CBE units may not be used to meet the 24 residency units required to earn a De Anza degree.
5. No more than 45 CBE units may be earned.
6. Students who successfully challenge a course through credit by examination may not subsequently challenge a course normally preceding it; for example, challenging Chemistry 1B and then challenging Chemistry 1A.
7. When transferring to another college or university, accepting credit by examination requirements/units is at the discretion of the transfer institution.

Challenge is limited to those courses recommended by the divisions and approved by the vice president of Instruction. Special limitations exist for challenging courses in sequence. The examination may include oral, written, or skill tests, or a combination and will be sufficiently comprehensive to assess the student's knowledge and skills commensurate with a student successfully completing the course.

The credit by examination grade will be noted on the student's transcript at the end of the quarter. Students who do not successfully challenge may not remain enrolled in the course.

The following courses are challengeable:

#### **Applied Technologies**

AUTO 50A and 50B (*Must pass both to receive credit.*)

#### **Biological, Health and Environmental Sciences**

HTEC 60A

NURS 50

#### **Business/Computer Systems**

ACCT 1A

CAOS 150A and 150B

CIS 2, 31, 50, 66, 67A, 67B, 74, 75A, 156A, 156B, 171A, 171B, 171C, 171D, 172, 172A, 173, 174, 174A, 175, 175A (*CIS classes that have lab hours are not challengeable.*)

#### **Creative Arts**

ARTS 53A

F/TV 20

#### **Intercultural/International Studies**

The Foreign Language Department does not give credit by examination for any foreign language class.

Students can place at the appropriate level in the foreign language curriculum, depending on their language proficiency level.

#### **Language Arts**

JOUR 61

#### **Physical Science/Math/Engineering**

None

#### **Social Science**

ADMJ 1

A special no-credit challenge exam is available to meet the California State/Local Government portion of the CSU United States History, Constitution and American Ideals requirement.

## Crime Awareness and Campus Security Summary Report

In compliance with Section 201 Public Law 101-542, as amended by Public Law 102-26, De Anza College provides the following Crime Awareness & Campus Security Act Summary Report for students, faculty and staff:

Crime	Year 2008	Year 2007	Year 2006
Aggravated assault	0	0	0
Arson	0	0	0
Burglary	27	28	25
Homicide	0	0	0
Vehicle theft	1	1	1
Rape	0	0	0
Robbery	1	1	0

### Arrests

Statistics concerning the number of arrests for the following crimes occurring on campus:

	Year 2008	Year 2007	Year 2006
Alcohol violations	1	0	0
Drug violations	1	1	2
Warrants	1	1	1
Other	1	4	6

## DASB Card Policies

- The DASB Card is the property of De Anza Associated Student Body and entitles the student to access and service privileges as long as the De Anza Student Body fees are current. Certain access and privileges may be denied if fees are delinquent or otherwise not current.
- The initial DASB Card is free with the payment of the quarterly student body fees. Subsequent or replacement cards are subject to existing Replacement Card Policies and will be charged a \$5 fee. To avoid paying the replacement fee, students are encouraged to retain the card for future use when not continuously enrolled or when leaving campus for the summer.
- The DASB Card will serve as an official ID card for access to numerous labs and the library as well as events and services on campus. Therefore, the card

should be carried at all times while students are on campus and at campus-sponsored events.

- The DASB Card shall not be transferred, altered or tampered with in any way except as authorized by De Anza College officials. Strict penalties may apply for unauthorized actions.
- With the exception of the campus police, campus departments may not hold the DASB Card for any reason. Recovered cards should be returned to the Card Office immediately. The card must be surrendered when issued a replacement.
- If the DASB Card is lost, stolen or damaged, the Card Office should be notified immediately.
- The DASB Card should be treated as cash and kept secured at all times. Students are advised not to give their card to anyone at any time. The maximum amount of dollars that can be placed on the unsecured electronic cash purse is \$100. Purchases made with your DASB Card over \$25 will require a PIN ID. Additional purses will be available on your DASB Card at a future date for higher dollar amount, secured purchases.

### Replacement Fee

- The replacement fee is \$5.
- If a person is not registered for one full year, s/he will not be charged a replacement fee for a new card.
- If the DASB Card is stolen, the replacement fee will be waived if a police report from the Santa Clara County Sheriff's Office is provided to the Card Office.

### Refund

- Students are advised not to give their card to anyone at any time. If the DASB Card is lost/stolen/damaged, money in the unsecured electronic cash purse cannot be refunded until the card is located or destroyed and the amount is verified. All refunds will be issued by check.
- If the DASB Card is found/returned subsequent to the issuance of a new card, money that can be

verified to be in the electronic cash purse can be transferred to the new card.

- If a student is leaving campus permanently and wishes to turn in the DASB Card, a refund can be requested for the amount verified in the unsecured electronic cash purse.

The DASB Card policies are subject to change. **December 2005**

## Drug and Alcohol Policy

The unlawful possession, use or distribution of any illicit drug or alcohol by students or employees on college property or at college-sponsored activities or events is prohibited. Violation may constitute criminal conduct which could result in criminal prosecution under state and/or federal law. It is the policy of the college to impose appropriate disciplinary sanctions on employees and students for the unlawful possession, use or distribution of illicit drugs or alcohol. Appropriate disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees, and may also include requiring the completion of a rehabilitation program. The standards of conduct for students and the applicable sanctions for violating the standards are contained in the Foothill-De Anza Community College District Board Policy on Student Rights and Responsibilities AP5510 and AP5520. The standards of conduct and sanctions applicable to employees are contained in the Foothill-De Anza Community College District Board Policy on a Drug-Free Workplace, Board Policy Number 4500, in the applicable collective bargaining agreements and in employee handbooks.

## Due Process Procedures and Student Conduct

Individuals who elect to become students at De Anza College are afforded certain rights and privileges outlined in the De Anza College Students Rights and Responsibilities Policy and, at the same time, assume certain obligations for their personal conduct as set down in the De Anza College Due Process Procedures. For additional information, refer to the college policy on Student Rights and Responsibilities, which can be obtained

from the offices of the De Anza College President, Vice President of Instruction, Vice President of Student Services, Dean of Student Development, and the Office of College Life (formerly Student Activities).

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and
- state and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

Foothill-De Anza Administrative Board Policy AP 5045 also identifies the college registrar as the "Records Officer" required by FERPA. Current and former students can review their education records by completing or filing a request in the Admissions and Records Office. Such records will be made immediately available when possible or within 15 days of written request. If the review results in a dispute, the college registrar will initiate an informal proceeding in an attempt to resolve the matter. If the dispute continues, a grievance may be filed with the vice president of Student Services.

## Final Examinations

Final examinations are to be given in all courses. Students are responsible for taking final examinations at the scheduled time. Schedules are published in each quarter's Schedule of Classes. Two hours will be scheduled for examinations.

Not included in the schedule are final examinations for courses shorter in length than one quarter. Final examinations for these courses will be given at the last class meeting.

Students who miss a final examination for a legitimate reason should communicate with their instructor at once to arrange for an "I" grade. Final examinations normally will not be given in advance of the scheduled time.

## Grading System

Grades are earned in each course and are recorded on the student's permanent record. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course, the instructor will explain these objectives and the basis upon which grades are determined.

### Dean's List Policy

Part-time students (those taking fewer than 12 units per quarter) must have accumulated at least 12 units; cumulative GPA must be at least 3.00; and quarterly GPA must be 3.30 or higher.

Full-time students (those taking 12 or more quarter units) must have a quarterly GPA of 3.30 or higher. There is no minimum requirement for cumulative units or cumulative GPA for full-time students.

### Grade Changes

Title 5 of the California State Administrative Code states, "The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency." If students believe corrections should be made within the above restriction, they should first talk to their instructors. Corrections must be initiated within two years of completing any course in which a grade is being disputed.

Grade definitions are as follows:

### Evaluative Symbols

#### Grade Points

A+	Excellent	4.0
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
D+	Passing, less than satisfactory	1.3
D	Passing, less than satisfactory	1.0
D-	Passing, less than satisfactory	0.7
F	Failing	0.0

P Pass (at least satisfactory—units awarded not counted in GPA). This grade is assigned to those courses in which student achievement is evaluated on a Pass-No Pass basis rather than a letter grade (A, B, C, etc.). P-NP courses are so designated in the Announcement of Courses section of the catalog.

NP No Pass (less than satisfactory, or failing—units not counted in GPA). Not attaining course objectives. (Does not affect grade point average at De Anza.)

### Non-Evaluative Symbols

(Not to be used in calculating GPA.)

I Incomplete. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term. The student and the instructor file a contract for an incomplete grade with the Office of Admissions and Records, indicating the reason the incomplete grade was assigned and the conditions under which the grade of "I" can be removed. Also indicated on the contract form will be the grade to be awarded if the conditions for removal of the "I" are not met within a one year period. Either the grade earned by meeting the specified conditions or the default grade indicated in the contract will replace the "I" no later than one year from the time the "I" was originally given.

IP In Progress. The "IP" symbol is used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion.

The "IP" symbol will remain on the student's permanent record in order to satisfy enrollment documentation. Unit credit will be assigned and appear on the student's record for the term in which the course is completed.

RD Report Delayed. The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

W Withdrawal. A "W" is assigned to drops from the end of the third week of the quarter (For courses shorter than 12 weeks, it is 25 percent of the term.)\* through the end of the eighth week (For courses shorter than 12 weeks, it is 60 percent of the term.) provided the student follows the official withdrawal procedure. After the eighth week (or 60 percent of the term), a student will be granted a "W" only by means of a petition if he or she has a verifiable reason (illness, severe financial problems, etc.). In the absence of a petition, some symbol other than a "W" must be placed on the student's record (A through F in letter graded courses or P or NP in Pass-No Pass courses).

While a "W" will not be used in calculating GPA, "W's" will be used as a factor in probation and dismissal procedures. (See section on "Progress Probation.")

\* *A student who drops or is dropped from a course during the first three weeks of the quarter (or prior to 25 percent of the term) will be considered the same as never attending. No notation is placed on the academic record.*

### P-NP Courses

De Anza College uses the P-NP grade for many courses, as authorized by the Board of Trustees and Title 5.

1. Some courses are designated in the catalog as P-NP courses. A letter grade is not available to the student in such a course. Among this group of courses are those with a "single satisfactory standard of performance for which unit credit is assigned." (See Section 51302 of Title 5.)
2. For all other courses, the student may select the "P-NP" option

instead of a letter grade (A, B, C, etc.), so long as s/he opts no later than the fourth (4th) week of the term (for courses shorter than 12 weeks, it is 1/3 of the term). Once a student has selected the P-NP option, the resulting grade shall be final.

Restrictions have been placed on the use of "P" grades: a) no more than thirty (30) units of credit with a "P" grade can be applied toward an Associate in Arts degree, and b) no "P" grade may be applied toward a student's major requirements unless the course is only offered on a P-NP basis. (This restriction does not apply to Computer Applications and Office Systems majors.)

Units earned on a "P-NP" basis shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures. (See section on "Progress Probation.")

### Course Repetition

Course repetition is regulated by state guidelines (55042, 58161, 55024, 55045). Course Repetition.

Student may repeat any course in which they have earned an F, D or NP twice, in accordance with California community college regulations (55042). The second grade will supersede the first in calculating the student's GPA, but the initial course and grade will remain on the permanent record. If a student repeats a class for the third time, the GPA will include the third grade and not the first two grades earned. All three attempts at completing the course will appear on the official transcript.

No student may repeat a course for which they have earned any grade P/C or above, unless they petition with documented proof that they must repeat the course due to an extended lapse in time or to upgrade skills as part of recertification.

Students who are requesting repetition for a course prerequisite that they have failed twice may repeat the course one additional time. Students who do not successfully complete the course a third time, may be advised to audit lower level courses for which they have previously received a passing grade in order to update skills; choose a different elective to fulfill

graduation requirements; or receive permission to complete the course at another institution.

## Graduation Application

An application for graduation must be completed and submitted to the Admissions and Records Office prior to receiving a degree or certificate. Students should meet with a counselor the quarter preceding the one in which they plan to graduate to review their coursework and complete the graduation petition. This will allow time to make any necessary schedule changes in their last quarter.

Degrees are awarded at the end of all terms.

### Degree Progress Report (Audit)

Students who are interested in seeing how many courses they need to graduate, or to see which courses they have taken meet a specific degree requirement, may request a "Degree Progress" report (audit) from the Admissions and Records Office upon request. This report indicates which applicable courses meet specific requirements for a particular program or GE pattern as well as those requirements still pending completion.

These reports are available for most degree, GE pattern and certificate programs.

## Graduation Honors

Students who have achieved a De Anza College cumulative grade point average between 3.30 and 4.00 will, upon graduation, be awarded associate degree honors as follows:

4.00	Highest Honors	Summa Cum Laude
3.50-3.99	High Honors	Magna Cum Laude
3.30-3.49	Honors	Cum Laude

## Guidelines for Course Offerings

To carry out its mission in the Foothill-De Anza Community College District, each college shall ensure students in college-approved, two-year degree A.A./A.S. programs that they will be able to obtain the degree in two years providing they adhere to the prescribed pattern and sequence of courses and are ready to begin college-level work upon entry. Courses that meet major requirements shall be listed in curriculum sheets distributed by each college; and each college, obligated under the policy, shall

meet to ensure those courses are offered at one or both of the two colleges with appropriate frequency.

Minimum class size guidelines apply to all lecture, lecture-lab and laboratory classes. A minimum class size of 20 is generally required. Special circumstances, however, may necessitate the continuation of a class below the 20-student minimum. The key factor in making a decision to continue will be based upon program needs: e.g., second or third quarter or second-year sequential courses, courses required for an identified major or career subject area, combined courses meeting at the same hour with the same instructor, and one-of-a-kind offerings needed for graduation or transfer. Exceptions to minimum class size guidelines may also be based on the following:

- a. limited classroom or laboratory facilities,
- b. statutory and state regulations mandating class size, Independent Study, Special Projects and Cooperative Education.

Other circumstances that warrant exception may be made by the Office of Instruction.

Class size of all sections is monitored by the Office of Instruction throughout the registration process. In consultation with the appropriate division dean, low-enrolled classes will be identified and an appraisal made of the enrollment pattern. When warranted, sections may be cancelled early in the registration process to foster improved enrollment in remaining sections.

## Illegal Distribution of Copyrighted Materials

De Anza College students are prohibited from using the Foothill-De Anza (FHDA) Community College District's information network to illegally download or share music, video and all other copyrighted intellectual property. De Anza College supports the Higher Education Opportunity Act and the Digital Millennium Copyright Act including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the FHDA information network who have violated the law.

Be aware that illegal forms of downloading and file-sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you not only to academic sanctions from the college but also criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at [www.campusdownloading.com](http://www.campusdownloading.com).

In addition to being illegal, file sharing drains the FHDA network's bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money.

The college has developed policies and consequences to ensure that students respect music and other forms of intellectual property as well as make responsible use of the Internet. You can review these policies at [www.deanza.edu/newpolicy/misuse.html](http://www.deanza.edu/newpolicy/misuse.html).

There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, access [www.riaa.com](http://www.riaa.com).

## Matriculation

Matriculation is a process and a partnership between De Anza College and the student designed to help students achieve their academic goals. The main goals of matriculation are to support student access and success through the following components:

1. Admissions
2. Assessment
3. Orientation
4. Counseling and Advisement
5. Follow-up

### 1. Admissions

New and returning students' first step in enrolling at De Anza is to submit an application for admission. Most students submit the application online via the Web site at [www.deanza.edu](http://www.deanza.edu). Paper applications for admission may be mailed to the Admissions and Records Office or submitted in person in the Student and

Community Services Building, though most students find the Web site application to be a great way to avoid waiting in line unnecessarily.

## 2. Assessment

Placement testing assures students receive a fair and accurate assessment of current skill levels, and provides placement in applicable courses. If you plan to take English, English as Second Language (ESL), math, Chemistry 1A, Biology 6A or Biology 40A at De Anza, you must take the assessment tests or provide college transcript proof of prerequisite courses. Assessment uses multiple measures to place each student in the proper class. It is important to complete your assessment testing before meeting with a counselor. Some testing results may take up to three weeks. Visit the Placement/Assessment Web site for information on dates, times and locations of tests.

**Location:** Student and Community Services Building

**Telephone:** 408.864.8717

**Web site:** [www.deanza.edu/admissions/placement](http://www.deanza.edu/admissions/placement)

## 3. Orientation

De Anza offers both online and traditional instruction methods of providing orientation to new students. Students who are not exempt\* from matriculation are sent information to register for Counseling 100, Orientation to College, a 0.5 unit course that covers important college policies and procedures, specific information for certificate, degree and transfer goals, and useful resources to be successful in achieving those goals. The student will also develop an educational plan in the Counseling 100, Orientation to College class. Please visit the Web site for more information.

\* *Students who already have a college degree or are only taking classes for personal enrichment are exempted from taking Counseling 100.*

**Web site:** [www.deanza.edu/counseling/newstudents.html](http://www.deanza.edu/counseling/newstudents.html)

## 4. Counseling and Advisement

Counseling and advising services assist students in establishing their educational goals and identify support services to achieve those goals. The Counseling and Advising Center, located in the Student and Community Services Building, provides a comprehensive service for students who seek assistance in dealing with a variety of concerns. Academic advisers assist with developing academic plans. Counselors

assist with academic advising, educational, personal and career concerns. Please see the Web site for more information.

**Web site:** [www.deanza.edu/counseling](http://www.deanza.edu/counseling)

## 5. Follow-Up

Follow-up includes supporting students' progress toward their educational goals and providing early intervention if they encounter difficulties, usually through follow-up counseling and advising sessions and more comprehensive referrals to additional student support services such as tutoring, mentoring and support programs, etc.

### Frequently Asked Questions

#### *What are my rights as a newly matriculated student?*

You have the right to the following matriculation services: admissions, assessment and placement testing, orientation, counseling and advising, and follow-up student support services. Students are further entitled to:

- participate in the development of an educational plan;
- equal opportunity to engage in the educational process regardless of gender, marital status, sexual orientation, disability, race, color, religion or national origin;
- challenge any prerequisite or placement test result, using established procedures available through the Assessment Center in the Student and Community Services Building; and
- review the matriculation regulations of the California Community Colleges and file a complaint when the college has engaged in any practice prohibited by these regulations.

#### *What are my responsibilities as a matriculated student?*

You have the responsibility to express a broad educational intent at entrance, complete assigned coursework, adhere to all college rules, regulations and policies and participate in the development of an educational plan.

#### *Do I have to participate in the matriculation program?*

Students who declare a goal of certificate, degree, transfer or undecided and do not already hold at least an associate degree are required to matriculate. However, a student can submit a request to waive matriculation

requirements to the dean of Counseling and Matriculation for review. De Anza strongly encourages students to participate in matriculation services as research demonstrates that new students who take advantage of assessment, orientation and counseling services are more successful in achieving their educational goals than those students who do not.

### Prerequisites

Prerequisites, corequisites and advisories are intended to guide students into courses in which they will have the greatest chance for academic success.

- **Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- **Corequisite** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in a course or educational program.
- **Advisory or recommended preparation** means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

### Challenging Prerequisites

You may challenge prerequisites and corequisites if you can demonstrate that:

- you have the knowledge or ability to succeed in the course without the prerequisite or corequisite
- the prerequisite or corequisite has been established in an arbitrary manner
- the prerequisite is discriminatory or is applied in a discriminatory manner
- the prerequisite course is not reasonably available

To challenge a prerequisite, contact the Assessment Office located in the Counseling Center in the Student and Community Services Building.

### Probation Standards

#### 1. Academic Probation

A student who has attempted a total of 6 or more quarter units as shown by the official academic record shall be placed on academic probation if the student has earned

a grade point average below 2.0 in all units.

Removal from probation: Removed from academic probation when accumulated GPA is 2.0 or higher.

Standards for dismissal (disqualification): A student who is on academic probation shall be subject to dismissal if the student earned a cumulative GPA of less than 2.0 in all units attempted in each of three consecutive quarters. (Quarters are considered consecutive on the basis of the student's enrollment: i.e., a fall quarter followed by a spring quarter shall be considered consecutive if the student was not enrolled in the winter quarter of that academic year.)

Students on VA educational benefits (veterans, reservists and dependents) must maintain satisfactory progress; this is a VA requirement. If a student on VA benefits falls below 2.0 GPA in two consecutive quarters of attendance, this is deemed as unsatisfactory progress and is reported to VA. To reinstate your benefits, you must complete one quarter with a 2.0 or higher GPA.

#### 2. Progress Probation

A student who has enrolled in a total of at least 18-quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of "W," "I" and "NP" are recorded reaches or exceeds fifty percent (50%). For the purposes of progress probation, units attempted prior to the 1981 summer session will not be counted.

Removal from probation: A student is removed from progress probation when the percentage of

units for which entries of "W," "I" and "NP" are recorded drops below fifty percent (50%).

Standards for dismissal (disqualification): A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled with entries of "W," "I" and "NP" in at least three consecutive quarters reaches or exceeds fifty percent (50%).

3. Status while on probation (either academic or progress or both)
  - a. A probationary student may be required to participate in retention interventions designed by the Counseling and Advising Center.
  - b. A student is not eligible for "honors" or graduation while on either academic or progress probation.
4. Any student admitted with advanced standing who has a GPA below 2.0 or who has been academically disqualified from De Anza or any other college, is admitted on probationary status.

#### Standards for Readmission

1. If a student has been dismissed following either progress or academic probation, s/he will be required to take at least one quarter leave from De Anza College. S/he is then eligible for readmission after that time has elapsed. Students may petition the dean of Counseling for exemption from disqualification if extenuating circumstances exist.
2. A student returning from disqualification will be allowed to re-enroll at De Anza after meeting with a counselor.
3. A student admitted after dismissal will be placed on probation and may be dismissed at the end of one quarter if:

- a. His/her GPA for that quarter falls below 2.0 or
- b. S/he receives entries of "W," "I" or "NP" in fifty percent (50%) or more of the units in which s/he is enrolled that quarter.

## Military Service School Credit

### Service Schools

Students may receive college credit for military service schools by submitting a copy of their DD214 or DD295 or Army/American Council on Education Registry transcript. A request for evaluation must be made by seeing a counselor or contacting the Evaluations Office. **Basic Military Training:** Nine units of credit are awarded for basic military training including three units of physical education, four units of Health 21, and two units of military science elective.

### Mutual Respect\*

De Anza College shall take all steps necessary to provide a positive educational and employment environment that encourages equal educational opportunities. The college will actively seek to educate staff and students on the deleterious effects of expressions of hatred or contempt based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or psychological disability; and will promote equality and mutual respect and understanding among all groups and individuals.

### Nonsmoking Areas

The goal of the Foothill-De Anza Community College District is to provide a safe learning and working environment for students and employees. Smoking is prohibited in all indoor and outdoor campus locations, with the exception of designated parking lots.

Smoking is prohibited in district vehicles.

\* *Foothill-De Anza's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination, Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination, and the district's Unlawful Discrimination Complaint forms are available in the President's Office, the Office of the Vice President for Student Services, the District Human Resources Office, and the district Chancellor's Office. Detailed information regarding the sexual harassment, mutual respect, and ADA policies are located at the following campus locations: Counseling Division, Health Services Office, Office of College Life, Learning Center Reference Desk, division offices, and Staff and Organizational Development.*

“No Smoking” signs shall be conspicuously posted at building entrances and in employee lounges, rest rooms, locker rooms, dressing areas, cafeterias, lunchrooms, and stadium and sports facilities. In addition, designated parking lot areas for smoking areas will be clearly marked.

This policy relies on the consideration and cooperation of smokers and non-smokers. It is the responsibility of all members of the district to observe and follow the guidelines.

This policy shall be communicated to all employees annually and published in the colleges’ schedule of classes, handbooks, Web sites and other appropriate locations.

### **Off-Campus Activities/Trips**

Certain portions of the college program require off-campus attendance for scheduled field trips and activities. Transportation is frequently the responsibility of the individual student or a travel agency, and time is sometimes available for independent activity. The district will not be liable for occurrences when the participants are not under the direct supervision of a staff member. Student Voluntary Assumption of Risk form is required.

### **Open Classes**

It is the policy of the district that every course—unless specifically exempted by statute—will be open to any student who has been admitted to the college and meets the class prerequisites. This policy applies to courses which must report the class average daily attendance for state aid purposes. It was established under Chapter II, Division 2, Part VI, Title 5 of the California Code of Regulations.

### **Requesting and Receiving Accommodation(s) Under ADA\***

The Board of Trustees upholds that, for persons with disabilities, improving the access to educational and employment opportunities must be a priority. The Board

of Trustees directs the administration to take the necessary actions to implement the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

The Foothill-De Anza Community College District shall not discriminate against a qualified individual with a disability because of the disability with regard to employment or with regard to the provision of district programs, services and activities.

A person who is otherwise qualified may request accommodation related to his or her disability, provided that the accommodation does not impose an undue hardship on the district. The procedures for requesting accommodation are maintained in the President’s Office, the Office of the ADA Coordinator and in the District Human Resources Office. The ADA coordinator for De Anza College is Steve Sellitti, dean of Applied Technologies and Special Education, 408.864.8923.

### **Revision of Regulations**

Any regulations adopted by the faculty and administration of the college shall have the same force as a printed regulation in the catalog and shall supersede, upon public announcement, by posting on official bulletin boards and by announcement, any ruling on the same subject that may appear in the catalog or other official bulletins of the college.

### **Sexual Assault Including Rape**

De Anza College will not tolerate any form of sexual assault, including rape, on college property or at any college-sponsored event. The college realizes that these situations may or may not be deemed criminal offenses and so may have to be handled both internally by college administrative action and externally by the appropriate law enforcement agency. Internally, disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees. The standards of conduct for students and the applicable sanctions for violating the standards are

contained in the Student Rights and Responsibilities.

Decisions regarding discipline of employees will be made in accordance with applicable legal and contractual provisions and procedures.

When a victim of rape or any other sexual assault chooses to go to either the Counseling Division and/or Health Services, the strictest of confidentiality will be maintained. If the victim decides to report the incident to the appropriate law enforcement agency, the college will make every effort to ensure that it will be handled in the most private and confidential manner as possible.

### **Sexual Harassment\***

Members of a college community—students, faculty, staff and visitors—must be able to study and work in an atmosphere of mutual respect and trust. It is the policy of the Foothill-De Anza Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by Federal and State law. Sexual harassment may include, but is not limited to:

1. Conduct of a sexual nature that is explicitly or implicitly made a term or condition of an individual’s employment or education.
2. A decision based on the submission to or rejection of a sexual advance.
3. Verbal or physical conduct of a sexual nature that interferes with an individual’s performance or creates an intimidating work or educational environment.

Immediate action shall be taken against individuals determined to be in violation of this policy. Any individual who believes that he or she has been a victim of sexual harassment may file a complaint within one year of the date on which the complainant knew or should have known of the facts of the sexual harassment incident.

\* Foothill-De Anza’s Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination, Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination, and the district’s Unlawful Discrimination Complaint forms are available in the President’s Office, the Office of the Vice President for Student Services, the District Human Resources Office, and the district Chancellor’s Office. Detailed information regarding the sexual harassment, mutual respect, and ADA policies are located at the following campus locations: Counseling Division, Health Services Office, Office of College Life, Learning Center Reference Desk, division offices, and Staff and Organizational Development.

Complaints of sexual harassment filed by an employee of the district against another employee or student, or a student against an employee of the district shall be referred and handled pursuant to the district's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination. Such complaints should be directed to Michele LeBleu-Burns, dean of Student Development and EOPS at 408.864.8828 or the vice president of Student Services at 408.864.8330.

Complaints of sexual harassment filed by a student against another student, or student against the criteria of a program, shall be referred and handled pursuant to the district's Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination. Such complaints should be directed to Michele LeBleu-Burns, dean of Student Development and EOPS at 408.864.8828 or the vice president of Student Services at 408.864.8330.

## Student Grievance Procedures

De Anza College strives to treat all students fairly, but as in any complex organization, misunderstandings and even conflicts can arise from time to time. As a student, you have certain rights under the published rules and regulations of the district and the college, the state laws regarding education, and the federal affirmative action laws.

If you feel that your student rights have been violated by the college—in one instance, or over a period of time in a series of events—you have the right to try to resolve the problem. In most cases, problem situations turn out better if they're attended to quickly and simply. That's why De Anza's trustees and student government set up the Student Grievance Procedures, which require a student to do just that. The complete Student Grievance Procedures follow this step-by-step summary. It's a good idea to read them carefully if you decide to file a grievance.

### Procedures:

**Step 1.** You must first try to solve the problem informally. You and the other person(s) involved need to meet and try to solve the problem. You can ask for help from any De Anza community member. Give it your best effort.

**Step 2.** If you still aren't satisfied, you can file a formal grievance. Upon the recommendation of the appropriate dean or administrator you can file a grievance form. You will need to provide the specific rule or law (Students Rights and Responsibilities) that you feel was violated, as well as all the details of the event(s). Provide copies of any pertinent documents. Don't delay—to file a grievance you must be a current student or have been one within 30 days before filing, and you must have learned of the particular event or the latest of a series of events no more than 30 days before you file. [Regardless of when you learned of the event(s), if the alleged violation(s) happened more than a year in the past your grievance won't be valid.]

**Step 3.** Pick up a student grievance form from the Office of Student Development and EOPS or DASB Office, the Office of College Life (formerly the Student Activities Office) or the office of the vice president of Student Services. You can receive assistance with completing the form from any faculty or staff member; or you can ask for help from the De Anza Student Body (DASB).

**Step 4.** File your completed student grievance form with the Office of Student Development and EOPS. Please do not return the completed grievance form to any other office. You will receive acknowledgement of receipt of your grievance usually within two weeks from the time it is received. Your grievance will be forwarded to the dean of Student Development and EOPS.

**Step 5.** The Grievance Review Board will review your grievance and will decide if you met the standards for filing, and whether your grievance meets the basic standards of legitimacy for consideration. The office of Student Development and EOPS will contact you if your grievance warrants a hearing. You will be contacted and a hearing will be scheduled.

**Step 6.** The exact nature of the hearing differs from case to case and is under the direction of the grievance officer. You—and the other person(s)—can have with you, or be represented by, any other person who is not an attorney. You can purchase (at cost) a copy of the official record of the hearing.

**Step 7.** The Grievance Review Board will try to reach a decision within 14 days from the time of the hearing. They will decide, on the outcome of your grievance, what relief (if any) you should be granted. They will forward their recommendation to the dean of Student Development and EOPS. You will be notified by the dean of the board's recommendation.

**Step 8.** The college president or his/her designee has the final decision regarding the outcome. If it is determined that violation of rights is a result of a district rule or some other reason beyond the college's control, the president or his/her designee will recommend the appropriate action at a higher level, the chancellor and trustees.

## Student Right-to-Know Summary Report

In compliance with the federal government, De Anza College has provided a summary of the students entering De Anza College for the first time in the 2004 fall quarter:

Total student cohort*:	1,549
Students completing A.A./A.S./ certificate:	867 or 56.0%
Students who transferred out:	318 or 20.5%
Total completers/transfers:	1,185 or 76.5%

\* The cohort is made up of students entering college for the first time in the fall term who in the fall term declared a goal of transfer, associate degree or certificate and completed one or more college-level credit courses in the fall term and attended full time.

*Completers* are students who within a degree-year period completed the requirements for an associate degree, certificate, or transferred out of the college, or were prepared to transfer (which is defined as successfully completing 84 or more transferable units and achieving a grade point average equal to or greater than 2.0 out of a possible 4.0).

The term *transferred out* is defined as the student who transferred to a University of California campus, or California State University campus, or another California community college campus.

## Student Rights and Responsibilities Concerning Health

---

Individuals who elect to become De Anza students have the right to a healthy, safe and drug-free environment. These students have personal responsibilities with regard to their own health and safety and the health and safety of the college community.

To promote an optimum personal and physical environment in which to facilitate individual development and learning, a De Anza student will:

- A. Not attend college if s/he has a contagious condition (i.e., TB, measles, hepatitis, etc.)
- B. Not attend college if s/he is under the influence of alcohol or illicit drugs.
- C. Have a physical exam on file if s/he is an intercollegiate athlete, or is in an allied health program.
- D. Notify the Admissions and Records Office if s/he will be absent for a week or more due to an illness.
- E. Observe sound personal hygiene habits.
- F. Have current TB results on file as required by the Allied Health Programs, the Child Development Center, the International Student Program and the Nursing Program.
- G. Obtain a physician's note and cooperate openly and honestly with college officials about medical problems that may threaten the health and/or welfare of self or others.
- H. Adhere to safety regulations and use safety equipment and protective devices as required.
- I. Adhere to all college infectious disease policies.

## Traffic and Parking Regulations

---

All parking requires a paid fee or permit. Visitors, students and staff are required to observe all campus parking and traffic regulations enforced year-round by the Foothill-De Anza Community College District Police; failure to comply may subject violators to municipal citations.

Staff parking areas are identified by signs and yellow striping for stalls; student parking areas are identified by white striping for stalls, and disabled parking areas are marked with signs and blue striped stalls.

College quarterly and annual decals are available from the cashier. One-day permits can be purchased from machines in the parking lots. Red machines take quarters only; yellow machines take nickels, dimes, quarters and dollar bills. Daily parking permits cost \$2.

Maximum speed limit is 25 miles per hour on perimeter roads and 10 miles per hour within parking lots. No person shall operate a bicycle, moped or skateboard upon any pedestrian walkway, ramp or patio located within the college campus.

## Transcripts

---

Students may request transcripts online or in person with identification. Transcripts will subsequently be mailed or electronically sent, where applicable, to designated institutions or individuals. Students may request the first two transcripts free of charge; additional transcripts will be subject to published fees and express mailing costs where applicable.

## Transfer Credit From Other Colleges

---

Students completing courses at other colleges accredited by one of the six approved regional accrediting associations may request to use this credit to fulfill De Anza requirements. Official transcripts should be sent directly to the De Anza Admissions and Records Office from the other college or students may deliver sealed, unopened transcripts. Upon review, eligible transfer credit will be applied to the student's De Anza record.

### Non-Accredited Regional Colleges

Students may receive up to 18-quarter units of elective credit for coursework completed at a college accredited by other associations recognized by the Council of Postsecondary Accreditation (COPA). This credit is not transferable to meet bachelor's degree requirements. Official transcripts should be mailed or submitted to the Admissions and Records Office and appropriate credit, where applicable, will be added to the De Anza student record.

## Units

---

A unit is the standard measurement of college and university work. One unit equals one hour of classroom work in most classes, predominantly those in lecture or lecture-discussion formats. Students should expect two hours of outside preparation for each one hour spent in class. Laboratory classes have three hours of work per week per unit. (Specialized performance classes such as athletics, drama and music require more than three hours per week per unit.) Quarter units are equal to two-thirds ( $2/3$ ) of a semester unit. Conversely, a semester unit is equal to one-and-a-half ( $1\frac{1}{2}$ ) quarter units.

## Unit Load Limitations

---

Twelve units is the minimum number of units required for classification as a full-time student. A normal class load will be between 12-17 units. New students may not exceed a maximum of 21.5 units during their first quarter of enrollment at De Anza, without the approval of the dean of the Counseling Division.

Continuing students may enroll in excess of 21.5 units (including physical education and labs) if they have met the following conditions:

1. Completed a minimum of 12 units in the preceding quarter at De Anza;
2. Have not dropped more than one class in the preceding quarter;
3. Completed the preceding quarter with at least a 3.0 GPA.

Students meeting the above criteria, wishing to enroll in excess of 21.5 units, must petition through the Counseling and Advising Center during the first week of the quarter. Petitions will not be considered before the first day of classes. Students who do not meet the criteria may petition the dean of Counseling for an exception to this policy.

## Unsatisfactory Work

---

When a student persistently neglects class assignments or has excessive absences, the instructor may drop the student from the class or assign a non-passing grade. Students may also be assigned a non-passing grade for violating De Anza's published Academic Integrity policies.