

2021-2022

NONCREDIT COURSE CATALOG



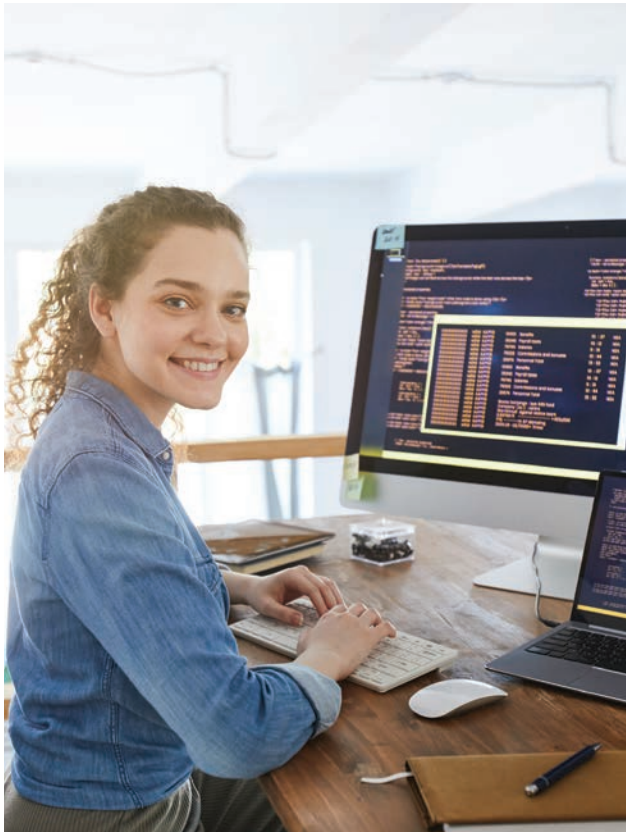




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For more information about college programs and services, see the full catalog at deanza.edu/catalog





ACADEMIC CALENDAR 2021-2022

FALL QUARTER

Sept. 20-Dec. 10, 2021

Last day for international students to apply for admission: July 31, 2021

Instruction begins: Sept. 20

Final examinations: Dec. 6-10

Holidays

Veterans Day: Nov. 11

Thanksgiving recess: Nov. 25-28

Winter recess: Dec. 11-Jan. 2, 2022

WINTER QUARTER

Jan. 3-March 25, 2022

Last day for international students to apply for admission: Oct. 31, 2021

Instruction begins: Jan. 3

Final examinations: March 25-25

Holidays

Martin Luther King Jr. Day: Jan. 17

Presidents' Day weekend: Feb. 18-21

Spring recess: March 26-April 3

SPRING QUARTER

April 4-June 25, 2022

Last day for international students to apply for admission: Jan. 31, 2022

Instruction begins: April 4

Final examinations: June 20-24

Holidays

Memorial Day weekend: May 28-30

SUMMER SESSION

For the latest information, see deanza.edu/calendar

Holidays

Independence Day: July 4

Labor Day: Sept. 5

ALTERNATIVE MEDIA

To request college materials in an alternate format, people with disabilities should contact the alternate media specialist at 408.864.5815.

ACCURACY OF INFORMATION

Every effort has been made to ensure that the information in this catalog is accurate at the time of publication. Students and other users should be aware that laws, policies, rules, fees, programs and services may change, thereby altering the material in this catalog. Such changes may come in the form of statutes enacted by the federal or state government or policies and guidelines adopted by the California Community Colleges Board of Governors, state Chancellor's Office, the board of trustees or chancellor of the Foothill-De Anza Community College District, De Anza College governance, and the president of De Anza College or the president's designee. Users of this catalog should verify necessary information, which is generally found in its most current form on the college website. See deanza.edu for the most current information.

The 2021-2022 De Anza College catalog is produced by the college's offices of Communications and Curriculum with the assistance of contributors from other departments.

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Photos by Gino De Grandis Photography

De Anza College is a public, two-year college of the Foothill-De Anza Community College District
21250 Stevens Creek Boulevard | Cupertino, California 95014 | deanza.edu



Noncredit courses offer a new way to gain valuable job skills, expand your personal knowledge or become better prepared before taking classes for academic credit. Enrollment in these courses is free, with no tuition or registration fees.

De Anza offers noncredit courses and certificates under guidelines established by the Board of Governors for California Community Colleges, with the goal of increasing educational access for students from diverse backgrounds. These programs can be a starting point for many individuals – particularly immigrants, the economically disadvantaged and adults who need to improve their skills – on a pathway to gaining basic skills, preparing to enter the workforce, transitioning to for-credit programs or transferring to a four-year university.



It's important to remember that noncredit classes do not count toward a degree or academic certificate, and students do not earn college credit units. However, students can earn a noncredit certificate after completing a series of required classes.

When you enroll in a noncredit course, you will most likely attend class with students who have enrolled for credit, with the same instructor. You are expected to complete the same coursework and attend all classes.

You'll find more information about noncredit courses on these catalog pages and at deanza.edu/noncredit. The following pages also include a list of noncredit courses and certificates currently offered by De Anza. More programs may be added in the future.

GRADES

Students taking noncredit courses may receive letter grades or be graded on the basis of Pass/No Pass or satisfactory progress. (The grading format will be determined by the department; see the course description for more information.) Noncredit courses are not recorded on a student's transcript and grades are not calculated in a student's GPA. Students may need to contact the instructor to learn their final grade in a noncredit class.

COSTS

While noncredit courses are tuition-free, students are responsible for purchasing their own materials and textbooks. Students taking noncredit courses may opt in to pay De Anza College basic fees for student programs or services – including the SmartPass, which provides unlimited rides on Santa Clara Valley Transportation Authority buses and light rail lines.

PREREQUISITES

Noncredit courses – with the exception of courses in English as a Second Language – generally don't have prerequisites. However, some certificate programs may recommend having a certain level of proficiency in English or Math.

Most noncredit courses do not require placement tests, but some courses may require that you complete an assessment process to make sure you are taking a course at the level that's right for you. Be sure to review the course description for specific requirements.

REPEATING COURSES

There are no limits on repeating noncredit courses.

COURSE NUMBERING

Noncredit courses are numbered as follows.

- **300-399:** Noncredit career training courses
- **400-499:** Noncredit basic skills courses

CERTIFICATES

De Anza offers two kinds of noncredit certificates:

- **Certificates of Competency** are awarded for completing a designated sequence of basic skills courses.
- **Certificates of Completion** are awarded for completing a designated sequence of career training courses.

To earn a noncredit certificate, you must complete all required courses with at least a C grade, passing grade or satisfactory progress. Each course must be completed at De Anza College.

Noncredit programs vary in length. Students are encouraged to check with the departments and counselors for help with planning their courses. There is no limit on the number of noncredit certificates a student can earn.

Noncredit certificates are issued by individual departments and are not notated on official college transcripts. Contact the issuing department for assistance or questions about how your certificate will be issued.

For more information, please see the listings of noncredit certificates that begin on page 14.



Automotive Technology – Noncredit Courses

AUTO 350A Introduction to Automotive Principles 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent.

Four hours lecture (48 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

A selective study of the automobile's engine systems. Knowledge and skills that are necessary for basic repair, maintenance, and troubleshooting of today's engine systems. This course may be used to fulfill the prerequisite to the Automotive Technology Program.

AUTO 350B Applied Automotive Principles 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A (may be taken concurrently).

One and one-half hours lecture, two and one-half hours laboratory (48 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

Basic experiences in automotive repair and maintenance as related to the engine and its supporting systems.

AUTO 351A Introduction to Automotive Principles - Chassis Systems 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent.

Four hours lecture (48 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

A selective study of the automobile's chassis and drive line systems. Knowledge and skills necessary for basic repair, maintenance, and troubleshooting of today's chassis and drive line systems. Can be used to fulfill the prerequisite to the Automotive Technology Program.

AUTO 351B Applications of Automotive Principles - Chassis Systems 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 351A (may be taken concurrently).

One and one-half hours lecture, two and one-half hours laboratory (48 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

Basic experiences in automotive repair and maintenance as related to suspension, steering, braking, and drive line components.

AUTO 353A Automotive Mechanisms 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent.

Three hours lecture, three hours laboratory (72 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course covers the application of physical principles to the operation of mechanical and hydraulic systems, using an applied physics technique.

AUTO 357A Career Research and Employment in the Automotive Industry 0 Units

(This is a noncredit, stand-alone CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273.

Two hours lecture (24 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

This career research course covers automotive industry job search, applications, resumes, employer-employee relationships, and job interviews.

AUTO 360 Automotive Electrical Systems 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A and AUTO 350B.

Nine hours lecture (108 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

Principles of electricity, electronics, cranking and charging systems. Testing, diagnosis and repair of these systems.



AUTO 360A Electrical Schematic Diagnosis 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 360.

Four and one-half hours lecture (54 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

Theory of operation for electrical, electronic, and electromechanical accessory systems. Understanding and using wiring diagrams, schematics, and other diagnostic information to troubleshoot electrical, electronic, and electromechanical systems. Preparation for Automotive Service Excellence (ASE) examination in Areas A6, A8, and L1.

AUTO 360B Automotive Electronics 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A, 350B, 360 and 360A.

Four and one-half hours lecture (54 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

Application of computer control principles to automotive systems. Operation of automotive electronic control systems, including commonly used sensors, actuators, and displays. Introduction to diagnostic methods and test equipment for automotive electronic control systems. Preparation for Automotive Service Excellence (ASE) examination in Areas A6, A8, and L1.

AUTO 360C Automotive Ignition, Fuel and Emission Systems 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A, 350B, 360, 360A and 360B.

Nine hours lecture (108 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course provides an introduction to components, subsystems and functions of ignition, fuel delivery, carburetor and fuel injection systems (engine management). It also includes an introduction to automotive emission controls, basic diagnosis, service, repair procedures and preparation for Automotive Service Excellence (ASE) examination in Areas A6, A8, and L1.

AUTO 360D Ignition Analysis and Oscilloscope Diagnosis 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A, 350B, 360, 360A and 360B and 360C.

Four and one-half hours lecture (54 hours total per quarter).

(No limit on student re-enrollment for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course covers the ignition system principles of operation and diagnosis, the use of electronic test equipment in ignition system diagnosis, and preparation for Automotive Service Excellence (ASE) certification examinations in Areas A6, A8, and L1.



This course covers the diagnosis of automotive electronic systems using a laboratory oscilloscope and a power graphing meter; related use of other basic test equipment, including a digital multi-meter (DMM) and scan tool; advanced waveform analysis; and preparation for Automotive Service Excellence (ASE) examination in Areas A6, A8, and L1.

AUTO 360K Automotive Body Electrical Systems 0 Units

(This is a noncredit, stand-alone CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 360A and AUTO 360B.
 Four and one-half hours lecture (54 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

This course will focus on the theory of operation for body electrical, electronic, and electromechanical systems. Students will gain an understanding of the functions of automotive body electrical systems; utilization of special diagnostic equipment for body electrical systems and subsystems; appropriate repair protocol for applied body electrical systems; symptom to system diagnosis; and preparation for Automotive Service Excellence (ASE) examination in Area A6.

AUTO 360N Hybrid Vehicle Safety and Maintenance 0 Units

(This is a noncredit, stand-alone CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 360A and AUTO 360B.
 Two hours lecture (24 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

This course explores the use of hybrid electric power for vehicle transportation. Topics will include safety, maintenance of hybrid propulsion and internal combustion systems, drivability, and storage battery technology. Various designs of hybrid vehicles and their integrated systems from multiple manufacturers will be discussed. This course also fulfills the Toyota Technician Education Network training requirement for the T-256 course. This course is suitable for students interested in alternative fuels or power and energy technology.

AUTO 361A Automotive Brake Systems 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 351A and AUTO 351B.
 Four and one-half hours lecture (54 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

Operation of automotive brake systems. Repair, maintenance and troubleshooting.

AUTO 361B Electronically Controlled Brake Systems 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 361A.
 Four and one-half hours lecture (54 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

Computer controlled automotive brake systems, including service, maintenance, troubleshooting and repair procedures.

AUTO 362A Automotive Suspension, Steering and Alignment 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 351A and AUTO 351B.
 Nine hours lecture (108 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

Operation of automotive suspension, steering and alignment systems. Overview of maintenance, repair and troubleshooting procedures.

AUTO 362B Advanced Wheel Alignment 0 Units

(This is a noncredit, stand-alone CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 362A.
 Nine hours lecture (108 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

This course focuses on the advanced study of wheel alignment systems. Emphasis is placed on diagnostic inspection and repair procedures.

AUTO 363 Automatic Transmissions and Transaxles 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A and AUTO 350B.
 Nine hours lecture (108 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

This course covers the principles of operation, service and repair procedures for automatic transmissions and transaxles. Hydraulic and mechanical system operation; power flow and component repair techniques; and preparation for Automotive Service Excellence (ASE) certification examination in Area A2.

AUTO 360E Automotive Fuel Injection 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A, 350B, 360, 360A, 360B, 360C and 360D.
 Four and one-half hours lecture (54 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

This course covers the theory of operation and service of electronic fuel injection systems, component parts and their functions and overall system theory, diagnostic and repair methods using standard test and repair equipment, and preparation for Automotive Service Excellence (ASE) examination in Areas A8 and L1.

AUTO 360F No-Start Diagnosis 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A, 350B, 360, 360A, 360B, 360C, 360D and 360E.
 Four and one-half hours lecture (54 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

Principles of troubleshooting procedures and techniques to analyze and repair of "no-start" problems in the fuel, ignition, and electrical systems of an automobile. Preparation for Automotive Service Excellence (ASE) examination in Areas A6, A8, and L1.

AUTO 360G Advanced Scan Tool Diagnosis 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A, 350B, 360, 360A, 360B, 360C, 360D and 360E.
 Four and one-half hours lecture (54 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

Advanced drivability diagnosis using a scan tool. Using the onboard diagnostic capabilities of vehicles built since 1980. Advanced scan data analysis. Using PC capabilities to store and analyze diagnostic information. Preparation for Automotive Service Excellence (ASE) examination in Areas A6, A8, and L1.

AUTO 360H Advanced Drivability and Onboard Diagnostics 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A, 350B, 360, 360A, 360B, 360C, 360D and 360E.
 Four and one-half hours lecture (54 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

This course is a survey of onboard diagnostic systems from 1980 to the present, including advanced electronic diagnostic procedures using an automotive scan tool, and preparation for Automotive Service Excellence (ASE) examination in Areas A6, A8, and L1.

AUTO 360J Advanced Lab Scope and Waveform Diagnosis 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A, 350B, 360, 360C, 360D, 360E, 360F and 360G.
 Four and one-half hours lecture (54 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.

AUTO 363A Advanced Manual Drive Train 0 Units

(This is a noncredit enhanced, CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A and AUTO 350B.
Nine hours lecture (108 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

This course covers the details of operation and repair of automotive manual drive train components; the design operation and repair of four-wheel and all-wheel-drive components; as well as the theory and practical application of the diagnosis of noise and vibrations in the drive train based on frequency calculation and measurement. Students will also learn service and repair procedures, product problem discussions and demonstrations, and preparation for Automotive Service Excellence (ASE) certification examination in Area A3.

AUTO 363D Transmission Diagnostic and Repair Techniques 0 Units

(This is a noncredit enhanced, CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350A and AUTO 350B.
Four and one-half hours lecture (54 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

This course covers diagnostic and repair techniques for automatic transmissions and transaxles, with emphasis on the development of diagnostic procedures and repair techniques, and preparation for Automotive Service Excellence (ASE) certification examinations in Areas A2 and A3.

AUTO 364 Automotive Machining and Engine Repair 0 Units

(This is a noncredit enhanced, CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 350B.

This course covers the repair and rebuilding of engine cylinder heads and block components, engine assembly, and testing. The course also includes theory, diagnosis, disassembly, cleaning, inspection and failure analysis, and preparation for Automotive Service Excellence (ASE) examinations for Areas A1 and M1, M2 and M3.

AUTO 364H High Performance Engine Preparation 0 Units

(This is a noncredit enhanced, CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 364.
Nine hours lecture (108 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

This course covers precision and performance engine preparation, including selection and matching of engine and valve train components for maximum efficiency and output.

AUTO 365P Smog Inspector - Level 1 Training 0 Units

(This is a noncredit enhanced, CTE course.)
Corequisite: AUTO 365W.
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent.
Seven hours lecture (84 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

Automotive technician training program for California's Smog inspection program. Course content is mandated by the Bureau of Automotive Repair (BAR).

AUTO 365W Smog Inspector - Level 2 Training 0 Units

(This is a noncredit enhanced, CTE course.)
Corequisite: AUTO 365P.
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent.
Two and one-half hours lecture (30 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

Automotive technician training program for California's Smog Inspection Program. Meets one of the Bureau of Automotive Repair (BAR) requirement for obtaining Smog Inspector License.

AUTO 366 Automotive Air Conditioning 0 Units

(This is a noncredit, stand-alone CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent.
Four and one-half hours lecture (54 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

This course covers the operation and service of automotive air conditioning refrigeration and electrical control systems. Includes retrofitting, with an emphasis on diagnosis and repair of systems, and preparation for Automotive Service Excellence (ASE) certification examination in Area A7.

AUTO 367A Hybrid Electric Vehicles 0 Units

(This is a noncredit, stand-alone CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 360A, 360B and 360G.
Four and one-half hours lecture (54 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

This course covers the functions of automotive hybrid propulsion systems; operating characteristics of hybrid drive systems; integration of high voltage power supplies and energy storage systems; operating fundamentals of DC to DC converters; and the relationship of internal combustion engines and motor generators. It also includes the function and design of regenerative braking systems; operation of hybrid transmission systems and power splitting devices; application of the high expansion ratio cycle; safety aspects of service hybrid electric vehicles; utilization of special diagnostic equipment for hybrid electrical systems and related subsystems; appropriate repair protocol for hybrid electrical systems; and maintenance and servicing of hybrid vehicles.

AUTO 367B Plug-In Electric Vehicle Technology 0 Units

(This is a noncredit, stand-alone CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 367A.
Four and one-half hours lecture (54 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

This course covers the functions of plug-in electric vehicles and hybrid extended-range electric vehicles; operating characteristics of high voltage onboard charging systems; charging stations, photovoltaic systems, and electrical grid charging. The course also covers the operation of onboard smart charging systems; economics of electric transportation, utility company systems, and existing options such as off-peak charging. Students will gain an understanding of the use of electric power as applicable to extended-range electric vehicle transportation; utilization of applicable diagnostic and service equipment; the electric vehicle theory of operation; advantages of an electric drive train; electric vehicle history and current status of plug-in electric vehicle technologies; career possibilities in the electric transportation industry; and safety procedures and maintenance of plug-in electric vehicles.

AUTO 367G Gaseous Fuels 0 Units

(This is a noncredit, stand-alone CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent.
Four and one-half hours lecture (54 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

This course covers how gaseous fuels include propane, compressed natural gas, liquefied natural gas and hydrogen, and how propane has been used as an engine fuel for over 80-years. Students will learn that after gasoline and diesel, propane is the third most popular fuel and is used to power over four million vehicles. The course will also cover how compressed natural gas and liquefied natural gas are being used in many fleet applications and have a large pipeline distribution system; how hydrogen is used in a fuel cell to create electricity and expels water; how two major automobile manufacturers have introduced hydrogen-powered cars; and how as a society, we are moving towards having humans have less of an impact on our environment and the gaseous fuel are a big part of the movement.

AUTO 367J Introduction to Automotive and Light Truck Diesel Systems 0 Units

(This is a noncredit, stand-alone CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; AUTO 50A and AUTO 50B.
Four and one-half hours lecture (54 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.

As of January 2010, California state law required light-duty diesel-powered vehicles to be included in the smog check program. Diesel's higher efficiency is moving these vehicles' highway mileage to over 40 miles per gallon. Chevrolet and Jeep are all adding diesel-powered vehicles into their new car line-up. This course will consist of lectures and laboratory demonstrations, providing our students with the necessary skills to maintain and repair light-duty diesel vehicles. Diesel training will give students new abilities that are required to be successful in their careers in the automotive industry.





Computer Information Systems – Noncredit Courses

CIS 308 Personal Computer Security Basics 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 200 and READ 200, or ESL 261, 262, and 263; CIS 4.
 Four hours lecture, one and one-half hours laboratory (66 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 This is a beginner's computer security course for small office or home users. Students will learn to stop hackers, worms, viruses, spyware, web bugs, identity theft, and other cyber threats. Vulnerabilities found in web browsers, e-mail, and operating systems will also be learned, along with how to protect against online purchase dangers, install firewalls, manage cookies, restrict ports, evaluate wireless networks, and examine encryption. The course includes numerous hands-on exercises to demonstrate security concepts. This noncredit, tuition-free course will be completed in the same class with CIS 108 students covering the same course content.

CIS 318A Introduction to Unix/Linux 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; CIS 4.
 Four hours lecture, one and one-half hours laboratory (66 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.
 This course is an introduction to the features of the Unix/Linux operating system including text editing, text file manipulation, electronic mail, Internet utilities, directory structures, input/output handling, and shell features.

CIS 340 Introduction to Programming in Python 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 114 or equivalent.
 Four hours lecture, one and one-half hours laboratory (66 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 This course provides a hands-on introduction to computation through programming and problem-solving. Using the popular Python programming language, students will learn software engineering concepts and basic programming constructs while creating graphical applications.

CIS 398 Digital Image Editing Software (Photoshop) 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 200 and READ 200, or ESL 261, 262, and 263.
 Four hours lecture, one and one-half hours laboratory (66 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 The course covers digital imaging principles to produce graphics for websites. Students will gain hands-on experience with the elements and tools to set up files, manage documents, and perform image processing. This noncredit, tuition-free course will be completed in the same class with CIS 98 students covering the same course content.

CIS 399 Office Software Applications 0 Units

(This is a noncredit enhanced, CTE course.)
 Advisory: EWRT 1A or EWRT 1AH or (EWRT 1AS and EWRT 1AT) or ESL 5.
 Four hours lecture, one and one-half hours laboratory (66 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 This course introduces concepts and hands-on projects using four common office productivity software programs including word processing, spreadsheet, database, and presentation software. This noncredit, tuition-free course will be completed in the same class with CIS 99 students covering the same course content.

Educational Access – Noncredit Courses

EDAC 300 Workplace Communication Skills 0 Units

(This is a noncredit, stand-alone course.)
 Requisite/Advisory: None.
 Two hours lecture (24 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 This course focuses on the proper communication skills in written business formats, verbal presentations, and appropriate body language styles in order for students to be able to communicate effectively in competitive employment settings

EDAC 304 Soft Skills 0 Units

(This is a noncredit, stand-alone course.)
 Advisory: EWRT 200 and READ 200, or ESL 261, 262, and 263.
 Two hours lecture (24 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Effective soft skills, communication skills, and problem solving skills will be examined and identified. Students will practice such skills in collaborative projects, role-playing activities, and in real-life situations.

EDAC 307 Notetaking Technologies and Strategies 0 Units

(This is a noncredit, stand-alone course.)
 Advisory: EWRT 200 and READ 200, or ESL 261, 262, and 263.
 Two hours lecture (24 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 A review of digital notetaking technologies and related strategies that enhance learning and retention of information, and support students' specific learning styles.

EDAC 312 Basic English Skills for Students with Disabilities 0 Units

(This is a noncredit, stand-alone basic skills course.)
 Requisite/Advisory: None.
 Two hours lecture (24 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Basic reading and writing skills for students with disabilities. This course is to prepare students for college level reading and writing courses.

EDAC 313 Basic Math Skills for Students with Disabilities 0 Units

(This is a noncredit, stand-alone basic skills course.)
 Advisory: EWRT 200 and READ 200, or ESL 261, 262, and 263.
 Two hours lecture (24 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Basic math functions such as addition, subtraction, multiplication, and division. Students will also be introduced to decimals, fractions, and proportions.

English as a Second Language – Noncredit Courses

ESL 400 High Beginning English as a Second Language 0 Units

(Formerly ESL 300.)
 Prerequisite: Qualifying score on the English as a Second Language Placement Test.
 Ten hours lecture (120 hours total per quarter).
 (No limit on student re-enrollment for 0 unit courses.)
 Pass-No Pass (P-NP) course.
 This course focuses on the development of English listening, speaking, reading and writing skills at the high-beginning level with an emphasis on explicit, direct grammar instruction. Students will practice listening to basic forms of conversational English and speaking with comprehensible pronunciation; develop basic reading comprehension and vocabulary; and practice writing simple and basic compound

ESL 434 Low Intermediate English as a Second Language 0 Units

(Formerly ESL 334.)
(Restricted to students whose native language is not English.)
Prerequisite: Qualifying score on the English as a Second Language Placement Test; or ESL 400 with a grade of C or better.
Ten hours lecture (120 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.
This course focuses on the development of English speaking, listening, reading and writing skills at the low intermediate level. Emphasis will be placed on explicit grammar instruction, writing a group of topic-related sentences, vocabulary building, pronunciation and discussion of multicultural topics.

ESL 444 Intermediate English as a Second Language 0 Units

(Formerly ESL 344.)
(Restricted to students whose native language is not English.)
Prerequisite: Qualifying score on the English as a Second Language Placement Test; or ESL 434 with a grade of C or better.
Ten hours lecture (120 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.
This course focuses on the development of English speaking, listening, reading and writing skills with an emphasis on explicit, direct grammar instruction. Emphasis will be placed on vocabulary-building and writing. Pronunciation practice and discussion of cross-cultural topics are also included.

ESL 451 High Intermediate Listening and Speaking 0 Units

(This is a noncredit enhanced, basic skills course.)
(Restricted to students whose native language is not English.)
Prerequisite: ESL 244 or ESL 444 or a qualifying score on the English as a Second Language Placement Test.
Two hours lecture (24 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.
This course will explore English speaking and listening practice in a variety of contexts, along with the development of vocabulary appropriate in both formal and informal situations.

ESL 455 High Intermediate Grammar, Writing and Reading 0 Units

(This is a noncredit enhanced, basic skills course.)
Prerequisite: ESL 244 or ESL 444 or a qualifying score on the English as a Second Language Placement Test.
Six hours lecture (72 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.
This course focuses on the development of high-intermediate reading comprehension, vocabulary, and writing skills using high-intermediate grammar. Students will write well-organized and well-developed descriptive, narrative, and explanatory paragraphs.

ESL 461 Low Advanced Listening and Speaking 0 Units

(This is a noncredit enhanced, basic skills course.)
(Restricted to students whose native language is not English.)
Prerequisite: ESL 251 or ESL 451 or a qualifying score on the English as a Second Language Placement Test.
Two hours lecture (24 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.
This course emphasizes listening comprehension and proficiency in speaking in academic settings and the expression of students' ideas using a variety of speaking strategies. Students will develop vocabulary, pronunciation, and note-taking skills.

ESL 465 Low Advanced Grammar, Writing and Reading 0 Units

(This is a noncredit enhanced, basic skills course.)
Prerequisite: ESL 255 or ESL 455 or a qualifying score on the English as a Second Language Placement Test.
Six hours lecture (72 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.
This course focuses on the development of low-advanced skills for writing clear, organized, well-developed multi-paragraph compositions, grammar, sentence structure, and reading comprehension and vocabulary.

ESL 472 Advanced Reading and Vocabulary 0 Units

(This is a noncredit enhanced, basic skills course.)
(Restricted to students whose native language is not English.)
Prerequisite: ESL 261 and ESL 265, or ESL 461 and ESL 465, with a grade of C or better; or a qualifying score on the English as a Second Language Placement Test.
Four hours lecture (48 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.
This course focuses on the development of academic vocabulary, reading, and critical thinking skills through extensive readings of college-level material in English.

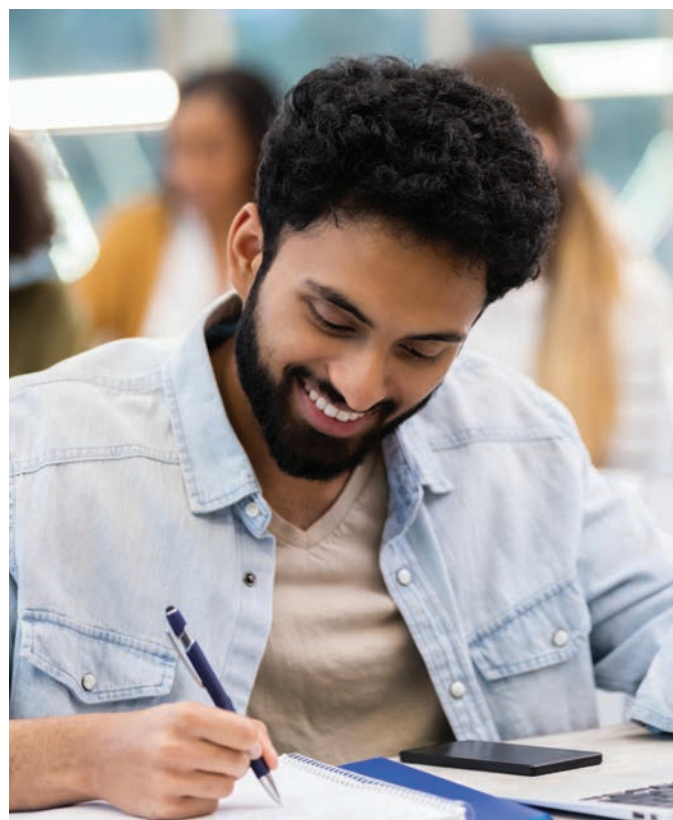
ESL 473 Introduction to the Essay 0 Units

(This is a noncredit enhanced, basic skills course.)
(Restricted to students whose native language is not English.)
Prerequisite: ESL 261 and ESL 265, or ESL 461 and ESL 465, with a grade of C or better; or a qualifying score on the English as a Second Language Placement Test.
Four hours lecture (48 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.
The course introduces the principles and techniques of academic essay writing based on critical reading and thinking.

Journalism – Noncredit Course

JOUR 361A Student News Media Production I 0 Units

(This is a noncredit, stand-alone CTE course.)
Advisory: EWRT 1A or EWRT 1AH or (EWRT 1AS and EWRT 1AT) or ESL 5; F/TV 20.
Nine hours laboratory (108 hours total per quarter).
(No limit on student re-enrollment for 0 unit courses.)
Pass-No Pass (P-NP) course.
This course allows students to gain practical experience in creating basic news and feature content as members of the college newspaper, magazine or online media staff.





Mathematics – Noncredit Courses

MATH 309 Intermediate Algebra for Statistics 0 Units

(This is a noncredit enhanced course.)

Requisite/Advisory: None.

Five hours lecture (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course covers applications of linear and exponential functions, with emphasis on developing models of real-world applications and interpretation of their characteristics, and an introduction to discrete probability and data analysis, using graphical and numerical techniques.

MATH 314 College Math Preparation Level 3: Intermediate Algebra 0 Units

(This is a noncredit enhanced course.)

Advisory: MATH 212 or equivalent placement.

Five hours lecture (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course covers the application of exponential, logarithmic and rational functions, with emphasis on the development of models of real world applications and interpretation of their characteristics.

MATH 330 Intermediate Algebra for Precalculus 0 Units

(This is a noncredit enhanced course.)

Requisite/Advisory: None.

Five hours lecture (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course covers the application of linear functions, quadratic functions, exponential functions, logarithmic functions and linear systems, with an emphasis on the development of models of real-world applications and interpretation of their characteristics.

MATH 410 College Math Preparation Level 1: Pre-Algebra 0 Units

(This is a noncredit enhanced, basic skills course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273.

Five hours lecture (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

Topics include the use of basic arithmetic in application problems, estimation, the real number system, variables and linear equations, graphs of linear equations and the Cartesian coordinate system, and the concept of function.

MATH 410X Support for Statistics 0 Units

(This is a noncredit enhanced, basic skills course.)

Advisory: MATH 10 or MATH 10H.

Two and one-half hours lecture (30 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This is a review of core prerequisite skills, competencies and concepts needed when studying probability and statistics, intended for students who are concurrently enrolled in Statistics.

MATH 412 College Math Preparation Level 2: Beginning Algebra 0 Units

(This is a noncredit enhanced, basic skills course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273.

Five hours lecture (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

Topics include the application of linear functions, quadratic functions and linear systems to problems, with emphasis on the development of models of real-world applications and interpretation of their characteristics.

MATH 431 Algebra Support for Precalculus I 0 Units

(This is a noncredit enhanced, basic skills course.)

Advisory: MATH 31, 31H, 41, or 41H.

Two and one-half hours lecture (30 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course is a review of the core prerequisite skills, competencies and concepts needed when studying polynomial and rational functions, intended for majors in business, science, technology, engineering and mathematics who are concurrently enrolled in Precalculus I.

MATH 431A Algebra Support for Precalculus I (Part1) 0 Units

(This is a noncredit enhanced, basic skills course.)

Advisory: MATH 31A.

Two and one-half hours lecture (30 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course is a review of core prerequisite skills, competencies and concepts needed when studying polynomial and rational functions, intended for majors in business, science, technology, engineering and mathematics who are concurrently enrolled in Precalculus I.

MATH 431B Algebra Support for Precalculus I (Part2) 0 Units

(This is a noncredit enhanced, basic skills course.)

Advisory: MATH 31B.

Two and one-half hours lecture (30 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This is a review of core prerequisite skills, competencies and concepts needed when studying exponential and logarithmic functions, intended for majors in business, science, technology, engineering and mathematics who are concurrently enrolled in Precalculus I.

MATH 432 Algebra Support for Precalculus II 0 Units

(This is a noncredit enhanced, basic skills course.)

Advisory: MATH 32, 32H, 42, or 42H.

Two and one-half hours lecture (30 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course is a review of core prerequisite skills, competencies and concepts needed in studying the theory of trigonometric functions and their applications, intended for majors in business, science, technology, engineering and mathematics who are concurrently enrolled in Precalculus II.



Photography – Noncredit Courses

PHTG 301 Basic Photography 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 200 and READ 200, or ESL 261, 262, and 263; MATH 210 or equivalent.

Two hours lecture, three hours laboratory (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This is an introduction to black and white photography, providing an overview of the 35mm single lens reflex camera operating system. Students will gain a basic understanding of film processing, printing and finishing, while developing critical thinking skills to analyze historical, cultural, conceptual and practical aspects of a medium used worldwide. The course is preparation for further work in photography including digital imaging.

PHTG 303 Advanced Photography 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: PHTG 5.

Two hours lecture, three hours laboratory (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course covers advanced photography in film or digital formats. Students will learn to capture, process and print technically and well-conceived images, and to organize and assemble a strong group of images that are conceptually strong and exhibit a distinct personal vision. Students will further refine their critical thinking skills to analyze historical, cultural, conceptual and practical aspects of the photographic medium.

PHTG 304 Introduction to Digital Photography 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 200 and READ 200, or ESL 261, 262, and 263.

Two hours lecture, three hours laboratory (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This is an introduction to digital photography and digital imaging processes. Students will gain proficiency in the use of a digital camera and explore the digital darkroom using Adobe Lightroom. They will build skills in digital print output for both fine art and commercial applications, while gaining knowledge of issues in contemporary photography and learning to analyze and discuss photographic imagery. Experience in basic beginning photography and wet darkroom practices is recommended.

PHTG 305 Intermediate Digital Photography 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 200 and READ 200, or ESL 261, 262, and 263; MATH 210 or equivalent; PHTG 4 or PHTG 304.

Two hours lecture, three hours laboratory (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course provides further study of digital photography and digital imaging processes. Students will learn to gain greater control over the quality of digital images through shooting RAW, organization and development through Lightroom, and image editing with Photoshop. They will learn to create a workflow for producing high-quality prints while discussing and analyzing current trends in photography.

PHTG 357A Commercial Lighting I 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: PHTG 1 or PHTG 4.

Two hours lecture, three hours laboratory (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course teaches students basic lighting skills while building an understanding of the use of artificial light sources and associated equipment in a studio environment. It also covers control of lighting ratios, contrast, texture and form, reflection, and exposure. Students will produce photographic images relevant to the techniques and production methods covered.

PHTG 357B Commercial Lighting II 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: PHTG 57A.

Two hours lecture, three hours laboratory (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course covers intermediate to advanced lighting skills. Students will learn complex lighting for reflective surfaces, commercial portraits, and exterior and interior architectural shooting. They will produce photographic images relevant to the techniques and production methods covered while gaining an understanding of commercial studio organization and operation.



PHTG 358A Photographic Photoshop I 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 200 and READ 200, or ESL 261, 262 and 263; MATH 210 or equivalent.

Two hours lecture, three hours laboratory (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This is an introduction to digital imaging using Photoshop, including an overview of the Macintosh operating system and a basic understanding of image capture, input, storage, and output. Students will learn specific photographic methods and controls to create and manage imagery in an all-digital environment. The course also covers the development of critical thinking skills to analyze diverse cultural, intellectual, philosophical, ethical, and aesthetic concerns of the photographic medium as a part of new technologies.

PHTG 358B Photographic Photoshop II 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 200 and READ 200, or ESL 261, 262, and 263; MATH 210 or equivalent; PHTG 358A.

Two hours lecture, three hours laboratory (60 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course teaches students to refine their digital imaging skills using Photoshop while learning channel mixing, advanced layering, and masking techniques. Topics include color management, optimization of the toolbox, an introduction to large format printing, and the use of specific photographic methods and controls to create and manage imagery in an all-digital environment. Students will develop critical thinking skills to analyze diverse cultural, intellectual, philosophical, ethical, and aesthetic concerns of the digital photograph.

Real Estate – Noncredit Courses

REST 350 Real Estate Principles 0 Units

(This is a noncredit enhanced, CTE course.)

Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent.

Four hours lecture (48 hours total per quarter).

(No limit on repeatability for 0 unit courses.)

Pass-No Pass (P-NP) course.

This course teaches the fundamental principles of real estate, including economics, law, working concepts, forms and terminology. It is a noncredit, tuition-free course that will be completed in the same class with REST 50 students covering the same course content. REST 350 is not CSU transferable and does not provide credit toward a degree. This course can be applied toward the educational requirements of the California Real Estate Salesperson and Broker license examinations.

REST 351 Real Estate Practices 0 Units

(This is a noncredit enhanced, CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; REST 350.
Four hours lecture (48 hours total per quarter).
(No limit on repeatability for 0 unit courses.)
Pass-No Pass (P-NP) course.
 This course focuses on real estate business practices including procedures, forms and contracts. It is a noncredit, tuition-free course that will be completed in the same class with REST 51 students covering the same course content. REST 351 is not CSU transferable and does not provide credit toward a degree. This course can be applied toward the educational requirements of the California Real Estate Salesperson and Broker license examinations.

REST 352A Legal Aspects of Real Estate 0 Units

(This is a noncredit enhanced, CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; REST 350.
Four hours lecture (48 hours total per quarter).
(No limit on repeatability for 0 unit courses.)
Pass-No Pass (P-NP) course.
 This course covers California real property laws with an emphasis on their practical application. Topics include sources of real estate law, classes of property, fixtures, easements, estates or interest in real property, contracts of sale, covenants, conditions and restrictions. It is a noncredit, tuition-free course that will be completed in the same class with REST 52A students covering the same course content. REST 352A is not CSU transferable and does not provide credit toward a degree. This course can be applied toward the educational requirements of the California Real Estate Salesperson and Broker license examinations. See dre.ca.gov for current license requirements.

REST 353 Real Estate Finance 0 Units

(This is a noncredit enhanced, CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; REST 350.
Four hours lecture (48 hours total per quarter).
(No limit on repeatability for 0 unit courses.)
Pass-No Pass (P-NP) course.
 This course covers regulations and procedures for financing real estate. Topics include types of lenders, primary and secondary investors, and methods and

guidelines for qualifying for real property loans. It is a noncredit, tuition-free course that will be completed in the same class with REST 53 students covering the same course content. REST 353 is not CSU transferable and does not provide credit toward a degree. This course can be applied toward the educational requirements of the California Real Estate Salesperson and Broker license examinations. See dre.ca.gov for current license requirements.

REST 355 Real Estate Property Management 0 Units

(This is a noncredit enhanced, CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; REST 350.
Four hours lecture (48 hours total per quarter).
(No limit on repeatability for 0 unit courses.)
Pass-No Pass (P-NP) course.
 This course provides a practical approach for handling problems encountered by owners and managers of residential and income properties. Topics include client relationships, property inspection, scheduling maintenance, screening tenants, legal considerations, risk management, handling and negotiating leases, staffing, marketing techniques, working relationships, financial reporting, record maintenance, and insurance. It is a noncredit, tuition-free course that will be completed in the same class with REST 55 students covering the same course content. REST 355 is not CSU transferable and does not provide credit toward a degree. This course can be applied toward the educational requirements of the California Real Estate Salesperson and Broker license examinations. See dre.ca.gov for current license requirements.

REST 361 Real Estate Investments 0 Units

(This is a noncredit enhanced, CTE course.)
Advisory: EWRT 211 and READ 211, or ESL 272 and 273; MATH 212 or equivalent; REST 350.
Four hours lecture (48 hours total per quarter).
(No limit on repeatability for 0 unit courses.)
Pass-No Pass (P-NP) course.
 This real estate investments course explores investments in apartments, commercial and industrial buildings. Topics include capital gains calculations, tax implications, installment sale methods, tax deferred exchange, appraisal methods, financing, leases, and land development and syndication. It is a noncredit, tuition-free course that will be completed in the same class with REST 61 students covering the same course content. REST 361 is not CSU transferable and does not provide credit toward a degree. This course may not apply toward the DRE Salesperson license.

ACADEMIC YEAR 2021-2022 NONCREDIT CERTIFICATES AT A GLANCE

	Certificates of Completion	Certificates of Competency
Automotive Technician		
Advanced Engine Performance Technology	◆	
Automotive Chassis Technology	◆	
Automotive Machining and Engine Repair Technology	◆	
Automotive Powertrain Technology	◆	
Basic Engine Performance Technology	◆	
General Service Technician	◆	
Intermediate Engine Performance Technology	◆	
Smog Technician	◆	
Computer Information Systems		
Business Software Applications	◆	
Introduction to Computer Science	◆	
English as a Second Language		
English as a Second Language Advanced Level		◆
English as a Second Language Intermediate Level		◆
Mathematics		
Bridge to Precalculus		◆
Bridge to Precalculus 2		◆
Bridge to Statistics		◆
Math Basic Skills		◆
Photography		
Commercial Lighting	◆	
Photographic Retouching and Digital Post-Production	◆	
Real Estate		
Real Estate Salesperson	◆	



NONCREDIT CERTIFICATES



AUTOMOTIVE TECHNICIAN

Advanced Engine Performance Technology

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Completion in Advanced Engine Performance Technology sequence helps prepare students for employment as entry-level technicians in the automotive repair industry.

Program Learning Outcomes: Upon completion, students will be able to

- Utilize the appropriate equipment, documentation, and troubleshooting principles on various automotive systems

1. Meet the requirements for this certificate level.
2. Complete the following.

AUTO 360F	No-Start Diagnosis	54 hours
AUTO 360G	Advanced Scan Tool Diagnosis	54 hours
AUTO 360H	Advanced Drivability and Onboard Diagnostics	54 hours
AUTO 360J	Advanced Lab Scope and Waveform Diagnosis	54 hours
Total Hours Required		216

Automotive Chassis Technology

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

This noncredit Certificate of Completion prepares students for an entry-level position in automotive undercar inspection and repair procedures.

Program Learning Outcomes: Upon completion, students will be able to

- Perform undercar inspections and repair suspension, steering, hydraulic and active braking systems

1. Meet the requirements for this certificate level.
2. Complete the following.

AUTO 361A	Automotive Brake Systems	54 hours
AUTO 361B	Electronically Controlled Brake Systems	54 hours
AUTO 362A	Automotive Suspension, Steering and Alignment.....	108 hours
Total Hours Required		216

Automotive Machining and Engine Repair Technology

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Completion in Automotive Machining and Engine Repair Technology sequence prepares students for entry-level engine diagnostics positions in the automotive repair industry.

Program Learning Outcomes: Upon completion, students will be able to

- Demonstrate an understanding of four-stroke engine theory, basic safe machining practices, and engine assembly

1. Meet the requirements for this certificate level.
2. Complete the following.

AUTO 364	Automotive Machining and Engine Repair.....	108 hours
AUTO 364H	High Performance Engine Preparation	108 hours
Total Hours Required		216

Automotive Powertrain Technology

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Completion in Automotive Powertrain Technology sequence helps prepare students for employment as entry-level automotive repair technicians in the area of automotive transmission and differential.

Program Learning Outcomes: Upon completion, students will be able to

- Demonstrate knowledge of the overall operation of an automotive transmission and differential

1. Meet the requirements for this certificate level.
2. Complete the following.

AUTO 363	Automatic Transmissions and Transaxles.....	108 hours
AUTO 363A	Advanced Manual Drive Train	108 hours
AUTO 363D	Transmission Diagnostic and Repair Techniques	54 hours
Total Hours Required		270

Basic Engine Performance Technology

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Completion in Basic Engine Performance Technology prepares students to be successful as entry-level technicians in vehicle electrical repairs.

Program Learning Outcomes: Upon completion, students will be able to

- Identify the basic electrical circuits and diagnose automotive electrical systems
- Apply the basic principles of physics as they work in the automotive industry

1. Meet the requirements for this certificate level.
2. Complete the following.

AUTO 353A	Automotive Mechanisms	72 hours
AUTO 360	Automotive Electrical Systems	108 hours
AUTO 360A	Electrical Schematic Diagnosis.....	54 hours
AUTO 360B	Automotive Electronics	54 hours
Total Hours Required		288

General Service Technician

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

This noncredit Certificate of Completion prepares a student for employment as an entry-level technician performing vehicle inspections, new car preparation and general automotive maintenance.

Program Learning Outcomes: Upon completion, students will be able to

- Perform basic engine service, cooling system maintenance and battery testing
- Perform tire service including balancing, disc and drum brake service, and basic front and rear suspension service

1. Meet the requirements for this certificate level.
2. Complete the following.

AUTO 350A	Introduction to Automotive Principles	48 hours
AUTO 350B	Applied Automotive Principles.....	48 hours
AUTO 351A	Introduction to Automotive Principles - Chassis Systems	48 hours
AUTO 351B	Applications of Automotive Principles - Chassis Systems	48 hours
AUTO 360	Automotive Electrical Systems	108 hours
Total Hours Required		300

Intermediate Engine Performance Technology

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Completion in Intermediate Engine Performance Technology sequence prepares students to be successful as entry-level technicians in vehicle ignition and fuel systems.

Program Learning Outcomes: Upon completion, students will be able to

- Interpret and analyze automotive ignition and fuel systems

1. Meet the requirements for this certificate level.
2. Complete the following.

AUTO 360C	Automotive Ignition, Fuel and Emission Systems.....	108 hour
AUTO 360D	Ignition Analysis and Oscilloscope Diagnosis	54 hours
AUTO 360E	Automotive Fuel Injection	54 hours
Total Hours Required		216

Smog Technician

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

This noncredit Certificate of Completion helps prepare students as an entry-level technician in the automotive repair industry performing California state smog inspections.

Program Learning Outcomes: Upon completion, students will be able to

- Perform a complete California state smog inspection

1. Meet the requirements for this certificate level.
2. Complete the following.

AUTO 360C	Automotive Ignition, Fuel and Emission Systems.....	108 hours
AUTO 365P	Smog Inspector - Level 1 Training ...	84 hours
AUTO 365W	Smog Inspector - Level 2 Training ...	30 hours
Total Hours Required		222

COMPUTER INFORMATION SYSTEMS

Business Software Applications

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

Students pursuing the Business Software Applications Certificate of Completion will receive hands-on experience with the fundamentals of popular computer applications that are required by most business offices. The courses provide students with the knowledge and skills necessary to enter or advance in professions such as administrative assistant, technical assistant, administrative professional, administrative services coordinator, office clerk, executive assistant or operations and support assistant. Administrative assistants perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. (Noncredit courses are tuition-free but students are required to purchase course materials.)

Program Learning Outcomes: Upon completion, students will be able to

- Create complex business documents using word processing, spreadsheets and database
- Design brochures and graphics with Photoshop
- Microsoft Windows setup and file management
- Optimize workflow with cloud file sharing
- Protect computers for malware, scams and exploitation
- Identify and stop security vulnerabilities

1. Meet the requirements for this certificate level.
2. Complete the following.

CIS 308	Personal Computer Security Basics	66 hours
CIS 398	Digital Image Editing Software (Photoshop)	66 hours
CIS 399	Office Software Applications	66 hours
Total Hours Required		198

Introduction to Computer Science

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Completion in Introduction to Computer Science sequence prepares students to be academically successful in the coursework to enter a career in software engineering, computer science, data science or related fields. Student will learn to execute basic commands in Unix/Linux and to apply basic constructs to coding.

Program Learning Outcomes: Upon completion, students will be able to

- Use the Unix/Linux Operating System utilities and shell features for basic file manipulation, networking, and communication
- Design, code, document, analyze, debug, and test introductory level Python programs

1. Meet the requirements for this certificate level.
2. Complete the following.

CIS 318A	Introduction to Unix/Linux	66 hours
CIS 340	Introduction to Programming in Python	66 hours
Total Hours Required		132

ENGLISH AS A SECOND LANGUAGE

English as a Second Language Advanced Level

Certificate of Competency

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Competency in English as a Second Language Advanced Level sequence prepares students for college-level study of English as a Second Language. The prerequisite is the completion of ESL 444 or the equivalent.

Program Learning Outcomes: Upon completion, students will be able to

- Produce comprehensible spoken English on academic topics at the low-advanced level
- Demonstrate listening comprehension of academic topics at the low-advanced level
- Demonstrate reading comprehension and critical analysis of advanced-level texts
- Write well-developed essays based on advanced readings
- Demonstrate advanced grammar, sentence structures, and vocabulary in writing

Prerequisite: **120 hours**

ESL 444 Intermediate English as a Second Language..... 120 hours

1. Meet the requirements for this certificate level.
2. Complete the following.

ESL 451	High Intermediate Listening and Speaking	24 hours
ESL 455	High Intermediate Grammar, Writing and Reading.....	72 hours
ESL 461	Low Advanced Listening and Speaking	24 hours
ESL 465	Low Advanced Grammar, Writing and Reading.....	72 hours
ESL 472	Advanced Reading and Vocabulary.	48 hours
ESL 473	Introduction to the Essay	48 hours
Total Hours Required		288

English as a Second Language Intermediate Level

Certificate of Competency

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Competency in English as a Second Language Intermediate Level sequence prepares students for the advanced level of English as a Second Language. The prerequisite is the demonstrated English language skill.

Program Learning Outcomes: Upon completion, students will be able to

- Comprehend, analyze and respond to reading and listening intermediate materials
- Write a group of topic-related sentences using level specific grammar and vocabulary
- Demonstrate understanding and usage of level-specific grammar and vocabulary in reading, writing, listening and speaking

1. Meet the requirements for this certificate level.
2. Complete the following.

ESL 400	High Beginning English as a Second Language.....	120 hours
ESL 434	Low Intermediate English as a Second Language.....	120 hours
ESL 444	Intermediate English as a Second Language.....	120 hours
Total Hours Required		360

MATHEMATICS

Bridge to Precalculus

Certificate of Competency

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Competency in Bridge to Precalculus sequence includes four courses. Students benefit from increased exposure to Algebra content through a variety of strategies along with additional opportunities to ask questions and practice their skills. This sequence provides extra support, time and enrichment for students to develop Algebra skills that are critical for success in Precalculus – which can in turn be applied to the Mathematics requirement for transfer and prepares students for further transfer-level and degree-specific math courses.

Program Learning Outcomes: Upon completion, students will be able to

- Evaluate real-world situations by applying linear, quadratic and exponential function models appropriately
- Distinguish between and manipulate linear, quadratic and exponential models

- Demonstrate sound algebraic techniques by applying proper mathematical notation to problems involving algebraic and transcendental functions
- Demonstrate sound algebraic techniques by applying proper mathematical notation to trigonometric problems

1. Meet the requirements for this certificate level.
2. Complete the following.

MATH 330	Intermediate Algebra for Precalculus	60 hours
MATH 431A	Algebra Support for Precalculus I (Part 1).....	30 hours
MATH 431B	Algebra Support for Precalculus I (Part 2).....	30 hours
MATH 432	Algebra Support for Precalculus II ...	30 hours
Total Hours Required		150

Bridge to Precalculus 2

Certificate of Competency

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Competency in Bridge to Precalculus 2 sequence includes three courses. Students benefit from increased exposure to Algebra content through a variety of strategies along with additional opportunities to ask questions and practice skills. This sequence will help students develop Algebra skills that are important to succeed in Precalculus, which can be applied to the Mathematics requirement for transfer and prepares students for further transfer-level and degree specific math courses.

Program Learning Outcomes: Upon completion, students will be able to

- Evaluate real-world situations by applying linear, quadratic and exponential function models appropriately
- Distinguish between and manipulate linear, quadratic and exponential models
- Demonstrate sound algebraic techniques by applying proper mathematical notation to problems involving functions
- Demonstrate sound algebraic techniques by applying proper mathematical notation to trigonometric problems

1. Meet the requirements for this certificate level.
2. Complete the following.

MATH 330	Intermediate Algebra for Precalculus	60 hours
MATH 431	Algebra Support for Precalculus I ...	30 hours
MATH 432	Algebra Support for Precalculus II ...	30 hours
Total Hours Required		120

Bridge to Statistics

Certificate of Competency

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Competency in Bridge to Statistics sequence includes two courses for students who need the core algebraic prerequisite skills, competencies and concepts used in Statistics. Students benefit from increased exposure to Algebra content and techniques through a variety of strategies along with additional opportunities to ask questions and practice skills. This certificate fully prepares students for Statistics, which can be applied to the Mathematics requirement for transfer.

Program Learning Outcomes: Upon completion, students will be able to

- Demonstrate mathematical concepts, skills, and numeracy needed for understanding Probability and Statistics
- Evaluate real-world situations and distinguish between and apply linear and exponential function models appropriately
- Analyze, interpret, and communicate results of linear and exponential models in a logical manner
- Organize sample data by constructing and/or evaluating tables, graphs, and numerical measures of characteristics of data

1. Meet the requirements for this certificate level.
2. Complete the following.

MATH 309	Intermediate Algebra for Statistics	.60 hours
MATH 410X	Support for Statistics30 hours
Total Hours Required	90

Math Basic Skills

Certificate of Competency

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Competency in Math Basic Skills sequence provides high-quality instructional materials and additional instructional time to help struggling students get on track. This certificate is part of a developmental sequence of basic skills courses leading to transfer-level work that ultimately prepares students for Intermediate Algebra, which satisfies the Mathematics proficiency requirement for the De Anza AA/AS degree.

Program Learning Outcomes: Upon completion, students will be able to

- Demonstrate mathematical concepts, skills and numeracy
- Demonstrate and apply a systematic and logical approach to solving arithmetic and geometric problems

- Evaluate real-world situations and distinguish between and apply linear and quadratic function models
- Evaluate real-world situations and distinguish between and apply exponential, logarithmic, rational and discrete function models appropriately
- Analyze, interpret and communicate results of exponential, logarithmic and rational models in a logical manner from four points of view - visual, formula, numerical, and written

1. Meet the requirements for this certificate level.
2. Complete the following.

MATH 314	College Math Preparation Level 3: Intermediate Algebra60 hours
MATH 410	College Math Preparation Level 1: Pre-Algebra60 hours
MATH 412	College Math Preparation Level 2: Beginning Algebra60 hours
Total Hours Required	 180

PHOTOGRAPHY

Commercial Lighting

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Completion in Commercial Lighting sequence provides a foundational education in photographic lighting, editing and business practices. Courses emphasize the skills and knowledge necessary for employment as a photographer's assistant, or for starting a small business as a commercial photographer. Additional courses review foundational photographic skills including shooting with a camera manually and editing in Adobe Lightroom and Photoshop.

Program Learning Outcomes: Upon completion, students will be able to

- Apply photographic lighting and editing techniques in the creation of a portfolio of images
- Create a professional assisting resume and business plan
- Demonstrate a foundational understanding of the operation of off-camera flashes

1. Meet the requirements for this certificate level.
2. Complete the following.

PHTG 357A	Commercial Lighting I60 hours
PHTG 357B	Commercial Lighting II60 hours
PHTG 358A	Photographic Photoshop I60 hours

Complete one course:..... 60 hours

PHTG 301	Basic Photography (60 hours)	
PHTG 304	Introduction to Digital Photography (60 hours)	
Total Hours Required	240

Photographic Retouching and Digital Post-Production

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

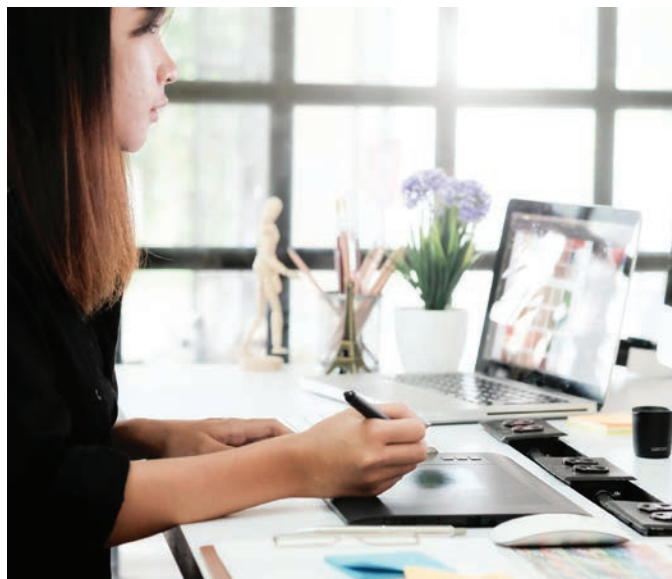
The Certificate of Completion in Photographic Retouching and Post-Production sequence provides the foundational skills required to edit and retouch digital images in Adobe Lightroom and Photoshop. Students learn the necessary skills to create finished digital images. This includes learning how to operate a camera manually as well as how to composite and retouch images. Upon completion of this sequence, students will have the foundational skills required to work as a photographic retoucher.

Program Learning Outcomes: Upon completion, students will be able to

- Apply retouching and photographic compositing techniques in the creation of a portfolio of images
- Create an online digital portfolio of images that showcase the students photographic editing abilities

1. Meet the requirements for this certificate level.
2. Complete the following.

PHTG 303	Advanced Photography	60 hours
PHTG 304	Introduction to Digital Photography.	60 hours
PHTG 305	Intermediate Digital Photography	60 hours
PHTG 358A	Photographic Photoshop I.....	60 hours
PHTG 358B	Photographic Photoshop II.....	60 hours
Total Hours Required		300



REAL ESTATE

Real Estate Salesperson

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Real Estate Salesperson Certificate of Completion sequence provides students with the knowledge to buy and sell real estate in California. Students who have passed courses required for this certificate meet the requirements to sit for the California Real Estate Salesperson license exam. Passing the California Real Estate license exam allows students to pursue entry-level jobs such as real estate agent, property manager, real estate assistant, leasing agent or transaction coordinator. Noncredit courses are tuition-free but students are required to purchase course materials.

Program Learning Outcomes: Upon completion, students will be able to

- Demonstrate knowledge of how real property is described, acquired, appraised, financed, leased and how title to real property is held in California
- Demonstrate knowledge of the risks, returns, legal issues and ethical issues involved in the purchase, holding and sale of California real estate
- Be prepared and qualified to sit for the California Department of Real Estate salesperson examination

1. Meet the requirements for this certificate level.
2. Complete the following.

REST 350	Real Estate Principles	48 hours
REST 351	Real Estate Practices.....	48 hours

Complete one course:..... 48 hours

REST 352A	Legal Aspects of Real Estate (48 hours)
REST 353	Real Estate Finance (48 hours)
REST 355	Real Estate Property Management (48 hours)
REST 361	Real Estate Investments (48 hours)

Total Hours Required 144





COLLEGE AND DISTRICT POLICIES AND GUIDELINES

See all Foothill-De Anza Community College District Board of Trustees policies at go.boarddocs.com/cal/fhdal/Board.nsf/Public

ACADEMIC FREEDOM (BOARD POLICY 4190)

Academic freedom encompasses the freedom to study, teach and express ideas and viewpoints, including unpopular and controversial ones, without censorship, political restraint or retribution. Academic freedom allows for the free exchange of ideas in the conscientious pursuit of truth. This freedom exists in all service areas, including but not limited to teaching, librarianship, counseling, coordinating and all faculty-student interactions. Academic freedom is the bedrock principle of all institutions of learning and must be extended to all faculty regardless of their status as full-time, part-time, or probationary.

Faculty members have the principal right and responsibility to determine the content, pedagogy, methods of instruction, the selection, planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline and the educational mission of the district, and in accordance with state laws and regulations. These rights and responsibilities include, but are not limited to, the faculty member's choice of textbooks and other course materials, assignments and assessment methods, teaching practices, grading and evaluation of student work, and teaching methods and practices.

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 or 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) states: "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 (ADMINISTRATIVE PROCEDURE 4240)

Students may request that up to 45 units of coursework (three consecutive quarters plus a summer session at De Anza or Foothill College) be disregarded and not calculated into their cumulative GPA, when such work does not reflect their current ability. Only non-passing grades will be excluded from the cumulative GPA.

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. Once a degree or certificate has been awarded by De Anza or Foothill College, courses taken prior to the awarding of the degree or certificate cannot be excluded.

Requests for Academic Renewal form can be submitted online. Approval of Academic Renewal requests is subject to the following conditions:

- At least three quarters must have elapsed since the last quarter to be disregarded was completed.
- 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, including upper division coursework, may be considered.

- A student may be granted academic renewal only once.
- Academic renewal actions are irreversible.
- A substandard grade in any course that has been deactivated may be disregarded from the student's cumulative GPA and may be granted an exception to the minimum requirements for academic renewal.
- The college will disregard from unit requirements/totals and GPA courses selected by the student.
- The student transcript will be annotated in such a manner that all work – including work that is disregarded through academic renewal – remains legible to ensure a true and complete history.

- Students must consult a counselor before petitioning for academic renewal. After obtaining the counselor's signature, the petition for academic renewal should be submitted to the Admissions and Records Office.

ADA ACCOMMODATION: REQUESTING AND RECEIVING*

The board of trustees of the Foothill-De Anza Community College District upholds that improving access to educational and employment opportunities for people with disabilities must be a priority. The board has directed the administration to take the necessary actions to implement the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

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

Students who are otherwise qualified may request accommodation related to their disability, provided the accommodation does not impose an undue hardship on the district. The procedures for requesting accommodation are available from the president's office, the Disabled Student Services (DSS) program, the office of the ADA coordinator and the district Human Resources office. The ADA coordinator for De Anza College is the dean of Student Development and EOPS, who can be contacted at 408.864.8218.

ADMISSION AND REGISTRATION 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 immigrants, may not establish residency and must pay nonresident tuition when enrolling at De Anza. Nonresidents may be able to establish residency if they meet the requirements of California Education Code § 68062. Others may be exempted from paying nonresident fees through AB 540 eligibility (§ 68130.5), which allows certain nonresident students who have attended a California high school for three years and earned a diploma or equivalent to be charged resident fees. (Students with nonstudent visas or who are out of status or undocumented should contact the Admissions and Records office to determine residency and discuss other attendance eligibility requirements.)

Students who are attending another college on an F or F-1 visa, but wish to take a class at De Anza, must submit an official letter from the host college that issued their I-20 form. This letter should state the student's standing, confirm their 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 Veteran Services office at 408.864.8230 for specific eligibility criteria.

The Foothill-De Anza District uses OpenCCC as its admissions application. This application is very strict about meeting state residency requirements and many applicants are initially given nonresident status based on application answers. Applicants who believe they meet residency requirements need to complete a Residency Reclassification form and provide state-approved documentation for review within two weeks of a new quarter.

ADMISSION REQUIREMENTS

De Anza College admits anyone with a high school diploma, general education diploma (GED) or proficiency certificate, or who is at least 18 years old. High school students may attend De Anza as dual enrolled students if they are currently enrolled in grades 9-12 and have submitted a permission form signed by their high school principal and parent or guardian. High school students who do not provide required documents will be dropped from their courses.

CLASSIFICATION OF STUDENTS

Students who have completed fewer than 45 quarter units of college credit are considered freshmen. Students who have completed 45 or more quarter units of college credit, and have not earned a degree, are considered sophomores.

EXCESSIVE DROPS

Under state legislation approved in 2011, students may no longer enroll in the same for-credit course more than three times without successful completion. This includes enrollments leading to substandard grades or withdrawals. Students who have enrolled in the same course twice without passing should see a counselor for assistance or seek tutoring. Students may petition to enroll in the same course a fourth time, but approval will be highly selective, and any additional enrollments in the same course will not be approved.

HIGH SCHOOL ADMISSIONS (DUAL ENROLLMENT)

High school students who are currently enrolled in grades 9-12 may apply to De Anza as special part-time students.

There is no enrollment fee for current high school students who qualify as part-time by taking 11 or fewer units during any regular quarter (fall, winter or spring) – or six or fewer units in the summer. However, students may still incur costs for textbooks and other fees. High school students will be considered full-time – and will be charged enrollment fees and other fees – if they enroll

* College policies and procedures regarding ADA compliance, mutual respect, nondiscrimination, sexual harassment and Title IX can be found on the college website at deanza.edu/policies. Information and forms for filing a complaint can be found at deanza.edu/student-complaints or by contacting the dean of Student Development and EOPS at 408.864.8218 or the dean of Counseling and Disability Support Programs and Services at 408.564.8945.

in more than 11 units in a regular quarter, or more than six units in summer, at De Anza College, Foothill College or both colleges combined. Students who want to take more than 11 units in a regular quarter, or more than six units in summer, should contact the Admissions and Records office. For more information visit deanza.edu/admissions/dual.

Under federal regulations, students without a high school diploma are no longer eligible for federal financial aid. De Anza recommends that students who are close to earning a high school diploma or GED complete those requirements, when possible, in order to apply and be considered for financial aid when they attend De Anza.

Before enrolling in English or math courses, or any course that has an English or math prerequisite, high school students must complete the assessment process to be placed in the right course for their skill level.

High school students attending De Anza are held to the same requirements, standards and policies as other college students, and should be aware of the Student Code of Conduct. They also receive the same protections under the Family Educational Rights and Privacy Act as other students, and their records cannot be released to family members without their consent.

Because De Anza offers courses at a college level, students and their families should be aware that course content may be adult in nature. De Anza also recommends that parents be aware of the “open” campus environment and discuss safety and accountability issues with their student prior to enrollment.

All coursework earned at De Anza is to be reported to any transfer college or university to which the high school student applies. Transcripts will not be automatically mailed to the student or the student’s high school. Grade information can be accessed through MyPortal. Official transcripts may be requested through MyPortal or by ordering from De Anza’s authorized transcript provider. For more information visit deanza.edu/admissions/order-transcripts.

SUMMER SESSION

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. High school students who have completed ninth grade may take enrichment or vocational courses during summer session, or enhance their college applications by completing college-level work. All regular term attendance and academic policies apply to summer sessions.

APPEAL REVIEW COMMITTEE

The Appeal Review Committee is responsible for ensuring consistent, fair and equitable handling of student petitions for exceptions to academic and registration rules. The committee handles evaluation, enforcement, interpretation and granting exceptions for cause. Under committee rules, each case must stand on its own merit. Visit deanza.edu/admissions/arc for more information.

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. Instructors may drop students from a class for excessive absences; if this occurs, the class will be counted against the total number of enrollments allowed for the course.

AUDITING CLASSES

Students who have satisfactorily completed a class for the maximum allowable times may be able to audit a class for no credit.

Auditing carries no privilege other than to attend classes. Students do not receive credit for an audited course. Instructors have no obligation to grade tests or other class assignments submitted by an auditor; however, an instructor may permit an auditor to participate in class discussions.

Students enrolling for credit will have priority over auditors until the second week of the course, at which time auditors may enroll on a space available basis.

Students wishing to audit should contact the instructor. If the instructor approves, they will submit the necessary form to the Admissions and Records Office.

A \$10 fee is assessed for audited classes; however, there is no charge for the first five units of an audited course for students enrolled in 15 or more quarter units for credit.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. Course audits may not be approved to override repetition rules.

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 on legal mandates and accreditation standards.

COMPUTER AND NETWORK USE

Rights and Responsibilities (Board Policy 3250)

Foothill-De Anza Community College District owns and operates a variety of computer and communication systems, including voicemail, electronic mail (email), telephone and access to the internet, which are provided for the use of the 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 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 email 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

- To protect the integrity of computer systems
- Under time-dependent, critical operational circumstances
- As required by and consistent with the law
- 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, email or telephone messages, 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 Procedure 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 catalog, 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 website at 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 Procedure 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 Procedure 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 go.boarddocs.com/ca/fhda/Board.nsf/Public

MISUSE OF COMPUTER INFORMATION

(ADMINISTRATIVE PROCEDURE 3250)

This administrative procedure implements Board Policy 3250.

Abuse of computing, networking or information resources contained in or part of the district network may result in the loss of computing privileges. Additionally, abuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable district or college policies, procedures or collective bargaining agreements. Complaints alleging abuse of the district network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. copyright law is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of behaviors constituting abuse which violate district Board Policy 3250 include, but are not limited to, the following activities.

System Abuse

- Using a computer account that one is not authorized to use
- Obtaining a password for a computer account that one is not authorized to have
- Using the district network to gain unauthorized access to any computer systems
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network including programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use their account who engages in any misuse in violation of Board Policy 3250 or Administrative Procedure 3250
- Forging email messages
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes

- Masking the identity of an account or machine
- Deliberately wasting computing resources
- Downloading, displaying, uploading or transmitting obscenity or pornography, as legally defined
- Attempting without district authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California computer crime laws
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the network
- Illegal downloading or distribution of copyright-protected materials, including but not limited to music and videos

Harassment

- Using the telephone, email or voice mail to harass or threaten others
- Knowingly downloading, displaying or transmitting by use of the district network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief
- Knowingly downloading, displaying or transmitting by use of the district network sexually explicit images, messages, pictures, or cartoons when done to harass or for the purposes of harassment
- Knowingly downloading, displaying or transmitting by use of the district network sexually harassing images or text in a public computer facility or location that can potentially be in view of other individuals
- Posting on electronic bulletin boards material that violates existing laws or the colleges' codes of conduct

- Using the district network to publish false or defamatory information about another person

Commercial Use

- Using the district network for any commercial activity, without written authorization from the district. “Commercial activity” means activity for financial remuneration or designed to lead to financial remuneration

Copyright

- Violating terms of applicable software licensing agreements or copyright laws
- Publishing copyrighted material without the consent of the owner on district websites in violation of copyright laws

Exceptions

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

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



Complaints

A user who asserts that the district or district personnel have violated this policy shall file a complaint with their immediate supervisor with a copy to the vice chancellor of Human Resources, and a copy to the employee’s bargaining unit. The supervisor shall notify the supervisor of the alleged violator to discuss the complaint. The supervisor of the complainant shall initiate an investigation if necessary and determine an appropriate remedy or resolution in consultation with the vice chancellor of Human Resources. In cases where the supervisor is part of the complaint, the complaint shall be filed with the next level of supervision for investigation and resolution or remedy. The complainant shall be informed in writing of the initiation of the investigation, and of its outcome as appropriate, with copies to the vice chancellor of Human Resources and the employee’s bargaining unit. Complainants dissatisfied with the resolution or remedy have full recourse to relevant contractual protections and legal action.

ILLEGAL DISTRIBUTION OF COPYRIGHTED MATERIALS

De Anza College students are prohibited from using the Foothill-De Anza Community College district 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 district 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, including unauthorized peer-to-peer file sharing, are violations of the law and may subject students not only to academic sanctions from the college but also criminal and civil penalties, including a lawsuit against students by the Recording Industry Association of America (RIAA).

In addition to being illegal, file sharing drains the district 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.

COURSE OFFERINGS (GUIDELINES FOR)

De Anza College will take steps to ensure that students in its two-year degree programs 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 the college. De Anza and Foothill colleges will take steps 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. Such cases may include 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

- Limited classroom or laboratory facilities
- Statutory and state regulations mandating class size, independent study and special projects

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.

CRIME STATISTICS (CLERY ACT)

De Anza College provides an annual crime statistics report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The most current information is available on De Anza's Campus Security webpage at deanza.edu/police/clerystatistics. The full Clery Act Annual Security Report may be obtained through the Foothill-De Anza Police Department at police.fhda.edu/

CLERY ACT CRIME STATISTICS - DE ANZA COLLEGE

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS PROPERTY		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	2	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	2	1	2	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	1	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	1	3	0	0	0	0	0	0	0
Stalking	5	0	1	0	0	0	0	0	0
Hate Crimes	2	0	0	0	0	0	0	0	0

SPECIAL CATEGORY ARRESTS	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS PROPERTY		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons Violations	3	3	0	0	0	0	0	0	0
Drug Violations	16	15	0	0	0	0	0	0	0
Liquor Laws	6	2	1	0	0	0	0	0	0

DASG CARD POLICIES

The DASG card is the property of De Anza Student Government and entitles the student to access and service privileges as long as the student is current in paying the quarterly student government fee. Access and privileges may be denied if the student is delinquent in paying fees.

The initial DASG card is free with the payment of the quarterly student government fee. Subsequent or replacement cards will cost \$5 and are subject to the DASG's replacement card policies. 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 DASG card serves as an official identification card for access at numerous labs and the Library, as well as events and services on campus. The card should be carried at all times while students are on campus and at campus-sponsored events.

The DASG 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 Foothill-De Anza district police, campus departments may not hold the DASG card for any reason. Recovered cards should be returned to the Office of College Life immediately.

If the DASG card is lost, stolen or damaged, the Office of College Life should be notified immediately. The \$5 replacement fee will be waived if the card is stolen and a police report is provided to the Office of College Life. To be considered stolen, the card must be taken as a result of a burglary, theft, mugging or other crime. It won't be considered stolen if it is simply reported as lost property or if the student can't find it and thinks it was stolen.

A DASG card will be replaced at no charge if the card is expired or the student has not registered for three quarters or more.

DASG card policies are subject to change.

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 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 and in Administrative Procedures 5510 and 5520.

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 students when they reach the age of 18 or attend 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
- 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.

FERPA Exception: Solomon Amendment

The Solomon Amendment is a federal law (10 U.S.C. §503) that allows military recruiters to obtain certain address, biographical and academic information for students who are 17 or older. The U.S. Department of Education has determined that this law takes precedence over the Family Educational Rights and Privacy Act (FERPA), which limits sharing of student records. Colleges that fail to comply with the Solomon Amendment risk losing federal funding.

Under the Solomon Amendment, recruiters from each of the 12 U.S. military units (Army, Army National Guard, Navy, Navy Reserve, etc.) may request the following information for current, full-time students age 17 or older, once per term:

- Name
- Addresses
- Institutional email address
- Phone numbers
- Age
- Level of education
- Major or degree program in which the student is enrolled
- Degrees received for recent graduates
- Educational institution in which the student was most recently enrolled

Requests for information must be submitted to the Enrollment Services Division on letterhead clearly identifying the military station or unit requesting the information. Additional instructions for requesting information can be found at deanza.edu/admissions/solomon.

The Solomon Amendment does not require institutions to collect student information. As a result, colleges are not required to respond if they do not currently

collect or have the information requested.

In addition, the law recognizes student and parental rights under FERPA to withhold disclosure of private information. Students, parents or guardians can submit a request for the college to withhold a student's information unless prior written consent is obtained from the student, parent or guardian. Instructions for submitting a request to withhold information can be found at deanza.edu/admissions/solomon.

FERPA Records Officer

The Foothill-De Anza district's Administrative Procedure 5050 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. Exam schedules are published online. Two hours will be scheduled for examinations.

Final examinations for courses shorter in length than one quarter will be given at the 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.

FINAL EXAMINATIONS, ACTIVITIES PRECEDING

Student activities will not be scheduled during the three 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 additional time if needed.

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

Full-time students (those taking 12 or more quarter units) must have a quarterly GPA of 3.3 or higher.

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
FW Failing	0.0

This grade indicates that a student has stopped participating in a course after the last day to officially withdraw, without achieving a final passing grade, and the student has not received col-

lege authorization to withdraw under extenuating circumstances.

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. This indicates incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term. At least 75% of the class must have been completed to qualify for Incomplete status.

IP In Progress. The IP symbol denotes that the student is registered for this course, and the grading period is not complete. In Progress work will not appear on a student's transcript until the term has officially begun. It will remain on the transcript until the student has either officially withdrawn (W) or a grade has been assigned.

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 A W is assigned when a student drops a class after the first two weeks of a regular 12-week term or, if the term is shorter, after 20% of the course duration has passed. A W will be assigned whenever a student drops a class after 20-75% of the term has passed. While a W will not be used in calculating GPA, it will be used as a factor in probation and dismissal procedures. (See section on "Progress Probation.") A W is also used to calculate enrollment limits. In other words, students may not enroll in the same course more than three times, including times when W or substandard grades are received.

EW Excused Withdrawal. An EW is

assigned when a student is permitted to withdraw from a course due to specific events beyond the student's control, which affect their ability to complete the course. An EW can only be awarded if a student files a petition form providing documentation to prove a "verifiable reason." A list of examples is included on the petition form and on the Admissions and Records website. In the absence of the petition and documentation, a grade will be assigned to the student record. The EW symbol may be assigned at any time after the deadline to drop a course without receiving a W. An EW is not counted in progress probation and dismissal calculations. It is not counted toward the permitted number of withdrawals or as an enrollment attempt.

MW Military Withdrawal. An MW is assigned when a student who is a member of an active or reserve U.S. military service receives orders compelling them to withdraw from a course. Upon verification of such orders, an MW will be assigned at any time after the deadline to drop a course without receiving a W. An MW is not counted in progress probation and dismissal calculations. It is not counted toward the permitted number of withdrawals or as an enrollment attempt.

P/NP Courses

De Anza College uses the P/NP grade for courses authorized by the Board of Trustees and state regulations under Title 5. Students must request the P/NP option within the first 30% of the course, either online or through the Admissions and Records Office.

- Some courses are P/NP only and a letter grade cannot be assigned. Check the course description for information on grade type for the course. Letter grades are not available in these courses.
- Other courses may allow the P/NP option. Students should be aware that some transfer schools may not accept P/NP as an option, and once the P/NP option has been chosen, it cannot be reversed per state regulations.
- No more than 30 quarter Pass

(P) units can be applied toward De Anza College degrees.

For a major or area of emphasis, each course toward the unit requirement of this subdivision must be completed with a grade of C or better.

For General Education requirements, “satisfactorily completed” means either credit earned on a “pass-no pass” basis or a grade point average of 2.0 or better in community college

Units earned in P/NP will not be calculated in the GPA; however, NP shall be considered when determining Academic Progress, probation and dismissal procedures. (See section on Progress Probation)

COVID-19 Grade Policies

Under the college COVID-19 Grade Policy for winter, spring, summer and fall of 2020:

- A grade of F earned for any 2020 term will not be counted in calculating earned units or Grade Point Averages.
- Grades of D-plus, D and D-minus earned for any 2020 term will not be counted in calculating Grade Point Averages.
- P/NP grade mode request deadlines were extended.

For more information visit deanza.edu/policies/grades.

Noncredit Courses

Noncredit courses are not recorded on a student’s transcript and grades are not

calculated in a student’s GPA. Students in these courses may receive letter grades or be graded on the basis of Pass/No Pass or satisfactory progress. See course description for more information.

HEALTH (STUDENT RIGHTS AND RESPONSIBILITIES)

De Anza students have the right to a healthy, safe and drug-free environment. They also 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 for individual development and learning, students will

- Not attend college if they have a contagious condition (such as COVID-19, TB, measles or hepatitis)
- Not attend college if they are under the influence of alcohol or illicit drugs
- Have a physical exam on file if they are an intercollegiate athlete, or is in an allied health program
- Notify the Admissions and Records Office if they will be absent for a week or more due to an illness
- Observe sound personal hygiene habits
- 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

- Obtain a physician’s note and cooperate openly and honestly with college officials about medical problems that may threaten the health or welfare of themselves or others
- Follow safety regulations and use safety equipment and protective devices as required
- Follow all college infectious disease policies

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.

De Anza College will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying by any means including email, text and social networks or media.



* College policies and procedures regarding ADA compliance, mutual respect, nondiscrimination, sexual harassment and Title IX can be found on the college website at deanza.edu/policies. Information and forms for filing a complaint can be found at deanza.edu/student-complaints or by contacting the dean of Student Development and EOPS at 408.864.8218 or the dean of Counseling and Disability Support Programs and Services at 408.564.8945.

NONDISCRIMINATION

De Anza College and the Foothill-De Anza Community College District are committed to equal opportunity in educational programs, employment and all access to institutional programs and activities.

The college, the district and their representatives shall provide access to services, classes and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because someone is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

No district funds shall ever be used for membership in, or for any participation involving financial payment or contribution

to, any private organization whose membership practices are discriminatory on the basis of any of the factors listed above.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. The college will not prohibit any student from enrolling in any class or course on the basis of gender. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender. The term "gender" means sex and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth.

Insofar as practicable, the college and district shall offer opportunities for participation in athletics equally to male and female students.

Anyone seeking information concerning nondiscrimination laws or policies, or

wishing to file a complaint alleging discrimination should contact the dean of Student Development and EOPS at 408.864.8218 or the dean of Counseling and Disability Support Programs and Services at 408.564.8945. Anyone seeking information or filing a complaint concerning the Americans with Disabilities Act of 1990 should contact the dean of Student Development and EOPS at 408.864.8218, or the dean's designee.

All complaints will be reviewed in terms of Title VI and Title IX law, and the people 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 college will maintain a record of all Title VI and Title IX complaints and their progress toward resolution.

Students wishing to pursue a civil rights complaint beyond the college may contact the U.S. Department of Education Office of Civil Rights.

NONDISCRIMINATION POLICY IN SPANISH, TRADITIONAL CHINESE AND VIETNAMESE

NO DISCRIMINACIÓN

El Instituto Terciario De Anza y el Distrito de Institutos Terciarios Foothill-De Anza están comprometidos con la igualdad de oportunidades en sus programas educativos, y también en relación con los empleos y con todo el acceso a programas y actividades institucionales.

El instituto terciario, el distrito y sus representantes deberán proporcionar acceso a los servicios, clases y programas independientemente del origen nacional, estado migratorio, religión, edad, género, identidad de género, expresión de género, raza o etnia, color de la piel, condición médica, información genética, ascendencia, orientación sexual, estado civil, discapacidad física o mental, embarazo, estado militar y de veterano, e independientemente de la percepción de que alguien tiene una o más de características enumeradas, así como de su asociación con una persona o grupo que reúna una o más de estas características, bien sean reales o percibidas.

En ningún caso se utilizarán fondos del distrito para financiar la membresía o cualquier participación que conlleve un pago o contribución financiera a favor de una organización privada cuyas prácticas de membresía sean discriminatorias en cuanto a cualquiera de los factores enumerados.

Todos los cursos, incluidas las clases sin crédito, se realizarán sin ninguna referencia al género de los estudiantes matriculados en las clases. El instituto terciario no prohibirá a ningún estudiante matricularse en ninguna clase o curso por razones relacionadas con su género. El personal académico, lo que incluye, entre otros, a los consejeros, instructores y administradores, no ofrecerá orientación distinta a diferentes estudiantes en función de su género. El término "género" significa el sexo de una persona e incluye su identidad y expresión de género. El término "expresión de género" hace referencia a la apariencia y al comportamiento relacionados con el género de una persona, sin importar si, estereotípicamente, están o no asociados con el sexo asignado a la persona al nacer.

En la medida de lo posible, el instituto terciario y el distrito ofrecerán igualdad de oportunidades de participación en actividades de atletismo para hombres y mujeres.

Cualquier persona que desee obtener más información sobre las leyes o políticas de no discriminación, o que desee presentar una queja alegando discriminación, puede ponerse en contacto con el decano de Desarrollo de Estudiantes y EOPS llamando al 408.864.8218 o con el decano de Programas y Servicios de Consejería y Apoyo para Personas Discapacitadas llamando al 408.564.8945. Cualquier persona que desee obtener más información o presentar una queja relacionada con la Ley de Estadounidenses con Discapacidades (Americans with Disabilities Act) de 1990 debe comunicarse con el decano de Desarrollo de Estudiantes y EOPS llamando al 408.864.8218, o con la persona designada por el decano.

Todas las quejas serán evaluadas según la ley de Título VI y Título IX, y se informará a las personas involucradas sobre las disposiciones de la ley y sobre sus derechos legales. Si los canales normales no están disponibles o si no cumplen con los requisitos legales, se tomará la acción necesaria. El instituto terciario mantendrá un registro de todas las quejas relacionadas con la ley de Título VI y Título IX y del progreso de estas quejas hasta el momento de resolución.

Los estudiantes que deseen presentar una queja relacionada con los derechos civiles fuera del instituto terciario pueden comunicarse con la Oficina de Derechos Civiles del Departamento de Educación de Estados Unidos (U.S. Department of Education Office of Civil Rights).

非歧視原則

De Anza 學院和 Foothill-De Anza 社區學院學區致力於為所有人在教育項目、人員僱用以及所有機構項目和活動的參與方面提供平等機會。

學院、學區及代表在為所有人提供服務、課程和項目時應一視同仁，不得考慮其國籍、移民身份、宗教、年齡、性別、性別認同、性別表達、種族或民族、膚色、醫療狀況、遺傳信息、血統、性取向、婚姻狀況、身體或精神殘疾、孕婦或軍人和退伍軍人身份，不因為某人被認為具有上述一項或多項實際或感知特徵，或與具有一項或多項以上特徵的個人或團體具有某種聯繫而對其區別對待。

任何私人組織如在確定成員資格時存在基於上述任何因素的歧視性行為，則學區不得將基金用於捐助或參與此類私人組織的任何涉及財務支付的活動。

所有課程，包括非學分課程的教授均不應限制報名學生的性別。學院不會以性別為由禁止任何學生報名參加任何班級或課程。教職人員，包括但不限於輔導員、講師和管理人員，在提供指導時不得因性別而對學生差異對待。這裡的“性別”一詞，包括一個人的性別認同和性別表達。“性別表達”是指一個人與性別相關的外表和行為，無論是符合與生理性別相關的傳統刻板印象。

在實際可行的情況下，學院和學區應為男女學生平等地提供參加體育活動的機會。

任何人如需諮詢與非歧視法律或政策相關的資訊，或想要指控歧視行為，請致電 408.864.8218 與學生發展部和 EOPS 主任聯繫，或致電 408.564.8945 與諮詢和殘疾支持計畫和服務部主任聯繫。任何人如需諮詢與《1990 年美國殘疾人法案》相關的資訊，或想要提出控告，請致電 408.864.8218 與學生發展部和 EOPS 主任或其指定人員聯繫。

所有控告均將根據法律的第 6 章和第 9 章進行審查，有關人員將被告知相關法律規定及其合法權利。如正常控告管道受阻或不符合法律要求，學校將採取必要措施。有關第 6 章和第 9 章的所有控告及其進展和結果，均會記錄在案。

希望越過學院進行民權申訴的學生可以聯繫美國教育部民權辦公室。

CHÍNH SÁCH KHÔNG PHÂN BIỆT ĐỐI XỬ

Đại Học De Anza và Khu Học Chính Cao Đẳng Cộng đồng Foothill-De Anza cam kết tạo cơ hội bình đẳng trong các chương trình giáo dục, việc làm và mọi quyền tiếp cận với các chương trình và hoạt động của tổ chức.

Trường cao đẳng, khu học chính và đại diện của mình sẽ cung cấp quyền tiếp cận đến các dịch vụ, lớp học và chương trình mà không phân biệt nguồn gốc quốc gia, tình trạng nhập cư, tôn giáo, tuổi tác, giới tính, xác định giới tính, biểu hiện giới tính, chủng tộc hoặc dân tộc, màu da, tình trạng y tế, thông tin di truyền, tổ tiên, khuyết hưởng tình dục, tình trạng hôn nhân, khuyết tật về thể chất hoặc tinh thần, tình trạng mang thai hoặc tình trạng quân nhân và cựu chiến binh, hoặc bởi vì ai đó được coi là có một hoặc nhiều đặc điểm nêu trên, hay dựa trên mối liên hệ với một người hoặc nhóm có một hoặc nhiều những đặc điểm thực tế hoặc được nhận thức này.

Se không có quỹ khu học chính nào được sử dụng cho tư cách thành viên hoặc cho bất kỳ sự tham gia nào liên quan đến việc thanh toán học phí đóng góp tài chính cho bất kỳ tổ chức tư nhân nào có các hoạt động thành viên mang tính phân biệt đối xử dựa trên bất kỳ yếu tố nào được liệt kê ở trên.

Tất cả các khóa học, bao gồm cả các lớp học không có tín chỉ, sẽ được thực hiện mà không phân biệt giới tính của sinh viên đăng ký trong các lớp học. Trường sẽ không cấm bất kỳ sinh viên nào đăng ký vào bất kỳ lớp học hoặc khóa học nào dựa trên cơ sở giới tính. Nhân viên học vụ, bao gồm nhưng không giới hạn ở các cố vấn, người hướng dẫn và quản trị viên sẽ không cung cấp hướng dẫn chương trình cho sinh viên khác nhau dựa trên cơ sở giới tính. Thuật ngữ "giới tính" có nghĩa là giới tính trong đó bao gồm sự xác định giới tính và biểu hiện giới tính của một người. "Biểu hiện giới tính" có nghĩa là ngoại hình và hành vi liên quan đến giới tính của một người, bao gồm cả kết hợp theo khuôn mẫu với giới tính được chỉ định khi sinh ra của người đó hay không. Trong chừng mực có thể, trường cao đẳng và khu học chính sẽ tạo cơ hội tham gia các môn thể thao một cách bình đẳng cho sinh viên nam và nữ.

Bất kỳ ai muốn tìm kiếm thông tin liên quan đến luật học chính sách không phân biệt đối xử, hoặc muốn gửi đơn khiếu nại cáo buộc phân biệt đối xử, xin hãy liên lạc với Chủ Nhiệm Khoa Phát triển Sinh viên và EOPS (Student Development and EOPS) theo số 408.864.8218 hoặc Chủ Nhiệm Khoa các Chương trình và Dịch vụ Hỗ trợ Tự tin và Khuyết tật (Counseling and Disability Support Programs and Services) theo số 408.564.8945. Bất kỳ ai tìm kiếm thông tin liên quan đến khiếu nại liên quan đến Đạo luật Người Mỹ Khuyết tật năm 1990 thì nên liên lạc với Chủ Nhiệm Khoa Phát triển Sinh viên và EOPS theo số 408.864.8218, hoặc người được ủy thác của Chủ Nhiệm Khoa.

Mọi khiếu nại sẽ được xem xét theo Chương khoản VI và Chương khoản IX của luật, và những người liên quan sẽ được thông báo về các quy định của pháp luật và các quyền hợp pháp của họ. Nếu các kênh thông thường không khả dụng hoặc không đáp ứng các yêu cầu của pháp lý, thì biện pháp cần thiết sẽ được thực hiện để hỗ trợ họ sơ và tất cả các khiếu nại dựa trên khoản VI và khoản IX và những tiến triển trong phương cách giải quyết.

Các sinh viên muốn theo đuổi khiếu nại về nhân quyền trên cấp trường Đại Học thì có thể liên lạc với Văn phòng Quyền dân sự của Bộ Giáo dục Hoa Kỳ (U.S. Department of Education Office of Civil Rights).

OFF-CAMPUS ACTIVITIES AND TRIPS

Certain educational programs require off-campus attendance for scheduled field trips and excursions. Unless the course syllabus or the instructor state otherwise, students are responsible for arranging their own transportation. Under state regulations (Title 5, § 55220(h)), each student making a field trip or excursion shall be deemed to have waived all claims against the district for injury, accident, illness or death occurring during, or by reason of, the field trip or excursion by completing the *required* Student Field Trip/Excursion Agreement Voluntary Assumption of Risk Form.

OPEN CLASSES

It is the policy of the Foothill-De Anza 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. See Title 5 of the California Code of Regulations.

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 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. Disabled parking areas are marked with signs and blue striped stalls.

Quarterly and annual parking decals can be purchased online through MyPortal. One-day permits can be purchased from machines in the parking lots. Daily parking permits cost \$3. Permit machines take credit cards and cash; no change is provided. For more information, see deanza.edu/parking/permits.

The 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.

PHOTOGRAPHY AND VIDEO RECORDING

During public events on campus, the college may take photographs or video recordings that may appear in informational or promotional materials, including the college website, social media, printed collateral and advertising. If you prefer not to have your image recorded or used, please notify the photographer or videographer.

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 that a student is required to meet in order to demonstrate current readiness for a course or educational program.
- **Corequisite** means 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 that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Clearing or Challenging Prerequisites

You may not have to take a prerequisite or corequisite class if you can satisfy certain criteria for "clearing" a prerequisite. Visit deanza.edu/admissions/evaluations/prerequisites to learn more.

As a separate process, students may be able to challenge a prerequisite or and corequisite if they can demonstrate that

- They 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.

Students who wish to challenge a prerequisite or corequisite should contact the Evaluations Unit at evaluations@deanza.edu for instructions on how to proceed.

PRIORITY ENROLLMENT

De Anza follows state and local requirements for priority enrollment. These are intended to help new students get started by following important steps for success and to reward continuing students who are making steady progress toward their goals.

To qualify for priority enrollment, students must follow these steps

1. Declare a major on their application – not "Undecided."
2. Select a goal of transfer, degree or certificate.
3. Complete the assessment process. Most students can be assessed on the basis of their U.S. high school transcripts and GPA. De Anza also has a Guided Self-Placement tool for students who did not attend a U.S. high school in recent years. Learn more at deanza.edu/assessment.
4. Complete orientation. Orientation provides important information students need to succeed in college. The requirement may be fulfilled either through an orientation workshop or the online orientation. See link.deanza.edu/orientation for details.
5. Create an educational plan through Degree Works. New students develop an abbreviated educational plan for their first one or two quarters. Continuing students should have a comprehensive educational plan for three or more quarters. Learn more at link.deanza.edu/edplan. A student's major and educational goal may be changed through MyPortal.

In order to receive priority enrollment, students cannot have completed more than 150 quarter units in degree-applicable courses. W and I grades are not included. Pre-collegiate English, ESL and Math classes do not count toward the 150 units.

Priority Enrollment Order

In accordance with state and local regulations, students will be assigned registration dates in the following order.

1. **Veterans, Foster Youth, DSPS, EOPS, CalWorks and Tribal TANF students** who have completed orientation, assessment and an educational plan.
2. **Student athletes** who have
 - Selected an educational goal of transfer, degree or certificate
 - Declared a major and have not been on probation for two consecutive terms
 - Completed orientation, assessment and an educational plan
3. **Continuing students** who have
 - Selected an educational goal of transfer, degree or certificate
 - Declared a major and have not been on probation for two consecutive terms
 - Completed orientation, assessment and an educational plan
4. **New college students** who have
 - Completed assessment, orientation and an educational plan
 - Selected an educational goal of transfer, degree or certificate
 - Declared a major
5. **New college students** who have
 - Selected an educational goal of transfer, degree or certificate
 - Declared a major and have not been on probation for two consecutive terms but have not completed assessment, orientation or an educational plan
6. **Returning students and new transfer students** who have
 - Selected an educational goal of transfer, degree or certificate
 - Declared a major and have not been on probation for two consecutive terms

7. **All other college students**, including continuing students who have not declared a major or who have not selected an educational goal of transfer, degree or certificate

8. **Concurrently enrolled high school students**

The most current information on priority enrollment is available at link.deanza.edu/priority.

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.

SERVICE AREAS

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

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 therefore may have to be handled both internally

through college administrative action and externally by the appropriate law enforcement agency. Within the college, allegations of sexual assault or rape will be fully investigated by the college administration. 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 those standards are outlined in the policies and procedures of the Foothill-De Anza Community College District, including

- Administrative Procedure 5510: Student Code of Conduct
- Administrative Procedure 5520: Student Due Process and Discipline
- Administrative Procedure 5500: Student Rights and Responsibilities
- Board Policy 4630: Sexual Assault Policy

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

If an individual contacts the offices of Psychological Services or Health Services about being raped or sexually assaulted, the information will be treated as confidential and will not be shared with others, except in cases involving minors. If the individual decides to report the incident to a law enforcement agency, the Title IX coordinator or any college employee outside the offices of Psychological Services or Health Services, the information may be shared with other employees in order to provide support and assistance, but the college will make every effort to handle the information in the most private manner 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 prohibit unlawful harassment, including unwelcome sexual advances or conduct, requests for sexual favors, or other

* College policies and procedures regarding ADA compliance, mutual respect, nondiscrimination, sexual harassment and Title IX can be found on the college website at deanza.edu/policies. Information and forms for filing a complaint can be found at deanza.edu/student-complaints or by contacting the dean of Student Development and EOPS at 408.864.8218 or the dean of Counseling and Disability Support Programs and Services at 408.564.8945.

conduct of a sexual nature when submission to the conduct is made a condition of employment, academic status or progress. Federal regulations under Title IX prohibit unwelcome sexual conduct that is severe, pervasive and objectively offensive.

Immediate action shall be taken against anyone determined to be in violation of the district policy. There is no time limit on reporting a complaint to the Title IX coordinator. However, if the responding party is no longer attending De Anza College, or a significant amount of time has passed since the alleged incident occurred, then the college's jurisdiction and the ability to investigate, respond and provide remedies may be limited. At that point, it is up to the discretion of the Title IX coordinator to pursue the complaint.

To file a complaint, students should use the online form at deanza.edu/titleix. Questions or concerns can be directed to the Title IX coordinator at 408.864.8945 or the dean of Student Development at 408.864.8218.

SMOKING PROHIBITION

The goal of the Foothill-De Anza 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. This includes e-cigarettes.

In addition, the district does not allow use of marijuana or cannabis products on campus. These are prohibited under federal law.

Smoking is prohibited in district vehicles. "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. Those rules are based on California Government Code Section 7596 and district Board Policy 3217. Noncompliance will result in fines.

STUDENT CONDUCT AND DUE PROCESS

De Anza College students are afforded the rights and privileges outlined in the college's Student Rights and Responsibilities Policy (Foothill-De Anza district Board Policy 5500 and Administrative Procedure 5500). At the same time, students must assume responsibility for their personal conduct and meet the obligations in the college's Student Code of Conduct (Administrative Procedure 5510) and Due Process and Discipline Procedures (Administrative Procedure 5520).

Students can find more information in the Student Rights and Responsibilities Policy, which can be obtained from the Office of College Life or the offices of the college President, Vice President of Instruction, Vice President of Student Services or Dean of Student Development.

STUDENT GRIEVANCE PROCEDURES

De Anza College strives to treat all students fairly, but as in any complex organization, conflicts and misunderstandings may arise from time to time. As a student, you have certain rights under the rules and regulations of the college, the Foothill-De Anza Community College District and the state of California.

If you feel that your rights have been violated by the college, you have the right to seek a resolution. The district board of trustees established Administrative Procedure 5530: Student Grievances to provide an avenue for relief. De Anza's student grievance procedures are summarized in the following steps.

Step 1: First try to solve the problem informally with the instructor or staff member. You must confer with the others involved and try to resolve the problem.

Step 2: If you are unable to resolve the issue after Step 1, you must meet with the manager of the other person involved in the dispute—either the division dean for a faculty member or the supervisor for a college administrator or classified professional staff member.

Step 3: If the situation is still unresolved, you must confer with the vice president who oversees the division dean or supervisor, or with the vice president's designee.

Step 4: If you still aren't satisfied, you may consult with the dean of Student Development or designate, and if they advise that your complaint is appropriate for the grievance process, you may file a formal grievance form. You will need to provide the specific rule or law that you feel was violated, as well as the details of the situation and copies of any pertinent documents. Don't delay: You must file no more than 30 days after learning of the event or the latest of a series of events that form the basis of the grievance. In addition, you must file within a year after the alleged violation occurred, regardless of when you learned of it. You may only file a grievance if you are a current student or if you were a student no more than 30 days before filing.

Step 5: Fill out and submit the online Student Grievance Form, which you can access at deanza.edu/student-complaints. You can ask any faculty or staff member to assist you with completing the form.

Step 6: After you submit the online Grievance Form, you will receive an immediate acknowledgement of your submission at the email address you provided in the report.

Step 7: The Grievance Review Board will review your grievance and decide if it meets the standards for filing and for further consideration. The Office of Student Development will contact you if the board agrees to schedule a hearing.

Step 8: The nature of the hearing will differ according to the circumstances and the discretion of the grievance officer. You and the others involved can be accompanied by, or represented by, any other individual who is not an attorney. You may purchase a copy of the official record of the hearing.

Step 9: The Grievance Review Board will try to decide – within 14 days after the hearing – the outcome of your grievance and whether you are entitled to any relief. The board will forward its recommendation to the dean of Student Development, who will forward it to the college president.

* College policies and procedures regarding ADA compliance, mutual respect, nondiscrimination, sexual harassment and Title IX can be found on the college website at deanza.edu/policies. Information and forms for filing a complaint can be found at deanza.edu/student-complaints or by contacting the dean of Student Development and EOPS at 408.864.8218 or the dean of Counseling and Disability Support Programs and Services at 408.564.8945.

Step 10: The president or the president's designee will have the final decision regarding the outcome of your grievance. If any violation is determined to be the result of a district rule, or some other factor outside the college's control, the president or the president's designee will recommend appropriate action to the district chancellor or trustees. The president's office will notify you in writing of the outcome.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The following information on completion and transfer rates is provided under the federal Student Right-To-Know and Campus Security Act. Campus Security Act.

Fall 2017 Cohort

- Completion rate: 65.08%
- Transfer rate: 4.15%

These rates are based on tracking a cohort of all certificate-, degree- and transfer-seeking first-time, full-time students over a three-year period beginning in fall 2017. The rates do not represent the success rates of the entire student population at the college, nor do they account for student outcomes occurring after this three-year tracking period.

For this cohort, the completion rate indicates those students who attained a certificate or degree or became "transfer prepared" during a three-year period from fall 2017 to spring 2020. Students who have completed 90 transferable units with a GPA of 2.0 or better are considered "transfer prepared." The transfer rate indicates those students who transferred to another post-secondary institution, prior to attaining a degree or certificate or becoming "transfer prepared," during a seven-quarter period from spring 2018 to spring 2020.

Also in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, De Anza College provides a crime statistics report. See "Crime Statistics (Clery Act)" on page 26. Current information is available at deanza.edu/police/clerystatistics

TEXTBOOK AFFORDABILITY AND ACCESSIBILITY OPTIONS

De Anza recognizes that the cost of textbooks and other materials can have a direct impact on students' ability to achieve their educational goals. Instructors are working to provide more free and low-cost options for textbooks and other required materials. Students can learn more about these options by visiting deanza.edu/save-on-books.

While the college makes every reasonable effort to determine that the information listed in the online schedule is accurate, textbook editions and ISBNs are subject to change without notice by either the instructor or publisher. The De Anza College Bookstore is not responsible for subsequent textbook changes if the student purchases them from another source. Students should review the class listings at deanza.edu/schedule.

TITLE IX*

De Anza is committed to creating and sustaining a safe educational and working environment free of

- Sex discrimination
- Sexual harassment
- Sexual violence
- Intimate partner violence
- Dating and acquaintance violence and stalking

Title IX of the federal Education Amendments of 1972 prohibits sex (gender-based) discrimination and harassment in educational programs and activities at institutions that receive federal financial funding, including for employment, academic, educational, extracurricular and athletic activities.

This federal law

- Protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of discrimination

- Requires institutions to take necessary steps to prevent sexual assault on their campuses, and to respond promptly and effectively when an assault is reported

Visit deanza.edu/titleix for complete information, resources and contacts, including

- Health Services
- Psychological Services
- Campus police

To File A Complaint

Use the online form at deanza.edu/titleix. For questions about filing, contact the Title IX coordinator at dactitleix@deanza.edu or 408.864.8945.

TRANSCRIPTS

Students can order transcripts in writing from the Admissions and Records Office, or by ordering through MyPortal or the website of De Anza's authorized transcript provider. Transcripts will be sent electronically or mailed in hard copy, depending on the arrangement with the receiving institution. Students are entitled to two free electronic transcripts, which can be ordered online through the college's authorized transcript provider. All other orders will be subject to published fees. See deanza.edu/admissions/order-transcripts for more information.

TRANSFER CREDIT FROM OTHER COLLEGES

Students transferring from another regionally accredited institution may request to use credit from that school to meet De Anza requirements. Official transcripts should be sent directly from the transfer institution to the Admissions and Records office. Students may also deliver a sealed, official transcript to the Admissions and Records Office, along with a request for transcript evaluation. Only lower-division (freshman- and sophomore-level) transfer credit can be evaluated. Upon review, eligible transfer credit will be applied to the student's De Anza record. Transfer review is not immediate and varies depending on the volume of official transcripts received.

* College policies and procedures regarding ADA compliance, mutual respect, nondiscrimination, sexual harassment and Title IX can be found on the college website at deanza.edu/policies. Information and forms for filing a complaint can be found at deanza.edu/student-complaints or by contacting the dean of Student Development and EOPS at 408.864.8218 or the dean of Counseling and Disability Support Programs and Services at 408.564.8945.

Students who want prior coursework used as a prerequisite for a De Anza course must submit a prerequisite clearance form, along with an unofficial copy of their transcript, to the Admissions and Records Office for review. This transcript will not be evaluated for other transfer credit, but for prerequisite clearance only. Prerequisite clearance forms are available at deanza.edu/admissions/evaluations/prerequisites.

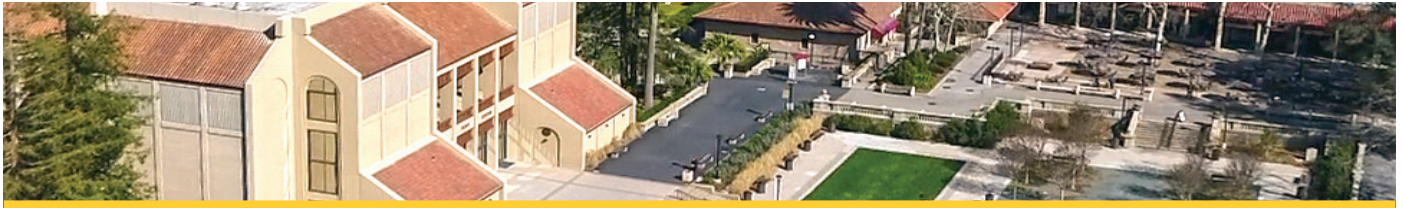
UNITS (CREDIT UNITS)

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 of a semester unit. Conversely, a semester unit is equal to one and a half quarter units.

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 nonpassing grade. Students may also be assigned a nonpassing grade for violating De Anza's published Academic Integrity policies.





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Vice President,
Administrative Services



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 Dean, Creative Arts
 Dean, Enrollment Services
 Dean, Equity and Engagement
 Dean, Intercultural/International Studies
 Dean, Language Arts
 Dean, Physical Education and Athletics
 Dean, Physical Science, Math and Engineering
 Dean, Social Sciences and Humanities
 Dean, Student Development and EOPS/CARE
 Director, Campus Center
 Director, Child Development Center
 Director, College Operations
 Director, Financial Aid and Scholarships
 Director, Fiscal Services
 Director, Health Services
 Director, Nursing
 Director, STEM Success Program
 Manager, Operations

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HOW TO LOCATE BUILDINGS AND ROOMS

Building numbers are the first digit of room numbers. Example: Room S-73 is located in Building S-7.

Administration Building	President, Vice Presidents and Associate Vice Presidents (Administrative Services, Instruction, Student Services, Communication Studies), Academic Services, Budget and Personnel, Institutional Research, Rental Facilities Coordinator, Mailroom
ADM-101,102	Classrooms
103	Classroom
105	Articulation and Transfer Services
106, 109	Conference Rooms
119	Classroom
A-1	Choral Hall
A-4	Creative Arts Division Office, Faculty Offices
A-5	Ceramics/Painting Studio
A-6	Photography Studio
A-7	Sculpture Studio
A-9	Classrooms
AT – Advanced Technology Center	Labs and Classrooms for Accounting, Computer Access Lab, Computer Information Systems (CIS), Disability Support Programs and Services, Engineering, English, English as a Second Language (ESL), Film/TV, Graphic Design, Language, Manufacturing and Design, Mathematics, Statistics, Student Success Center
Baldwin Winery	Financial Aid, Printing Services, Part-time Faculty Offices
Hinson Campus Center Upper Level	Dining Rooms, Dining Services, Meeting Rooms: Conference Rooms A and B, Don Bautista Room, El Clemente Room, Fireside Room, Meeting Room 1, Santa Cruz Room, Staff Lounge, Meditation and Prayer Room
Lower Level	Foothill-De Anza District Police, De Anza Associated Student Body (DASB) Offices, DASB Card Office, Office of College Life, Dean of Student Development, EOPS/CARE,

	Flea Market Office, Le Café, Health Services, Inter-Club Council (ICC) Office, Student Accounts, Student Council Chambers
CDC	Child Development Center
CHC	California History Center (Trianon Building)
ECOT-1	Vasconcellos Institute for Democracy in Action (VIDA)
E-1	Automotive Technology
E-2	Design and Manufacturing Technologies
E-3	Classrooms, Faculty Offices
ESA	Environmental Study Area Lab
F-1 through 6	Faculty Offices
FC	Flint Center, Box Office
FOR – Forum	Art History Slide Library/Office, Faculty Offices, Lecture Halls
F-1,2,3	Faculty Offices
F-4,6	Faculty Offices
G-1 through 10	General Purpose Classrooms, Grounds and Custodial Warehouse – Plant Services
KC – Kirsch Center For Environmental Studies	Biological, Health and Environmental Sciences/Workforce Education Division Office, Faculty Offices, Classrooms
LCW – Learning Center West	Audio Visual, Classrooms, Deaf and Hard of Hearing Services, Disability Support Services Testing and Tutoring, Library West Computer Lab Student Success and Retention Services
Library – (Rear)	Community Education – Extended Year Program, Short Courses
L-1	Business, Computer Science and Applied Technologies Division Office, Language Arts Division Office, Social Sciences/Humanities Division Office
L-2,3	Classrooms/Psychology Lab
L-4	La Voz, Red Wheelbarrow, Classrooms
L-5	Restrooms
L-6,8	Classrooms
L-7	Data Services

Media and Learning Center (MLC)	Online Education, Equity Office, Learning Resources, Multimedia Team, Professional Development
Mod Quad	ETS
MQ-1	
MQ-2	Classroom
MQ-3	Classroom
MCC	Intercultural/International Studies Division Office and Multicultural Center
PE-1	Auxiliary Gyms, Physiology Lab
PE-2	Main Gym
PE-4	P.E. Division Office, Recreational Sports/Intramural Office, Faculty Offices
PE-5	Faculty Offices
PE-6	Fitness and Wellness Center, Locker Rooms, Faculty Offices
PLT – Planetarium	De Anza College Planetarium
Science Center	
SC-1	Lecture Hall, Faculty Offices
SC-2	Labs
SC-3	Pavilion
SEM – Seminar	CompTechS/Computer Donation Program, Occupational Training Institute (OTI), County Office of Education, Veteran Services
S-1	Geology/Physics Classrooms, Faculty Offices
S-2	Restrooms
S-3	Classrooms/Physical Science/Math/Engineering Division Office, Faculty Offices, Honors Program
S-4	Classrooms/Math and Science Tutorial Center, Faculty Offices
S-5	Classrooms, Faculty Offices
S-6	Restrooms
S-7	Classrooms, Faculty Offices
S-8	Nursing/Classrooms
S-9	Faculty Offices
RSS – Registration and Student Services Building	Admissions and Records, Assessment Center (Testing), Bookstore, Cashier, Counseling and Advising Center, DASB Bike Rental Corral, Disability Support Programs and Services/DSPS Counseling, International Student Programs, Matriculation, Outreach and Relations with Schools, Psychological Services, Transcripts, Transfer Center
VPAC – Visual & Performing Arts Center	Art History Classroom, Auditorium/Lecture Hall, Euphrat Museum of Art





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