



L E A D E R S H I P



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Welcome to Estrella Mountain Community College, where *“Your Success is Our Success.”*

As a learning college, EMCC believes learning occurs anyway, anyplace and anytime. Everything you encounter at the college is by design:

- College buildings are structured to facilitate learning.
- Faculty utilize active learning strategies to foster critical thinking.
- Support services are free to ensure students are successful.
- Events and activities are hosted on campus to cultivate learning connections.

EMCC employees truly want students to be successful in both their education and their lives. With opportunities embedded everywhere, students can ensure they are successful by:

1. Identifying a goal. Who do you want to become? What do you eventually want to do? Find your path using the many resources EMCC has to offer, free of charge.
2. Putting your plan into action. Attend college events and engage with campus resources to advance your success: tutoring, Engage Estrella Mentoring Program, academic advising, Honors Program, Career and Transfer Center, student organizations and clubs, the Student Conference, and the Student Success Fair are just a few recommendations.

By becoming an active participant in your learning journey, you are able to pursue positive and enriching opportunities that can change your life.



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Estrella Mountain Community College is accredited by the Higher Learning Commission and a member of the North Central Association.

The Higher Learning Commission
30 North La Salle Street
Suite 2400
Chicago, IL 60602-2504
(800) 621-7440
info@hlcommission.org

For more information, visit
estrellamountain.edu/about/accreditation

About Estrella Mountain

Mission

Estrella Mountain is an innovative higher learning organization responding to the diverse needs of West Valley communities. Learners have an opportunity to successfully accomplish their educational and personal goals through the following college purposes:

- Developmental Education
- General Education
- Transfer Education
- Learner Support Services
- Workforce Development
- Community Education
- Civic Responsibility
- Global Engagement

Purposes

Developmental Education

Building the academic foundation and providing learning support to prepare learners for collegiate success.

General Education

Expanding educational experiences for all learners while fostering core academic abilities.

Transfer Education

Offering transfer courses and programs that enable learners to achieve success at their institution of choice.

Learner Support Services

Supporting learners through exceptional educational services, programs and guidance.

Workforce Development

Responding to the community's dynamic workforce needs by establishing partnerships and creating relevant programs of study, training and services.

Community Education

Providing learning experiences that enhance the knowledge, skills and abilities of life-long learners.

Civic Responsibility

Creating opportunities and partnerships that provide a framework for learners to act responsibly in society.

Global Engagement

Engaging learners in the discovery, contribution and creation of local solutions in response to global issues.



**ESTRELLA MOUNTAIN
COMMUNITY COLLEGE**
A Maricopa Community College

Vision

We provide exceptional and creative learning experiences that prepare all learners to achieve their dreams and transform their lives.

Values

We value learning and engagement through:

Integrity

- Being accountable to fulfill goals, objectives and responsibilities.
- Being truthful, respectful, sincere, and responsible in your interactions with others.

Diversity

- Considering the contributions and worldviews of others.
- Promoting an inclusive campus culture that supports social awareness.
- Committing to comprehensive inter-cultural learning and awareness.

Collaboration

- Growing partnerships and building relationships that enhance the learning environment.
- Practicing communication methods that engage all learners.

Innovation

- Committing to the continued exploration and development of successful learning practices.
- Encouraging creativity and professional exploration within our community of learners.

Sustainability

- Understanding how our actions impact the local and global community.
- Reducing negative effects on the environment through proactive and sustainable practices.
- Applying practices that encourage environmental, economic and social responsibility.

Maricopa Community College District Vision, Mission and Values statements are located under Board Policy 4.1 of the MCCCCD Policies and Procedures or online at <https://chancellor.maricopa.edu/one-maricopa/vision-mission-and-values>

MCCCD General Information

Academic Calendar

FALL 2019

Open Registration Begins.....	March 18, 2019
Classes Begin.....	August 17
Labor Day Observed.....	September 2
Last Day for Withdrawal w/out Instr. Signature.....	+
Graduation Application Deadline	November 1
Veteran's Day Observed	November 11
Thanksgiving Break	Nov 28-Dec 1
Last Day Withdrawal Accepted.....	++
Final Exams	December 9-13
Mid-Year Recess Begins for Students	December 16
Winter Break (Campus Closed)	December 25-January 1

SPRING 2020

Open Registration Begins.....	October 7, 2019
Classes Begin.....	January 11
M.L. King Birthday Observed.....	January 20
President's Day Observed.....	February 17
Last Day for Withdrawal w/out Instr. Signature.....	+
Graduation Application Deadline	April 3
Spring Break	March 9-15
Last Day Withdrawal Accepted.....	++
Final Exams	May 4-8
Commencement.....	May 8
Memorial Day Observed	May 25

SUMMER 2020

Open Registration Begins.....	March 15, 2020
Summer Graduation Deadline.....	April 3
Memorial Day Observed	May 25
First 5 & 10 Week & 8-Week Evening Sessions Begin	May 26
Independence Day Observed.....	July 2
Second 5-Week Day Session Begins	June 29
Summer Session Ends.....	July 30

+ See your student schedule in my.maricopa.edu for the Last Day to Withdraw without an Instructor Signature for each class in which you are enrolled.

++Refer to the Important Deadlines for Students to determine the Last Day Student Initiated Withdrawal will be accepted.

Maricopa Colleges

Chandler-Gilbert Community College

2626 E Pecos Rd
Chandler, AZ 85225
480.732.7000

Estrella Mountain Community College

3000 North Dysart Road
Avondale, Arizona 85392-1010
623.935.8000

GateWay Community College

108 N 40th St
Phoenix, Az 85034
602.286.8000

Glendale Community College

6000 W Olive Ave
Glendale, AZ 85302
623.845.3000

Mesa Community College

1833 W Southern Ave
Mesa, AZ 85202
480.461.7000

Paradise Valley Community College

18401 N 32nd St
Phoenix, Az 85032
602.787.6500

Phoenix College

1202 W Thomas Rd
Phoenix, AZ 85013
602.285.7500

Rio Salado College

2323 W. 14th Street
Tempe, AZ 85281
480.517.8000

Scottsdale Community College

9000 E Chaparral
Scottsdale, AZ 85256
480.423.6000

South Mountain Community College

7050 South 24th St
Phoenix, AZ 85042
602.243.8000

2019-2020

Searchable online schedule | estrellamountain.edu/sch

Services, Resources and Programs



Student Services

Komatke Hall B

estrellamountain.edu/studentservices

Student Services at Estrella Mountain has always focused on a commitment to offer quality and convenience to the students and community. To further this commitment, an innovative way of providing service has been created called One-Stop Enrollment. As the name implies, the One-Stop Model gives students “one-stop” service by providing all services such as placement testing, advisement, financial aid, registration, quick stop services, and payment all in one area.

EMCC’s Enrollment Steps

New college students who are planning to attend EMCC for the first time, are asked to complete the following success steps:

- Take the College Placement Test
- Attend a Priority Advisement Workshop (PAW) Session
 - Register for CPD150 if appropriate
- Attend a New Student Orientation (NSO)

Completing each step improves the student’s ability to continue on a degree path, complete classes and graduate on time. For more information, call 623.935.8824.

Admissions & Registration | 623.935.8888

estrellamountain.edu/students/admissions

Online registration: www.my.maricopa.edu

EMCC’s Admissions and Registration area offers many services to help achieve educational goals. Whether students need help to register for a class, order a transcript or apply for graduation, the friendly staff support student success. Other services provided are listed below:

- Process Student Admission Application
- Determine and process residency for tuition purposes
- Process class registrations and withdrawals
- Maintain official college transcripts
- Evaluate transcripts
- Process transcript requests and enrollment verification
- Evaluate graduation applications for degree and certificate completion

For detailed guidelines covering admissions, registration, tuition and fees please see A.R. 2.2.2 Admission Information, A.R. 2.2.8 Registration, and A.R. 2.2.9 Tuition and Fees Policy in the MCCCCD Policies and Procedures.

Estrella Mountain Community College is not authorized to deliver online classes to students who reside outside of the State of Arizona per 34 CFR Part 600.9 – INSTITUTIONAL ELIGIBILITY UNDER THE HIGHER EDUCATION ACT OF 1965.

Testing Services | 623.935.8860

estrellamountain.edu/students/testing-services

New students must take the placement test prior to enrolling in college classes. New students must take all three placement tests: English, Reading, and Math. Examples of test questions are located at estrellamountain.edu/students/testing-services. Go to the Related Resources on the right side of the page and click on ‘Official Accuplacer Sample Questions (see reading and math)’, or ‘English/WritePlacer Sample Essays’. Math instructional videos are also available:

- Administer course placement testing - English, Reading, Mathematics, and English as a Second Language
- Administer HESI-A2 Exam

Testing is a required enrollment step for new students. For more information on testing and placement policies, please see A.R. 2.2.7 Student Course Placement Process in the MCCCCD Policies and Procedures.

Required Orientation Advisement and Registration (ROAR); 623.935.8860

All new college students are required to attend an orientation and advisement session (ROAR) after completing placement testing. The ROAR session provides students with an orientation to college resources, information on test results, how to choose classes for the first semester and how to register using the online Student Center. ROAR serves as the initial advisement session for new students and is offered on a regular basis throughout the year. Schedules are available at the Testing Center and Welcome Center in Komatke B.

Advisement | 623.935.8888

estrellamountain.edu/students/advisement

Students are asked to attend a PAW session prior to meeting with an academic advisor. Advisors can help with the following:

- Interpreting course placement test scores
- Creating an educational plan
- Selecting classes appropriate to program of study
- Unofficial evaluation of college transcripts
- Provide information on college and university transfer process
- Verifying of graduation eligibility

Academic Advisement is a required enrollment step for new students. For more information on advisement policies, please see A.R. 2.2.6 Academic Advising in the MCCCCD Policies and Procedures.

Services, Resources and Programs

New Student Orientation (NSO) | 623.935.8824

estrellamountain.edu/students/new-student-orientation

New Student Orientation is designed to provide students with the resources needed to maximize their potential and successfully manage their college experience. This is a great opportunity to meet new friends, interact with faculty and take a campus tour. **New Student Orientation is a required enrollment step for new students.**

Career and Transfer Center | 623.935.8740

estrellamountain.edu/students/career-services

The Career and Transfer Center offers assistance to both current and prospective students who are interested in career development, exploration, internships, and university transfer. Available assistance includes:

- Career assessments to explore careers related to interests, skills, and values
- Résumés, cover letters, and interviewing
- Job searching and internship opportunities
- University transfer information

Multiple workshops and events are offered throughout the semester. Attendance is free and encouraged. Students can visit the Career and Transfer Center online at estrellamountain.edu/students/career-services to access information related to career development and to view the Center's upcoming events and workshops. Listings of both part-time and full-time jobs can be accessed online at the Career and Transfer Center through the Maricopa Career Network, an online job search engine for MCCC students, at maricopa.jobing.com.

Counseling | 623.935.8909

estrellamountain.edu/students/counseling

Counseling services are provided to promote student development by helping students to define and achieve their academic, career, and personal goals. At Estrella Mountain, the counselors can help students be successful through counseling services and instruction. The counseling staff encourages students to visit and share how students and counselors can work together to support students' aspirations both in and out of college.

Disability Resources and Services (DRS) | 623.935.8863

estrellamountain.edu/students/disability-resources

Disability Resources and Services (DRS) provides information and services to students with documented disabilities who are attending Estrella Mountain Community College. Students who wish to receive services are required to contact the DRS office and follow an intake eligibility process prior to receiving accommodations. Appropriate documentation must be presented to DRS verifying the existence of a disability as defined the Section 504 of the Federal Rehabilitation Act of 1973; the Americans with Disabilities Act, 1990; and the Americans with Disabilities Act Amended, 2008 establishing a connection between the accommodations being requested and the effects of the disability. The DRS office, along with the campus community, will assist students to discover, develop, and demonstrate their full potential and abilities.

EXCEL Program | 623.935.8969

maricopa.edu/excelprogram

EXCEL is a student success program developed in collaboration with the Helios Education Foundation at both Estrella Mountain and Glendale Community Colleges. EXCEL provides a unique opportunity for students who would like to have additional support, advice, and guidance obtaining an associate's degree and/or help to transfer successfully to a four-year university. EXCEL students receive one-on-one attention from a supportive team that will help students accomplish their goals and connect to the right services and resources. Navigating the college experience can be a challenge. With EXCEL, you will not be alone. We will be here to help you every step of the way. For more information, visit us at www.maricopa.edu/excelprogram.

Internship Search | 623.935.8740

estrellamountain.edu/students/internships

Internships are a great way to gain professional skills and self-confidence, test out a career field, build a résumé, gather insight into a particular industry or organizational culture, establish connections and build a network of contacts. Internships offered by Estrella can be both credit and non-credit and are offered in many different areas of interest. EMCC provides both paid and unpaid internship opportunities. For a list of open internships, please visit jobs.estrellamountain.edu.

Financial Aid Services | 623.935.8888

estrellamountain.edu/students/financial-aid

- Assist students with obtaining funding for their education including grants, loans, federal work-study and scholarships
- Assist students with completion of financial aid forms

For more information on Financial Aid please see A.R. 2.2.11 Student Financial Assistance in the MCCC Policies and Procedures.

Services, Resources and Programs

Online Services

My.maricopa.edu

- Register for classes
- View class schedule
- Drop/Withdraw from classes
- View charges on student account
- View financial aid status
- Make payments
- View grades
- Request transcripts
- Update contact information
- Establish student tuition payment plan

Scholarship Services | 623.935.8940

estrellamountain.edu/students/scholarships

- Assist students with obtaining scholarship funding for their education
- Assist students with completion of scholarship applications

Student Business Services | 623.935.8888

<https://www.estrellamountain.edu/students/cashier-services>

Payment Options: my.maricopa.edu

EMCC Student Business Services manages student accounts, tuition and fee payments and student tuition payment plans. Student Business Services strives to provide students and employees with accessible and responsive financial services.

- Process tuition and fee payments
- Process refunds (when appropriate)
- Distribute payroll checks
- Provide information on student tuition payment plans and student accounts.

Student Life | 623.935.8807

estrellamountain.edu/students/student-life

Deciding to attend college can be the opportunity of a lifetime. It opens doors to new friendships, offers a different social life and can help build leadership and team skills that will impact students for the rest of their lives. In addition to the academic growth that students experience at Estrella Mountain, there are a myriad of student activities available to help build students' confidence and abilities as they contribute to both the campus community and the community at large.

Information regarding the use of college grounds for public expression or solicitation can be obtained from the Office of Student Life or the MCCCDCD web site.

Petition Solidification Policy: <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.8-petition-signature-solicitation>

Use of Grounds by Non-Affiliated Individuals: <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.9-use-of-college-grounds-by-non-mcccd>

Student Insurance/Accident and Health | 623.935.8910

Enrolled students are automatically provided insurance coverage for college-related accidents. The plan provides secondary coverage when a student has individual insurance and will pay the remaining reasonable charges within the limits of the policy. Forms can be obtained through Student Life.

Veterans Services | 623.935.8937

estrellamountain.edu/students/veterans-services

The Veterans Services Center provides assistance to military members, veterans, and military/veteran dependent students take advantage of the numerous education opportunities. The ultimate goal resulting in academic, professional, and personal success for every student. Veterans Services Center will provide students with the exploration of degree options, academic advisement, and registration for classes, including connection to scholarship opportunities, utilization of VA education benefit, tuition assistance, deferment of tuition, transition support, and local veteran resources in the community. For more information on Veteran benefits please see A.R. 2.9 Veterans Services in the MCCCDCD Policies and Procedures.



Early Outreach Programs

Summer Opportunities | 623.935.8900

Estrella Mountain Community College provides future college students with opportunities to earn college credit during the summer and get a jump start on their college career. For an updated list of available summer opportunities, call the Early Outreach Department at 623.935.8900

Achieving College Education (ACE) Program 623.935.8900

estrellamountain.edu/students/ace

The Maricopa ACE Scholars Program is a nationally recognized scholarship program that targets at-risk high school sophomores by assisting them in making a smooth transition from high school to community college and on to the university system. Students take classes in the summer, fall and spring semesters. The program is dependent upon continued external funding.

High School Dual Enrollment | 623.935.8900

estrellamountain.edu/students/dual-enrollment

Estrella Mountain Community College partners with West Valley high schools to offer dual enrollment credit for academic and occupational classes. The number of courses varies by high school. Dual enrollment courses are held on high school campuses and taught by high school instructors who have met community college hiring qualifications. Registration is coordinated at the high school campus and offers various payment options. Tuition assistance is available on a limited basis. Through Dual Enrollment, EMCC strives to ease the transition from high school to college and to increase the number of college-bound high school students in the community.

Hoop of Learning | 623.935.8900

estrellamountain.edu/students/hoops

The Hoop of Learning Program was implemented in the summer of 1995 in response to concerns voiced by Native American parents in an urban high school district in Phoenix, Arizona. These voices influenced the high school and a local community college to form a partnership committee to provide an educational program for Native American students, now referred to as the Hoop of Learning. Hoop of Learning is a high school to college bridge program designed to foster cultural resilience and career development among Native American students. The program is dependent upon continued external funding. Participants are able to attend college classes in the fall, spring, and summer terms.

Athletics & Clubs

Athletics | 623.935.8910

Director: Herschel Jackson

estrellamountain.edu/students/athletics

Estrella Mountain Community College competes in the Arizona Community College Athletics Conference. The mission is to offer student athletes the opportunity to compete for team and individual championships. Academic achievement is highly emphasized, along with a support system to facilitate the academic and social success of student athletes. Men's and women's golf and cross country are available to full-time students.

American Sign Language Club

Advisor: Teresa Thiry|

The purpose of the ASL club is to stimulate a strong interest in American Sign Language; to provide fellowship among signing enthusiasts and those in the deaf community; to promote signing skills and practices among the students of EMCC.

Asian Pacific Islander Club (APIAC)

Advisor: Inhye Peterson | 623.935.8462

APIAC encompasses students who want to learn and/or join an organization that promotes racial, political and cultural awareness of Asian Pacific Islander minorities.

Black Student Union (BSU)

Advisors: Lewis Brownlee 623.935.8451

The purpose of the Black Student Union is to support EMCC students of African American/Black descent. BSU aims to generate awareness, recognition and appreciation of the contributions made by the African American/Black community. The club welcomes all who share an interest in community service and African American/Black culture.

Christian Challenge Club

Advisor: TBD

Christian Challenge is a club where you can meet other Christian students who share similar viewpoints, better appreciate the broad diversity of Catholic, Protestant and Orthodox Christian perspectives, understand more about other religions, and participate in active services with other groups on and off the EMCC campus.

Communication Club

Advisors: Cheryl Hebert 623.935.8470

The EMCC Communication Club provides a strong interest in communication and provides fellowship among EMCC students by fostering an inclusive community through communication, and to a better understanding of critical dialogue among the members about current events while improving students confidence in speaking.

Drama Club

Advisors: Liz Cantu 623.935.8420

Advisors: Lisa Higa 623.935.8178

The EMCC Drama Club stimulates strong interest in the theatrical arts and promotes thespian activity on campus.

EMCC Fashion Club

Advisor: TBD

The EMCC Fashion Club offers fellowship among fashion enthusiasts and promotes unity among its members through activities and networking.

EMCC Gaming Club

Advisors: Rod Freeman 623.935.8451

The EMCC Gaming Club plans, organizes, and executes events related to gaming. Some of the events the club sponsors includes: gaming tournaments, fundraisers, and gaming discussions. Club members come together during meetings to engage in dialogue, and fun activities as they relate to various areas of gaming.

EMCC Student Nurse Association

Advisor: Amy Johnson | 623.935.8498

The purpose of this Association shall be to: promote the awareness of the RN program of nursing among academic and local communities. Serve as a means of communication among students, faculty and administration to: Promote common educational and professional objectives; advocate students' interests; enhance students' educational experience; encourage professional and constructive student conduct; foster academic and professional success; represent the Association's members and their interests to the community at large and to other educational and professional institutions, organizations and associations; inform the Association's members of activities and opportunities that are organized and provided by other educational institutions, professional organizations and student associations; promote and encourage participation of the Association's members in appropriate student activities; augment student understanding of post-graduate educational and employment opportunities; promote and encourage relationships with professional associations, including the American Nurses Association and National Student Nurses' Association; collaborate with other EMCC Student Organizations to achieve mutual goals and be advocates and leaders in the local community.

Entrepreneur Club

Advisors: Sylvia Ong | 623.935.8457

Advisors: Jarrett Hickman 623.935.8178

The Entrepreneur Club assists members in their development of leadership skills, providing them with an understanding of career opportunities and the chance to interact with a variety of professionals in any business or related field.

Services, Resources and Programs

Feminist Majority Leadership Alliance (FMLA)

Advisor: TBD

The purposes of the Feminist Majority Leadership Alliance of Estrella Mountain Community College will be: To establish a broad constituency to work in pursuit of feminist ideals -- social, political, and economic equality for women and men, girls and boys. To study and take action on national, state, local and campus feminist issues and concerns. To provide leadership and career building opportunities for feminist students. To educate the college/university community about feminist issues. To enhance the feminist community on campus.

Future Teachers Club

Advisor: Rachel Holmes | 623.935.8407

Advisor: Pete Turner | 623.935.8705

The EMCC Future Teachers Club assists in locating a variety of professional development opportunities to assist education students to prepare them for teaching professions. Students develop communication and leadership skills to achieve their goals through participation in a variety of activities, including support networks with fellow students, West Valley teachers, and/or administrators.

Horticultural Innovations

Advisor: Jarod Raithe

The horticultural Innovations club seeks to refine, research, and develop ways to integrate gardening into people's lives while remaining eco-friendly and cost efficient.

International Student Leadership Organization (ISLO)

Advisors: TBD

The mission of this club is to promote international awareness by encouraging intercultural exchange and involvement in working together as an international community, recognizing individual potential and maintaining a spirit of friendship and diversity.

Latin Dance

Advisor: TBD

The purpose of this organization is to stimulate a strong interest in Latin dance to provide fellowship among dance enthusiasts and promote Latin culture among the members.

Living in Full Effect (L.I.F.E.)

Advisor: Alexander Andrews | 623.935.8094

Life is a social awareness club dedicated to promoting more balanced and open-minded perspectives on controversial issues. Our goal is to create independent and open-minded leaders for the 21st century.

Male Empowerment Network (M.E.N.)

Advisors: Daniel Meador | 623.935.8905

The purpose of this organization is to stimulate a strong interest in the retention and successful degree completion of minority male students. The organization will also provide fellowship among the male student of color and promote internal and external community support for and among members.

Movimiento Estudiantil Chicano de Aztlan (M.E.Ch.A)

Advisor: TBD

M.E.Ch.A. supports higher education for Chicano/Hispano students while encouraging student involvement, on and off campus, in cultural and social issues affecting the Chicano/Hispano community.

Native American Club

Advisor: Yvette Moller | 623.935.8957

The Native American Club encourages awareness of Native American cultures while supporting students in all facets of their college experience. Intrapersonal and interpersonal relationships are strengthened through interaction with others of Native American heritage.

P.R.I.D.E.

Advisor: TBD

P.R.I.D.E (Practicing Respect, Individuality, Diversity and Equality) is a club for all students that works to create a safe space for gay, lesbian, bisexual, transgendered and questioning (GLBTQ) students. This Gay Straight Alliance fosters strong appreciation of diversity amongst its members.

Phi Theta Kappa

Advisor: Erin Blomstrand 623.935.8332

Advisor: Denise Garland 623.935.8705

Phi Theta Kappa the International Honors Society for Community Colleges is committed to promoting scholarship, leadership, service, and fellowship among talented community college students. Beta Alpha Xi, the Estrella Mountain Chapter of Phi Theta Kappa has achieved an outstanding Five Star Ranking since 1995. Each semester, students who have completed twelve (12) credit hours in 100-level or higher courses with a 3.5 cumulative grade point average receive an invitation to join the organization.

Pre Med Club

Advisor: Khalid Sandhu 623.935.8807

The purpose of this organization is to assist pre-med students in building a competitive academic resume and to prepare them for applying to a college of Pharmacy.

Services, Resources and Programs

Psi-Beta Club

Advisor: Dr. Christopher Coleman 623.935.8952

Psi-Beta promotes the early interest in psychology, and enabling psychology students to take an active role in exploring all opportunities psychology offers. Our mission is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service.

Psychology Club

Advisor: Erica Wager | 623.985.8450

The purpose of this organization is to stimulate a strong interest in psychology, and to provide fellowship among the psychology enthusiasts and to promote fellowship, unity and joy among the members. The members of the organization are to be enthusiasts, interested in participating and promoting the field of psychology. Members are encouraged to give their opinions on ways to advance the psychology club and ways to engage the community in the field of psychology.

Social Work Club

Advisor: Alison England

The purpose of the "club" is to promote unity among all students integrating the Code of Ethics set forth by the National Association of Social Workers, the Department of Social Work, and the Estrella Mountain Community College code of behavior for articulated students. In doing so, the club will provide avenues to filter information to EMCC students regarding Social Work causes the club sees fit that coincides with the Code of Ethics set forth by NASW. The "club" will also organize various activities promoting unity and community for students and raising issues that affect by students and non-students.

Sports Club

Advisor: Lyle Bartelt | 623.935.8405

The Sports Club encourages an active lifestyle and promotes health and wellness events on campus. The club is open to all students.

Science, Technology, Engineering, Mathematics (STEM) Club

Advisor: Liahla Roberts 623.935.8424

The STEM Club plans to research and provide professional development opportunities in STEM education and increase awareness of STEM education through communication and collaboration with the community. We also want to establish and maintain partnerships with STEM businesses, industries, and higher education to provide STEM opportunities for teachers and students.

Veterans Club

Advisor: Robert Dorsett | 623.935.8937

The Veterans Club assists in developing a collaborative social network among enlisted/Veteran personnel, military spouses, and students interested in Veteran issues. In addition, the club supports local Veterans and their families, promotes military awareness and appreciation, and supports Veteran students in achieving success in their education endeavors.

Women Rising Club

Advisor: Alexandra Camacho 623.935.8741

Advisor: Tracy Tanner 623.935.8939

Women Rising seeks to empower women and create opportunities for them to access resources in higher education. Women Rising supports the success of female students by increasing semester-to-semester persistence rates; actively connecting students with campus resources; providing students one-on-one interaction with a working professional that will support the students' academic goals; providing students with career exposure and professional experiences.

Writing Club

Advisor: Joel Arthur 623.935.8591

The purpose of the Writing Club is to stimulate a strong interest in writing to provide fellowship among the writing enthusiasts, and to promote original fiction or non-fiction production among the members.

Additional Student Resources

Bookstore

Komatke Hall | 623.935.8875

efollett.com

The Estrella Mountain Bookstore is managed by Follett College Stores and provides required textbook and academic supplies for students and staff at Estrella Mountain. Additional gift and Estrella Mountain specialty items are also available. Students may purchase computer software through the Bookstore at a special discount. Textbooks and software are also available online at: www.efollett.com. Call the Bookstore directly for current hours of operation.

Food Services

Komatke Hall | 623.935.8254

The on-site restaurant Courtyard Grill is managed by Chartwells and offers a variety of dining options to meet the needs of a diverse student population. Located in Komatke Hall, the food services management encourages students to use both the indoor and outdoor eating areas whether they are customers of the restaurant or are carrying a lunch from home. For added convenience, vending machines are located throughout campus.

Mariposa Hall | 623.935-8731

Featuring Peets coffee, Coke and Pepsi products, pastries, grab and go sandwiches, and salads. The Eco Café also offers a variety of snacks.

Parking

Parking is offered to EMCC students, faculty and staff free of charge. All students, faculty and staff who park on campus are required to have a valid parking decal and be familiar with the parking regulations as established by MCCC per ARS 15-1449. Please visit estrellamountain.edu/public-safety/parking for full regulations.

Public Safety

Northwest Public Safety Building

The College Police Department is located on the north side of campus adjacent to parking lot H. Many dedicated police officers and staff members work behind the scenes to ensure that the college campus is safe for students to pursue their education. Students, staff, faculty and visitors may contact Public Safety via Estrella Mountain's web page: estrellamountain.edu/security or by calling:

Emergencies: 480.784.0911 (ext. 4-0911 on campus)

Non-emergency: 623.935.8915

In an emergency, upon contact with the College Police central dispatch or EMCC Public Safety office, state the nature of your emergency and stay on the line to provide detailed information. An officer will be sent to your location.

Academic Success Center/ Tutoring

Academic Success Center/Tutoring

Estrella Hall-First Floor | 623.935.8221

estrellamountain.edu/students/tutoring

Estrella Mountain Community college is committed to students' academic success. The Academic Success Center located in Estrella Hall provides FREE tutoring and academic learning resources throughout the semester in the areas listed below. Tutoring hours by subject are posted on the website.

Math Success | 623.935.8221

- Drop-in tutoring for all Math courses offered at EMCC
- Graphing calculator lease program
- Math textbooks available for use in the Center
- Math tutorials, videos and handouts on selected topics
- Group Study Sessions
- Computers/software/printing/study strategies handouts

Science Success | 623.935.8221

- Drop-in tutoring for Biology, Chemistry, and Physics courses offered at EMCC
- Anatomical models, bones, and microscopes for use in the Center
- Group Study Sessions
- Computers/software/printing/study strategies handouts

Writing Success | 623.935.8189

- Drop-in writing tutoring for all courses offered at EMCC
- Online paper critique through the Online Writing Center
- Writing Workshops
- Writing guides, videos and handouts
- Computers/software/printing/study strategies handouts

Reading, Languages and Occupational Success | 623.935.8221

- Appointment based tutoring for all Reading courses and English as a Second Language (ESL) courses offered at EMCC
- Appointment based tutoring for Accounting, Economics, Foreign Language, and Psychology Statistics courses offered at EMCC.
- Computers/software/printing/study strategies handouts

Computer Commons

Estrella Hall North-First Floor 623.935.8150

estrellamountain.edu/students/computer-commons

Located in Estrella Hall North, the Computer Commons provides an open computing environment for students and staff. Students have access to computers and technology resources to complete course work for courses offered at EMCC. Students will get assistance with Canvas, Microsoft Office Suite, scanning, and any other technical assistance with completing and

Services, Resources and Programs

submitting EMCC course work in Canvas. Computer Commons Hours of Operation are on the website.

Library

Estrella Hall | 623.935.8191

estrellamountain.edu/library

The Estrella Mountain Library provides the resources and assistance students need to complete research papers and projects. A student ID card is the key to check out the Library's books, videos, and music and to request materials from any of the other Maricopa County Community College Libraries. In addition to the items available in the Library, the Library website provides 24/7 access to thousands of online streaming videos and electronic books as well as millions of magazine, journal, and newspaper articles.

During open Library hours, there is always a librarian available to help students. Even when the Library is closed, students can chat with a librarian 24/7 through the Ask-a-Librarian service.

Academic Enrichment Programs

Honors Program

Co-coordinators: Erin Blomstrand and Dr. Denise Garland

Location: EST S148

Email: honorsprogram@estrellamountain.edu

Phone: 623.935.8222

The Honors Program offers EMCC Honors scholars a robust and intellectual experience that develops skills and abilities in Honors scholars that allows them to leverage their passion, learning, and resources to achieve their personal and career dreams and engage in meaningful and impactful service to their communities. Additionally, the Honors Program at EMCC supports student persistence and completion specifically through cost and engagement efforts.

The Honors Program at EMCC enhances the academic and social experiences of students through engaging intellectual challenges that promote critical thinking, effective communication, integrity, and preparing for future success both academically and professionally. Additionally, the Honors Program provides a funding opportunity for students to help defray the cost of attending college.

In the Honors Program, students complete in-depth academic research for classes and projects, take cohort classes with other like-minded Honors students, and attend enriching and thought-provoking lectures, workshops, presentations, and activities designed to broaden the student experience and understanding.

There are two (2) ways to join the Honors Program: (1) recent high school graduates who meet the eligibility requirements may apply for the Presidents' Honors Scholarship or; (2) any

student who has completed 12 credit hours (100 level or higher, letter grade) from a Maricopa Community College with a cumulative GPA of 3.25 or higher may apply for the Honors Achievement Award.

Presidents' Honors Scholarship

The Presidents' Honors Scholarship covers in-state/in-county tuition up to 15 credit hours plus the \$15 registration fee for four (4) consecutive semesters as long as the student maintains eligibility at the end of each semester. To be eligible for the Presidents' Honors Scholarship students must be able to show legal presence in the United States, must be residents of Maricopa County while on scholarship, and must have final, unweighted high school GPA of 3.25 or higher. Students must apply to the program within one academic year (two academic semesters) of graduation from high school without having attended another accredited college or university before enrolling in a MCCC campus (co-enrollment, dual enrollment, and summer session excluded).

Honors Achievement Award Scholarship

The Honors Achievement Award is for current Maricopa Community College students who have completed at least twelve (12) college credits and are maintaining at least a 3.25 cumulative GPA. Honors students enrolled in 12 or more credits may receive a \$500 reimbursement, 9-11 credits may receive \$325, 6-8 credits may receive \$244.

Graduating from the Honors Program

To graduate with honors from the Honors Program, a student must be eligible to graduate from the college and must meet the additional requirements:

- 3.5 cumulative Maricopa GPA
- Completion of 15 credit hours in Honors course work across three (3) disciplines, and
- Completion of required co-curricular events and reflections
- Attend all required orientations

Graduates who have the following cumulative Maricopa grade point average and complete the additional requirements will graduate with the following distinctions:

Honors Scholar Cum Laude (with distinction; medal)

- 3.5-3.69 GPA

Honors Scholar Magna Cum Laude (with high distinction; black cord)

- 3.70-3.89 GPA
- Complete HON190 with a "C" or higher
- Complete 5-10 hours of Service Learning
- Present at the Honors Expo
- Complete two (2) additional co-curricular events and corresponding reflections

Honors Scholar Summa Cum Laude (with highest distinction; black tassel)

- GPA 3.90-4.0
- Complete HON190 with a "C" or higher
- Complete 15+ hours of Service Learning

Services, Resources and Programs

- Present at the Honors Expo
- Complete four (4) additional co-curricular events and corresponding reflections

The Honors Program recognizes all graduating Honors students who participated in the program.

Maricopa-ASU Pathways Program (MAPP)

A MAPP is an associate degree to bachelor's degree transfer program. MAPPs are an excellent option for Maricopa students who have decided a major area of study, intend to transfer into a particular program at ASU and commit to specific terms for MAPP completion. Completing a MAPP with the specified requirements including GPA guarantees admission to the ASU degree program for that particular MAPP. Some programs may necessitate additional admission requirements. Benefits for MAPP students include:

- Guaranteed admission to ASU degree programs when all MAPP requirements are met
- 24/7 access to electronic tools, including the Pathway Tracker and My ASU to provide clear documentation of degree progression
- Access to ASU Transfer Specialist and other pre-enrollment services on-site at the Maricopa Community Colleges
- Cost-effective pathway ensuring all courses transfer and apply to an ASU degree
- Invitations to ASU special college events

For more information please visit <https://transfer.asu.edu/maricopa/maricopa-county-community-college-district>

Phi Theta Kappa

Advisor: Erica Wager and Sandy Zetlan | 623.935.8227

Phi Theta Kappa, the International Honor Society for the Two-Year College, is committed to promoting scholarship, leadership, fellowship, and service among talented community college students. Beta Alpha Xi, the Estrella Mountain Chapter of Phi Theta Kappa, has achieved an outstanding Five-Star Ranking since it began in 1995. Students who have completed twelve (12) credit hours in 100-level or higher courses with a 3.50 cumulative grade point average receives an invitation to join the organization, which requires a one-time membership fee.

Service Learning | 623.935.8740

All students are encouraged to consider service to the community through Estrella Mountain's Service Learning Program. Some courses have a Service Learning component, however, students should check with the Service Learning Office located in the Career and Transfer Center to see if there is a Service Learning individual or group project they can take part in. After participating in Service Learning, students feel rewarded, gain satisfaction, feel responsible, and experience growth.

Undergraduate Research | 623.935.8033

Faculty welcome opportunities to have individual students join them in research projects, and they incorporate research activities within their course curriculum. The annual Maricopa County Community College District Student Conference at Estrella Mountain engages students with faculty mentors in traditional research, as well as fieldwork across all disciplines. The Conference provides students the kind of rigorous, academic experiences similar to those found at four-year institutions.

Additional Campus Programs

Community Education

The Community Education Program at Estrella Mountain Community College provides flexible and convenient general interest non-credit courses, designed to upgrade skills for personal and professional development. Courses are offered in the following areas of interest: Art & Photography, Computers, Languages, Health & Wellness, Kids College, Music, Home & Culinary, Personal Enrichment, and Careers & Business. For specific information concerning any of the programs, please contact Registration at 623.935.8888.

Physical Education

The EMCC Physical Education classes help students maximize their physical fitness and well-being while earning general elective credit(s) that transfer to most colleges and universities. To maximize access EMCC offers credit PED classes on campus in the Student Union Exercise Room and off campus at the YMCA. Research has shown a positive correlation between regular effective exercise and good grades as well as strong persistence among college students. Call 623-935-8400, stop by the Student Union, or visit estrellamountain.edu/fitness-wellness.

Student Wellness

The purpose of the EMCC Student Wellness Program is to encourage students to practice healthy habits that correlate with good academic performance and lifelong well-being. Student Wellness engages students with interactive classroom presentations, Service Learning opportunities, special events, and individual consultation. These services and programs get students practicing effective exercise, sleep wellness, healthy eating, stress resiliency, and substance abuse avoidance. These practices correlate with better grades and persistence among college students. Call 623-935-8400, stop by the Student Union, or visit estrellamountain.edu/fitness-wellness.

In-Person, Hybrid, and Online Learning

Estrella Mountain Community College offers classes in three different ways:

1) **In-Person Learning-** An in-person, web-enhanced class consists of face-to-face instruction with CANVAS support for assignments, discussion boards, and announcements. Instructors primarily use face-to-face meetings or email to provide student feedback and answer questions. Web-enhanced learning environments are used in many courses at EMCC to provide interactive learning experiences inside and outside the classroom to support student learning. Web-enhanced courses may use CANVAS, and/or web-based learning environments such as MyMathLab, MyCompLab, MyWritingLab, MyITLab, and Connect.

2) **Hybrid Learning-** A hybrid class is a blend of face-to-face instruction with online learning. Hybrid classes reduce the number of face-to-face meetings by requiring a higher number of hours doing virtual work. Hybrid classes provide schedule flexibility and save commute time and money that give students an opportunity to balance work/life responsibilities. This format does not reduce the amount of student work or effort required to succeed in the course. Hybrid classes focus on in-person, experiential learning and clarification of concepts. Students spend the remaining time working online to complete required class assignments and activities via CANVAS.

3) **Online Learning-** Online classes are conducted via the Internet through the CANVAS learning management system, and use new and emerging technologies. Online courses are designed for motivated, self-disciplined, technology-literate students. In this setting, most instructor/student communication will take place via email, chat, video-conferencing, and/or the virtual classroom. Some online classes may require student participation in a virtual classroom at prescribed times. *Please note that all Online classes start on a Monday.

Students may visit <http://www.estrellamountain.edu/academics/classes/classes> to explore which of the formats might work best for them. The website includes a description of the different types and formats of classes, as well as Tips to Get Started and the Online Class Orientation.

Once enrolled in an Online class, students may access the syllabus, assignments, course content, discussions, and contact information for classmates and instructors by following these steps. To demonstrate readiness for hybrid and online learning, students are encouraged to complete course-level Getting Started and Orientation modules within forty-eight hours of the class start date.

- 1) Navigate to the EMCC college website (<http://www.estrellamountain.edu>)
- 2) Select "Students" from the menu in the gold bar in the upper right hand corner.
- 3) Click on the red icon in the upper right corner will take students to Canvas (<https://learn.maricopa.edu/login>)
- 4) Enter an MEID and password (the same information required to access MCCC email) for access to course materials and student or instructor contact information.
- 5) Complete course-level Getting Started and Orientation modules.

Internships & Externships

Career and Transfer Center 623-935-8740

The Maricopa County Community College's official district course descriptions (available at <http://www.maricopa.edu/academic/ccta/>) for internships/externships states the amount of hours required in order for a student to receive college credit. The internship/externship descriptions also indicate if a maximum amount of credit is allowable for any given internship. Each internship/externship course that is scheduled is assigned an EMCC instructor of record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with an internship/externship site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The course syllabus communicates student expectations by covering the specific course details and learning outcomes, how internship hours will be tracked, and what is required for grading and course completion. The EMCC instructor submits the final grade for the experience. EMCC's internship/externship process is in compliance with CFR 38 21.4265. Internships can also be noncredit. If you would like additional information please contact the Career and Transfer Center.



All under-100 level courses at EMCC are targeted to enhance student skills in English, English as a Second Language (ESL), Mathematics, and Reading. Strong emphasis is placed on instruction with individual support, small classes, caring faculty, and creative learning experiences. Instruction is enriched through technology, interaction with other learners, and tutoring services provided by the Academic Success Center. Many course options are available to help students progress through the developmental course sequence in a manner appropriate for their learning style. These include options such as fast-track, hybrid, on-line, and co-requisite enrollment.

Students are advised for these courses through placement testing. Required courses must be successfully completed before advancing to the next level. Students enrolled in one or more courses at the under-100 level are considered part of a focused student support program initiated by the Maricopa Community College District.

The focus of all courses at the developmental level is to build confidence and competence in students so that they can progress to college-level work. These courses form an educational foundation for successful engagement in the college's transfer, degree, and training/career programs.

English

+ENG071	Preparatory Academic Writing I	3
+ENG081	Preparatory Academic Writing II	3
+ENG091	Preparatory Academic Writing III	3

+ indicates that a course has prerequisites or corequisites.

English as a Second Language

Level I

+ESL010	English as a Second Language I: Grammar	3
+ESL011	ESL I: Listening and Speaking	3
+ESL012	ESL I: Writing with Oral Practice	3
+ESL016	Reading English as a Second Language I	3

Level II

+ESL020	English as a Second Language II: Grammar	3
+ESL021	ESL II: Listening and Speaking	3
+ESL022	ESL II: Writing with Oral Practice	3
+ESL026	Reading English as a Second Language II	3

Level III

+ESL030	English as a Second Language III: Grammar	3
+ESL031	ESL III: Listening and Speaking	3
+ESL032	ESL III: Writing with Oral Practice	3
+ESL036	Reading English as a Second Language III	3

Level IV

+ESL040	English as a Second Language IV: Grammar	3
+ESL041	ESL IV: Listening and Speaking	3
+ESL042	ESL IV: Writing with Oral Practice	3
+ESL046	Reading English as a Second Language IV	3

Level V

+ESL050	Review Grammar for ESL	3
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Recommended Courses

+ESL049	General Vocational ESL	3
+ESL051	Pronunciation Improvement for ESL	3
+ESL061	Informal Conversational and Written English for Non-Native Speakers	

+ indicates that a course has prerequisites or corequisites.

Reading

+RDG081	Reading Improvement	3
+RDG100	Successful College Reading	3

+ indicates that a course has prerequisites and/or corequisites.



EMCC General Education Statement

At Estrella Mountain, students experience a collaborative and stimulating environment which stresses a solid foundation of general education. Each facet of the Estrella Mountain experience is designed to provide students with the necessary information, knowledge, abilities, intellectual concepts, and perspectives they need to achieve their academic and personal goals.

Estrella Mountain’s curricular patterns enhance critical thinking and communication skills. They reflect an emphasis on the study of composition, literacy and critical inquiry, numeracy, humanities, fine and performing arts, the social and behavioral sciences, the natural sciences, as well as cultural diversity, global engagement, civic responsibility, and historical awareness.

Recognizing the importance of breadth and depth of knowledge, the ability to apply that knowledge, and a view of learning as a lifetime activity, faculty and staff are committed to providing all students with an engaging learning environment in which everyone experiences growth.

Assessment of Student Abilities

Co-Chairs: Roni Collazo 623.935.8983 and Rebecca Baranowski 623.935.8596

estrellamountain.edu/employees/committees/saac

At Estrella Mountain, successful learning is the primary focus. Successful learning means not only learning content but learning abilities and skills that enhance student success in academic, professional, and personal pursuits. The faculty at EMCC have identified two major abilities as being crucial to student success: Communication (Written and Oral) and Critical Thinking. Four sub-categories are also identified for students to develop across disciplines:

- Quantitative Reasoning
- Information Literacy
- Technological Literacy
- Social, Civic, and Global Responsibility

The entire matrix of these abilities and their outcomes is available at: estrellamountain.edu/employees/committees/saac/gen-ed-abilities

General Education Degrees and Certificates

Arizona General Education Curriculum (AGEC)

AGEC-A (liberal arts major), or	18
AGEC-B (business majors), or	18
AGEC-S (majors with more prescriptive mathematics and mathematics-based science requirements)	18

Academic Degrees

Associate in Arts (AA)	26
Associate in Arts in Elementary Education (AEE)	29
Associate in Arts (AFA), Fine Arts-Art, Dance, Music, Theatre	33
Associate in Business (ABUS-GR) - General	36
Associate in Business (ABUS-SR) - Special	39
Associate in General Studies (AGS)	42
Associate in Science (AS)	47
Associate in Applied Science (AAS)	51

Academic Certificates

Academic Certificates	54
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Courses, degrees and certificates offered by the Maricopa Colleges are subject to change. Students should consult a MCCCAD Academic Advisor to ensure appropriate course selection for general education purposes and transfer.

General Education Degrees and Academic Certificates Offered by the Estrella Mountain Community College are viewable at http://www.maricopa.edu/academic/ccta/curric/programs/programs_by_col.php?loc=EM

**Maricopa Community Colleges (MCCCD)
2019-2020 Arizona General Education Curriculum (AGEC) – A, B, S**

Description

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit. The AGEC-A and AGEC-B require a minimum of 35 credit hours, and the AGEC-S requires a minimum of 36 credit hours.

In most cases, all courses used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed.

There are three types of AGECS in MCCCD. They are the AGEC-A, the AGEC-B, and the AGEC-S. As described below, these AGECS are also a component of most MCCCD Associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A is the general education block of the MCCCD Associate in Arts (AA) degree (and major-specific pathway versions), the AGEC-B is part of the MCCCD Associate in Business (ABUS) degree (and major-specific pathway versions), and the AGEC-S defines the general education requirements in the MCCCD Associate in Science (AS) degree (and major-specific pathway versions).

As described in more detail below, all AGECS require designated Core courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA/CS] (Exception: The AGEC-S does not require CS.), Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness.

Purpose of the AGECS

AGECS were designed to articulate with different academic majors, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements; for others the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

1. The **AGEC-A** is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement.
2. The **AGEC-B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics or general biology for majors to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to ten additional credits of math and/or science appropriate to their major.

Academic Policies that Govern the AGEC-A, -B, -S

- Requires completion of at least 35 credit hours (AGEC-A, AGEC-B) and 36 credit hours (AGEC-S) in courses numbered 100 and above and that a minimum of 12 of those credits be taken at one or any combination of the MCCCD colleges.
- All courses applied to the AGEC must be completed with a grade of “C” or better.
- A single course can simultaneously count toward a Core Area and one or more Awareness Areas. For example, a course in world geography can be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward

**Maricopa Community Colleges (MCCCD)
2019-2020 Arizona General Education Curriculum (AGEC) – A, B, S**

the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC Core Area.

- The AGEC-A and AGEC-B require a minimum of 35 credits and the AGEC-S requires a minimum of 36 credits, however, the AGEC credit count within the total credits for a degree may be lower than these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD’s Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

Transfer Credit from Institutions Outside of MCCCD

- Credits transferred from outside of MCCCD must be a grade of “C” (2.0 on a 4.0 scale) or better.
- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
- Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade (“P”) is equivalent to a “C” or better.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses’ evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College for prior learning in non-traditional setting is transferable to the other colleges in the MCCC district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC.

Completion and Transfer

- Completion of the AGEC with a minimum grade point average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

AGEC Requirements

Descriptions and definitions of the requirements for each of the three AGECS follow. The following website identifies the courses that apply to the different General Education Core and Awareness Areas within each AGEC:

**Maricopa Community Colleges (MCCCD)
2019-2020 Arizona General Education Curriculum (AGEC) – A, B, S**

[AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on maricopa.edu and on each MCCCD college’s website.

Note that for students pursuing a major-specific pathway within the Associate in Arts, Associate in Business or Associate in Science, the AGEC course requirements may be more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at curriculum.maricopa.edu for specific degree and AGEC requirements. Consultation with an academic advisor about course selection is always recommended.

	<u>Credits</u>
Arizona General Education Curriculum--Arts (AGEC-A).....	35 (min.)
<p>The AGEC-A requires a minimum of 35 credits, however, the AGEC credit count within the total credits for a degree may be under 35 if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits within an associate degree provided that all requirements listed below are completed.</p>	
A. Core Areas:	
<p>Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.</p>	
1. First-Year Composition [FYC].....	6
ENG101 OR ENG107.....	(3)
AND ENG102 OR ENG108.....	(3)
2. Literacy and Critical Inquiry [L].....	3
3. Mathematical Applications [MA].....	3-6
<p>Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.</p>	
4. Computer/Statistics/Quantitative Applications [CS].....	3
5. Humanities, Arts and Design [HU].....	6
<p>Students are encouraged to choose course work from more than one discipline.</p>	
6. Social-Behavioral Sciences [SB].....	6
<p>Students are encouraged to choose course work from more than one discipline.</p>	
7. Natural Sciences [SQ/SG].....	8
<p>The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.</p>	
B. Awareness Areas.....	0-6
<p>Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)</p>	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

**Maricopa Community Colleges (MCCCD)
2019-2020 Arizona General Education Curriculum (AGEC) – A, B, S**

	<u>Credits</u>
Arizona General Education Curriculum - Business (AGEC-B).....	35 (min.)
<p>The AGEC-B requires a minimum of 35 credits, however, the AGEC credit count within the total credits for a degree may be under 35 if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits within an associate degree provided that all requirements listed below are completed.</p>	
<p>A. Core Areas:</p> <p>Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.</p>	
1. First-Year Composition [FYC].....	6
ENG101 OR ENG107 AND.....	(3)
ENG102 OR ENG108.....	(3)
2. Literacy and Critical Inquiry [L].....	3
3. Mathematical Applications [MA].....	(3-5)
MAT212 Brief Calculus OR.....	(3)
MAT213 Brief Calculus OR.....	(4)
Higher [MA] designated course.....	(3-5)
4. Computer/Statistics/Quantitative Applications [CS].....	3
CIS105 Survey of Computer Information Systems.....	
5. Humanities, Arts and Design [HU].....	6
Students are encouraged to choose course work from more than one discipline.....	
6. Social-Behavioral Sciences [SB].....	6
ECN211 Macroeconomics AND ECN212 Microeconomics.....	
7. Natural Sciences [SQ/SG].....	8
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.....	
B. Awareness Areas.....	0-6
<p>Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)</p>	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

**Maricopa Community Colleges (MCCCD)
2019-2020 Arizona General Education Curriculum (AGEC) – A, B, S**

	<u>Credits</u> 36 (min.)
Arizona General Education Curriculum--Science (AGEC-S).....	
<p>The AGEC-S requires a minimum of 36 credits, however, the AGEC credit count within the total credits for a degree may be under 35 if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits within an associate degree provided that all requirements listed below are completed.</p>	
A. Core Areas:	
<p>Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.</p>	
1. First-Year Composition [FYC].....	6
ENG101 OR ENG107.....	(3)
AND ENG102 OR ENG108.....	(3)
2. Literacy and Critical Inquiry [L].....	0-3 (0 only if shared with HU or SB)
<p>Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)</p>	
3. Mathematical Applications [MA].....	4-5
<p>Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a pre-requisite.</p>	
4. Humanities, Arts and Design [HU].....	6
<p>For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)</p>	
5. Social-Behavioral Sciences [SB].....	6
<p>For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)</p>	
6. Natural Sciences [SQ/SG].....	8
<p>Students must complete eight (8) credits of General Chemistry, University Physics or General Biology for Majors. Consult specific requirements of university transfer major for guidance.</p> <p style="padding-left: 20px;">[(CHM150 or CHM151) & CHM151LL] or CHM150AA or CHM151AA General Chemistry I AND [CHM152 & CHM152LL] or CHM152AA General Chemistry II</p>	
OR	

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PHY115 or PHY121 University Physics I AND PHY116 or PHY131 University Physics II OR BIO181 & BIO182 General Biology (Majors) I and II	
7. Subject Options - Math/Science.....	6-10
Refer to transfer resources, including academic advisement and transfer guides, to select six (6)-ten (10) additional math and/or science credits that meet requirements for selected major.	
Select Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)	
B. Awareness Areas.....	0-6
Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

AGEC Area Requirements Descriptions/Definitions

CORE AREAS

First-Year Composition (FYC)

First-Year Composition courses emphasize skills necessary for college-level expository writing, including correct grammar and punctuation, logical organization of ideas, and identification of supporting documentation.

Literacy and Critical Inquiry [L]

In the [L] course students, typically at the sophomore level, gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

Mathematical Applications [MA]

The Mathematical Studies requirement is intended to ensure that students have requisite skill in mathematics appropriate for their discipline and can apply mathematical analysis in their chosen fields.

Computer/Statistics/Quantitative Applications [CS]

AGEC-A and AGEC-B require a course that emphasizes the use of statistics, other mathematical methods, computer programming languages and/or software in the interpretation of data and in describing and analyzing quantitative relationships.

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Humanities, Arts and Design [HU]

The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the production of human thought and imagination, particularly in philosophical, historical, religious and artistic traditions. Courses with an emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.

Social-Behavioral Sciences [SB]

The Social-Behavioral Sciences Core area provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis in general education curriculum may include study of such disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

Natural Sciences [SQ/SG] In addition to an understanding of basic scientific principles and concepts, courses in the Natural Sciences Core area are designed to help students appreciate, from firsthand laboratory and/or field research experience, the nature of science as a process that embraces curiosity, inquiry, testing, and communication to better understand natural phenomena. At least one of the two natural science courses must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

AWARENESS AREAS

Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

Cultural Diversity in the United States [C]

The contemporary “culture” of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

Global Awareness [G]

Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines--for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

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Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. The study of a non-English language;
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

Historical Awareness [H]

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term “history” designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Arts (AA) Degree**

Description

The Maricopa County Community College District Associate in Arts degree requires a minimum of 60 semester credits for the program of study; minimum total credits for major-specific pathway versions of the Associate in Arts degree vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The Associate in Arts degree, including major-specific pathways within the degree, is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Arts degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses (for major-specific pathway versions only)
- III. Restricted Electives (for major-specific pathway versions only)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Arts degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Arts will apply to general university graduation requirements of the majors that align with the Associate in Arts degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements

The requirements for the Associate in Arts follow. All versions of the Associate in Arts require a minimum of 60 credits; for major-specific pathways within the degree, minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find A Class” tool on maricopa.edu and on each MCCCD college’s website.

Requirements

Credits

I. Program Prerequisites	Number varies
Program prerequisites vary by type of Associate in Arts degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.	
II. Required Courses	Number varies
Required (major-specific) courses vary by type of Associate in Arts degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.	

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Arts (AA) Degree**

III. Restricted Electives	Number varies
<p>Restricted electives vary by type of Associate in Arts degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.</p>	
IV. Arizona General Education Curriculum--Arts (AGEC-A)	up to 44
<p>The AGEC-A requires a minimum of 35 credits, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits as long as all requirements listed in this section (IV) are completed.</p>	
<p>A. Core Areas:</p> <p>Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.</p>	
1. First-Year Composition [FYC].....	6
ENG101 OR ENG107.....	(3)
AND ENG102 OR ENG108.....	(3)
2. Literacy and Critical Inquiry [L].....	3
3. Mathematical Applications [MA].....	3-6
<p>Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.</p>	
4. Computer/Statistics/Quantitative Applications [CS].....	3
5. Humanities, Arts and Design [HU].....	6
<p>Students are encouraged to choose course work from more than one discipline.</p>	
6. Social-Behavioral Sciences [SB].....	6
<p>Students are encouraged to choose course work from more than one discipline.</p>	
7. Natural Sciences [SQ/SG].....	8
<p>The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.</p>	
B. Awareness Areas.....	0-6
<p>Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)</p>	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)
V. MCCCD Additional Requirements	0-6
<p>As noted below, courses in this area may also be applied toward AGEC-A Core Area requirements.</p>	
A. Oral Communication.....	(0-3)
<p>COM100 [SB] Introduction to Human Communication OR COM110 [SB] Interpersonal Communication OR COM225 [L] Public Speaking OR COM230 [SB] Small Group Communication (3 credits) OR</p>	

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2019-2020 Associate in Arts (AA) Degree**

COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

- B. Critical Reading..... (0-3)
Students may demonstrate proficiency through assessment.
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

VI. General Electives..... 0-25

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... 60-64*

*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Arts, Elementary Education (AAEE) Degree**

Description

The Maricopa County Community College District Associate in Arts, Elementary Education degree requires a minimum of 60 semester credits for the program of study. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The Associate in Arts, Elementary Education degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Arts, Elementary Education degree includes the following components:

- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Arts (AGEC-A)
- IV. MCCCD Additional Requirements (Oral Communication and Critical Reading)

Purpose of the Degree

The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona's public universities, and in most cases, its required courses apply to graduation requirements for these Education majors.

Degree Requirements

The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the “Find A Class” tool on maricopa.edu and on each MCCCD college’s website.

<u>Requirements</u>	<u>Credits</u>
I. Required Courses	17
EDU221 Introduction to Education.....	(3)
EDU222 Introduction to the Exceptional Learner.....	(3)
EDU230 Cultural Diversity in Education.....	(3)
MAT256 Investigating Quantity: Number, Operations, and Numeration Systems.....	(4)
MAT257 Investigating Geometry, Probability, and Statistics.....	(4)
II. Restricted Electives	8
A total of 8 semester credits is required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 5 credits in Content Area Electives, as outlined below.	
Courses must transfer to all public Arizona universities as elective credit, departmental elective, or equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.	
Select one additional EDU course (other than EDU221, EDU222, EDU230 or EDU250).....	(3)
Recommended:	
EDU110 Education in Film	
EDU220 Introduction to Serving English Language Learners (ELL)	
EDU236 Classroom Relationships	
EDU/HUM/STO292 The Art of Storytelling	
Choose any combination from the following list of courses and prefixes to total 5 credits of additional coursework. Course(s) selected must be different from those used to fulfill a	

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Arts, Elementary Education (AAEE) Degree**

requirement of the AGEC-A or to fulfill an Education Foundations requirement.

- Content Area Electives: Select 5 credits from the following:..... (5)
- AAA/CPD115 Creating College Success
 - ARH+++ Any ARH Art Humanities course(s)
 - ART+++ Any ART Art course(s)
 - CFS/ECH176 Child Development
 - CFS205 Human Development
 - CIS+++ Any CIS Computer Information Systems course(s)
 - ECN+++ Any ECN Economics course(s)
 - BPC+++ Any BPC Business-Personal Computers course(s)
 - EED215 Early Learning: Health, Safety, Nutrition and Fitness
 - EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250)
 - ENG+++ Any ENG English course(s)
 - ENH+++ Any ENH English Humanities course(s)
 - GCU+++ Any GCU Cultural Geography course(s)
 - GPH+++ Any GPH Physical Geography course(s)
 - HIS+++ Any HIS History course(s)
 - MAT+++ Any MAT Mathematics course(s) 140 or higher (except MAT256 and MAT257)
 - MHL+++ Any MHL Music: History/Literature course(s)
 - MTC+++ Any MTC Music: Theory/Composition course(s)
 - POS+++ Any POS Political Science course(s)
 - THE+++ Any THE Theatre course(s)
 - THF+++ Any THF Theatre and Film course(s)
 - THP+++ Any THP Theatre Performance/Production course(s)
 - Any Foreign Language course(s)
 - Any Natural Science course(s)

III. Arizona General Education Curriculum--Arts (AGEC-A)..... 35-44

The AGEC-A requires a minimum of 35 credits, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits as long as all requirements listed in this section (III) are completed.

A. Core Areas:

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

1. First-Year Composition [FYC]..... **6**
 - ENG101 OR ENG107..... (3)
 - AND ENG102 OR ENG108..... (3)
2. Literacy and Critical Inquiry [L]- COM225 Public Speaking..... **3**
3. Mathematical Applications [MA]..... **3-6**
 - Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or any other [MA] designated course for which college algebra is a pre-requisite.
 - (Note that MAT256, MAT257, MAT182, and MAT206 are excluded)
4. Computer/Statistics/Quantitative Applications [CS]..... **3**
 - BPC110 Computer Usage and Applications OR
 - CIS105 Survey of Computer Information Systems
5. Humanities, Arts and Design [HU]..... **6**

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Note that some of these courses also have Awareness Areas designations (see section 2 below) and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

- (3)
- 1) Select one of the following ARH, DAH, MHL or THE courses:.....
- ARH100 Introduction to Art OR
 - ARH101 Prehistoric through Gothic Art OR
 - ARH102 Renaissance through Contemporary Art OR
 - DAH100 Introduction to Dance OR
 - DAH201 World Dance Studies OR
 - DAH250 Dance in Popular Culture OR
 - MHL140 Survey of Music History OR
 - MHL145 American Jazz and Popular Music OR
 - MHL146 Survey of Broadway Musicals OR
 - MHL153 Rock Music and Culture OR
 - THE111 Introduction to Theatre OR
 - THE220 Modern Drama
- AND (3)
- 2) Select one of the following EDU, ENH or HUM courses:.....
- EDU/ENH291 Children's Literature (Recommended) OR
 - ENH110 Introduction to Literature OR
 - ENH241 American Literature Before 1860 OR
 - ENH242 American Literature After 1860 OR
 - HUM250 Ideas and Values in the Humanities OR
 - HUM251 Ideas and Values in the Humanities 6
6. Social-Behavioral Sciences [SB].....
- Note that some of these courses also have Awareness Areas designations (see section 2 below) and can be used to satisfy [G] and/or [H] requirement as well as [SB]. (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)
- (3)
- 1) Select one of the following US History/Government courses*.....
- These courses satisfy the United States Constitution requirement for state teacher certification.
- HIS103 United States History to 1865 OR
 - POS110 American National Government OR
 - GCU/POS113 United States and Arizona Social Studies
- AND (3)
- 2) Select one of the following CFS, ECH, GCU, ECN, HIS or PSY courses...
- CFS205 Human Development OR
 - ECH/CFS176 Child Development OR
 - GCU121 World Geography I: Eastern Hemisphere OR
 - GCU122 World Geography II: Western Hemisphere OR
 - ECN211 Macroeconomic Principles OR
 - ECN212 Microeconomic Principles OR
 - HIS104 United States History 1865 to Present OR
 - PSY101 Introduction to Psychology 8
7. Natural Sciences [SQ/SG].....
- The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.
- 1) Life Sciences: Select four (4) credits of SQ in Biology (BIO) from the following courses:..... (4)
- BIO100 Biology Concepts

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- BIO101 Introduction to Human Genetics for Non-Majors
- BIO102 Cells to Systems: An Introduction to Biology for Non-Majors
- BIO105 Environmental Biology
- BIO107 Introduction to Biotechnology
- BIO108 Plants and Society
- BIO156 Introductory Biology for Allied Health
- BIO156XT Introductory Biology for Allied Health
- BIO181 General Biology (Majors) I
- BIO241 Human Genetics

AND

- 2) Physical Sciences or Earth/Space Sciences: Select four (4) credits of SQ (4) or SG from one of the following prefixes:.....
AGS, ASM, AST, CHM, GPH, GLG, PHS, or PHY

Note: Students are advised to check with the university they plan to attend as specific requirements for lab sciences may vary.

	0-3
B. Awareness Areas.....	(0)
1. Cultural Diversity in the United States [C].....	
Met by EDU222 and EDU230 in Required Courses.	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	
May be met by [HU] and/or [SB] course depending on specific courses selected. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)	
IV. MCCCD Additional Requirements.....	0-3
As noted below, courses in this area may also be applied toward AGECE-A Core Area requirements.	
A. Oral Communication.....	(0)
Met by COM225 in Required Courses.	
B. Critical Reading.....	(0-3)
Students may demonstrate proficiency through assessment.	
CRE101 [L] Critical Reading OR equivalent as indicated by assessment	
 TOTAL.....	 60-68**

*NOTE: State certification requirements include courses on the constitutions of US and Arizona. Taking GCU/POS113 for [SB] fulfills this requirement completely. Students who instead take HIS103 or POS110 for [SB] should consider taking POS221 as a Content Area Elective so they have completed study of both constitutions. POS220 meets state certification requirements for both constitutions but does not meet [SB].

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Arts, Fine Arts (AAFA) – Art, Dance, Music, Theatre**

Description

The Maricopa County Community College District Associate in Arts, Fine Arts degree requires a minimum of 60 semester credits for the program of study; minimum total credits for major-specific pathway versions (Art, Dance, Music, Theatre) of the Associate in Arts, Fine Arts degree vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The Associate in Arts, Fine Arts degree, including major-specific pathways within the degree, is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Arts, Fine Arts degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses (for major-specific pathway versions-Art, Dance, Music, Theatre)
- III. Restricted Electives (for major-specific pathway versions-Art, Dance, Music, Theatre)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Arts, Fine Arts (AAFA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts (AAFA) will apply to general university graduation requirements of the majors that align with AAFA degree; however, students need to pay attention to any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA degree with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements

The requirements for the Associate in Arts, Fine Arts follow. All versions of the Associate in Arts, Fine Arts require a minimum of 60 credits; for major-specific pathway versions (Art, Dance, Music, Theatre) within the degree, minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find A Class” tool on maricopa.edu and on each MCCCD college’s website.

<u>Requirements</u>	<u>Credits</u>
I. Program Prerequisites	Number varies
Program prerequisites vary by type of Associate in Arts, Fine Arts degree, Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways (Art, Dance, Music, Theatre) within the degree.	
II. Required Courses	Number varies
Required (major-specific) courses vary by type of Associate in Arts, Fine Arts degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways (Art, Dance, Music, Theatre) within the degree.	

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III. Restricted Electives	Number varies
Restricted electives vary by type of Associate in Arts, Fine Arts degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways (Art, Dance, Music, Theatre) within the degree.	
IV. Arizona General Education Curriculum--Arts (AGEC-A)	up to 44
The AGECE-A requires a minimum of 35 credits. However, prerequisite/required/restricted elective courses may also meet AGECE-A requirements and credits count once toward the total for the degree. Therefore, the AGECE-A may be met with fewer than 35 credits as long as all requirements listed in this section (IV) are completed.	
A. Core Areas:	
Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGECE matrix for each course's value(s) in the semester it is taken.	
1. First-Year Composition [FYC].....	6
ENG101 OR ENG107.....	(3)
AND ENG102 OR ENG108.....	(3)
2. Literacy and Critical Inquiry [L].....	3
3. Mathematical Applications [MA].....	3-6
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.	
4. Computer/Statistics/Quantitative Applications [CS].....	3
5. Humanities, Arts and Design [HU].....	6
Major specific pathways for the AAFA will specify courses to be taken to fulfill the Humanities, Arts and Design area. Students should refer to their specific pathway for courses to meet this requirement.	
6. Social-Behavioral Sciences [SB].....	6
Students are encouraged to choose course work from more than one discipline.	
7. Natural Sciences [SQ/SG].....	8
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
B. Awareness Areas.....	0-6
Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGECE matrix for current course values.)	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)
V. MCCCD Additional Requirements	0-6
As noted below, courses in this area may also be applied toward AGECE-A Core Area requirements.	
A. Oral Communication.....	(0-3)
COM100 [SB] Introduction to Human Communication OR	
COM110 [SB] Interpersonal Communication OR	
COM225 [L] Public Speaking OR	
COM230 [SB] Small Group Communication (3 credits) OR	
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR	
COM110AA & COM110AB & COM110AC [SB] (3 credits)	

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- B. Critical Reading..... (0-3)
 Students may demonstrate proficiency through assessment.
 CRE101 [L] Critical Reading OR equivalent as indicated by assessment

VI. General Electives..... 0-25

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... 60-64*

*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Business, General Requirements (ABUS-GR) Degree**

Description

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The Associate in Business-General Requirements degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

This degree provides the first two years of a four-year curriculum for students who wish to specialize in business. For a comprehensive list of bachelor’s degrees at Arizona’s public universities, refer to the [AZTransfer Business Matrix](#). With a bachelor’s degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

The Associate in Business-General Requirements degree includes the following components:

- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Business (AGEC-B)
- IV. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona’s public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-GR Degree

- The ABUS-GR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other Associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously simultaneously (AGEC-B Core Area and/or Awareness Area(s), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

Degree Requirements

The 62-72 semester credits required for the Associate in Business General Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-B](#) and the [AGEC Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find A Class” tool on each MCCCD college’s website.

<u>Requirements</u>	<u>Credits</u>
I. Required Courses	21-25
Accounting.....	(6-9)
ACC111 Accounting Principles AND	
ACC230 Uses of Accounting Information I AND	
ACC240 Uses of Accounting Information II	
OR	
ACC211 Financial Accounting AND	
ACC212 Managerial Accounting	
OR	
ACC111 Accounting Principles I AND	
ACC112 Accounting Principles II AND	
ACC212 Managerial Accounting	

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Some of the following courses can be used to satisfy both this requirement and an AGEC-B Core Area. AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

ECN211 [SB] Macroeconomic Principles.....	(3)
ECN212 [SB] Microeconomic Principles.....	(3)
GBS205 Legal, Ethical, and Regulatory Issues in Business.....	(3)
GBS221 Business Statistics.....	(3)
Quantitative Methods.....	(3-4)
GBS220 Quantitative Methods in Business OR	
MAT217 or MAT218 Mathematical Analysis for Business	
<i>Note: Students planning to attend ASU W. P. Carey</i>	
<i>School of Business will be required to take MAT217 or</i>	
<i>MAT218</i>	

II. Restricted Electives..... 0-6

Select two courses (6 credits) from the following options:
Some courses may be used to satisfy both Restricted Elective and Arizona General Education Curriculum (AGEC) requirements, as indicated in **[brackets]** below, but two courses must be completed. AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

GBS151	Introduction to Business (Recommended).....	(3)
CIS114DE	Excel Spreadsheet.....	(3)
CIS133DA	Internet/Web Development Level I.....	(3)
CIS162AD	C#: Level I.....	(3)
GBS110	Human Relations in Business and Industry OR	
MGT251	Human Relations in Business.....	(3)
GBS233 [L]	Business Communication.....	(3)
GBS220	Quantitative Methods in Business (If course used to satisfy Required Courses, it can not be used to satisfy Restricted Electives.).....	(3)
IBS101 [G]	Introduction to International Business.....	(3)
MGT253	Owning and Operating a Small Business.....	(3)
REA179	Real Estate Principles I.....	(3)
REA180	Real Estate Principles II.....	(3)
MKT271	Principles of Marketing.....	(3)
PAD100	21st Century Public Policy and Service.....	(3)
SBU200 [SB,G]	Society and Business.....	(3)

III. Arizona General Education Curriculum- Business (AGEC-B)..... 29-37

The AGEC-B requires a minimum of 35 credits, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits as long as all requirements listed in this section (III) are completed.

A. Core Areas:

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

1. First-Year Composition [FYC]..... 6

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ENG101 OR ENG107 AND.....	(3)
ENG102 OR ENG108.....	(3)
2. Literacy and Critical Inquiry [L].....	3
<i>(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)</i>	
3. Mathematical Applications [MA].....	(3-5)
MAT212 Brief Calculus OR	(3)
MAT213 Brief Calculus OR	(4)
Higher [MA] designated course	(3-5)
4. Computer/Statistics/Quantitative Applications [CS].....	3
CIS105 Survey of Computer Information Systems	
5. Humanities, Arts and Design [HU].....	6
Students are encouraged to choose course work from more than one discipline.	
6. Social-Behavioral Sciences [SB].....	0
Met by Required Courses ECN211 AND ECN212	
7. Natural Sciences [SQ/SG].....	8
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
B. Awareness Areas.....	0-6
Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

Note: Students transferring to ASU in Accountancy should take two of the following courses: Sociology with [SB] value, Psychology with [SB] value, and COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU requirements.

IV. General Electives..... 0-12

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... 62-72*

*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Business, Special Requirements (ABUS-SR) Degree**

Description

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. This degree provides the first two years of a four-year curriculum for students who wish to pursue Computer Information Systems majors at Arizona’s public universities. With a bachelor’s degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, computer information systems, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management. The Associate in Business-Special Requirements degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Business-Special Requirements degree includes the following components:

- I. Required Courses
- II. Arizona General Education Curriculum for Business (AGEC-B)
- III. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business’ Computer Information Systems majors at Arizona’s public universities.. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-SR Degree

- The ABUS-SR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously (AGEC-B Core Area and/or Awareness Area(s), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

Degree Requirements

The 62-71 semester credits required for the Associate in Business Special Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-B](#) and the [AGEC Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find A Class” tool on each MCCCD college’s website.

<u>Requirements</u>	<u>Credits</u>
I. Required Courses	27-31
Accounting.....	(6-9)
ACC111 Accounting Principles AND	
ACC230 Uses of Accounting Information I AND	
ACC240 Uses of Accounting Information II	
OR	
ACC211 Financial Accounting AND	
ACC212 Managerial Accounting	
OR	
ACC111 Accounting Principles I AND	
ACC112 Accounting Principles II AND	
ACC212 Managerial Accounting	

Some of the following courses can be used to satisfy both this requirement and an

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Business, Special Requirements (ABUS-SR) Degree**

AGEC-B Core Area. AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

ECN211 [SB] Macroeconomic Principles.....	(3)
ECN212 [SB] Microeconomic Principles.....	(3)
GBS205 Legal, Ethical, and Regulatory Issues in Business.....	(3)
GBS221 Business Statistics.....	(3)
CIS162AD C#: Level 1.....	(3)
CIS250 Management of Information Systems.....	(3)
Quantitative Methods.....	(3-4)
GBS220 Quantitative Methods in Business OR	
MAT217 or MAT218 Mathematical Analysis for Business	
<i>Note: Students planning to attend ASU W. P. Carey School of Business will be required to take MAT217 or MAT218</i>	

II. Arizona General Education Curriculum- Business (AGEC-B)..... 29-37

The AGEC-B requires a minimum of 35 credits, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits as long as all requirements listed in this section (II) are completed.

A. Core Areas:

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

1. First-Year Composition [FYC].....	6
ENG101 OR ENG107 AND.....	(3)
ENG102 OR ENG108.....	(3)
2. Literacy and Critical Inquiry [L].....	3
<i>(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)</i>	
3. Mathematical Applications [MA].....	3-5
MAT212 Brief Calculus OR.....	(3)
MAT213 Brief Calculus OR.....	(4)
Higher [MA] designated course.....	(3-5)
4. Computer/Statistics/Quantitative Applications [CS].....	3
CIS105 Survey of Computer Information Systems	
5. Humanities, Arts and Design [HU].....	6
Students are encouraged to choose course work from more than one discipline.	
6. Social-Behavioral Sciences [SB].....	0
Met by Required Courses ECN211 AND ECN212	
7. Natural Sciences [SQ/SG].....	8
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	

B. Awareness Areas..... 0-6

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)

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1. Cultural Diversity in the United States [C]..... (0-3)
2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

Note: Students transferring to ASU in Accountancy should take two of the following courses: Sociology with [SB] value, Psychology with [SB] value, and COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU requirements.

III. General Electives..... 0-6

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... 62-71*

*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Maricopa Community Colleges (MCCCD)
2019-2020 Associate in General Studies (AGS) Degree and General Education Requirements

Description

The Maricopa County Community College District Associate in General Studies degree requires 60-64 semester credits in courses numbered 100 and above. The degree includes the following components:

- I. General Education (minimum of 38 credits)
 - Core curriculum (requires a grade of “C” or better)
 - Distribution courses (requires a grade of “D” or better)
- II. General Electives (enough additional courses numbered 100 or above, passed with a grade of “D” or better, to bring total credits to at least 60)

Purpose of the Degree

The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The AGS allows students to apply any course numbered 100 or above, including some that are not transferable to a state university, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university in the future to pursue a bachelor’s degree, this degree may be less appropriate than other Associate degrees offered (Associate in Arts, Associate in Business, Associate in Science, and all major-specific pathway map versions of these degrees) by the Maricopa Community Colleges.

Academic Policies that Govern the Associate in General Studies Degree:

- The graduation policies within the general catalog must be satisfied.

- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are **bold print and underscored** in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement [L] of Distribution area and the Core Curriculum’s Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.

- Credits transferred from outside of MCCCD must be at a grade of “C” (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade (“P”) is equivalent to a “C” or better.

- Completion of the AGS with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS is not designed to align with the requirements for bachelors degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

Summary of Degree Requirements:

Details on how to identify courses approved for each of the different categories is described following the outline.

I. MCCCD General Education	34-47
Core Areas	12-18
1. First-Year Composition ENG101 OR ENG107 AND ENG102 OR ENG108	6
2. Mathematics	3-5

Maricopa Community Colleges (MCCCD)
2019-2020 Associate in General Studies (AGS) Degree and General Education Requirements

- | | |
|--|-----|
| 3. Computer Usage | 1 |
| 4. Oral Communication | 3 |
| <p><u>COM100</u> Introduction to Human Communication OR</p> <p><u>COM110</u> Interpersonal Communication OR</p> <p><u>COM225</u> Public Speaking OR</p> <p><u>COM230</u> Small Group Communication (3 credits) OR</p> <p><u>COM100AA & COM100AB & COM100AC</u> (3 credits) OR</p> <p><u>COM110AA & COM110AB & COM110AC</u> (3 credits)</p> | |
| 5. Critical Reading | 0-3 |
| <p>Students may demonstrate proficiency through assessment.</p> <p><u>CRE101</u> Critical Reading OR</p> <p>equivalent as indicated by assessment</p> | |

Distribution Areas	22-29
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- | | |
|---|-----|
| 1. Humanities, Arts and Design | 9 |
| <p>Students are encouraged to choose course work from more than one discipline.</p> | |
| 2. Social-Behavioral Sciences | 6-9 |
| <p>Students are encouraged to choose course work from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.</p> | |
| 3. Natural Sciences | 7-8 |
| <p>Two lecture courses and one corresponding laboratory course are to be selected. Credits for lecture and lab components may be combined or each may carry separate credit. For appropriate course selection students should consult with an academic advisor.</p> | |
| 4. Literacy and Critical Inquiry ... | 0-3 |
| <p>Literacy requirement may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet [Oral Communication and Literacy] or [Critical Reading and Literacy and Critical Inquiry] requirements.</p> | |

II. General Electives	13-26
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Select additional courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

Associate in General Studies Total Credits:	60-64
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Maricopa Community Colleges (MCCCD)
2019-2020 Associate in General Studies (AGS) Degree and General Education Requirements

All courses listed meet AGS requirements as specified. Courses in Purple Italic Underline also meet Arizona General Education Curriculum AGEC requirements.

Courses in **bold print and underscored** simultaneously count towards a Core Area and a Distribution requirement.

Degree Requirements

GENERAL EDUCATION CORE

(16 credits - grade of "C" or better)

First-Year Composition (6 credits)

ENG English [101, 107] & [102, 108]

Oral Communication (3 credits)

COM Communication 100, 100AA & 100AB & 100AC, 110, 110AA & 110AB & 110AC, 225, 230

Critical Reading (3 credits)

CRE Critical Reading 101 or Equivalent as indicated by assessment

Mathematics (3 credits)

MAT Mathematics 112, 120, 121, 122, 140, 141, 142, 145, 146, 150, 150&182, 151, 151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172, 187, 206, 212, 213, 220, 221, 230, 231, 240, 241, 256, 257, 261, 262, 276, 277, Equivalent course/
Satisfactory completion of a higher level Mathematics course.

Computer Usage (1 credit)

Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.

- ACC Accounting 115
- ADA Advertising Arts 169, 175, 177, 183, 283, 283AA, 289
- AJS Administration of Justice Studies 205
- AMS Automated Manufacturing System 150
- ARC Architecture 243, 244, 245
- ART Art 100, 169, 170, 173, 175, 177, 179, any 180++ course, 183, 283, 289
- BIO Biology 283
- BPC Business-Personal Computers Any BPC Course(s), including 110
- CIS Computer Information Systems Any CIS Course(s), including 105, 162AB, 162AD, 163AA (and except 159, 162, 162AC, 169, 183AA, 217AM, 259, 262)
- CSC Computer Science Any CSC Course(s), including 100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180, 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283 (and except 200, 200AA, 200AB, 210, 210AA, 210AB)
- CTR Court Reporting 101, 102
- DFT Drafting Technology 105AA**, 251, 254AA, 256AA
**Must be taken with CSC100AA or AB to meet AGEC value
- ECH Early Childhood Education 238

- EEE Electrical Engineering 120
- ELE Electronic 131, 181, 241, 243, 245
- ELT Electronic Technology 131, 241, 243
- ENG English 100AE
- FON Food & Nutrition 100
- GBS General Business 221
- GIS Geographic Information Science 205, 211
- GPH Physical Geography 220
- HRM Hotel Restaurant Management 126
- JRN Journalism 133
- LAS Paralegal Studies 229
- MAT Mathematics 206
- MET Manufacturing Technology 264
- MTC Music Theory/Composition 180, 191
- NET Networking Technology 181
- OAS Office Automation Systems 111AA/111AB/113/119/130DK
- PSY Psychology 230
- SBS Small Business 211
- SWU Social Work 225
- TVL Travel Agent Technology 203
- VPT Video Production Technology 106

GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits)

Humanities, Arts and Design (9 credits)

Students are encouraged to choose courses from more than one discipline.

- AHU Arabic Humanities 245
- AIS American Indian Studies 213
- AJS Administration of Justice Studies 123
- ARH Art Humanities Any ARH Course(s), including 100, 101, 102, 109, 110, 112, 115, 118, 131, 145, 201, 203, 204, 217, 216, 240, 250
- ASB Anthropology 211, 214, 220, 222, 223, 253
- CCS Chicana and Chicano Studies 101
- COM Communication 241
- CON Construction 101(formerly CNS101)
- DAH Dance Humanities 100, 101, 201, 250, 255
- EDU Education 291, 292, 294
- ENG English 200, 213, 218
- ENH English Humanities Any ENH Course(s), including 110, 111, 112, 113, 114, 117, 130, 140AA, 190, 200, 201, 202, 204, 206, 214, 221, 222, 230, 231, 232, 235, 241, 242, 245, 251, 252, 253, 254, 255, 256, 259, 260, 275, 277, 277AA-AK, 280, 284, 285, 291, 294, 295 (and except 250)
- FRE French 265
- GST Game Studies 202
- HCR Health Care Related 210
- HIS History 101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 253, 254, 252, 275
- HON Honors 190
- HUM Humanities Any HUM course(s), including 100, 101, 105AA, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA, 211AE, 212, 213, 214, 215, 216, 220, 235, 245, 250, 251, 260, 261, 292, 295 (and except 120, 225)
- INT Interior Design 115, 120

Maricopa Community Colleges (MCCCD)
2019-2020 Associate in General Studies (AGS) Degree and General Education Requirements

LAT	Latin 201, 202	IBS	International Business 109
MHL	Music: History/Literature 140, 143, 145, 146, 153, 155, 194, 204, 241, 242, 295	IFS	Research in Global Society 201, 210
PHI	Philosophy Any PHI Course(s), including 101, 102, 103, 104, 105, 106, 113, 201, 212, 213, 214, 215, 233AC, 216, 218, 224, 233AA, 233AB, 234AC, 244, 245, 250, 251, 282AA-AC	MCO	Mass Communications 120
REL	Religious Studies Any REL Course(s), 100, 101, 151, 200, 202, 203, 205, 206, 207, 210, 211, 212, 213, 214, 218, 223, 225, 230, 240, 244, 245, 248, 250, 251, 271, 277, 292, 294, 295, 282AA-AC, 290, 291	MGT	Management 229, 230
SLC	Studies in Language & Culture 201, 202	PAD	Public Administration 200
SPA	Spanish 241, 242, 265, 266	POS	Political Science Any POS course(s), including 100, 101, 110, 113, 114, 115, 120, 125, 130, 140, 180, 210, 212, 221, 222, 223, 230, 270, 281AB, 282AA-AC, 285
SPH	Spanish Humanities 241, 245	PSY	Psychology 101, 123, 132, 156, 157, 215, 218, 225, 235, 240, 241, 243, 250, 260, 266, 277, 280, 292
SSH	Sustainability/Social Sciences and Humanities 111	REC	Recreation 120
STO	Storytelling 292, 294	SBU	Society and Business 200
SWU	Social Work 183	SLC	Studies in Language & Culture 201
TCM	Telecommunications 107	SOC	Sociology Any SOC course(s), including 101, 110, 130, 141, 157, 180, 212, 220, 241, 251, 266, 270 (and except 143, 245, 253, 265)
TEC	Textiles and Clothing 105	SSH	Sustainability/Social Sciences and Humanities 111
THE	Theater 111, 220	SUS	Sustainability/Natural Sciences 110
THF	Theatre and Film 205, 206, 210	SWU	Social Work 102, 171, 182, 250, 258, 295
THP	Theater/Performance/Production 241	TEC	Textiles and Clothing 105
WST	Women's Studies 209, 284, 285, 290	WED	Wellness Education 110
		WST	Women's Studies 100, 161
		YAQ	Yaqui Indian History and Culture 100

Social-Behavioral Sciences (6-9 credits)

Students are encouraged to choose courses from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

AFR	African American Studies 202, 203, 204
AIS	American Indian Studies 101, 140, 141, 160
AJS	Administration of Justice Studies 101, 119, 200, 225, 258, 259, 270
ASB	Anthropology 100, 102, 202, 211, 222, 223, 226, 230, 235, 252
ASM	Anthropology 104/275
BHS	Behavioral Health Services Technology 150
CCS	Ethnic Relations 202
CFS	Child/Family Studies 112, 157, 159, 176, 205, 235, 259
COM	Communication 100, 100AA&100AB&100AC, 110, 110AA&110AB&110AC, 163, 230, 250, 263
ECH	Early Childhood Education 176
ECN	Economics 160, 211, 212, 213, 250
EDU	Education 221, 222
EED	Early Education 200, 205, 222
EMT	Emergency Medical Technology 258
ENG	English 213
FOR	Forensic Science 275
FSC	Fire Science Technology 258
FUS	Future Studies 101
GCU	Cultural Geography 102, 113, 121, 122, 141, 221
HES	Health Science 100
HIS	History any HIS Course(s), including 100, 101, 102, 103, 104, 105, 106, 108, 109, 113, 114, 140, 145, 173, 190, 201, 203, 204, 209, 240, 241, 242, 273, 275, 277, 282AA-AC (and except 111, 170, 251, 252, 253, 254)
HON	Honors 201

Natural Sciences (7-8 credits)

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS	Agricultural Science 164, 260
ASB	Anthropology 231
ASM	Anthropology 104, 265, 275
AST	Astronomy 101, 106, 111, 112
BIO	Biology 100, 101, 102, 105, 107, 108, 109, 111, 145, 149AF, 149AH, 149AK, 149AL, 149AM, 149AN, 156, 156XT, 160, 181, 181XT, 182, 201, 202, 205, 241, 245
CHM	Chemistry 107&107LL, 130&130LL, 130AA, 150&151LL, 150AA, 151&151LL, 151AA, 152&152LL, 152AA, 154&154LL, 230&230LL
CON	Construction 106 (formerly CNS106)
ENV	Environmental Sciences 101
FON	Food and Nutrition 241&241LL
FOR	Forensic Science 105, 106, 275
GLG	Geology 101&103, 101IN, 102&104, 102IN, 105, 106, 110&111, 110IN, 121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA
GPH	Physical Geography 111, 112&113, 211, 212&214, 213&215
PHS	Physical Science 110, 120
PHY	Physics 101, 101AA, 111, 111AA, 112, 115, 116, 121, 131
PSY	Psychology 275, 290AB, 290AC

Literacy and Critical Inquiry (0-3 credits)

Literacy requirements may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet [Critical Reading and Literacy and Critical Inquiry] or [Oral Communication and Literacy and Critical Inquiry] requirements.

Maricopa Community Colleges (MCCCD)
2019-2020 Associate in General Studies (AGS) Degree and General Education Requirements

AIS	American Indian Studies 213
COM	Communication 222 , 225 , 241
CPD	Counseling and Personal Development 160
CRE	Critical Reading 101 , 201
CUL	Culinary Arts 223
DAH	Dance Humanities 255
EDU	Education 282AC
ENG	English 111 , 200 , 215 , 216 , 217 , 218
ENH	English Humanities 241 , 254 , 255
EXS	Exercise Science 290
GBS	General Business 233
GPH	Physical Geography 267
HUM	Humanities 225 , 250 , 251
IFS	Information Studies 201
JRN	Journalism 201 , 215 , 234
MCO	Mass Communications 220
MGT	Management 230
MHL	Music: History/Literature 204
PHI	Philosophy 103 , 106 , 218 , 244
POS	Political Science 115
PSY	Psychology 290AB , 290AC
REL	Religious Studies 203 , 205 , 207
SLC	Studies in Language & Culture 202
THE	Theatre 220
THP	Theatre Performance/Production 241

Elective Courses (15-22 credits) May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Science (AS) Degree**

Description

The Maricopa County Community College District Associate in Science degree requires a minimum of 60 semester credits for the program of study; minimum total credits for major-specific pathway versions of the Associate in Science degree vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 is required to earn the degree. The Associate in Science degree, including major-specific pathways within the degree, is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Science degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses (for major-specific pathway versions only)
- III. Restricted Electives (for major-specific pathway versions only)
- IV. Arizona General Education Curriculum for Science (AGEC-S)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Science degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Science will apply to general university graduation requirements of the majors that align with Associate in Science degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the Associate in Science with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of his/her Associate in Science degree.

Special Academic Policies that Govern the Associate in Science Degree

- The AGEC-S does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas of the AGEC-S’s Core Area. The credits for such a “shared” course are only counted one time toward the required minimum for the degree.

Degree Requirements

The requirements for the Associate in Science follow. All versions of the Associate in Science require at least 60 credits; for major-specific pathways within the degree, prescribed courses and minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-S](#) and the [AGEC Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find A Class” tool on each MCCCD college’s website.

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Science (AS) Degree**

Requirements

Credits

<p>I. Program Prerequisites.....</p> <p>Program prerequisites vary by type of Associate in Science degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.</p>	<p>Number varies</p>
<p>II. Required Courses.....</p> <p>Required (major-specific) courses vary by type of Associate in Arts degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.</p>	<p>Number varies</p>
<p>III. Restricted Electives.....</p> <p>Restricted electives vary by type of Associate in Arts degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.</p>	<p>Number varies</p>
<p>IV. Arizona General Education Curriculum—Science (AGEC-S).....</p> <p>The AGEC-S requires a minimum of 36 credits, however, prerequisite/required/restricted elective courses may also meet AGEC-S requirements and credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits as long as all requirements listed in this section (IV) are completed.</p> <p>A. Core Areas:</p> <p>Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.</p>	<p>up to 56</p>
<p>1. First-Year Composition [FYC].....</p> <p style="padding-left: 20px;">ENG101 OR ENG107.....</p> <p style="padding-left: 20px;">AND ENG102 OR ENG108.....</p>	<p>6</p> <p>(3)</p> <p>(3)</p>
<p>2. Literacy and Critical Inquiry [L].....</p> <p style="padding-left: 20px;">Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)</p>	<p>0-3 (0 only if shared with HU or SB)</p>
<p>3. Mathematical Applications [MA].....</p> <p style="padding-left: 20px;">Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a pre-requisite.</p>	<p>4-5</p>
<p>4. Humanities, Arts and Design [HU].....</p> <p style="padding-left: 20px;">For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)</p>	<p>6</p>
<p>5. Social-Behavioral Sciences [SB].....</p> <p style="padding-left: 20px;">For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s).</p>	<p>6</p>

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Science (AS) Degree**

(AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

6.	Natural Sciences [SQ/SG].....	8
	Students must complete eight (8) credits of General Chemistry, University Physics or General Biology for Majors. Consult specific requirements of university transfer major for guidance.	
	[(CHM150 or CHM151) & CHM151LL] or CHM150AA or CHM151AA General Chemistry I AND [CHM152 & CHM152LL] or CHM152AA General Chemistry II OR PHY115 or PHY121 University Physics I AND PHY116 or PHY131 University Physics II OR BIO181 & BIO182 General Biology (Majors) I and II	
7.	Subject Options - Math/Science	6-10
	Refer to transfer resources, including academic advisement and transfer guides, to select six (6)-ten (10) additional math and/or science credits that meet requirements for selected major.	
	Select Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)	
B.	Awareness Areas.....	0-6
	Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGECEC matrix for current course values.)	
	1. Cultural Diversity in the United States [C].....	(0-3)
	2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)
V.	MCCCD Additional Requirements	0-6
	As noted below, courses in this area may be used to satisfy both an MCCCD requirement and an AGECEC-S Core Area requirement.	
A.	Oral Communication.....	(0-3)
	COM100 [SB] Introduction to Human Communication OR COM110 [SB] Interpersonal Communication OR COM225 [L] Public Speaking OR COM230 [SB] Small Group Communication (3 credits) OR COM100AA & COM100AB & COM100AC [SB] (3 credits) OR COM110AA & COM110AB & COM110AC [SB] (3 credits)	
B.	Critical Reading.....	(0-3)
	Students may demonstrate proficiency through assessment. CRE101 [L] Critical Reading OR equivalent as indicated by assessment	
VI.	General Electives	0-28
	Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.	

**Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Science (AS) Degree**

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **60-64***

* 64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Applied Science (AAS) Degree and General Education Requirements

Description

The Associate in Applied Science (AAS) degree requires at least 60 credits in its program of study. The exact number of credits for a specific degree is identified as part of the presentation of its requirements on the web or in the college catalog.

Purpose of the Degree

The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise in a particular workforce-related area of study. The AAS degree options vary at the different MCCCD colleges and can be searched [alphabetically](#) or by [field of interest](#). Requirements for each degree can be found on the linked webpages and in the corresponding college(s)'s catalog.

Academic Policies that Govern the AAS degree:

- * Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- * Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. See specific AAS occupational degree for specific program grade requirements;
- * Follows the graduation policies within the general catalog;
- * Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
- * Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded.

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree (The exception is the Nursing program. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing).

The minimum of six credit hours in the degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

- * Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- * Accepts one of the courses that is cross-referenced with other courses.

Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Applied Science (AAS) Degree and General Education Requirements

GENERAL EDUCATION CORE

(12-15 credits - grade of "C" or better)

Demonstrate college-level skills in the following areas:

First-Year Composition (6 credits)

ENG English [101/107] & [102/108/111]

Oral Communication (3 credits)

COM Communication 100/100AA & 100AB
& 100AC/110/110AA & 110AB & 110AC/225/230

Critical Reading (3 credits)

CRE Critical Reading 101/Equivalent as indicated by assessment

Mathematics (3 credits)

MAT Mathematics 103AA&103AB/112/120/121/122/
140/141/142/145/146/150/150&182/151/151&182/152/
152&182/155/155&182/156/156&182/172/187/206/
212/213/220/221/230/231/240/241/256/257/261/262/276/277/
equivalent course/Satisfactory completion of a higher level
mathematics course

GENERAL EDUCATION DISTRIBUTION AREAS

(9-10 credits)

Humanities, Arts and Design (2-3 credits)

AHU Arabic Humanities 245
 AIS American Indian Studies 213
 AJS Administration of Justice Studies 123
 ARH Art Humanities Any ARH Course(s)
 ART Art 131
 ASB Anthropology 211/214/220/222/223/253
 CCS Chicana and Chicano Studies 101
 COM Communication 241
 CON Construction 101 (formerly CNS 101)
 DAH Dance Humanities 100/101/201/250/255
 EDU Education 291/292/294
 ENG English 200/213/218
 ENH English Humanities Any ENH Course(s) (except 250)
 FRE French 265
 GST Game Studies 202
 HCR Health Care Related 210
 HIS History 101/102/103/108/110/111/113/114/203/212/251/252/275
 HON Honors 190
 HUM Humanities Any HUM course(s) (except 120, 225)
 INT Interior Design 115/120
 LAT Latin 201/202
 MHL Music: History/Literature 140/143/145/146/153/155/194/
204/241/242/295
 PHI Philosophy Any PHI Course(s)
 REL Religious Studies Any REL Course(s)
 SLC Studies in Language & Culture 201/202
 SPA Spanish 241/242/265/266
 SPH Spanish Humanities 241, 245
 SSH Sustainability/Social Sciences and Humanities 111
 STO Storytelling 292/294

(continued in next column)

Humanities, Arts and Design Continued

SWU Social Work 183
 TCM Telecommunications 107
 TEC Textiles and Clothing 105
 THE Theatre 111/220
 THF Theatre and Film 205/206/210
 THP Theatre Performance/Production 241
 WST Women's Studies 209/284/285/290

Social-Behavioral Sciences (3 credits)

AFR African American Studies 202/203/204
 AIS American Indian Studies 101/140/141/160
 AJS Administration of Justice Studies 101/200/
225/258/259/270
 ASB Anthropology 100/102/202/211/222/223/
226/230/235/252
 ASM Anthropology 104/275
 BHS Behavioral Health Services Technology 150
 CCS Chicana and Chicano Studies 202
 CFS Child/Family Studies 112/157/159/176/205/
235/259
 COM Communications 100/100AA&100AB&100AC/
110/110AA&110AB & 110AC/ 163/230/250/263
 ECH Early Childhood Education 176
 ECN Economics Any ECN course(s)
 EDU Education 221/222
 EED Early Education 200/205/222
 EMT Emergency Medical Technology 258
 ENG English 213
 FOR Forensic Science 275
 FSC Fire Science 258
 FUS Future Studies 101
 GCU Cultural Geography 102/113/121/122/141/221
 HES Health Science 100
 HIS History Any HIS course(s) (except 111,170, 251, 252, 253,
254)
 HON Honors 201
 IBS International Business 109
 IFS Information Studies 201, 210
 MCO Mass Communications 120
 MGT Management 229/230
 PAD Public Administration 200
 POS Political Science Any POS course(s)
 PSY Psychology 101/123/132/156/157/215/218/
225/235/240/241/243/250/260/266/277/280/292
 REC Recreation 120
 SBU Society and Business 200
 SLC Studies in Language & Culture 201
 SOC Sociology Any SOC course(s) (except 143, 245, 253, 265)
 SSH Sustainability/Social Sciences and Humanities 111
 SUS Sustainability/Natural Sciences 110
 SWU Social Work 102/171/182/250/258/295
 TEC Textiles and Clothing 105
 WED Wellness Education 110
 WST Women's Studies 100/161
 YAQ Yaqui Indian History and Culture 100

Maricopa Community Colleges (MCCCD)
2019-2020 Associate in Applied Science (AAS) Degree and General Education Requirements

Natural Sciences (4 credits)

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.

- AGS Agricultural Science 164, 260
- ASB Anthropology (Soc/Behv. Science) 231
- ASM Anthropology (Science/Math) 104/265/275
- AST Astronomy 101/106/111/112/113/114
- BIO Biology 100/101/102/105/107/108/109/111/145/
149AN/156/156XT/160/181/181XT/182/201/201XT/202/
205/241/245
- CHM Chemistry 107&107LL/130&130LL/130AA/
150AA/150&151LL/151AA/151&151LL/152AA/
152&152LL/154&154LL/230&230LL
- CON Construction 106 (formerly CNS106)
- ENV Environmental Sciences 101
- FON Food and Nutrition 241&241LL
- FOR Forensic Science 105/106/275
- GLG Geology Any GLG course(s)
- GPH Physical Geography 111/112&113/211/212&214/
213&215
- PHS Physical Science 110/120
- PHY Physics 101/101AA/111/111AA/112/115/116/
121/131
- PSY Psychology 275/290AB/290AC

**Maricopa Community Colleges (MCCCD)
2019-2020 Academic Certificate (AC)**

Purpose of the Academic Certificate

The Maricopa County Community College District Academic Certificate (AC) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in a specific area of emphasis in an academic discipline. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of a body of knowledge, it is not designed to prepare someone for employment in a specific occupation. The coursework for an Academic Certificate may be from a variety of disciplines or it can be discipline specific. There is no required general studies component to an Academic Certificate; however, the program may include some courses that have specific general studies designations such as Humanities, Arts and Design [HU], Social-Behavioral Sciences [SB], Literacy and Critical Inquiry [L], or Cultural Awareness [C]. (See [AGEC matrix](#) for current course values.)

Academic Policies that Govern the Academic Certificate:

- * Although, the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above;
- * Requires a cumulative GPA of 2.0 or better in required courses for completion;
- * Follows the graduation policies listed in the college's general catalog for the appropriate catalog year;
- * Any course cross-referenced under another prefix(es) (for example ENH291/EDU291/STO291-Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements;
- * Although ACs may include a subset of coursework required in particular transfer degrees, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university;
- * May have admission criteria established by the college if and when appropriate;
- * Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s) see the [CCTA web site](#).

Academic Certificate

Advanced Interdisciplinary Storytelling (AC-6218N)

Description: The Academic Certificate (AC) in Advanced Interdisciplinary Storytelling program emphasizes the presentation of interdisciplinary and multi-cultural stories through live performance or through multimedia. This Advanced Interdisciplinary Storytelling Certificate provides students the opportunity to develop deeper understanding of points of view and to advance their artistic skills to achieve their fine arts goals. Opportunities are provided to explore a variety of art forms and cultural perspectives to enhance creative content development. Students can choose to concentrate study within a specific culture and/or to refine artistic ability to create compelling original stories.

TOTAL CREDITS REQUIRED: 15

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
 Students have the option of selecting Performance or Digital emphasis for this certificate.
 Required courses and other course choices depend upon the emphasis the student selects.
 This program is not eligible for Title IV Federal Financial Aid.

I. PROGRAM PREREQUISITES (19 CREDITS)

	CREDITS
Academic Certificate (AC) in Interdisciplinary Storytelling (6217N)	16
ENG102 First-Year Composition, or equivalent	3

II. REQUIRED COURSES (3 CREDITS)

STO293 The Art of Storytelling II	3
Students must complete 12 credits from either Track 1: Performance Emphasis or Track 2: Digital Emphasis:	

TRACK 1: PERFORMANCE EMPHASIS (12 CREDITS)

Students should select a total of 12 credits in consultation with an advisor from the list below:

ARH145 History of American Indian Art	3
ARH201 Art of Asia	3
ARH217 Mexican Art History	3
ART111 Drawing I	3
CCS212 The Mexican American Novel	3
ENG210 Creative Writing	3
ENG217 Personal and Exploratory Writing	3
ENG117 Rap Literature: The Oral Tradition	3
ENG259 American Indian Literature	3
HUM/WST209 Women and Films	3
MHL143 Music in World Cultures	3
MHL147 Music of African American Cultures	3
MUP225 Class Guitar I	2
EDU283AA/STO289AA Using Storytelling in Educational Settings	1
STO289AB Using Storytelling in Business Settings	1
STO289AC Using Storytelling in Healing Settings	1
THP112 Acting 1	3

TRACK 2: DIGITAL EMPHASIS (12 CREDITS)

ENG217 Personal and Exploratory Writing, or HUM107 Humanities Through the Arts	3
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Students should select a total of 6 credits in consultation with an advisor from the list below:

ART112 Two-Dimensional Design	3
ARH145 History of American Indian Art	3
ARH201 Art of Asia	3
ARH217 Mexican Art History	3
HUM/WST209 Women and Films	3
MHL143 Music in World Culture	3
MHL147 Music of African American Culture	3
EDU283AA/STO289AA Using Storytelling in Educational Settings	1
STO289AB Using Storytelling in Business Settings	1
STO289AC Using Storytelling in Healing Settings	1

Students should select a total of 3 credits in consultation with an advisor from the list below:

ART111 Drawing I	3
ENG210 Creative Writing	3
MHL156 Music in Latin American and the Caribbean	3
MHL140 Survey of Music History	3
MHL145 American Jazz & Popular Music	3
MHL155 Survey of American Music	3
MUP225 Class Guitar I	3

Creative Writing (AC-6224N)

Description: The Academic Certificate (AC) in Creative Writing program is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction and guidance from established authors, and ongoing support in improving their writing skills and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program aims to serve a diverse community who may be underrepresented in traditional creative writing programs. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

TOTAL CREDITS REQUIRED: 24

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

ADMISSION CRITERIA:

Students wishing to enroll in the Creative Writing program must complete a formal application. Contact the Program Director.

I. REQUIRED COURSES (21 CREDITS)

	CREDITS
CRW150 Introduction to Creative Writing (<i>ENG210 may be substituted with permission of Program Director</i>)	3
CRW200 Reading for Writers (<i>may be repeated for a total of 2 credits</i>)	1
CRW201 Portfolio	1
Students must complete 6 credits from Series I and 9 credits from Series II in consultation with a Program Director:	
SERIES I (16 CREDITS)	
CRW120 Introduction to Writing Children's Literature	3
CRW160 Introduction to Writing Poetry	3
CRW170 Introduction to Writing Fiction	3
CRW172 Introduction to Comic Book Writing	3
CRW180 Introduction to Writing Nonfiction	3
CRW190 Introduction to Screenwriting	3
THE118 Playwriting	3
SERIES II (9 CREDITS)	
CRW202 The Writer as Witness	3
CRW203 Dialogue	3
CRW204 Journaling	3
CRW220 Intermediate Writing Children's Literature	3
CRW251 Topics in Creative Writing	3
CRW260 Intermediate Poetry Writing	3
CRW261 Topics in Writing: Poetry	3
CRW270 Intermediate Fiction Writing	3
CRW271 Topics in Writing: Fiction	3
CRW272 Planning and Structuring the Novel	3
CRW273 Writing the Novel	3
CRW274 Revising the Novel	3
CRW281 Topics in Writing: Non-Fiction	3
CRW290 Intermediate Screenwriting	3
CRW291 Topics in Writing: Plays	3
II. RESTRICTED ELECTIVES (3 CREDITS) <i>Students must complete 3 credits from the list below:</i>	
CRW+++ Any CRW Creative Writing course (<i>except those used to satisfy Required Courses area</i>)	1-3
ENG235 Magazine Article Writing	3
ENG/THE260 Film Analysis	3
ENH+++ Any ENH English Humanities course	3
HUM/THF210 Contemporary Cinema	3

Academic Certificate

Interdisciplinary Storytelling (AC-6217N)

Description: This academic certificate emphasizes the presentation of interdisciplinary and multi-cultural stories through live performance or through multimedia. Opportunities are provided to explore a variety of art forms and cultural perspectives to enhance creative content development.

TOTAL CREDITS REQUIRED: 16

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
 Students have the option of selecting Performance or Digital emphasis for this certificate.
 Required courses and other course choices depend upon the emphasis the student selects.
 This program is not eligible for Title IV Federal Financial Aid.

I. PROGRAM PREREQUISITES (3 CREDITS)

	CREDITS
ENG102 First-Year Composition, ENG107 First-Year Composition for ESL, or equivalent by assessment	3

II. REQUIRED COURSES (16 CREDITS)

STO293 The Art of Storytelling II	3
EDU/HUM/STO292 The Art of Storytelling	3
EDU/ENH/STO294 Multicultural Folktales	3
Students should select from 1 of the following 2 tracks:	

TRACK 1: PERFORMANCE EMPHASIS (9 CREDITS)

STO297 Creating and Telling Personal Stories	3
<i>Students should select a total of 6 credits in consultation with an advisor from the list below:</i>	
COM/THP241 Oral Interpretation of Literature	3
COM263 Elements of Intercultural Communication	3
DAH201 World Dance Studies	3
HUM250 Ideas & Values in the Humanities	3
HUM120 Cultural Viewpoints in the Arts	3
STO286 Using Storytelling in a Variety of Settings	3
STO288 Telling Sacred Stories from Around the World	3

TRACK 2: DIGITAL EMPHASIS (9 CREDITS)

ART173 Computer Art	3
<i>Students should select a total of 6 credits in consultation with an advisor from the list below:</i>	
ART131 Photography I	3
ADA/ART177 Computer-Photographic Imaging	3
ART298AC Special Projects	3
HUM120 Cultural Viewpoints in the Arts	3
HUM250 Ideas & Values in the Humanities	3
STO286 Using Storytelling in a Variety of Settings	3
STO288 Telling Sacred Stories from Around the World	3
STO297 Creating and Telling Personal Stories	3

Academic Certificate

Sustainability and Ecological Literacy (AC-6232N)

Description: The interdisciplinary Academic Certificate (AC) in Sustainability and Ecological Literacy enhances students' understanding of sustainable living practices associated with economics, equity and the environment. Through a combination of coursework and experiential learning, students engage in critical thinking, inquiry, and discourse, skills necessary for becoming socially responsible citizens who are ecologically and environmentally aware. The certificate is designed for, although not limited to, students seeking an Associate in Arts Degree and planning transfer to four-year colleges and universities.

TOTAL CREDITS REQUIRED: 19

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

I. PROGRAM PREREQUISITES (3 CREDITS)

	CREDITS
ENG101 First Year Composition, or ENG107 First Year Composition for ESL	3

II. REQUIRED COURSES (7 CREDITS)

PHI216 Environmental Ethics	3
BIO105 Environmental Biology, or GLG110 Geological Disasters and the Environment, and GLG111 Geological Disasters and the Environment Lab	4

III. RESTRICTED ELECTIVES (9 CREDITS)

Students must choose 2 different courses from the list below:

ECN263 Economics of Nature Resources, Population and the Environment	3
ENH206 Nature and Environmental Literature	3
ENH260 Literature of the Southwest	3
HUM201 Humanities: Universal Themes	3
REC150AB Outdoor Adventure Skills	3
SBU200 Society and Business	3

Students must choose 1 course from the list below:

HIS110 World History to 1500	3
HIS111 World History 1500 to Present	3
HUM250 Ideas and Values in the Humanities	3
PHI104 World Philosophy	3
POS120 World Politics	3
PSY132 Psychology and Culture	3
SOC101 Introduction to Sociology	3

Maricopa Community Colleges (MCCCD)
2019-2020 General Academic Policies for Associate Degrees Designed for University Transfer

The following academic policies govern the associate degrees designed for university transfer (Associate in Arts [AA]; Associate in Business [ABUS]; and Associate in Science [AS]). Also governed by these policies are the major-specific pathway maps within the AA, ABUS, and AS degrees. *Note that academic policies that govern the Associate in General Studies [AGS] and Associate in Applied Science [AAS] degrees are listed separately, with the requirements for each of those degrees.*

- The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9).
- Minimum semester credits for completion vary slightly by degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of “C” or better. These credits must include a minimum of 35 in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCCD’s Additional Requirements.
- Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the program search at <https://curriculum.maricopa.edu/>. Advisement check sheets are maintained at <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-degree-checklists-aa-as-abus-ags>.

General Education Requirements:

- The AGEC requirements include a designated number of courses approved for each of the following areas:
 - Core
 - First Year Composition [FYC],
 - Mathematical Applications [MA], Computer/Statistics/Quantitative Applications [CS] (CS not required for Associate in Science),
 - Literacy and Critical Inquiry [L],
 - Humanities, Arts and Design [HU],
 - Social-Behavioral Sciences [SB], and
 - Natural Sciences (Science Quantitative [SQ], Science-General [SG]).
 - Awareness Areas
 - Cultural Diversity in the U.S. [C]
 - Global [G] or Historical [H] Awareness
- Note that there are three different AGECS each aligning with a different subset of associate Degrees--AGEC-A for the Associate in Arts degree (and major-specific pathway maps), AGEC-B for the Associate in Business degree (and major-specific pathway maps), and AGEC-S for the Associate in Science degree (and major-specific pathway maps). For some types of AGECS/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.
- A single course can simultaneously count toward a Core Area, one or more Awareness Areas, MCCCD Additional Requirements and, for some degree types, other lower division courses used to meet the degree requirements. For example, CRE101 may be used to satisfy both the MCCCD Reading Requirement and the Literacy and Critical Inquiry area [L] of AGEC core. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree.
- Except for the Associate in Science degree, a single course cannot be used to satisfy more than one AGEC Core Area.
- The AGEC-A and AGEC-B require a minimum of 35 credits and the AGEC-S requires a minimum of 36 credits, however, the AGEC credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD’s Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

Maricopa Community Colleges (MCCCD)
2019-2020 General Academic Policies for Associate Degrees Designed for University Transfer

Coursework beyond General Education:

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCCD Additional Requirements required for Associate in Arts and Associate in Science degrees and the major-specific pathway maps within the AA and AS degrees. Refer to the Program (Degree) Search at curriculum.maricopa.edu for acceptable options to meet these requirements for individual degree programs.
- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a subplan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead select the general subplan and meet the minimum number of Restricted Elective credits using a combination of courses from the other subplans. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- General Electives may need to be selected to meet the minimum total credits required for the degree. All courses numbered 100-or-higher may be applied as General Electives. Students are encouraged to select courses that align with their goals.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291/STO291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

Transfer Credit from Institutions Outside of MCCCD:

- Credits transferred from outside of MCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better.
- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
- Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.

Maricopa Community Colleges (MCCCD)
2019-2020 General Academic Policies for Associate Degrees Designed for University Transfer

- Credit awarded at a Maricopa Community College for prior learning is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGECE, and no more than 30 credits (including up to 20 toward AGECE) may be applied toward a degree.

Completion and Transfer:

- Completion of the AGECE with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- While MCCCD's associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix and AZTransfer Major Guides at aztransfer.com and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

**Maricopa Community Colleges (MCCCD)
2019-2020 Graduation/General Education Policies**

GENERAL GRADUATION REQUIREMENTS

All students are required to complete the degree and/or certificate requirements as approved by the MCCCD Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. Be credited in the Admissions and Records Office/Office of Student Enrollment with no fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. Minimum semester credits for completion of major-specific pathway versions of the AA and AS degrees vary slightly by pathway. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. For specific certificate programs, be credited with no fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled, as outlined in the Catalog under Which a Student Graduates Policy, must satisfy current graduation requirements.

2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula must be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula must be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. (The exception is the Nursing program; Nursing students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.) Courses from the General Education Core and Distribution areas are excluded. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center.
4. Have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any MCCCD college /center.
8. Have paid graduation ceremony fee, if participating in ceremony. See fee schedule for charges. See Graduation with Honors for information on honors designation.

**Maricopa Community Colleges (MCCCD)
2019-2020 Graduation/General Education Policies**

CERTIFICATES/DEGREES

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, which are conferred on students who have completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in Applied Science (Career Program Specified).

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCCD Governing Board.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.

LICENSURE DISCLAIMER

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

MCCCD General Education Statement

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

**Maricopa Community Colleges (MCCCD)
2019-2020 Graduation/General Education Policies**

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication
- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity

General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or general education designation, as listed in the Arizona Course Equivalency Guide (CEG) within AZ Transfer, is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

**Maricopa Community Colleges (MCCCD)
2019-2020 Catalog Under Which A Student Graduates**

CATALOG UNDER WHICH A STUDENT GRADUATES

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

EXAMPLE A:

Admitted & Earned Course Credit at a Public Community College or University	Fall '17	(Active)
Continued at a Public Community College	Spring '18, Fall '18	(Active)
Transferred to a University	Spring '19	(2017 or Any Subsequent Catalog)

EXAMPLE B:

Admitted & Earned Course Credit at a Public Community College or University	Fall '14	(Active)
Enrolled But Earned All Ws, Zs, or Fs	Spring '15	(Inactive)
Enrolled in Audit Courses Only	Fall '15	(Inactive)
Nonattendance	Spring '16	(Inactive)
Transferred to a University	Fall '16	(2016 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A:

Admitted & Earned Course Credit at a Public Community College or University	Fall '14	(Active)
Nonattendance	Spring '15, Fall '15, Spring '16	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Fall '16	(Active)
Transferred to a University	Spring '17	(2016 or Any Subsequent Catalog)

EXAMPLE B:

Admitted & Earned Course Credit at a Public Community College or University	Fall '14	(Active)
Nonattendance	Spring '15	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Summer '15	(Active)
Nonattendance	Fall '15, Spring '16	(Inactive)
Transferred to a University	Fall '16	(2014 or Any Subsequent Catalog)

*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

**Maricopa Community Colleges (MCCCD)
2019-2020 Catalog Under Which A Student Graduates**

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE:

Admitted & Earned Course Credit at a Public Community College or University	Summer '16	(Active)
Continued at a Public Community College	Fall '16, Spring '17	(Active)
Nonattendance	Fall '17	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Spring '18	(Active)
Transferred to a University	Summer '18	(2016 or Any Subsequent Catalog)

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

NOTE: Time Limit for Transfer Coursework

Students should be aware that the receiving institution may have age and credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.



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Degrees and Certificates Offered by the Estrella Mountain Community College are viewable at http://www.maricopa.edu/academic/ccta/curric/programs/programs_byC_col.php?loc=EM

Certificate & Degree Programs

Accounting - Associate in Applied Science (3149)

Description: The Associate in Applied Science (AAS) in Accounting program is one of several options for students seeking to gain skills and knowledge in the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, credit clerk, full-charge bookkeeper, accounting intern, or comparable positions. A Certificate of Completion (CCL) is also available.

TOTAL CREDITS REQUIRED: 60-65

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
Consultation with an Academic Advisor is recommended for course selection.

I. PREREQUISITES (0-3 CREDITS)

	CREDITS
CRE101 College Critical Reading and Critical Thinking, or Equivalent as indicated by assessment	0-3

II. GENERAL EDUCATION REQUIREMENTS (22-24 CREDITS)

ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
Any approved general education course from the Oral Communications area	3
Met by CRE101, or Equivalent as indicated by assessment	0-3
MAT120 Intermediate Algebra, or MAT121 Intermediate Algebra, or MAT122 Intermediate Algebra, or Satisfactory completion of a higher level mathematics course	3-5
Any approved general education course from the Humanities, Arts and Design area	3
ECN211 Macroeconomic Principles, or ECN212 Microeconomic Principles, or SBU200 Society and Business	3
Any approved general education course from the Natural Sciences area	4

III. REQUIRED COURSES (29-32 CREDITS)

ACC111 Accounting Principles I, and ACC230 Uses of Accounting Information I, and ACC240 Uses of Accounting Information or ACC111 Accounting Principles I, and ACC112 Accounting Principles II, and ACC212 Managerial Accounting or ACC211 Financial Accounting, and ACC212 Managerial Accounting	6-9
ACC105 Payroll, Sales and Property Taxes	3
ACC115 Computerized Accounting	2
ACC121 Income Tax Preparation, or ACC221 Tax Accounting	3
CIS114DE Excel Spreadsheet	3
CIS105 Survey of Computer Information Systems	3
GBS151 Introduction to Business	3
GBS205 Legal, Ethical and Regulatory Issues in Business	3
GBS233 Business Communication	3

IV. RESTRICTED ELECTIVES (9 CREDITS) *Students must complete 9 credits from the list below:*

ACC+++ Any ACC Accounting course(s) <i>except those used to satisfy Required Courses area</i>	0-9
GBS110 Human Relations in Business and Industry, or MGT Human Relations in Business	3
GBS131 Business Calculations	3
GBS207 Business Law (General Corporate)	3
GBS220 Quantitative Methods in Business	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Accounting - Certificate of Completion (5665)

Description: The Certificate of Completion (CCL) in Accounting program is designed for students seeking to gain skills and knowledge in the field of accounting. Possible entry-level positions for this program include accounting clerks, accounts payable/receivable clerk, claims clerk, full-charge bookkeeper, accounting intern, or comparable positions. An Associate in Applied Science (AAS) is also available.

TOTAL CREDITS REQUIRED: 23-26

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
Consultation with an Academic Advisor is recommended for course selection.

I. REQUIRED COURSES (23-26 CREDITS)

	CREDITS
ACC111 Accounting Principles I, and ACC230 Uses of Accounting Information I, and ACC240 Uses of Accounting Information II or ACC111 Accounting Principles I, and ACC112 Accounting Principles II, and ACC212 Managerial Accounting or ACC211 Financial Accounting, and ACC212 Managerial Accounting	6-9
ACC105 Payroll, Sales and Property Taxes	3
ACC115 Computerized Accounting	2
CIS114DE Excel Spreadsheet	3
CIS105 Survey of Computer Information Systems	3
GBS151 Introduction to Business	3
GBS205 Legal, Ethical and Regulatory Issues in Business	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Administration of Justice Studies - Associate in Applied Science (3181)

Description: The Associate in Applied Science (AAS) in Administration of Justice Studies is an interdisciplinary program designed to prepare students for various careers within the criminal justice system and/or transfer to a four year institution. The program also provides criminal justice practitioners with the opportunity to complete the Certificate of Completion (CCL) in Administration of Justice Studies as well as one of four Certificate of Completions in Corrections, Law Enforcement, Legal Studies, and Victimology, and/or transfer option.

TOTAL CREDITS REQUIRED: 62-68

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. GENERAL EDUCATION REQUIREMENTS (16-21 CREDITS)

	CREDITS
ENG101 First-Year Composition, and ENG102 First-Year Composition	6
COM100 Introduction to Human Communication, or COM225 Public Speaking, or COM230 Small Group Communication	3
CRE101 College critical Reading and Critical Thinking, or equivalent as indicated by assessment	0-3
MAT140 College Mathematics, or MAT141 College Mathematics, or MAT142 College Mathematics, or a higher course in the Mathematical Applications [MA] area	3-5
Humanities* (Met by AJS123 in Required Courses area)	0
Social/Behavioral Sciences* (Met by AJS/EMT/FSC258 or AJS200 in Required Courses area)	0
Any approved general education course in the Natural Sciences area	4

II. REQUIRED COURSES (30 CREDITS)

AJS101 Introduction to Criminal Justice	3
AJS109 Substantive Criminal Law	3
AJS123 Ethics and the Administration of Justice	3
AJS212 Juvenile Justice Procedures	3
AJS225 Criminology	3
AJS230 The Police Function	3
AJS240 The Corrections Function	3
AJS/EMT/FSC/SWU258 Victimology and Crisis Management, or AJS200 Current Issues in Criminal Justice	3
AJS260 Procedural Criminal Law	3
CIS105 Survey of Computer Information Systems, or BPC110 Computer Usage and Applications, or AJS+++ Any AJS Administration of Justice Studies course (except those listed under Required Courses Area)	3

III. RESTRICTED ELECTIVES (9-11 CREDITS) Students must complete 9-11 credits from the list below:

AJS113 Criminal Justice Crime Control Policies and Practices	3
AJS119 Computer Applications in Justice Studies	3
AJS162 Domestic Violence	3
AJS201 Rules of Evidence	3
AJS205 Criminal justice Report Writing	3
AJS210 Constitutional Law	3
AJS255 Crime, Law, and Mental Health	3
AJS270 Community Relations	3
AJS275 Criminal Investigation I	3
AJS290BN Courtroom Testimony Seminar	1
CIS114DE Excel Spreadsheet	3
PSY101 Introduction to Psychology, or SOC101 Introduction to Sociology	3
REC120 Leisure and the Quality of Life	3
SWU171 Introduction to Social Welfare	3

IV: FREE ELECTIVES (7 CREDITS)

FOR105 Forensic Science: Physical Evidence, or FOR106 Forensic Science: Biological Evidence, or any course with the [SQ] general education designation	4
Any course with the [HU] and [G] general education designation, or an [HU] and [H] general education designation	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Administration of Justice - Certificate of Completion (5007N)

Description: The Certificate of Completion (CCL) in Administration of Justice program is designed to be interdisciplinary by nature and provides students with foundational knowledge of the criminal justice system and operational processes for addressing crime within society. This program also examines diverse populations and communities, and their effects on relationships with the criminal justice system. In addition, this program allows students to familiarize themselves with and evaluate various career opportunities in the criminal justice field and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

TOTAL CREDITS REQUIRED: 15

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

I. REQUIRED COURSES (15 CREDITS)

	CREDITS
AJS101 Introduction to Criminal Justice	3
AJS109 Substantive Criminal Law or AJS260 Procedural Criminal Law	3
AJS123 Ethics and the Administration of Justice	3
AJS230 The Police Function	3
AJS240 The Correction Function	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Automated Industrial Technology - Associate in Applied Science (3177)

Description: The Associate in Applied Science (AAS) in Automated Industrial Technology prepares students to troubleshoot, maintain and repair a variety of automated electro-mechanical, product assembly, process control, and product distribution systems that use programmable controls and other methodologies to accomplish system management. These systems include robotic, mechanical, hydraulic, pneumatic, electrical and electronic devices. Through this degree, graduates will gain the skills to define, integrate, install, program, and maintain complex control systems. Additionally, students will gain the communication, problem solving and professional skills needed to be successful in this field. The Automated Industrial Technology courses are designed to prepare students for the National Institute of Metalworking Skills (NIMS) certification exams. Certificates of Completion (CCL) in Automated Industrial Technology Level I and Level II are also available.

TOTAL CREDITS REQUIRED: 63-73

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program may require students to be able to lift objects as heavy as 50 pounds.

I. GENERAL EDUCATION REQUIREMENTS (22-28 CREDITS)

	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
COMM100 Introduction to Human Communication, or COM110 Interpersonal Communication, or COM225 Public Speaking, or COM230 Small Group Communication	3
CRE101 College Critical Reading and Critical Thinking, or Equivalent as indicated by assessment	0-3
GTC107 Technical Mathematics I, or equivalent by assessment, and GTC108 Technical Mathematics II, or MAT140 College Mathematics, or MAT141 College Mathematics, or MAT142 College Mathematics, or MAT150 College Algebra/Functions, or MAT151 College Algebra/Functions, or MAT152 College Algebra/Functions	3-6
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavioral Sciences area	3
Any approved general education course in the Natural Sciences area	4

II. REQUIRED COURSES (35 CREDITS)

AIT100 Industrial Safety	1
AIS105 Maintenance Operations	3
AIT110 Mechanical Systems	3
AIT115 Hydraulic Systems	3
AIT120 Pneumatic Systems	3
AIT125 Electrical Systems	3
AIT130 Maintenance Piping	3
AIT205 Electronic Control Systems I	3
AIT210 Electronic Control Systems II	3
AIT215 Process Control Systems	4
AIT225 Electrical Systems 2	3
AIT250 Automated Industrial Technology Capstone, or AIT291 Automated Industrial Technology Internship	3

III. RESTRICTED ELECTIVES (6-10 CREDITS) *Students must complete 6-10 credits from the list below:*

AIT+++ Any AIT Automated Industrial Technology courses (except those used to satisfy the Required Courses area)	3
ATP123 Electrical Wiring J-STD Soldering Certification	3
ELE173 Fabrication Techniques	3
ATP190 Industrial Robotics	3
MFG254 Solids Modeling-Solidworks	3
DFT255 3D Printing/Additive Manufacturing	4
WLD106++ Arc Welding	5

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Baking and Pastry - Certificate of Completion (5649)

Description: The Certificate of Completion (CCL) in Baking and Pastry program is designed to train students who wish to become professional pastry chefs. A formal restaurant and kitchen lab operated by the culinary program will provide practical work experience in the areas of dessert preparation. Instruction will be given in the areas of baking, advanced pastry, wedding cakes, baking theory, food sanitation, and business applications related to commercial baking.

TOTAL CREDITS REQUIRED: 21

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
Students must obtain a Maricopa County Food Handlers Card before the start of required courses and must maintain card throughout the program.

I. PROGRAM PREREQUISITES (0-11 CREDITS)

<i>Assessment test score for placement in 100-level ENG, MAT and RDG classes or above, or complete the following courses</i>	CREDITS
ENG091 Preparatory Academic Writing III, or appropriate writing placement test, or satisfactory completion of a higher level English course	0-3
RDG091 College Preparatory Reading, or appropriate reading placement test, or satisfactory completion of a higher level Reading course	0-3
MAT090 Introductory Algebra, or MAT091 Introductory Algebra, or MAT092 Introductory Algebra, or MAT093 Introductory Algebra/Math Anxiety Reduction, or satisfactory score on District Placement exam, or satisfactory completion of a higher level mathematics course	0-5

II. REQUIRED COURSES (21 CREDITS)

CUL109/HRM102 Menu Planning and Development	2
CUL113 Commercial Baking Techniques	3
CUL119 Baking Theory and Retail Operations, or CUL223 Food Service Management	3
CUL127 Commercial Baking: Classical Desserts	3
CUL137 Specialty Breads and Breakfast Pastry	3
CUL217 Commercial Wedding Cake Production	3
CUL219 Professional Pastry Techniques	3
FON104 Certification in Food Service Safety and Sanitation	1

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Banking and Finance - Certificate of Completion (5627)

Description: The Certificate of Completion (CCL) in Banking and Finance career program has been developed to prepare qualified men and women for entry or advancement in the banking profession. To meet the changing image and many challenges of the world of finance, the role of the modern banker today demands specialized knowledge and flexible job performances. An Associate in Applied Science (AAS) degree is also available.

TOTAL CREDITS REQUIRED: 24-27

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (24-27 CREDITS)

	CREDITS
ACC111 Accounting Principles I, and ACC112 Accounting Principles II, or ACC111 Accounting Principles I, and ACC230 Uses of Accounting Information I, or ACC211 Financial Accounting	3-6
CIS105 Survey of Computer Information Systems	3
GBS103 Principles of Banking	3
GBS131 Business Calculations	3
GBS151 Introduction to Business	3
GBS205 Legal, Ethical, and Regulatory Issues in Business	3
GBS294 Consumer Credit	3
MGT126 Customer Service Skills and Strategies	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Computer Applications Technology - Associate in Applied Science (3547)

Description: The Associate in Applied Science (AAS) Computer Applications Technology Program includes courses in the following microcomputer areas: general usage and applications, operating systems, word processing, database, spreadsheets, and desktop publishing. Other skills which are integrated with the microcomputer training are accounting, English, and math. Many of the courses are offered in a self-paced format to enable students to enter and complete the program in a timely and flexible manner. Students take the courses for personal development of microcomputer skills and to prepare for or enhance employment. This degree program is designed to prepare students for entry-level occupations in the rapidly expanding field of computer information systems. Upon completion of the program students should be able to operate a microcomputer and use a variety of software in a professional manner.

TOTAL CREDITS REQUIRED: 64

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. GENERAL EDUCATION REQUIREMENTS (25 CREDITS)

	CREDITS
ENG101 First-Year Composition, and ENG111 Technical Writing (ENG102 First-Year Composition is acceptable if ENG111 is not available)	6
COM100 Intro to Human Communications, or COM110 Interpersonal Communications, or COM225 Public Speaking, or COM230 Small Group Communication	3
Critical Reading *	3
Any approved general education course in the Mathematics area	3
Any approved general education course in the Humanities, Arts and Design area	3
ECN212 Microeconomic Principles	3
Any approved general education course in the Natural Sciences area	4

II. REQUIRED COURSES (30 CREDITS)

CIS114+++ Any Excel course	3
BPC117+++ Any Database Mgmt: Oracle course, or CIS117+++ Any Database Mgmt: Microsoft Access course	3
CIS118+++ Any Desktop Presentation: PowerPoint course	3
CIS120+++ Any Computer Graphics course (<i>except those used to satisfy Required Courses or Restricted Electives area</i>)	3
CIS121AE Windows Operating System: Level I	1
CIS133AA Internet/Web Development Level I-A, and CIS133BA Internet/Web Development Level I-B, and CIS133CA Internet/Web Development Level I-C, or CIS133DA Internet/Web Development Level I	3
BPC/OAS135+++ Any Word Processing Software course	2
BPC138+++ Any Desktop Publishing course	3
CIS105 Survey of Computer Information Systems	3
CIS190 Introduction to Local Area Networks	3
OAS120 Financial Record Keeping	3

III. RESTRICTED ELECTIVES (9 CREDITS) *Students must complete 9 credits from the list below:*

CIS120DB Computer Graphics: IBM Adobe Illustrator	3
CIS120DC Adobe Animate: Digital Animation	3
CIS120DF Adobe Photoshop Level I: Digital Imaging	3
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS/MMT140 Survey of Multimedia Technology	2
CIS150 Programming Fundamentals	3
CIS159 Visual Basic Programming I	3
CIS233DA Internet/Web Development Level II	3
OAS101AA Computer Typing I: Keyboard Mastery, or OAS102 Computer Typing II: Document Production	1-3
TQM/CMS101 Quality Customer Service	3
CIS250 Management of Information Systems	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Computer Applications Technology - Certificate of Completion (5214)

Description: This certificate program consists of 26 credits including courses in the following microcomputer areas: general usage and applications, operating systems, word processing, database, spreadsheets, and desktop publishing. With proper choices, a student who completes the certificate may apply all those courses toward the Associate in Applied Science (AAS) Degree program. Many of the courses are offered in a self-paced format to enable students to enter and complete the program in a timely and flexible manner. Students take the courses for personal development of microcomputer skills and to prepare for or enhance employment. Upon completion of the program, students should be able to operate a microcomputer and operate a variety of software in a professional manner.

TOTAL CREDITS REQUIRED: 27

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program. Consultation with an Academic Advisor is recommended for course selection.

I. REQUIRED COURSES (21 CREDITS)

	CREDITS
CIS114+++ Any Electronic Spreadsheet course	3
CIS117+++ Any Database Management course	3
CIS133AA Internet/Web Development Level I-A, and CIS133BA Internet/Web Development Level I-B, and CIS133CA Internet/Web Development Level I-C, or CIS133DA Internet/Web Development Level I	3
CIS113DE Microsoft Word: Word Processing	3
BPC138+++ Any Desktop Publishing course	3
CIS105 Survey of Computer Information Systems	3
OAS120 Financial Record Keeping	3

II. RESTRICTED ELECTIVES (6 CREDITS) *Students must complete 6 credits from the list below:*

CIS118+++ Any Desktop Presentation Software course	3
CIS120DB Computer Graphics: Adobe Illustrator	3
CIS120DC Adobe Animate: Digital Animation	3
CIS120DF Adobe Photoshop Level I: Digital Imaging	3
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS/MMT140 Survey of Multimedia Technology	2
CIS150 Programming Fundamentals	3
CIS190 Introduction to Local Area Networks	3
CIS233DA Internet/Web Development Level II	3
OAS101AA Computer Typing I: Keyboard Mastery, or OAS102 Computer Typing II: Document Production	1-3
CSM/TQM101 Quality Customer Service	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Computer Hardware and Desktop Support - Certificate of Completion (5026)

Description: The Certificate of Completion (CCL) in Computer Hardware and Desktop Support program is designed to provide training to work in an entry-level computer maintenance and help-desk position. Students will be provided the opportunity to apply technical concepts, fundamentals, and interpersonal skills in a help-desk environment.

TOTAL CREDITS REQUIRED: 20-25

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (19-22 CREDITS)

	CREDITS
BPC110 Computer Usage and Applications, or CIS105 Survey of Computer Information Systems	3
CIS121AH Microsoft PowerShell/Command Line Operations, or CIS126DL Linux Operating System	3
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
BPC270 A+ Exam Prep: Operating System Configuration and Support	3
CIS102DA Customer User Support, or CIS102 Interpersonal and Customer Service Skills for IT Professionals	1-3
CIS190 Introduction to Local Area Networks, or CNT140AA Introduction to Networks, or MST140 Microsoft Networking Essentials	3-4
MST150+++ Any Microsoft Windows course	3

II. RESTRICTED ELECTIVES (1-3 CREDITS) *Students must complete 1-3 credits from the list below:*

BPC171 Recycling Used Computer Technology	3
CIS290AA Computer Information Systems Internship	1
CIS290AB Computer Information Systems Internship	2
CIS290AC Computer Information Systems Internship	3
MST141 Enterprise Desktop Support Technician	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Corrections - Certificate of Completion (5776N)

Description: The Certificate of Completion (CCL) in Corrections program is designed for students intending to pursue careers in various correctional components of the justice system, including parole, probation, jail and prisons. Focus is broader learning about the correction function in the context of overall administration of justice system.

TOTAL CREDITS REQUIRED: 15

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

I. REQUIRED COURSES (19-22 CREDITS)

	CREDITS
AJS101 Introduction to Criminal Justices	3
AJS123 Ethics and the Administration of Justice, or AJS225 Crime, Law, and Mental Health	3
AJS212 Juvenile Justice Procedures	3
AJS240 The Correction Function	3
AJS205 Criminal Justice Report Writing, or AJS275 Criminal Investigation	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Culinary Principles - Certificate of Completion (5155)

Description: The Certificate of Completion (CCL) in Culinary Principles program is designed to introduce students who wish to become professional chefs and cooks to the fundamentals of culinary studies. A formal dining room is operated by the program and provides practical work experience for students. Instruction includes commercial food production concepts including catering, baking and sanitation.

TOTAL CREDITS REQUIRED: 16

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
 Students with transfer credits should contact the Culinary Studies Department.
 Students must obtain a Maricopa County Food Handlers Card before the start of required courses and must maintain the card throughout the program.

ADMISSION CRITERIA:

Students must meet with One Stop Student Specialist for Culinary Studies.

I. PROGRAM PREREQUISITES (0-11 CREDITS)

<i>Assessment test score for placement in 100-level ENG, MAT and RDG classes or above, or complete the following courses</i>	CREDITS
ENG091 Fundamentals of Writing, or appropriate writing placement test score, or satisfactory completion of a higher level English course	0-3
RDG091 College Preparatory Reading, or appropriate reading placement test score, or satisfactory completion of a higher level Reading course	0-3
MAT090 Introductory Algebra, or MAT091 Introductory Algebra, or MAT092 Introductory Algebra, or MAT093 Introductory Algebra/Math Anxiety Reduction, or satisfactory score on District placement exam, or satisfactory completion of a higher level Mathematics course	0-5

II. REQUIRED COURSES (13 CREDITS)

CUL105 Principles and Skills for Professional Cooking	3
CUL107 Principles and Techniques of Garde Manger	3
CUL111 Purchasing for Food Service Systems	3
CUL113 Commercial Baking Techniques	3
FON104 Certification in Food Service Safety and Sanitation	1

III. RESTRICTED ELECTIVES (3 CREDITS) *Students must complete 3 credits from the list below:*

CUL+++ Any CUL Culinary Arts course <i>(except those used to satisfy Required Courses area)</i>	3
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All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Culinary Studies - Associate in Applied Science (3151)

Description: The Associate in Applied Science (AAS) in Culinary Studies degree is designed to train students who wish to become professional chefs and cooks. A formal dining room is operated by the program and provides practical work experience for students. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, customer service, and menu planning.

TOTAL CREDITS REQUIRED: 62-66

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

Students without transfer credits should contact the Culinary Studies Department.

Students must obtain a Maricopa County Food Handlers Card before the start of required courses, and must maintain the card throughout the program

ADMISSION CRITERIA:

Students must meet with One Stop Student Specialists for Culinary Studies

I. PROGRAM PREREQUISITES (0-11 CREDITS)

<i>Assessment test score for placement in 100-level English, Math, and Reading classes or above, or complete the following courses (or higher level ENG, MAT, or RDG courses) with a C or better:</i>	CREDITS
ENG091 Preparatory Academic Writing III, or appropriate writing placement test score	0-3
RDG100 Successful College Reading, or appropriate reading placement test score	0-3
MAT090 Introductory Algebra, or MAT091 Introductory Algebra, or MAT092 Introductory Algebra, or MAT093 Introductory Algebra/Math Anxiety Reduction, or satisfactory score on District Placement exam	0-5

II. GENERAL EDUCATION REQUIREMENTS (21-25 CREDITS)

ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL, and ENG102 First-Year Composition, or ENG108 First Year Composition for ESL	6
Oral Communications*	3
CRE101 College Critical Reading and Critical Thinking, or equivalent by assessment	0-3
Any approved general education course in the Mathematics area	3
Any approved general education course in the Humanities, Arts and Design	2-3
ECN212 Microeconomic Principles, or PSY101 Introduction to Psychology, or SOC101 Introduction to Sociology	3
Any approved general education course in the Natural Sciences area	4

III. REQUIRED COURSES (35 CREDITS)

CUL105 Principles and Skills for Professional Cooking	3
CUL107 Principles and Techniques of Garde Manger	3
CUL109/HRM102 Menu Planning and Development	2
CUL111 Purchasing for Food Service Systems	3
CUL113 Commercial Baking Techniques	3
CUL123AB Customer Service Practicum	2
CUL127 Commercial Baking: Classical Desserts	3
CUL201 International Cuisine	3
CUL203 American Regional Cuisine	3
CUL205 French Cuisine	3
CUL213 Buffet Catering	3
CUL223 Food Service Management	3
FON104 Certification in Food Service Safety and Sanitation	1

IV. RESTRICTED ELECTIVES (6 CREDITS) *Students must complete 6 credits from the list below:*

CUL101 Culinary Fundamentals: Culinary Basics, or CUL102 Culinary Fundamentals: Hot Foods, or CUL103 Culinary Fundamentals: Breakfast and Garde Manger, or CUL104 Culinary Fundamentals: Bakery and Pastry, or CUL119 Baking Theory and Retail Operations, or CUL137 Specialty Breads and Breakfast Pastry, or CUL217 Commercial Wedding Cake Production, or CUL219 Professional Pastry Techniques	3-24
CUL231AA Culinary Studies Internship, or CUL231AB Culinary Studies Internship, or CUL231AC Culinary Studies Internship	1-3
FON+++ Any FON Food and Nutrition courses (<i>except those used to satisfy Required Courses area</i>)	0-6
SPA+++ Any SPA Spanish courses	0-6
FRE+++ Any FRE French courses	0-6

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Culinary Studies - Certificate of Completion (5151)

Description: The Certificate of Completion (CCL) in Culinary Studies program is designed to train students who wish to become professional chefs and cooks. A formal dining room is operated by the program and provides practical work experience for students. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, customer service, and menu planning.

TOTAL CREDITS REQUIRED: 41

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
 Students with transfer credits should contact the Culinary Studies Department.
 Students must obtain a Maricopa County Food Handlers Card before the start of Required Courses and must maintain the card throughout the program.

ADMISSION CRITERIA:

Prior to being considered for and accepted to the program, students must complete the Program Prerequisites.

I. PROGRAM PREREQUISITES (0-11 CREDITS)

<i>Assessment test score for placement in 100-level ENG, MAT and RDG classes or above, OR complete the following courses</i>	CREDITS
ENG091 Preparatory Academic Writing III	0-3
RDG091 College Preparatory Reading	0-3
MAT090 Introductory Algebra, or MAT091 Introductory Algebra, or MAT092 Introductory Algebra, or MAT093 Introductory Algebra/Math Anxiety Reduction	0-5

II. REQUIRED COURSES (35 CREDITS)

CUL105 Principles and Skills for Professional Cooking	3
CUL107 Principles and Techniques of Garde Manger	3
CUL109/HRM102 Menu Planning and Development	2
CUL111 Purchasing for Food Service Systems	3
CUL113 Commercial Baking Techniques	3
CUL123AB Customer Service Practicum	2
CUL127 Commercial Baking: Classical Desserts	3
CUL201 International Cuisines	3
CUL203 American Regional Cuisine	3
CUL205 French Cuisine	3
CUL213 Buffet Catering	3
CUL223 Food Service Management	3
FON104 Certification in Food Service Safety and Sanitation	1

III. RESTRICTED ELECTIVES (6 CREDITS) *Students must complete 6 credits from the list below:*

CUL101 Culinary Fundamentals: Culinary Basics	3
CUL102 Culinary Fundamentals: Hot Foods	3
CUL103 Culinary Fundamentals: Breakfast and Garde Manger	3
CUL104 Culinary Fundamentals: Bakery and Pastry	3
CUL119 Baking Theory and Retail Operations	3
CUL137 Specialty Breads and Breakfast Pastry	3
CUL217 Commercial Wedding Cake Production	3
CUL219 Professional Pastry Techniques	3
CUL231AA Culinary Studies Internship, or CUL231AB Culinary Studies Internship, or CUL231AC Culinary Studies Internship	1-3
FON+++ Any FON Food and Nutrition course (<i>except courses used to satisfy Required Courses</i>)	
SPA+++ Any SPA Spanish prefixed course	
FRE+++ Any FRE French prefixed course	

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Desktop Publishing - Certificate of Completion (5066)

Description: The Certification of Completion (CCL) in Desktop Publishing program is designed to prepare students to work with and design professional publications. The courses focus on training the student in desktop design, and graphics design.

TOTAL CREDITS REQUIRED: 17

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (14 CREDITS)	
	CREDITS
CIS105 Survey of Computer Information Systems	3
CIS120DB Computer Graphics: Adobe Illustrator	3
CIS120DF Adobe Photoshop Level I: Digital Imaging	3
CIS138DA Desktop Design and Publishing Using Adobe InDesign	3
CIS108 Electronic Portfolio Development	1
SBS217 Starting/Managing a Home Business	1
II. RESTRICTED ELECTIVES (3 CREDITS) <i>Students must complete 3 credits from the list below:</i>	
ENG111 Technical and Professional Writing	3
CIS118DB Desktop Presentation: PowerPoint	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Early Childhood Education - Associate in Applied Science (3007)

Description: The Associate in Applied Science (AAS) in Early Childhood Education program is designed to prepare individuals to work within the field of early childhood education (ECE), focusing on programs serving children birth through 8 years of age. The courses are based on current ECE theory and practice, are offered in a variety of formats, and are scheduled to accommodate those who are already working in the ECE field.

TOTAL CREDITS REQUIRED: 63-68

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. GENERAL EDUCATION REQUIREMENTS (22-27 CREDITS)

	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL,	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
Oral Communication*	3
CRE101 College Critical Reading or equivalent by assessment	0-3
MAT112 Mathematical Concepts and Applications, or satisfactory completion of a higher level mathematics course (MAT142 recommended for students transferring to university)	3-5
Any general education course in the Humanities, Arts and Design area	3
CFS157 Marriage and Family Life	3
Any general education course in the Natural Sciences area (FON241 Principles of Human Nutrition, and FON241LL Principles of Human Nutrition Lab are recommended)	4

II. REQUIRED COURSES (41 CREDITS)

CFS/ECH176 Child Development, or CFS235 Developing Child: Theory into Practice, Prenatal-Age 8	3
EED111 Multimedia and the Early Childhood Education	3
EED200 Foundations of Early Childhood Education	3
EED210 Creative and Cognitive Play	3
EED211 Language Acquisition in the Young Child	3
EED212 Guidance, Management and the Environment	3
EED215 Early Learning: Health, Safety, Nutrition and Fitness	3
EED220 Child, Family, Community and Culture	3
EED222 Introduction to the Exceptional Young Child: Birth to Age Eight	3
EED250 Early Literacy Development	3
EED255 Portfolio Development and Writing for the Profession	3
(Two (2) semesters of internship are required:)	
EED260 Early Childhood Infant/Toddler Internship, or EED261 Early Childhood Preschool Internship	2
EED278 Early Learning: Curriculum and Instruction-Birth/Preschool	3
EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth to Age Eight	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Early Childhood Education - Certificate of Completion (5374)

Description: The Certificate of Completion (CCL) in Early Childhood Education program is designed for individuals interested in working in the field of early childhood education (ECE), particularly in programs serving children birth through 8 years of age. The courses are based on current ECE theory and practice, are offered in a variety of formats, and are scheduled to accommodate those who are already working in the ECE field.

TOTAL CREDITS REQUIRED: 41

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (41 CREDITS)

	CREDITS
CFS/ECH176 Child Development, or CFS235 Developing Child: Theory into Practice, Prenatal-Age 8	3
EED111 Multimedia and the Early Childhood Education	3
EED200 Foundations of Early Childhood Education	3
EED210 Creative and Cognitive Play	3
EED211 Language Acquisition in the Young Child	3
EED212 Guidance, Management and the Environment	3
EED215 Early Learning: Health, Safety, Nutrition and Fitness	3
EED220 Child, Family, Community and Culture	3
EED222 Introduction to the Exceptional Young Child: Birth to Age Eight	3
EED250 Early Literacy Development	3
EED255 Portfolio Development and Writing for the Profession	3
<i>(Two (2) semesters of internship are required:)</i>	
EED260 Early Childhood Infant/Toddler Internship, or EED261 Early Childhood Preschool Internship	2
EED278 Early Learning: Curriculum and Instruction-Birth/Preschool	3
EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth to Age Eight	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Electrical Systems Technology - Certificate of Completion (5844)

Description: The Certificate of Completion (CCL) in Electrical Systems Technology program curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in commercial and industrial facilities. Training, most of which is hands-on, will include such topics as AC/DC theory, solid state devices, industrial motors and generators, workplace health and safety, and other subjects as local needs require. Graduates of this program should qualify for a variety of careers in electrical fields as an on-the-job trainee or apprentice.

TOTAL CREDITS REQUIRED: 20

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (20 CREDITS)

	CREDITS
ELC119 Concepts of Electricity and Electronics	3
ELC120 Solid State Fundamentals	3
ELC210 AC Machinery and DC Machinery	3
ELC217 Motor Controls	3
ELC218 Variable Frequency Drives	3
MIT120 Industrial Technology Fundamentals	3
PPT242 Components for Maintenance Technicians	2

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Energy and Industrial Technology - Certificate of Completion (5920N)

Description: The Certificate of Completion (CCL) in Energy and Industrial Technology explores the fields of electricity, electronics, instrumentation and controls, mechanical systems, industrial skills, and power skills. This program is run in close partnership with APS, Palo Verde Nuclear Generating Facility and Estrella Mountain Community College.

Upon Completion of the two-year program, students may test to receive OSHA10, American Heart Association CPR/AED and First-Aid, ACT National Career Readiness Certificate, Energy Industry Fundamentals Certificate, and NCCER certifications.

TOTAL CREDITS REQUIRED: 24

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

This program is closed to West-MEC High School Dual Enrollment students only and not available to the general public.

I. REQUIRED COURSES (24 CREDITS)

	CREDITS
PPT120 Energy Industry Fundamentals	3
MIT120 Industrial Technology Fundamentals	3
MIT121 Industrial Technology I-A	3
MIT122 Industrial Technology I-B	3
MIT123 Industrial Mechanical Technology II-A	3
MIT124 Industrial Mechanical Technology II-B	3
MIT133 Industrial Electrical and Instrumentation Technology II-A	3
MIT134 Industrial Electrical and Instrumentation Technology II-B	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Engineering Technology - Associate in Applied Science (3228)

Description: The Associate in Applied Science (AAS) in Engineering Technology program is designed to provide skills required of entry-level engineering technicians. Students are provided with the fundamentals of physics, engineering, computer hardware, programming, engineering design fundamentals, and computer software program usage. A solid foundation in mathematics, science, communication skills, humanities, and social sciences provides well-rounded curriculum.

TOTAL CREDITS REQUIRED: 63-93

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. PROGRAM PREREQUISITES (0-17 CREDITS)

<i>The credit hour range is subject to change depending on the student's educational experiences. PHY111 and PHY112 are also strongly recommended for those who have not completed 1 year of high school physics with a grade of C or better.</i>		CREDITS
CHM130 Fundamental Chemistry, and CHM130LL Fundamental Chemistry Lab, or CHM130AA Fundamental Chemistry with Lab, or one year of high school chemistry with a grade of C or better taken within the last 5 years		0-4
MAT120 Intermediate Algebra, or MAT121 Intermediate Algebra, or MAT122 Intermediate Algebra, or equivalent by assessment		0-5
MAT187 Precalculus, or MAT150 College/Algebra Functions, or MAT151 College/Algebra Functions, or MAT152 College/Algebra Functions, and MAT 182 Plane Trigonometry, or equivalent by assessment		0-8

II. GENERAL EDUCATION REQUIREMENTS (15-18 CREDITS)

ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
Oral Communications* (<i>COM100, COM110 or COM230 is recommended</i>)	3
CRE101 College Critical Reading, or CRE111 Critical Reading for Business and Industry, or equivalent by assessment	0-3
Mathematics* (<i>met by any Mathematics course listed in the Required Courses area</i>)	0
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavioral Sciences area	3
Natural Sciences* (<i>met by PHY115 or PHY121 in the Required Courses area</i>)	0

III. REQUIRED COURSES (32-38 CREDITS)

ECE102 Engineering Analysis Tools and Techniques, or ECE102AA Engineering Analysis Tools and Techniques	2
ECE103 Engineering Problem Solving and Design, or ECE103AB Engineering Problem Solving and Design, or ECE103EP Engineering Problem Solving and Design (EPICS projects)	2
ECE202 Circuits and Devices	5
MAT220 Calculus with Analytic Geometry I, or MAT221 Calculus with Analytic Geometry I	4-5
MAT230 Calculus with Analytic Geometry II, or MAT231 Calculus with Analytic Geometry II	4-5
MAT240 Calculus with Analytic Geometry III, or MAT241 Calculus with Analytic Geometry III	4-5
MAT276 Modern Differential Equations, or MAT277 Modern Differential Equations	3-4
PHY115 University Physics I, or PHY121 University Physics I: Mechanics	4-5
PHY116 University Physics II, or PHY131 University Physics II: Electricity and Magnetism	4-5

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Engineering Technology - Associate in Applied Science (3228) ...continued

IV. RESTRICTED ELECTIVES (16-20 CREDITS) *Students must complete 16-20 credits from the list below.*

Consultation with a Department Advisor is recommended, particularly those students considering transferring to a university.

BIO181 General Biology (majors) I	4
BIO182 General Biology (majors) II	4
CHM150 General Chemistry I, or CHM151 General Chemistry I, and CHM151LL General Chemistry I Laboratory, or CHM150AA General Chemistry I, or CHM151AA General Chemistry I	4-5
CHM152 General Chemistry II, and CHM152LL General Chemistry II Laboratory, or CHM152AA General Chemistry I	4
CHM230 Fundamental Organic Chemistry, and CHM230LL Fundamental Organic Chemistry Laboratory, or CHM235 General Organic Chemistry I, and CHM235LL General Organic Chemistry I Laboratory	4
CHM236 General Organic Chemistry II A, or CHM238 General Organic Chemistry II B	3
CSC100 Introduction to Computer Science (C++), or CSC100AA Introduction to Computer Science (C++), or CSC100AB Introduction to Computer Science (C++), or CSC110 Introduction to Computer Science (Java), or CSC110AB Introduction to Computer Science (Java)	3-4
CSC205 Object Oriented Programming and Data Structures, or CSC205AB Object Oriented Programming and Data Structures	3-4
CSC/EEE120 Digital Design Fundamentals, or ECE216 Computer-Aided Engineering, and ECE216LL Computer-Aided Engineering Laboratory	3-4
ECE105 MATLAB Programming	1
ECE111 Bioengineering Systems	3
ECE211 Engineering Mechanics - Statistics	3
ECE212 Engineering Mechanics - Dynamics	3
ECE214 Engineering Mechanics	4
ECE215 Mechanics of Materials	3
CSC/EEE220 Programming for Computer Engineering	3
CSC/EEE230 Computer Organization and Assembly Language	4
GLG101 Introduction to Geology I - Physical Lecture	3
MAT225 Elementary Linear Algebra	3
MAT227 Discrete Mathematical Structures	3
PHY241 University Physics III: Thermodynamics, Optics and Wave Phenomena	4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Foundations of Early Childhood Education - Certificate of Completion (5710)

Description: The Certificate of Completion (CCL) in Foundations of Early Childhood Education is designed to prepare students with foundational knowledge regarding the growth and development of the young child. Topics include children's health, physical milestones, and cognitive development. Also covered are communication and language acquisition as well as adult/child relationship building

TOTAL CREDITS REQUIRED: 16

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

Certificate coursework may be applicable to national credentials. Students must apply independently to the credentialing organization.

I. REQUIRED COURSES (16 CREDITS)

	CREDITS
CFS/ECH Child Development, or CFS235 Developing Child: Theory into Practice, Prenatal-Age 8, or EED205 The Developing Child: Prenatal to Age 8	3
EED200 Foundations of Early Childhood Education	3
EED212 Guidance, Management, and the Environment, or ECH282 Discipline/Guidance of Child Groups, and CFS/ECH271 Arranging the Environment, and CFS282 Mainstreaming The Young Child with a Disability	3
EED215 Early Learning: Health, Safety, Nutrition and Fitness, or CFS123 Health and Nutrition in Early Childhood, and CFS125 Safety in Early Childhood Settings, and ECH280 Food Experiences with Young Children	3
EED220 Child, Family, Community and Culture, or CFS157 Marriage and Family Life	3
EED260 Early Childhood Infant/Toddler Internship, or EED261 Early Childhood Preschool Internship	1

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Gifted Education - Certificate of Completion (5711N)

Description: The Certificate of Completion (CCL) in Gifted Education provides professional development for certified teachers and leads to provisional and full endorsement in gifted education from the Arizona Department of Education.

TOTAL CREDITS REQUIRED: 18

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

I. REQUIRED COURSES (18 CREDITS)

	CREDITS
EPD225 Foundations of Gifted Education and Identification of Gifted Learner	3
EPD226 Social and Emotional Needs of Gifted and Talented Students	3
EPD227 Methods and Models for Differentiating Curriculum for Gifted Students	3
EPD228 Creativity and Critical Thinking Skills in Gifted Education	3
EPD229 Gifted Education Practicum I	3
EPD230 Gifted Education Practicum II	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Industrial Manufacturing and Emerging Technologies - Associate in Applied Science (3169)

Description: The Associate in Applied Science (AAS) in Industrial Manufacturing and Emerging Technologies degree is designed to provide the training necessary for entry-level positions in the Industrial and Manufacturing Technology fields. This degree is intended to provide students and employers with flexibility in designing a program of study that is relevant to the rapidly changing needs of business and industry while allowing the student to match their own talents, interests, and goals. The program provides existing technicians with the broad educational background and technical skills desired by industry to help prepare for supervisory and managerial positions and is also intended for students who desire to transfer to university Bachelor of Applied Science degree programs which accept Associate of Applied Science degree block-transfer. Potential job titles this degree will help prepare students for: Manufacturing Production Technician, Manufacturing Technician, Production Staff Worker, Process Technician, and Industrial Engineering Technician.

TOTAL CREDITS REQUIRED: 60-63

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. GENERAL EDUCATION REQUIREMENTS (19-22 CREDITS)

	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL, or ENG111 Technical and Professional Writing	3
Oral Communication*	3
CRE101 College Critical Reading, or equivalent as indicated by assessment	0-3
Mathematics* (Met by GTC108 in Required Courses area, or equivalent by assessment)	0
Any approved general education course from the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavioral Sciences area	3
Any approved general education course in the Natural Sciences area	4

II. REQUIRED COURSES (17 CREDITS)

ATP101 Introduction to Automated Systems and Robotics	2
CIS105 Survey of Computer Information Systems	3
CPD104 Career and Personal Development	3
GTC108 Technical Mathematics II	3
MET131 Lean Manufacturing	3
MIT120 Industrial Technology Fundamentals	3

III. RESTRICTED ELECTIVES (24 CREDITS) *Students must complete 24 credits from the list below:*

<i>Selected courses will not apply in both Required Courses and Restricted Electives area. Students may choose to complete a Technology Program Certificate from Maricopa Community College to complete credits toward their restricted and free electives. Other applicable courses may be substituted with permission, including documented training or certifications received which may be evaluated for credit. Students should consult with a program advisor for additional details.</i>	
ATP+++ Any ATP Automation courses, or CAD+++ Any CAD Computer-Aided Drafting courses, or CIS+++ Any CIS Computer Information Systems courses, or DFT++ Any DFT Drafting courses, or ELC+++ Any ELC Electrical courses, or HVA+++ Any HVA Heating, Ventilating and Air Conditioning courses, or IRW+++ Any IRW Ironworking courses, or MAT+++ Any MAT Mathematics courses, or MET+++ Any MET Manufacturing courses, or MIT+++ Any MIT Manufacturing courses, or PPT+++ Any PPT Power Plant Technology courses, or RPT+++ Any RPT Radiation Protection Technology courses, or WLD+++ Any WLD Welding courses	24

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Interior Merchandising - Certificate of Completion (5429)

Description: The Certificate of Completion (CCL) in Interior Merchandising program is intended to provide the student with the knowledge and creative skills important to the home furnishings, colorizing, visual merchandising, and home-staging industries. Students will study design principles and elements, color theory, drafting, furniture layout, historical and modern architecture and furniture, fabrics, and other factors utilized in interior merchandising. Elective coursework allows the student to take specific courses that will help prepare them for the particular segment of the industry they are most interested in pursuing.

TOTAL CREDITS REQUIRED: 27

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (24 CREDITS)

	CREDITS
INT105 Introduction to Interior Design	3
INT115 Historical Architecture and Furniture	3
INT120 Modern Architecture and Furniture	3
INT145 Drawing and Rendering	3
INT150 Color and Design	3
INT160 Fabrics for Interiors	3
INT170 Interior Fabrics	3
INT215 Professional Practices	3

II. RESTRICTED ELECTIVES (3 CREDITS) *Students must complete 3 credits from the list below.*

INT100 Interior Design Drafting	3
INT200 Digital Rendering for Design	3
MGT251 Human Relations in Business	3
MGT253 Owning and Operating a Small Business	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

iOS Application Development - Certificate of Completion (5914N)

Description: The Certificate of Completion (CCL) in iOS Application Development prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode.

TOTAL CREDITS REQUIRED: 9-12

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

I. REQUIRED COURSES (9-12 CREDITS)

	CREDITS
CIS105 Survey of Computer Information Systems, or Permission of Instructor	0-3
CIS150AB Object-Oriented Programming Fundamentals	3
CIS165 Introduction to iOS Application Development	3
CIS265 Advanced iOS Application Development	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

IT and Power Systems Security - Associate in Applied Science (3160)

Description: The Associate in Applied Science (AAS) in IT and Power Systems Security program is designed to help to prepare students for a variety of industry-recognized information technology (IT) security certification exams as well as to provide practical hands-on skills for the work place. The program also includes fundamental knowledge and skills in system administration, network administration, IT management and compliance necessary to inform the practices of IT security.

TOTAL CREDITS REQUIRED: 62-64

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. PROGRAM PREREQUISITES (3-6 CREDITS)

	CREDITS
CIS105 Survey of Computer Information Systems	3
CRE101 College Critical Reading, or equivalent as indicated by assessment	0-3

II. GENERAL EDUCATION REQUIREMENTS (22 CREDITS)

ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
Oral Communication*	3
CRE101 met by Program Prerequisites	0
MAT112 Mathematical Concepts and Applications, or equivalent course, or satisfactory completion of a higher level mathematics course	3
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavior Sciences area	3
Any approved general education course in the Natural Sciences area	4

III. REQUIRED COURSES (22 CREDITS)

CNT140AA Cisco - Introduction to Networks	4
CIS111 Ethics in Information Technology	3
CIS126DL Linux Operating System	3
CIS250 Management of Information Systems	3
CIS271DB Information Security Essentials	3
CIS272DB Information Security Principles	3
MST150+++ Any Microsoft Windows Professional course	3

IV. RESTRICTED ELECTIVES (18-20 CREDITS) *Students must complete 18-20 credits by selecting one of the four tracks below:*

TRACK I: POWER SYSTEMS IT SECURITY (18 CREDITS)

CPD104 Career and Personal Development	3
PPT120 Energy Industry Fundamentals	3
CIS274DA Introduction to Power Systems Security	3
CIS275DA Generation and Transmission Systems Security	3
CIS275DB Smart Grid and Distribution System Security	3
CIS275DC Embedded Systems Security	3

TRACK II: NETWORK SECURITY (20 CREDITS)

CNT150AA Cisco - Routing and Switching Essentials	4
CNT160AA Scaling Networks	4
CNT170AA Cisco - Connecting Networks	4
CNT205 Cisco Certified Network Associate Security	4
CNT206 Cisco Certified Network Associate Wireless	4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

IT and Power Systems Security - Associate in Applied Science (3160) ...continued

IV. RESTRICTED ELECTIVES

TRACK III: SYSTEM SECURITY-LINUX (18 CREDITS)

CIS238DL Linux System Administration	3
CIS239DL Linux Shell Scripting	3
CIS240DL Linux Network Administration	3
CIS271DL Linux Security	3
CIS275DL Linux Capstone	3
ITS240 Ethical Hacking and Network Defense	3

TRACK IV: SYSTEM SECURITY-MICROSOFT (18 CREDITS)

CIS121AH Microsoft PowerShell/Command Line Operations	3
MST155++ Windows Server Network Infrastructure Configuration (any suffixed course)	4
MST157++ Active Directory Windows Server Configuration (any suffixed course)	4
MST158++ Windows Server Administration (any suffixed course)	4
ITS240 Ethical Hacking and Network Defense	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

IT Security Associate - Certificate of Completion (5826)

Description: The Certificate of Completion (CCL) in IT Security Associate program is designed to help to prepare students for a variety of industry-recognized information technology (IT) security certification exams as well as to provide practical hands-on skills for the work place. The program also includes fundamental knowledge and skills in system administration, network administration, IT management and compliance necessary to inform the practices of IT security.

TOTAL CREDITS REQUIRED: 25

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. PROGRAM PREREQUISITES (3 CREDITS)

	CREDITS
CIS105 Survey of Computer Information Systems	3

II. REQUIRED COURSES (22 CREDITS)

CNT140AA Cisco - Introduction to Networks	4
MST150+++ Any Microsoft Windows Professional course	3
CIS111 Ethics in Information Technology	3
CIS126DL Linux Operating System	3
CIS250 Management of Information Systems	3
CIS217DB Information Security Essentials	3
CIS272DB Information Security Principles	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Law Enforcement - Certificate of Completion (5987N)

Description: The Certificate of Completion (CCL) in Law Enforcement is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. This certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona Police Academy experience and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

TOTAL CREDITS REQUIRED: 15

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

I. REQUIRED COURSES (12 CREDITS)

	CREDITS
AJS101 Introduction to Criminal Justice	3
AJS123 Ethics and the Administration of Justice	3
AJS205 Criminal Justice Report Writing	3
AJS230 The Police Function	3
AJS275 Criminal Investigation	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Legal Studies - Certificate of Completion (5966)

Description: The Certificate of Completion (CCL) in Legal Studies is designed for students who are interested in pursuing a course of study specifically focused on legal studies. It is one pathway to the Association of Applied Science (AAS) in Administration of Justice.

TOTAL CREDITS REQUIRED: 16

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

I. REQUIRED COURSES (16 CREDITS)

	CREDITS
AJS109 Substantive Criminal Law	3
AJS201 Rules of Evidence	3
AJS123 Ethics and the Administration of Justice, or AJS205 Criminal Justice Report Writing	3
AJS210 Constitutional Law	3
AJS260 Procedural Criminal Law	3
AJS290BN Courtroom Testimony Seminar	1

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Linux Associate - Certificate of Completion (5219)

Description: The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux Operating System Basics, System Administration, Network Administration and Network Security. These classes will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

TOTAL CREDITS REQUIRED: 24

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (12 CREDITS)

	CREDITS
CIS126DL Linux Operating System, or CIS126RH Red Hat System Administration	3
CIS238DL Linux System Administration, or CIS238RH Red Hat System Administration II	3
CIS240DL Linux Network Administration	3
CIS271DL Linux Security	3

II. RESTRICTED ELECTIVES (12 CREDITS) *Students must complete 12 credits from the list below:*

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
BPC270 A+ Exam Prep: Operating System Configuration and Support	3
CIS105 Survey of Computer Information Systems	3
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS197 VMware ESXI Server Enterprise	4
CIS226AL Internet/Intranet Server Administration-Linux	3
CIS239DL Linux Shell Scripting	3
CIS270 Essentials of Network and Information Security	3
CIS275DL Linux Capstone	3
CIS280 Current Topics in Computing	3
CIS290+++ Any Computer Information Systems Internship course	1-3
CIS190 Intro to Local Area Networks, or CNT140AA Intro to Networks, or MST140 Microsoft Networking Essentials	3-4
CNT150AA Cisco-Routing and Switching Essentials	4
MST150+++ Any Microsoft Windows course	3
MST155DA Windows Server Network Infrastructure Configuration	3-4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Linux Networking Administration - Associate in Applied Science (3013)

Description: The Associate in Applied Science (AAS) in Linux Networking Administration program is designed to help to prepare students for a variety of industry recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux Operating System Basics, System Administration, Network Administration and Network Security. These classes will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills.

TOTAL CREDITS REQUIRED: 60-64

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. GENERAL EDUCATION REQUIREMENTS (22-25 CREDITS)	
	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
COM225 Public Speaking, or any general education course from the Oral Communications area	3
CRE101 College Critical Reading, or equivalent by assessment	0-3
Any approved general education course in the Mathematics area	3
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavior Sciences area	3
Any approved general education course in the Natural Sciences area	4
II. REQUIRED COURSES (24-25 CREDITS)	
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS126DL Linux Operating System, or CIS126RH Red Hat System Administration I	3
CIS238DL Linux System Administration, or CIS238RH Red Hat System Administration II	3
CIS239DL Linux Shell Scripting	3
CIS240DL Linux Network Administration	3
CIS271DL Linux Security	3
CIS190 Introduction to Local Area Networks, or CNT140AA Introduction to Networks, or MST140 Microsoft Networking Essentials	3-4
MST150+++ Any Microsoft Windows course	3
III. RESTRICTED ELECTIVES (14 CREDITS) <i>Students must complete 14 credits by selecting one of the four tracks below:</i>	
<i>Selected courses will not apply in both Required Courses and Restricted Electives area.</i>	
BPC110 Computer Usage and Applications, or CIS105 Survey of Computer Information Systems	3
BPC270 A+ Exam Prep: Operating System Configuration and Support	3
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS197 VMware ESXI Server Enterprise	3
CIS226AL Internet/Intranet Server Administration-Linux	3
CIS250 Management of Information Systems	3
CIS270 Essentials of Network and Information Security	3
CIS275DL Linux Capstone	3
CIS296WC Cooperative Education	3
CIS290+++ Any Computer Information Systems Internship course	1-3
CIS298AC Special Projects	3
CIS190 Intro to Local Area Networks, or CNT140AA Intro to Networks, or MST140 Microsoft Networking Essentials	3-4
CNT150AA Cisco-Routing and Switching Essentials	4
CNT160AA Scaling Networks	4
CNT170AA Cisco-Connecting Networks	4
MST150+++ Any Microsoft Windows course	3
MST155+++ Any Microsoft Windows course	4
MST157+++ Any Microsoft Windows course	4
MST158+++ Any Microsoft Windows course	4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Linux Networking Administration - Certificate of Completion (5225)

Description: The Certificate of Completion (CCL) in Linux Networking Administration program is designed to help prepare students for a variety of industry recognized Linux certification exams as well as provides practical hands-on skills for the work place. The program includes a core of Linux classes including Linux Operating System Basics, System Administration, Network Administration and Network Security. These classes will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

TOTAL CREDITS REQUIRED: 36-37

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (24-25 CREDITS)

	CREDITS
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS126DL Linux Operating System, or CIS126RH Red Hat System Administration I	3
CIS238DL Linux System Administration, or CIS238RH Red Hat System Administration II	3
CIS239DL Linux Shell Scripting	3
CIS240DL Linux Network Administration	3
CIS271DL Linux Security	3
CIS190 Introduction to Local Area Networks, or CNT140 AA Introduction to Networks, or MST140 Microsoft Networking Essentials	3-4
MST150+++ ANY Microsoft Windows course	3

II. RESTRICTED ELECTIVES (12 CREDITS) *Students must complete 12 credits from the list below:*

<i>Selected courses will not apply in both Required Courses and Restricted Electives area.</i>	
BPC110 Computer Usage and Applications, or CIS105 Survey of Computer Information Systems	3
BPC270 A+ Exam Prep: Operating System Configuration and Support	3
CIS197 VMware ESXI Server Enterprise	4
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS226AL Internet/Intranet Server Administration-Linux	3
CIS250 Management of Information Systems	3
CIS270 Essentials of Network and Information Security	3
CIS275DL Linux Capstone	3
CIS280 Current Topics in Computing	3
CIS296WC Cooperative Education	3
CIS290+++ Any Computer Information Systems Internship course	1-3
CIS298AC Special Projects	3
CIS190 Intro to Local Area Networks, or CNT140AA Intro to Networks, or MST140 Microsoft Networking Essentials	3-4
CNT150AA Cisco-Routing and Switching Essentials	4
CNT160AA Scaling Networks	4
CNT170AA Cisco-Connecting Networks	4
MST150+++ Any Microsoft Windows course	3
MST155+++ Any Microsoft Windows course	4
MST157+++ Any Microsoft Windows course	4
MST158+++ Any Microsoft Windows course	4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Linux Professional - Certificate of Completion (5204N)

Description: The Certificate of Completion (CCL) in Linux Professional program is designed to help to prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux operating system basics, System Administration, Network Administration and Network Security. These classes will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

TOTAL CREDITS REQUIRED: 12

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

I. REQUIRED COURSES (6 CREDITS)

	CREDITS
CIS126DL Linux Operating System, or CIS126RH Red Hat System Administration I	3
CIS238DL Linux System Administration, or CIS238RH Red Hat System Administration II	3

II. RESTRICTED ELECTIVES (6 CREDITS) *Students must complete 6 credits from the list below:*

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
BPC270 A+ Exam Prep: Operating System Configuration and Support	3
CIS105 Survey of Computer Information Systems	3
CIS197 VMware ESXI Server Enterprise	3
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS226AL Internet/Intranet Server Administration-Linux	3
CIS239DL Linux Shell Scripting	3
CIS240DL Linux Network Administration	3
CIS270 Essentials of Network and Information Security	3
CIS271DL Linux Security	3
CIS190 Intro to Local Area Networks, or CNT140AA Intro to Networks (4), or MST140 Microsoft Networking Essentials (3)	3-4
CNT150AA Cisco - Routing and Switching Essentials	4
MST150+++ Any Microsoft Windows course	3
CIS280 Current Topics in Computing	3
CIS290+++ Any Computer Information Systems Internship course	1-3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Mechanical Systems Technology - Certificate of Completion (5846)

Description: The Certificate of Completion (CCL) in Mechanical Systems Technology program curriculum is designed to provide training for persons interested in the installation and maintenance of mechanical systems found in commercial and industrial facilities. Focus on tool parts and components, machinery and associated equipment maintenance, assembling components using various fasteners, and workplace health and safety.

TOTAL CREDITS REQUIRED: 18

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (18 CREDITS)

	CREDITS
MIT120 Industrial Technology Fundamentals	3
PPT124 Power System Components I	3
PPT126 Power Systems Components II	3
PPT128 Power Systems Components III	3
PPT210 Valve Maintenance II	3
PPT213 Pumps II	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Microsoft Certified Information Technology Professional (MCITP) Administrator - Certificate of Completion (5843)

Description: The Certificate of Completion (CCL) in Microsoft Certified Information Technology Professional (MCITP) Administrator program is designed to help prepare students towards an intermediate- to supervisory-level position working with Windows networks. It is designed to develop the skills needed to install, configure, customize, optimize, and troubleshoot Windows servers, Windows client workstations and Microsoft Office products. The courses in the program also help to prepare for Microsoft Certified Product Specialist (MCP), and Microsoft Certified Information Technology Professional (MCITP) examinations.

Typical tasks of a Microsoft Certified Information Technology Professional (MCITP) are developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, training end users, and working as a system administrator.

TOTAL CREDITS REQUIRED: 29-35

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. PROGRAM PREREQUISITES (0-3 CREDITS)

	CREDITS
CIS105 Survey of Computer Information Systems, or permission of Department or Division	0-3

II. REQUIRED COURSES (29-32 CREDITS)

CIS121AB Microsoft Command Line Operations, or CIS221AB Microsoft Power Shell	1
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
BPC270 A+ Exam Prep: Operating System Configuration and Support	3
CIS190 Intro to Local Area Networks, or CNT140AA Intro to Networks, or MST140 Microsoft Networking Essentials	3-4
MST150+++ Any Microsoft Windows course	3
MST155+++ Any Windows Network Infrastructure course	3-4
MST157+++ Any Active Directory Windows Server Configuration course	3-4
MST158+++ Any Windows Server Administration course	4
MST244 Microsoft SQL Server Administration	3
MST259 Designing Windows Network Security	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Microsoft Desktop Support Technology - Certificate of Completion (5473)

Description: The Certificate of Completion (CCL) in Microsoft Desktop Support Technology program is designed to provide training for entry-level computer maintenance and help-desk positions. Students will develop the skills to troubleshoot desktop environments running on the Microsoft Windows operating system. Courses in the program also help to prepare for the Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP) examinations, 70-680 and 70-685.

TOTAL CREDITS REQUIRED: 16-20

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. PROGRAM PREREQUISITES (0-3 CREDITS)

<i>In lieu of the courses listed below, students with experience in the information technology field may meet these program prerequisite requirements with the permission of the Instructor.</i>	CREDITS
CIS121AB Microsoft Command Line Operations, or CIS121AH Microsoft PowerShell/Command Line Operations, or permission of Instructor or Program Director	0-3

II. REQUIRED COURSES (16-17 CREDITS)

CIS102 Interpersonal and Customer Service Skills for IT Professionals	1
CIS105 Survey of Computer Information Systems	3
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS190 Intro to Local Area Networks, or CNT140AA Intro to Networks, or MST140 Microsoft Networking Essentials	3-4
MST141 Enterprise Desktop Support Technician	3
MST150+++ Any Microsoft Windows Operating System course	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Microsoft Networking Technology - Associate in Applied Science (3778)

Description: The Associate in Applied Science (AAS) in Microsoft Networking Technology program is designed to develop skills needed to implement a network infrastructure and install, configure, monitor, optimize, and troubleshoot Windows server and Windows client workstations. Courses in the program are also designed to help prepare for Microsoft Certified Product Specialist (MCP), and Microsoft Certified Information Technology Professional (MCITP) examinations. Typical tasks of a Microsoft Networking Administrator include developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, interoperating with various operating systems, and working as a system administrator. Typical tasks of a Microsoft Certified Information Technology Professional (MCITP) are developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, training end users, and working as a system administrator.

TOTAL CREDITS REQUIRED: 60-67

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

CIS105 is a prerequisite for many courses in the program. Students should plan to complete CIS105 early in their program of study (as one of their Restricted Electives) or obtain instructor permission for a waiver of this prerequisite.

I. GENERAL EDUCATION REQUIREMENTS (22-25 CREDITS)

	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
Oral Communication*	3
CRE101 College Critical Reading, or equivalent by assessment	0-3
Any approved general education course in the Mathematics area	3
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavior Sciences area	3
Any approved general education course in the Natural Sciences area	4

II. REQUIRED COURSES (24-27 CREDITS)

Selected courses will not apply in both Required Courses and Restricted Electives area.

CIS121AB Microsoft Command Line Operations	1
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS102 Interpersonal and Customer Service Skills for IT Professionals	1
CIS126DA UNIX Operating System, or CIS126AA UNIX Operating System I, and CIS126BA UNIX Operating System II, and CIS126CA UNIX Operating System III, or CIS126DL Linux Operating System,	3
CIS190 Intro to Local Area Networks, or CNT140AA Intro to Networks, or MST140 Microsoft Networking Essentials	3-4
MST150+++ Any Microsoft Windows Operating System course	3
MST155+++ Any Windows Network Infrastructure course	3-4
MST157+++ Any Active Directory Windows Server Configuration course	3-4
MST158+++ Any Windows Server Administration course	4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Microsoft Networking Technology - Associate in Applied Science (3778) ...continued

IV: RESTRICTED ELECTIVES (14-15 CREDITS) *Students must complete 14-15 credits from the list below:*

<i>Selected courses will not apply in both Required Courses and Restricted Electives area. Consultation with a program advisor is recommended.</i>	
BPC171 Recycling Used Computer Technology (may be repeated)	1-3
BPC270 Computer Maintenance II: A+ Technician Prep	3
CIS238+++ Any UNIX/Linux System Administration course	3
CIS239+++ Any Linux course	
CIS240 Local Area Network Planning and Design, or CIS240++ Any Linux course	3
CIS270 Essentials of Network and Information Security	3
CIS15+ Any Fundamental or Level I Programming course, and/or CIS15+++ Any Fundamental or Level I Programming course	3
CIS16+ Any Fundamental or Level I Programming course, and/or CIS16+++ Any Fundamental or Level I Programming course	3
CIS280 Current Topics in Computing, or CIS280++ any Current Topics in Computing course	1-3
<i>Students may select no more than four credits of CIS282++, CIS290++, CIS296W+ and CWE198++ courses combined.</i> CIS282+++ Any Volunteerism for Computer Information Systems: A Service Learning Experience course, and/or CIS290+++ Any Computer Information Systems Internship course, and/or CIS296+++ Any Cooperative Education course and/or CWE198+++ Any Career Work Experience course(s) in Information Technology	1-4
CNT+++ Any Cisco Network Technology course	4
ITS+++ Any Information Technology Security course	3-4
MST141 Enterprise Desktop Support Technician	3
MST150+++ Any Microsoft Windows Operating System course (except one used to satisfy Required courses area)	3
MST152 Microsoft Windows Server, or MST152++ Any Microsoft Windows Server course	4
MST157+++ Any Active Directory Windows Server Configuration course	3-4
MST244 Microsoft SQL Server Administration	3
MST298+++ Any Special Projects course	1-3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Microsoft Server Administration - Certificate of Completion (5852)

Description: The Certificate of Completion (CCL) in Microsoft Server Administration program is designed to provide training for professionals who implement, manage, and troubleshoot existing network and system environments based on current Microsoft Server operating systems. The courses in the program are also designed to help prepare for Microsoft Certified Product Specialist (MCP), and Microsoft Certified Information Technology Professional (MCITP) examinations. Typical tasks of a Microsoft Certified Systems Administrator (MCSA) are implementing, managing, and troubleshooting networks containing messaging services, file and print servers, and firewalls. In addition a MCSA may be responsible for configuring Internet access, to enabling remote access for users, and to managing client computers.

TOTAL CREDITS REQUIRED: 20-23

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. PROGRAM PREREQUISITES (0-3 CREDITS)

	CREDITS
CIS105 Survey of Computer Information Systems, or permission of Department or Division	0-3

II. REQUIRED COURSES (20-23 CREDITS)

CIS121AB Microsoft Command Line Operations	1
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS190 Intro to Local Area Networks, or CNT140AA Intro to Networks, or MST140 Microsoft Networking Essentials	3-4
MST150+++ Any Microsoft Windows Operating System course	3
MST155+++ Any Windows Network Infrastructure course	3-4
MST157+++ Any Active Directory Windows Server Configuration course	3-4
MST158+++ Any Windows Server Administration course	4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Microsoft Technical Specialist - Certificate of Completion (5841)

Description: The Certificate of Completion (CCL) in Microsoft Technical Specialist program provides training for an entry-level position working with Windows networks. Knowledge and skills are developed to install, configure, customize, optimize, and troubleshoot Windows servers and Windows client workstations. The courses in the program also help to prepare for Microsoft Certified Product Specialist (MCP) and Microsoft Certified Information Technology Professional (MCITP) examinations. The curriculum ideally is taught by Microsoft Certified Professionals.

TOTAL CREDITS REQUIRED: 16-17

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. PROGRAM PREREQUISITES (0-3 CREDITS)

	CREDITS
CIS105 Survey of Computer Information Systems, or permission of Department or Division	0-3

II. REQUIRED COURSES (16-17 CREDITS)

CIS121AB Microsoft Command Line Operations, or CIS221AB Microsoft Power Shell	1
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
BPC270 A+ Exam Prep: Operating System Configuration and Support	3
CIS190 Introduction to Local Area Networks, or CNT140AA Introduction to Networks	3-4
MST150+++ Any MST150 Microsoft Windows course	3
CIS270 Essentials of Network and Information Security	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Networking Administration: Cisco -Certificate of Completion (5969)

Description: The Certificate of Completion (CCL) in Networking Administration: Cisco program provides training for a position working with Cisco Systems networking and internet hardware. A Cisco Systems recognized Regional or Local Academy prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs). The courses in the program also prepare students for the Cisco Certified Networking Associate examination.

TOTAL CREDITS REQUIRED: 16

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (16 CREDITS)

	CREDITS
CNT140AA Introduction to Networks	4
CNT150AA Cisco - Routing and Switching Essentials	4
CNT160AA Scaling Networks	4
CNT170AA Cisco - Connecting Networks	4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Networking Technology: Cisco - Associate in Applied Science (3816)

Description: The Associate in Applied Science (AAS) in Networking Technology: Cisco provides training for a supervisory position working with Cisco Systems networking and Internet hardware. A Cisco Systems recognized Regional or Local Academy prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various common hardware and software configurations; perform administrative tasks in a network; develop methods for customer service. Courses in the program also prepare students for the Cisco Certified Networking Associate examination.

Job Description: A Cisco networking Administrator will be required to perform various tasks such as designing, installing, maintaining and troubleshooting Cisco routers and components, Local Area Networks (LANs), and Wide Area Networks (WANs). Additional skills that are necessary include troubleshooting problems with various common hardware and software configurations, performing administrative tasks in a network, developing methods for customer service, and utilizing electronic systems.

Job Opportunities: Cisco systems in the world's largest manufacturer of networking and Internet hardware and has seen tremendous growth of market share. The employment opportunities for trained Networking Administrators are outstanding.

TOTAL CREDITS REQUIRED: 60-63

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. GENERAL EDUCATION REQUIREMENTS (22-25 CREDITS)

	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL, or ENG111 Technical and Professional Writing	3
Oral Communication*	3
CRE101 Critical and Evaluative Reading, or equivalent by assessment	0-3
Any approved general education course in the Mathematics area	3
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavior Sciences area	3
Any approved general education course in the Natural Sciences area	4

II. REQUIRED COURSES (22 CREDITS)

BPC170 A+ Exam Prep" Computer Hardware Configuration and Support	3
CIS126+++ Any UNIX/Linux Operating System course, or MST150+++ Any Microsoft Windows course	3
CIS140AA Introduction to Networks	4
CIS150AA Cisco - Routing and Switching Essentials	4
CNT160AA Scaling Networks	4
CNT170AA Cisco - Connecting Networks	4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Networking Technology: Cisco - Associate in Applied Science (3816) ... continued

III. RESTRICTED ELECTIVES (16 CREDITS) <i>Students must complete 16 credits from the list below:</i>	
<i>Selected courses will not apply in both Required Courses and Restricted Electives area.</i>	
BPC110 Computer Usage and Applications, or CIS105 Survey of Computer Information Systems	3
CIS126+++ Any UNIX/Linux Operating System course, or MST150+++ Any Microsoft Windows Operating System course	3
CIS190 Introduction to Local Area Networks, or MST140 Microsoft Networking Essentials	3
CIS270 Essentials of Network and Information Security	3
CIS271DB Information Security Essentials	3
CIS272DB Information Security Principles	3
CPD104 Career and Personal Development	3
PPT120 Energy Industry Fundamentals	3
CIS274DA Introduction to Power Systems Security	3
CIS275DA Generation and Transmission Systems Security	3
CIS275DB Smart Grid and Distribution System Security	3
CIS275DC Embedded Systems Security	3
CIS296AA+++ Any Cooperative Education course, or COS298AA+++ Any Special Projects course	1-4
CIS121AB Microsoft Command Line Operations	1
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS102 Interpersonal and Customer Service Skills for IT Professionals	1
CIS102DA Customer User Support	3
CIS111 Ethics in Information Technology	3
ELT100 Survey of Electronics	3
CIS224 Project Management Microsoft Project for Windows	3
CNT205 Cisco Certified Network Associate Security	4
CNT181 Cisco Securing IOS Networks	4
CNT202 Cisco Secure Firewall Appliance Configuration	4
CNT185 Cisco Network Security	4
CNT206 Cisco Certified Network Associate Wireless	4
CNT2+++ Any 200 level course with a CNT Prefix	1-4
BPC270 A+ Exam Prep: Operating System Configuration and Support	3
CIS238DL Linux System Administration	3
CIS239DL Linux Shell Scripting	3
CIS240DL Linux Network Administration	3
CIS271DL Linux Security	3
CIS275DL Linux Capstone	3
MST155+++ Any Windows Network Infrastructure course	3-4
MST157+++ Any Active Directory Windows Server Configuration course	3-4
MST158+++ Any Windows Server Administration course	4
CIS250 Management of Information Systems	3
CIS280 Current Topics in Computing	3
CIS290+++ Any Computer Information Systems Internship course	1-3
ITS240 Ethical Hacking and Network Defense	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Networking Technology: Cisco - Certificate of Completion (5967)

Description: The Certificate of Completion (CCL) in Networking Technology: Cisco program provides training for those interested in supervisory responsibilities working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs). The courses in the program are designed to help prepare students for the Cisco Certified Networking Associate (CCNA) examination and are taught by Cisco Certified Professionals using the Cisco Networking Academy program curriculum.

TOTAL CREDITS REQUIRED: 22

PROGRAM NOTES:

Students must earn a grade of B or better in all courses required within the program.

I. REQUIRED COURSES (22 CREDITS)

	CREDITS
BPC170 A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS126+++ Any UNIX/Linux Operating System course, or MST150+++ Any Microsoft Windows Professional course	3
CNT140AA Introduction to Networks	4
CNT150AA Cisco-Routing and Switching Essentials	4
CNT160AA Scaling Networks	4
CNT170AA Cisco-Connecting Networks	4

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Nuclear Power Technology - Associate in Applied Science (3174)

Description: The Associate in Applied Science (AAS) in Nuclear Power Technology program is designed to provide trade-related classroom training as required by the US Department of Labor, Bureau of Apprenticeship and Training, the State of Arizona Apprenticeship Division, and the National Academy for Nuclear Training. The program consists of a core curriculum that is common to all nuclear power plant maintenance disciplines. The student selects courses from the restricted electives to complete specialized, craft-related training.

TOTAL CREDITS REQUIRED: 60-67

PROGRAM NOTES:

Students must earn a grade of B or better in all courses required within the program.

ADMISSION CRITERIA

This program is offered through an educational partnership. Employment by the partnership organization is required for admission.

I. GENERAL EDUCATION REQUIREMENTS (22-27 CREDITS)

	CREDITS
ENG101 First-Year Composition	3
ENG102 First-Year Composition, or ENG111 Technical and Professional Writing	3
Oral Communications*	3
CRE101 College Critical Reading, or CRE111 Critical Reading for Business and Industry, or equivalent by assessment	0-3
MAT120 Intermediate Algebra, or MAT121 Intermediate Algebra, or MAT122 Intermediate Algebra	3-5
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavior Sciences area	3
PHS110 Fundamentals of Physical Science, or PHY101 Introduction to Physics	4

II. REQUIRED COURSES (23-25 CREDITS)

CIS105 Survey of Computer Information Systems	3
MAT150 College Algebra/Functions, or MAT151 College Algebra/Functions, or MAT152 College Algebra/Functions	3-5
PPT120 Energy Industry Fundamentals	3
PPT121 Power Plant Components	3
PPT202 Power Plant Systems I	3
PPT203 Power Plant Systems II	3
PPT221 Reactor Theory	3
PPT222 Reactor Plant Chemistry and Materials	2

III. RESTRICTED ELECTIVES (12-15 CREDITS) *Students must complete 12-15 credits from the list below:*

DFT105AA Computer Aided Drafting I: AutoCAD	3
DFT114 Machine Trades Blueprint Reading	3
DFT115 Geometric Dimensioning and Tolerancing	3
ELC/FAC/HVA105 Electricity for Industry	3
ELC/FAC115 Motors, Controls and Wiring Diagrams	3
ELC119 Concepts of Electricity and Electronics	3
ELC120 Solid State Fundamentals	3
ELC210 AC Machinery and DC Machinery	3
ELC217 Motor Controls	3
ELC218 Variable Frequency Drives	3
ELC219 Programmable Controllers	4
ELT113 Basic Electronics	4
ELT131 Digital and Logic Circuits	4
ELT195 Solid State Electronics	4
ELT251 Electronic Instrumentation	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Nuclear Power Technology - Associate in Applied Science (3174) ...continued

III. RESTRICTED ELECTIVES (12-15 CREDITS) <i>Students must complete 12-15 credits from the list below:</i>	
FAC/HVA101 Refrigeration Usage and Applications	3
FAC186 Electro-Mechanical Devices	3
FAC/HVA210 Facilities Air Conditioning Systems	3
FAC220 Controls and Instrumentation	3
FAC/HVA231 Codes	3
FAC235 Commercial Air and Water Test and Balance	3
HVA103 Refrigeration Applications and Components II	3
HVA104 EPA Section 608 Technician Preparation and Certification	0.5
HVA112 Heating and Air Conditioning	3
HVA143 Load Calculation and Duct Design	3
GTC/OSH/MIT106 Industrial Safety	2
GTC/MET206 CNC Programming	3
GTC223 Advanced Machine Tools	3
GTC236 CAD/CAM Computer Numerical Control (CNC) Programming	3
MET112 Inspection Techniques	3
MET131 Lean Manufacturing	3
MFG102 Machine Processes, Theory and Application	3
OSH105AA Construction Safety	3
OSH106AA Industrial Safety	3
PPT101 Hand and Power Tools	1
PPT103 Print Reading and Plant Drawings	1
PPT107 Lubrication	1
PPT108 Turbines	1
PPT112 Principles of Machining	3
PPT114 Drive and Gear Components	1
PPT115 Hydraulics and Pneumatics	2
PPT118 Conduct of Maintenance	1
PPT119 Instrument Air Compressor Maintenance	2
PPT200 Industry Events	1
PPT204 Measuring and Test Equipment	1
PPT205 Rigging	2
PPT206 Bearings	1
PPT207 Heat Exchangers	1
PPT209 Pipefitting Auxiliaries II	2
PPT210 Valve Maintenance II	3
PPT211 Couplings	0.5
PPT212 Control Valves and Actuators	1
PPT213 Pumps II	3
PPT214 Machine Alignment	3
PPT215 Relief and Safety Valves	1
PPT218 Lathe Operations	2
PPT219 Milling Maching Operations	2
WLD101 Welding I	3
WLD106 Acr Welding I	5
WLD201 Welding II	3
WLD206 Advanced Welding - Heliarc and Wire Feed	5
WLD208 Acdanced Arc Welding - Certification	5

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Nurse Assisting - Certificate of Completion (5963N)

Description: The Certificate of Completion (CCL) in Nurse Assisting prepares students for entry level employment in various health care settings as a nursing assistant. The program combines classroom instruction with clinical laboratory, skilled care and acute care experiences. Students who complete the program are eligible to take a written and practical certificate examination and work as a Certified Nursing Assistant. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

TOTAL CREDITS REQUIRED: 2-6

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

ADMISSION CRITERIA:

Applications and acceptance into the program, High School graduate or GED, or current Health Care Provider CPR Card are required before beginning courses. All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

I. REQUIRED COURSES (2-6 CREDITS)

	CREDITS
NUR158 Nurse Assisting 6, or Advanced Placement courses: NCE150 Basic Certified Nursing Assistant, and NCE151 Basic Certified Nursing Assistant Lab	2-6

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Nursing - Associate in Applied Science (3812)

Description: The Associate in Applied Science (AAS) in Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

TOTAL CREDITS REQUIRED: 62-75

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

Course fee information: Please see Class Schedule for information regarding course fees.

Maricopa Nursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, System-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

ADMISSION CRITERIA:

High school diploma or GED is required for the Nursing AAS degree. Applicants must provide their high school diploma/transcripts or GED or by signing the nursing application page containing the 'Declaration of High School Graduation or GED Completion'. In some instances, proof may be required.

Formal application and admission to the program is required; all Program Prerequisites must be completed prior to submission of application. A passing score on a nursing program admission test is required to complete an application. Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance to any admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or 2 or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

I. PROGRAM PREREQUISITES (10-20 CREDITS)	
<i>The credit-hour range is subject to change depending on the student's educational experience</i>	
BIO156 Introductory Biology for Allied Health, or BIO181 General Biology (Majors) I, or one year of high school biology	0-4
BIO201 Human Anatomy and Physiology I	4
CHM130 Fundamental Chemistry, and CHM130LL Fundamental Chemistry Laboratory, or one year of high school chemistry	0-4
MAT140 College Mathematics, or MAT141 College Mathematics, or MAT142 College Mathematics, or satisfactory completion of higher level math course	3-5
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
II. GENERAL EDUCATION REQUIREMENTS (16-19 CREDITS)	
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
Oral Communication – <i>Waived</i>	0
CRE101 College Critical Reading, or equivalent by assessment	0-3
MAT140/141/142 (<i>met in Program Prerequisites</i>), or satisfactory completion of higher level math course	0
Any approved general education course in the Humanities, Arts and Design area	2
PSY101 Introduction to Psychology	3
BIO202 Human Anatomy and Physiology II, and BIO205 Microbiology	8
III. REQUIRED COURSES (36 CREDITS)	
NUR152 Nursing Theory and Science I	9
NUR172 Nursing Theory and Science II	9
NUR252 Nursing Theory and Science III	9
NUR283 Nursing Theory and Science IV	9

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Organizational Leadership - Certificate of Completion (5731)

Description: The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in the Associate in Applied Science (AAS) in Organizational Management.

TOTAL CREDITS REQUIRED: 18

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (18 CREDITS)	
	CREDITS
BPC110 Computer Usage and Applications, or CIS105 Survey of Computer Information Systems	3
GBS110 Human Relations in Business and Industry, or MGT251 Human Relations in Business	3
GBS120 Workplace Communication Skills	3
GBS151 Introduction to Business	3
MGT175 Business Organization and Management, or TQM240 Project Management in Quality Organizations	3
MGT101 Techniques of Supervision, or MGT229 Management and Leadership I	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Organizational Management - Associate in Applied Science (3727)

Description: The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the students' individual needs in addition to the knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

TOTAL CREDITS REQUIRED: 60-65

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. GENERAL EDUCATION REQUIREMENTS (22-27 CREDITS)

	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL, and ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	6
Oral Communication*	3
CRE101 College Critical Reading, or equivalent by assessment	0-3
Any approved general education course in the Mathematics area	3-5
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavior Sciences area	3
Any approved general education course in the Natural Sciences area	4

II. REQUIRED COURSES (18 CREDITS)

<i>Certificate of Completion in Organizational Leadership (5731):</i> BPC110 Computer Usage and Application, or CIS105 Survey of Computer Information Systems GBS110 Human Relations in Business and Industry, or MGT251 Human Relations in Business GBS120 Workplace Communication Skills GBS151 Introduction to Business MGT175 Business Organization and Management, or TQM240 Project Management in Quality Organizations MGT101 Techniques of Supervision, or MGT229 Management and Leadership	18
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III. RESTRICTED ELECTIVES (20 CREDITS)

<i>Students must choose 20 industry/job related course credits from any MCCC occupational program and/or Academic Certificate. Industry/job related course credits must include a minimum of 9 credits with a common subject or theme. Program of study must be approved by the business department chair or designee.</i>	20
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All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Power Systems Technology-Associate in Applied Science (3003)

Description: The Associate in Applied Science (AAS) in Power Systems Technology program is designed to provide trade-related classroom training as required by the US Department of Labor, Bureau of Apprenticeship and Training, the State of Arizona, Apprenticeship Division, and the National Academy for Nuclear Training. The program consists of a core curriculum that is common to all power plant disciplines. The student selects a track of study, using a stackable Certificate of Completion in the areas of mechanical, electrical, or industrial technology, to complete specialized craft-related training.

TOTAL CREDITS REQUIRED: 61-67

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program. Students who wish to obtain the Nuclear Uniform Curriculum Program (NUCP) industry certificate may be required to meet additional standards. Please contact the Division or Program Director for more information.

I. GENERAL EDUCATION REQUIREMENTS (19-22 CREDITS)

	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL, or ENG111 Technical and Professional Writing	3
Oral Communication*	3
CRE101 College Critical Reading, or CRE111 Critical Reading for Business and Industry, or equivalent as indicated by assessment	0-3
Mathematics (<i>Met by GTC108 Required Courses area</i>)	0
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavioral Sciences area	3
PHS110 Fundamentals of Physical Science, or PHY101 Introduction to Physics	4

II. REQUIRED COURSES (36-39 CREDITS)

GTC107 Technical Mathematics I	3
GTC108 Technical Mathematics II	3
PPT120 Energy Industry Fundamentals	3
PPT121 Power Plant Components	3
PPT202 Power Plant Systems I	3
PPT203 Power Plant Systems II	3

Students must also choose from one of the following Certificate of Completion

CERTIFICATE OF COMPLETION IN MECHANICAL SYSTEMS TECHNOLOGY (5846) (18 CREDITS)

MIT120 Industrial Technology Fundamentals	3
PPT124 Power Systems Components I	3
PPT126 Power System Components II	3
PPT128 Power System Components III	3
PPT210 Valve Maintenance II	3
PPT213 Pumps II	3

CERTIFICATE OF COMPLETION IN ELECTRICAL SYSTEMS TECHNOLOGY (5844) (20 CREDITS)

ELC119 Concepts of Electricity and Electronics	3
ELC120 Solid State Fundamentals	3
ELC210 AC Machinery and DC Machinery	3
ELC217 Motor Controls	3
ELC218 Variable Frequency Drives	3
MIT120 Industrial Technology Fundamentals	3
PPT242 Components for Maintenance Technicians	2

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Power Systems Technology-Associate in Applied Science (3003) ...continued

II. REQUIRED COURSES ... continued

CERTIFICATE OF COMPLETION IN ENERGY AND INDUSTRIAL TECHNOLOGY (5920N) (21 CREDITS)

This is a closed certificate for West-MEC Dual Enrollment Students only

MIT120 Industrial Technology Fundamentals	3
MIT121 Industrial Technology I-A	3
MIT122 Industrial Technology I-B	3
MIT123 Industrial Mechanical Technology II-A	3
MIT124 Industrial Mechanical Technology II-B	3
MIT133 Industrial Electrical and Instrumental Technology II-A	3
MIT134 Industrial Electrical and Instrumental Technology II-B	3
PPT120 Energy Industry Fundamentals (met in Required Courses area)	0

III. RESTRICTED ELECTIVES (6 CREDITS) *Students must complete 6 credits from the list below:*

MIT112 Natural Gas Pipeline Operations	3
MIT113 Natural Gas Pipe Joiner	3
PPT221 Reactor Theory	3
PPT222 Reactor Plant Chemistry and Materials	3
PPT250 Power Plant Position Preparation	2
PPT255 Fossil Systems	3
PPT270AA Power Systems Technology Internship	1
PPT270AB Power Systems Technology Internship	2
PPT270AC Power Systems Technology Internship	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Practical Nursing - Certificate of Completion (5957)

Description: The Certificate of Completion (CCL) in Practical Nursing program is available at seven of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Practical Nursing program graduates are eligible to apply for the national exam for the practical nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

TOTAL CREDITS REQUIRED: 35-45

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

Course fee information: Please see Class Schedule for information regarding course fees.

Maricopa Nursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, System-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

ADMISSION CRITERIA:

High school diploma or GED is required for the Nursing AAS degree. Applicants must provide their high school diploma/transcripts or GED or by signing the nursing application page containing the 'Declaration of High School Graduation or GED Completion'. In some instances, proof may be required.

Formal application and admission to the program is required; all Program Prerequisites must be completed prior to submission of application.

A passing score on a nursing program admission test is required to complete an application. Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance to any admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or 2 or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

I. PROGRAM PREREQUISITES (10-20 CREDITS)

<i>The credit-hour range is subject to change depending on the student's educational experience</i>	CREDITS
BIO156 Introductory Biology for Allied Health, or BIO181 General Biology (Majors) I, or one year of high school biology	0-4
BIO201 Human Anatomy and Physiology I	4
CHM130 Fundamental Chemistry, and CHM130LL Fundamental Chemistry Laboratory, or one year of high school chemistry	0-4
MAT140 College Mathematics, or MAT141 College Mathematics, or MAT142 College Mathematics, or satisfactory completion of higher level math course	3-5
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3

II. REQUIRED COURSES (25 CREDITS)

BIO202 Human Anatomy and Physiology II	4
NUR152 Nursing Theory and Science I	9
NUR172 Nursing Theory and Science II	9
NUR291 Practical Nursing Transition	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Programming - Certificate of Completion (5047)

Description: The Certificate of Completion (CCL) in Programming is designed to prepare the student to work in the programming field. Courses focus on programming theory, Java programming, Visual Basic programming, and web programming.

TOTAL CREDITS REQUIRED: 21-26

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
The Computer Information System (CIS) or the Computer Science (CSC) courses required by this program are not applicable if taken more than eight (8) years prior to the completion of the certificate program. Consult with an Academic Advisor for complete information.

I. PROGRAM PREREQUISITES (0-5 CREDITS)

	CREDITS
<i>(Students selecting CSC 110 in the Required Courses area must complete the following:)</i> MAT120 Intermediate Algebra, or MAT121 Intermediate Algebra, or MAT122 Intermediate Algebra, or permission of Instructor	0-5

II. REQUIRED COURSES (21 CREDITS)

CIS105 Survey of Computer Information Systems	3
CIS119DO Introduction to Oracle: SQL, or CIS276DA MySQL Database, or CIS276DB SQL Server Database	3
CIS159 Visual Basic Programming I	3
CIS162AD C#: Level I	3
CIS163AA Java Programming: Level I, or CSC110 Introduction to Computer Science (Java)	3
CIS225AB Object-Oriented Analysis and Design, or CSC205 Object Oriented Programming and Data Structures	3
CIS259 Visual Basic Programming II, or CIS262AD C#: Level II, or CIS263AA Java Programming: Level II	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Programming and Systems Analysis - Associate in Applied Science (3844)

Description: The Associate in Applied Science (AAS) in Programming and Systems Analysis program provides an in-depth exploration of different computer language and technical skills. The program includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) in Programming and Systems Analysis Level I and Level II and iOS Application Development are also available.

TOTAL CREDITS REQUIRED: 61-67

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
Consultation with an Academic Advisor is recommended for course selection.

I. GENERAL EDUCATION REQUIREMENTS (22-27 CREDITS)

	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
Oral Communications*	3
CRE101 College Critical Reading and Critical Thinking, or Equivalent by assessment	0-3
MAT150 College Algebra/Functions, or MAT151 College Algebra/Functions, or MAT152 College Algebra/Functions, or equivalent	3-5
Any approved general education course in the Humanities, Arts and Design area	3
ECN211 Macroeconomic Principles, or ECN212 Microeconomic Principles, or SBU200 Society and Business	3
Any approved general education course in the Natural Sciences area	4

II. REQUIRED COURSES (33-34 CREDITS)

GBS151 Introduction to Business	3
CIS105 Survey of Computer Information Systems	3
CIS126DL Linux Operating System, or CIS126RH Red Hat System Administration I, or MST150+++ Any Microsoft Windows course	3
CIS133DA Internet/Web Development Level I	3
CIS150 Programming Fundamentals, or CIS105AB Object-Oriented Programming Fundamentals (CIS105AB is recommended for those wishing to pursue the iOS Application Development CCL)	3
CIS166+++ Any Web Scripting course	3
CIS190 Introduction to Local Area Networks, or CNT140 Cisco Networking Basics, or MST140 Microsoft Networking Essentials	3-4
CIS225 Business Systems Analysis and Design, or CIS225AB Object-Oriented Analysis and Design, or CIS250 Management of Information Systems	3
CIS119DO Introduction to Oracle: SQL, or CIS276DA MySQL Database, or CIS276DB SQL Server Database	3
<i>Select a programming language that best aligns with academic and professional goals from the list below:</i> CIS159 Visual Basic Programming I, and CIS259 Visual Basic Programming II or CIS162+++ Any C Programming: Level I course, and CIS262+++ Any C Programming: Level II course or CIS163AA Java Programming: Level I, and CIS263AA Java Programming : Level II or CIS165+++ Any Mobile Application Development course, and CIS265 Advanced iOS Application Development	6

III. RESTRICTED ELECTIVES (6 CREDITS) *Students must complete 6 credits from the list below:*

<i>Selected course will not apply in both Required Courses and Restricted Electives area</i>	
CIS224 Project Management Microsoft Project for Windows, or CIS151 Computer Game Development: Level I, or CIS156 Python Programming: Level I, or CIS159 Visual Basic Programming I, or CIS162+++ Any C Programming: Level I course, or CIS163AA Java Programming: Level I, or CIS165+++ Any Mobile Application Development course, or CIS251 Computer Game Development: Level II, or CIS259 Visual Basic Programming II, or CIS262+++ Any C Programming: Level II course, or CIS263AA Java Programming: Level II, or CIS265 Advanced iOS Application Development, or GBS211 Legal, Ethical and Regulatory Issues of the Internet Studies	6

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Programming and Systems Analysis Level I - Certificate of Completion (5048)

Description: The Certificate of Completion (CCL) in Programming and Systems Analysis Level I provides an exploration of different computer language and technical skills. The CLL includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) in Programming and Systems Analysis Level II, Certificate of Completion (CCL) in iOS Application Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis is also available.

TOTAL CREDITS REQUIRED: 24

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
Consultation with an Academic Advisor is recommended for course selection.

I. REQUIRED COURSES (21 CREDITS)

	CREDITS
CIS105 Survey of Computer Information Systems	3
CIS133DA Internet/Web Development Level I	3
GBS151 Introduction to Business	3
CIS126DL Linux Operating System, or CIS126RH Red Hat System Administration I, or MST150+++ Any Microsoft Windows course	3
CIS150 Programming Fundamentals, or CIS150AB Object-Oriented Programming Fundamentals	3
CIS166+++ Any Web Scripting course(s)	3
CIS119DO Introduction to Oracle: SQL, or CIS276DA MySQL Database, or CIS276DB SQL Server Database	3
<i>Select a programming language that best aligns with academic and professional goals from the list below:</i> CIS159 Visual Basic Programming I, or CIS162++ Any C Programming: Level I course, or CIS163AA Java Programming: Level I, or CIS165+++ Any Mobile Application Development course	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Retail Management - Certificate of Completion (5286)

Description: The Retail Management Certificate of Completion (CCL) is designed to prepare individuals working in the Retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment.

TOTAL CREDITS REQUIRED: 24

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (24 CREDITS)

	CREDITS
ACC111 Accounting Principles, or ACC211 Financial Accounting	3
BPC110 Computer Usage and Applications, or CIS105 Survey of Computer Information Systems	3
COM100 Introduction to Human Communication	3
GBS110 Human Relations in Business and Industry, or MGT251 Human Relations in Business	3
MGT180 Retail Management, or GBS270AC Business Internship, or GBS296WC Cooperative Education, or GBS298AC Special Projects	3
MGT101 Techniques of Supervision, or MGT229 Management and Leadership	3
MGT179 Utilizing the Human Resources Department, or MGT276 Personnel/Human Resources Management	3
MKT271 Principles of Marketing	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Small Business Management Level I - Certificate of Completion (5153N)

Description: The Certificate of Completion (CCL) in Small Business Management Level I program is designed to meet the needs of individuals who wish to own and/or manage a small business. This certificate prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business.

TOTAL CREDITS REQUIRED: 10-12

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
This program is not eligible for Title IV Federal Financial Aid.

I. REQUIRED COURSES (9 CREDITS)

<i>These courses must be taken concurrently within 1 semester:</i>		CREDITS
EPS195 Business Start-Up and Planning, or SBS216 Planning for a Small Business, or MGT253 Owning and Operating a Small Business		2-3
SBS200 Small Business Operations		2
SBS202 Small Business Bookkeeping and Tax Preparation, and SBS203 Financing and Cash Management for a Small Business, or SBS230 Financial and Tax Management for Small Business		2
SBS204 Small Business Marketing and Advertising, and SBS220 Internet Marketing for Small Business, or MKT271 Principles of Marketing		2-3
SBS213 Hiring and Managing Employees		1
SBS214 Small Business Customer Relations		1

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Speech Language Pathology Assistant - Associate in Applied Science (3776)

Description: The Associate in Applied Science (AAS) in Speech-Language Pathology Assistant is designed to provide comprehensive academic and practical education and training for Speech-Language Pathology Assistants. The program provides training in working with speech and language disordered adults and children, including bilingual populations. The program content is based upon the recommendations of the American Speech-Language-Hearing Association (ASHA) and the Arizona State Licensure Statute for Speech Language Pathology Assistants. In addition to work in the classroom, the program provides students with the opportunity to gain practical experience in working with clients/patients in a variety of settings under the direction and supervision of an ASHA certified speech-language pathologist. A CCL in Speech-Language Pathology Assistant is also available.

TOTAL CREDITS REQUIRED: 61-66

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
 Students must meet all applicable state/or national licensure requirements prior to practice within the state of Arizona.
 The Certificate of Completion alone does not meet the state and/or national licensure requirements to practice within the state of Arizona. Formal admission or graduation from the Speech Language Pathology Assistant (SLPA) program does not guarantee obtaining a license to practice as an SLPA. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona Department of Health Services. Students must satisfy the requirements of the SLPA Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

ADMISSION CRITERIA:

Current and valid Level one Identify Verified Fingerprint (IVP) Clearance is required for admission into the program. Applicants must present a Level One IVP Fingerprint Clearance Card to be copied by the advisor or designee at the time of application. For Fingerprint Clearance Card application, contact the Arizona Department of Public Safety. It may take between 6-8 weeks to obtain a fingerprint clearance card. Formal application and admission to the program is required. All program prerequisites and admission criteria must be completed prior to submission of application. See website for application materials and deadlines.

I. GENERAL EDUCATION REQUIREMENTS (23-26 CREDITS)

	CREDITS
ENG101 First-Year Composition, or ENG107 First-Year Composition for ESL	3
ENG102 First-Year Composition, or ENG108 First-Year Composition for ESL	3
COM110 Interpersonal Communication	3
CRE101 College Critical Reading, or equivalent by assessment	0-3
MAT121 Intermediate Algebra, or MAT151 College Algebra/Functions	4
Any approved general education course in the Humanities, Arts and Design area	3
PSY101 Introduction to Psychology	3
BIO160 Introduction to Human Anatomy and Physiology, or PHY101 Introduction to Physics	4

II. REQUIRED COURSES (32 CREDITS)

SLP104 Speech, Language, Hearing Development	3
SLP205 Introduction to Communication Disorders	3
SLP210 Speech and Hearing Anatomy and Physiology	3
SLP212 Language Disorders and Rehabilitation	3
SLP214 Speech Sound Disorders and Phonetics	3
SLP215 Speech, Language, Hearing Disorders and Rehabilitation	3
SLP217 Clinical Ethics and Documentation	3
SLP218 Behavior Management	3
SLP235AA Speech-Language Pathology Practicum (<i>may be repeated</i>), or SLP235AB Speech-Language Pathology Practicum	2
SLP240 Assistive Technology and Augmentative Communication	3
SLP242 Low Incidence Disabilities	3

III. RESTRICTED ELECTIVES (6-8 CREDITS) *Students must complete 6-8 credits from the list below:*

COM263 Elements of Intercultural Communication	3
ENG213 Introduction to the Study of Language	3
PSY230 Introduction to Statistics	3
PSY240 Developmental Psychology	3
SOC101 Introduction to Sociology	3
<i>Students should select 6-8 credits from the following Foreign Language sequence courses:</i> ARB+++ any Arabic course, or CHI+++ any Chinese course, or FRE+++ any French course, or GER+++ any German course, or GRK+++ any Greek course, or HEB+++ any Hebrew course, or ITA+++ any Italian course, or JPN+++ any Japanese course, or POR+++ any Portuguese course, or LAT+++ any Latin course, or NAV++ any Navajo course, or PIM+++ any Pima course, or RUS+++ any Russian course, or SLG+++ any American Sign Language course, or SPA+++ any Spanish course	6-8

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Speech Language Pathology Assistant - Certificate of Completion (5994N)

Description: The Certificate of Completion (CCL) in Speech-Language Pathology Assistant is designed to provide comprehensive academic and practical education and training for Speech-Language Pathology Assistants. The program provides training in working with speech and language disordered adults and children, including bilingual populations. The program content is based upon the recommendations of the American Speech-Language-Hearing Association (ASHA) and the Arizona State Licensure Statue for Speech Language Pathology Assistants. In addition to work in the classroom, the program provides students with the opportunity to gain practical experience in working with clients/patients in a variety of settings under the direction and supervision of an ASHA certified speech-language pathologist. An AAS in Speech-Language Pathology Assistant is also available.

TOTAL CREDITS REQUIRED: 35

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
Students must meet all applicable state/or national licensure requirements prior to practice within the state of Arizona.
The Certificate of Completion alone does not meet the state and/or national licensure requirements to practice within the state of Arizona. Formal admission or graduation from the Speech Language Pathology Assistant (SLPA) program does not guarantee obtaining a license to practice as an SLPA. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona Department of Health Services. Students must satisfy the requirements of the SLPA Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.
This program is not eligible for Title IV Federal Financial Aid.

ADMISSION CRITERIA:

Current and valid Level one Identify Verified Fingerprint (IVP) Clearance is required for admission into the program. Applicants must present a Level One IVP Fingerprint Clearance Card to be copied by the advisor or designee at the time of application. For Fingerprint Clearance Card application, contact the Arizona Department of Public Safety. It may take between 6-8 weeks to obtain a fingerprint clearance card. Formal application and admission to the program is required. All program prerequisites and admission criteria must be completed prior to submission of application. See website for application materials and deadlines.

I. REQUIRED COURSES (35 CREDITS)

	CREDITS
ENG101 First-Year Composition	3
SLP104 Speech, Language, Hearing Development	3
SLP205 Introduction to Communication Disorders	3
SLP210 Speech and Hearing Anatomy and Physiology	3
SLP212 Language Disorders and Rehabilitation	3
SLP214 Speech Sound Disorders and Phonetics	3
SLP215 Speech, Language, Hearing Disorders and Rehabilitation	3
SLP217 Clinical Ethics and Documentation	3
SLP218 Behavior Management	3
SLP235AA Speech-Language Pathology Practicum (<i>may be repeated</i>), or SLP235AB Speech-Language Pathology Practicum	2
SLP240 Assistive Technology and Augmentative Communication	3
SLP242 Low Incidence Disabilities	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*



Certificate & Degree Programs



Web Design - Certificate of Completion (5159)

Description: The Certificate of Completion (CCL) in Web Design is intended for those interested in designing and maintaining web pages for personal or small business use.

TOTAL CREDITS REQUIRED: 18

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (18 CREDITS)	
	CREDITS
CIS120DC Adobe Animate: Digital Animation	3
CIS120DF Adobe Photoshop Level I: Digital Imaging	3
CIS133DA Internet/Web Development Level I	3
CIS166++ Any Web Scripting course(s)	3
CIS233DA Internet/Web Development Level II	3
CIS235 e-Commerce	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Web Developer - Certificate of Completion (5051)

Description: The Certificate of Completion (CCL) in Web Developer is designed to prepare a software developer to properly create and maintain web applications. In addition to web page development, this certificate is designed to enable software developers to fully manage and develop corporate web systems using interactive applications as well as write programs to manage corporate databases via the web. An Associate in Applied Science (AAS) degree is also available.

TOTAL CREDITS REQUIRED: 30

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.

I. REQUIRED COURSES (30 CREDITS)

	CREDITS
CIS105 Survey of Computer Information Systems	3
CIS117DM Microsoft Access: Database Management	3
CIS120DC Adobe Animate: Digital Animation	3
CIS120DF Adobe Photoshop Level I: Digital Imaging	3
CIS126DL Linux Operating System	3
CIS133DA Internet/Web Development Level I	3
CIS16+++ Any Web Scripting course(s)	3
CIS233DA Internet/Web Development Level II	3
CIS234 XML Application Development	3
CIS235 e-Commerce	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Web Development and Graphic Design - Associate in Applied Science (3100)

Description: The Associate in Applied Sciences (AAS) in Web Development and Graphic Design prepares students for careers in the design and development of web sites and other visual communications. Career titles include Web Developer, Web Designer, Web Master, and Graphic Designer. A Certificate of Completion (CCL), which does not include the general education courses, is embedded in this Associate in Applied Science (AAS) Degree. The Certificate, which focuses entirely on career-oriented technology courses, is also available as a stand-alone Certificate.

TOTAL CREDITS REQUIRED:: 60-65

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
Students should select from the following courses in consultation with a Department Advisor.

I. GENERAL EDUCATION COURSES (22-27 CREDITS)

	CREDITS
Any approved general education course in the First-Year Composition area	6
Oral Communications*	3
Critical Reading*, or equivalent by assessment	0-3
Any approved general education course in the Mathematics area	3-5
Any approved general education course in the Humanities, Arts and Design area	3
Any approved general education course in the Social and Behavioral Studies area	3
Any approved general education course in the Natural Sciences area	4

II. REQUIRED COURSES (21 CREDITS)

CIS105 Survey of Computer Information Systems	3
CIS133DA Internet/Web Development Level I, or CIS132 HTML/CSS	3
CIS233DA Internet/Web Development Level II, or CIS233DC Internet Web Development: Dreamweaver	3
CIS235 e-Commerce	3
CIS120DF Adobe Photoshop Level I: Digital Imaging	3
CIS220DC Flash: Advanced Animation and ActionScript	3
CIS120DB Computer Graphics: Adobe Illustrator	3

III. RESTRICTED ELECTIVES (17 CREDITS) *Students must complete 17 credits by selecting one of the following three tracks below:*

TRACK I: GRAPHIC DESIGN (17 CREDITS)

Choose from the following courses to complete 17 credits:

CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging	3
CIS136 Content Management Systems: WordPress	3
CIS138DA Desktop Design and Publishing Using Adobe InDesign	3
CIS120DA Introduction to Digital Video Editing: Adobe Premiere, or CIS120DK Digital Video Editing	3
CIS120DL Digital Video Compositing: After Effects	3
CIS120DO Adobe Audition: Audio Editing	3
CIS220DK Advanced Digital Video Production: Premiere	3
CIS122DC Flash: Advanced Animation and ActionScript	3
CIS166AA Introduction to JavaScripting	3
CIS121AI Mac Operating System	1
ART111 Drawing I	3
ART181 Graphic Design I	3
ART142 Introduction to Digital Photography	3
CIS298AA Special Projects, or CIS108 Electronic Portfolio Development, or CIS290AA Computer Information Systems Internship	1
CIS298AB Special Projects, or CIS290AB Computer Information Systems Internship, or CIS296WB Cooperative Education	2
CIS298AC Special Projects, or CIS290AC Computer Information Systems Internship, or CIS296WC Cooperative Education	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Web Development and Graphic Design - Associate in Applied Science (3100) ...continued

III. RESTRICTED ELECTIVES ... continued

TRACK II: DEVELOPER (17 CREDITS)

Complete the following electives:

CIS166AA Introduction to JavaScripting	3
CIS166AE WebScripting with PHP: Hypertext Preprocessor (PHP)	3
CIS276DA MySQL Database	3

In addition, select courses from the following to complete 8 credits:

CIS150 Programming Fundamentals	3
CIS159 Visual Basic Programming I	3
CIS162AD C#: Level I	3
CIS163AA Java Programming: Level I	3
CIS121AI Mac Operating System	1
CIS165 Introduction to IOS Application Development	3
CIS165DA Android Mobile Device Programming	3
CIS165DB C#/VB.NET: Windows 8 App Development	3
CIS220DC Flash: Advanced Animation and ActionScript	3
CIS259 Visual Basic Programming II	3
CIS262AD C#: Level II	3
CIS263AA Java Programming: Level II	3
CIS234 XML Application Development	3
CIS136 Content Management Systems: WordPress	3
CIS298AA Special Projects, or CIS290AA Computer Information Systems Internship	1
CIS298AB Special Projects, or CIS290AB Computer Information Systems Internship, or CIS296WB Cooperative Education	2
CIS298AC Special Projects, or CIS290AC Computer Information Systems Internship, or CIS296WC Cooperative Education	3

TRACK III: ENTREPRENEURSHIP (17 CREDITS)

Choose from the following courses to complete 17 credits:

EPS150 Introduction to Entrepreneurship	3
EPS160 New Venture Creation	2
EPS180 Technology Business Planning	3
EPS195 Business Start-Up and Planning	2
GBS/HEC132 Personal and Family Financial Security	3
CIS103 Introduction to Social Media, or MKT110 Marketing and Social Networking	3
CIS136 Content Management Systems: WordPress	3
GBS151 Introduction to Business	3
SBS217 Starting/Managing a Home Business	1
CIS298AA Special Projects, or CIS290AA Computer Information Systems Internship	1
CIS298AB Special Projects, or CIS290AB Computer Information Systems Internship, or CIS296WB Cooperative Education	2
CIS298AC Special Projects, or CIS290AC Computer Information Systems Internship, or CIS296WC Cooperative Education	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Web Development and Graphic Design - Certificate of Completion (5168)

Description: The Certificate of Completion (CCL) in Web Development and Graphic Design prepares students for a career in the design and development of web sites and other visual communications. An Associate in Applied Science (AAS) is also available.

TOTAL CREDITS REQUIRED: 38

PROGRAM NOTES:

Students must earn a grade of C or better in all courses required within the program.
Students should select from the following courses in consultation with a Department Advisor.

I. REQUIRED COURSES (21 CREDITS)

	CREDITS
CIS105 Survey of Computer Information Systems	3
CIS133DA Internet/Web Development Level I, or CIS132 HTML/CSS	3
CIS233DA Internet/Web Development Level II, or CIS233DC Internet Web Development: Dreamweaver	3
CIS235 e-Commerce	3
CIS120DF Adobe Photoshop Level I: Digital Imaging	3
CIS120DC Adobe Animate: Digital Animation	3
CIS120DB Computer Graphics: Adobe Illustrator	3

II. RESTRICTED ELECTIVES (17 CREDITS) *Students must complete 17 credits by selecting one of the following three tracks below:*

TRACK I: GRAPHIC DESIGN (17 CREDITS)

Choose from the following courses to complete 17 credits:

CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging	3
CIS136 Content Management Systems: WordPress	3
CIS138DA Desktop Design and Publishing Using Adobe InDesign	3
CIS120DA Introduction to Digital Video Editing: Adobe Premiere, or CIS120DK Digital Video Editing	3
CIS120DL Digital Video Compositing: After Effects	3
CIS120DO Adobe Audition: Audio Editing	3
CIS220DK Advanced Digital Video Production: Premiere	3
CIS122DC Flash: Advanced Animation and ActionScript	3
CIS166AA Introduction to JavaScripting	3
CIS121AI Mac Operating System	1
ART111 Drawing I	3
ART181 Graphic Design I	3
ART142 Introduction to Digital Photography	3
CIS298AA Special Projects, or CIS108 Electronic Portfolio Development, or CIS290AA Computer Information Systems Internship	1
CIS298AB Special Projects, or CIS290AB Computer Information Systems Internship, or CIS296WB Cooperative Education	2
CIS298AC Special Projects, or CIS290AC Computer Information Systems Internship, or CIS296WC Cooperative Education	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

Certificate & Degree Programs

Web Development and Graphic Design - Certificate of Completion (5168) ...continued

III. RESTRICTED ELECTIVES

TRACK II: DEVELOPER (17 CREDITS)

Complete the following electives:

CIS166AA Introduction to JavaScripting	3
CIS166AE WebScripting with PHP: Hypertext Preprocessor (PHP)	3
CIS276DA MySQL Database	3

In addition, select courses from the following to complete 8 credits:

CIS150 Programming Fundamentals	3
CIS159 Visual Basic Programming I	3
CIS162AD C#: Level I	3
CIS163AA Java Programming: Level I	3
CIS121AI Mac Operating System	1
CIS165 Introduction to IOS Application Development	3
CIS165DA Android Mobile Device Programming	3
CIS165DB C#/VB.NET: Windows 8 App Development	3
CIS220DC Flash: Advanced Animation and ActionScript	3
CIS259 Visual Basic Programming II	3
CIS262AD C#: Level II	3
CIS263AA Java Programming: Level II	3
CIS234 XML Application Development	3
CIS136 Content Management Systems: WordPress	3
CIS298AA Special Projects, or CIS290AA Computer Information Systems Internship	1
CIS298AB Special Projects, or CIS290AB Computer Information Systems Internship, or CIS296WB Cooperative Education	2
CIS298AC Special Projects, or CIS290AC Computer Information Systems Internship, or CIS296WC Cooperative Education	3

TRACK II: ENTREPRENEURSHIP (17 CREDITS)

Choose from the following courses to complete 17 credits:

EPS150 Introduction to Entrepreneurship	3
EPS160 New Venture Creation	2
EPS180 Technology Business Planning	3
EPS195 Business Start-Up and Planning	2
GBS/HEC132 Personal and Family Financial Security	3
CIS103 Introduction to Social Media, or MKT110 Marketing and Social Networking	3
CIS136 Content Management Systems: WordPress	3
GBS151 Introduction to Business	3
SBS217 Starting/Managing a Home Business	1
CIS298AA Special Projects, or CIS290AA Computer Information Systems Internship	1
CIS298AB Special Projects, or CIS290AB Computer Information Systems Internship, or CIS296WB Cooperative Education	2
CIS298AC Special Projects, or CIS290AC Computer Information Systems Internship, or CIS296WC Cooperative Education	3

All program and course requirements are subject to change. It is strongly recommended that students select courses in consultation with an academic or occupational advisor to ensure proper course selection. A current list of all EMCC programs is available at estrellamountain.edu/academics/programs.

**Courses must meet AAS General Education Requirements (refer to the AAS Requirements under the General Education section)*

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

DESCRIPTION

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the ten community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

AREAS/PROGRAM

INSTITUTION

Agriculture, Food, and Natural Resources

Environmental and Natural Resource Conservation	PC
Environmental and Natural Resource Sustainability	PC
Equine Science	SC
Landscape Aide	MC
Landscape Horticulture	MC
Landscape Specialist	MC
Sustainable Agriculture	MC
Veterinary Assisting	MC
Veterinary Technology	MC

Architecture and Construction

Air Conditioning/Refrigeration/Facilities	GW
Architectural Technology	SC
Building Inspection	MC
Computer Aided Drafting	MC
Construction Management	MC
Construction Trades: Carpentry	GW
Construction Trades: Construction Management	GW, MC

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Construction Trades: Construction Worker Training for Cranes/Rigging Equipment	GW
Construction Trades: Electricity	GW
Construction Trades: Millwrighting	GW
Construction Trades: Heat and Frost Insulation	GW
Construction Trades: Heavy Equipment Operations	GW
Construction Trades: Ironworking	GW
Construction Trades – Mechanical Trades: Pipefitting	GW
Construction Trades – Mechanical Trades: Plumbing	GW
Construction Trades – Mechanical Trades: Sheet Metal	GW
Construction Trades: Painting and Drywalling	GW
Construction Trades: Pre-Apprenticeship	GW
Mechanical Drafting	MC
Power Systems Technology	EM
Residential and Light Commercial Air Conditioning	GW
Workforce Development: Carpentry Level I	RS
Workforce Development: Carpentry Level II	RS
Workforce Development: Furniture Construction/Refinishing Level I	RS
Workforce Development: Furniture Construction/Refinishing Level II	RS

Art, A/V Technology, and Communication

Alteration Specialist	MC
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**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

<u>AREAS/PROGRAM</u>	<u>INSTITUTION</u>
Apparel Construction	PC
Audio Production Technologies	GC, MC, PC, PV, SC
Beginning Piano Pedagogy	MC
Costume Design and Production	MC
Costuming	PC
Dance Performance and Technology	SC
Digital Media Arts	GC
Disc Jockey Techniques II	MC, SC
Family Life Education	RS
Fashion Design	PC
Fashion Design Entrepreneurship	PC
Fashion Design Level I	PC
Fashion Design Level II	PC
Fashion Illustration	PC
Fashion Merchandising	PC
Fashion Merchandising & Design	MC
Graphic Design: Visual Communication	SC
Image Consultant	MC
Interior Design	MC, PC, SC
Interior Design: Advanced	MC
Interior Merchandising	MC, PC, EM
Intermediate Piano Pedagogy	MC
Journalism and New Media Studies	GC, MC, SC
Media Arts	PC

**Maricopa Community Colleges
 2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Music Business	CG, GC, MC, PC, PV, SC, SM
Parent Education	RS
Pattern Design Level I	PC
Pattern Design Level II	PC
Photography	GC, PC

Business, Management, and Administration

Accounting	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Accounting – Specialized Para-Professional	PV
Accounting Paraprofessional	GC
Administrative Professional	MC, PC, PV
Administrative Specialist	PV
Administrative Technology	GW
Automobile Insurance: Customer Service	RS
Automobile Insurance Claims: Customer Service	RS
Bookkeeping	SC
Broadband Telecommunications	RS
Broadband Telecommunications: Field Operation	RS
Business Administration Fastrack	CG, GC, MC, PC, SC
Business Management	SM
Business Micro Finance	SM
Business Office Assistant	GC
Business Technology Specialist	GW

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

<u>AREAS/PROGRAM</u>	<u>INSTITUTION</u>
Computer Applications	PC
Court Reporting: Judicial	GW
Credit Counseling: Customer Service	RS
Debt Resolution: Customer Service	RS
Entrepreneurial Studies Level I	GC, GW, MC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level II	GC, GW, MC, PC, PV, RS, SC, SM
General Business	CG, EM, GC, MC, PC, PV, RS, SC, SM
General Business Specialized	PV
Human Resources Management	CG, EM, GC, GW, MC, PC, RS, SC, SM
Human Services-Assistance: Public Assistance Eligibility	RS
Human Services-Specialist: Customer Service	RS
Human Services - Unemployment Insurance: Customer Service	RS
Insurance Studies	GC, MC, RS
International Trade	MC
Management	CG, EM, GC, MC, PC, PV, RS, SC, SM
Middle Management	GC, PV
Motor Vehicle: Customer Service	RS
Office Technology	GW
Organizational Leadership	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Organizational Management	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Paralegal Studies	PC

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

<u>AREAS/PROGRAM</u>	<u>INSTITUTION</u>
Personal Loans: Customer Service	RS
Project Management	MC
Public Relations	MC
Quality Customer Service	RS
Realtime Reporting Scoping	GW
Retail Management	CG, EM, GC, GW, MC, PC, RS, SM, SC
Retail Pharmacy: Customer Service	RS
Retail Sales Manager	MC
Small Business Management Level I	CG, EM, GC, GW, MC, PC, RS, SC, SM
Small Business Management Level II	CG, EM, GC, GW, MC, PC, RS, SC, SM
Small Business Start-Up	CG, PC, PV, RS, SM
Social Media Marketing	CG, EM, GC, GW, MC, PC, PV, SC, SM
Sports Management	PV, SC
Supervision	GC
Supervision and Management I	SM
Supervision and Management II	SM
Technology Support Analyst	MC
Utilities Customer Service	RS
Water Services: Customer Service	RS

Education and Training

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM

INSTITUTION

Adult Learning and Development	RS
Bilingual Education/Dual Language Immersion (BE/DLI)	MC
Child and Family Organizations Management and Administration	GC, RS
Curriculum for Young Children	PC
Early Care Specialist	MC
Early Childhood Administration and Management	GC, RSC
Early Childhood Classroom Management	PC
Early Childhood Education	PV, GC, EM
Early Childhood Education and Administration: Birth through Age Five	PC
Early Learning and Development	CG, MC, RS, SM
Family Child Care Management	RS, SM
Foundations of Early Childhood Education	CG, GC, MC, PV, SM, EM
Foundations of Student Services	EM
Gifted Education	EM
Infant and Toddler Development	RS, SM
Instructional Assistance	MC, SM
Reading Specialist	MC
Senior Living Management	RS
Workforce Development and Community Re-Entry	RS
Workforce Development: Trim Plumbing	RS

Environmental Technology

Environmental Science Technology	GW
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**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Geospatial Technologies	MC
Occupational Safety and Health Technology	GW
Wastewater Treatment	GW
Water Resources Technologies	GW
Water Treatment	GW

Finance

Bank Account Management: Customer Service	RS
Banking and Finance	PC
Licensed Residential Appraiser	MC
Real Estate: Prelicense	MC, SM
Residential Appraisal Trainee	MC

Government and Public Administration

Public Administration	RS
Public Administration: Legal Services	RS
Tribal Development	SC

Health Science

Advanced Behavioral Health Sciences	GC, SM
Advanced Emergency Medical Technology (Paramedic)	PC, PV
Basic Behavioral Health Sciences	GC, SM
Behavioral Sciences	GC, SM

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Community Dental Health Coordination	RS
Community Emergency Response Team (CERT): Level I	PC
Computed Tomography	GW
Dental Assisting	PC
Dental Hygiene	PC, RS, MC
Developmental Disabilities Specialist	GC
Diagnostic Medical Sonography	GW
Diagnostic Medical Sonography: Vascular Technology	GW
Emergency Communications and Deployment	PC
Exercise Science: Health, Fitness and Sports Performance	CG, GC, MC, PV, SC, SM
Fast Track Practical Nursing	GW
Health Care Insurance	RS
Health Information: Long Term Care Settings	PC
Health Information Technology	PC
Health Services Management	GW
Health Unit Coordinating/Patient Care Associate	GW
Healthcare Regulatory Compliance	GW
Histologic Technology	PC
Hospital Central Service Technology	GW
Integrated Public Health: Health Administration	PV
Integrated Public Health: Health Education	PV
Integrated Public Health: Health Navigation	PV
Integrated Public Health: Mobile Integrated Health	PV
Laboratory Assisting	PC

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

<u>AREAS/PROGRAM</u>	<u>INSTITUTION</u>
Magnetic Resonance Imaging	GW
Massage Therapy	PC
Medical Assisting	PC
Medical Billing and Coding: Physician-Based	PC
Medical Coding: Hospital-Based	PC
Medical Laboratory Sciences	PC
Medical Radiography	GW
Musculoskeletal Sonography	GW
Nurse Assisting	GW, EM, MC, PC, PV
Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Nursing Refresher	GW, MC
Occupational Therapy Assistant	GW
Phlebotomy	PC
Physical Therapist Assisting	GW
Polysomnographic Technology	GW
Practical Nursing	CG, EM, GC, GW, MC, PV, SC
Recovery Support	SM
Respiratory Care	GW
Speech Language Pathology Assistant	EM
Surgical Technology	GW
Operating Room Nursing	GW

Hospitality and Tourism

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Airline Operations	RS
Airline Operations: Reservations and Ticketing Services	RS
Baking and Pastry	EM
Commercial Bakery and Pastry Arts	SC
Culinary Arts	SC
Culinary Fundamentals	SC, SM
Culinary Principles	EM
Culinary Studies	EM
Dietetic Technology	PV
Hospitality: Golf Management	SC
Hospitality: Hotel Management	SC
Hospitality: Restaurant Management	SC
Hospitality: Spa and Wellness Center Management	SC
Hospitality: Tourism Development and Management	SC
Hospitality: Meeting and Event Management	SC
Sustainable Food Systems	RS
Workforce Development: Introduction to Sustainable Food Systems	RC

Human Services

Addictions and Substance Use Disorders	RS
Addictions and Substance Use Disorders Level I	RS
Addictions and Substance Use Disorders Level II	RS
Adolescent Studies	PC
Deaf Studies	PC

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Family Development	PC
Family Support	PC
Group Fitness Instructor	MC
Interpreter Preparation	PC
Mortuary Science	CG
Nutrition for Fitness and Wellness	GC, MC, SC
Personal Trainer	GC, MC
Personal Training Specialist	CG, GC, MC, PV, SC, SM
Professional Addictions Counseling	RS
Recreation Management	SC
Workforce Development: Foundations in Addictions and Substance Use Disorders	RC
Yoga Instruction	SC
Yoga Therapy	SC

Information Technology

Adobe Creative Suite in Business: Master Suite Applications Specialist	MC
Adobe Creative Suite in Business: Print and Web Applications Specialist	MC, PV
Adobe Creative Suite in Business: Production Applications Specialist	MC, SM
Adobe Foundations	GC, MC, PV, SM
Advanced Computer Usage and Applications	RS
Advanced Web Designer	MC
Applications in Geospatial Technologies	MC
Business Applications	CG

**Maricopa Community Colleges
 2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Business Applications Specialist	CG
Business Office Computer Applications	GC
Comic and Sequential Art	PC
Computer and Information Technologies	SM
Computer Applications: Microsoft Office Specialist/Advanced	MC
Computer Applications: Microsoft Office Specialist/Basic	MC
Computer Applications Technology	EM
Computer Hardware and Desktop Support	CG, EM
Computer Hardware and Network Support	SC
Computer Information Systems	GC, GW, PC
Computer Information Systems Technologies	SC
Computer Information Technology	PV
Computer Networking Technology	PV
Computer Systems Maintenance	PV
Computer Technology	RS
Computer Usage and Applications	RS
Data Analytics	SC
Database Development	SC
Desktop Publishing	EM
Digital Arts	MC
Digital Arts: Digital Illustration	MC
Digital Arts: Digital Photography	MC
Digital Arts: Graphic Design	MC
Digital Cinema Arts	GC

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

<u>AREAS/PROGRAM</u>	<u>INSTITUTION</u>
Digital Design	RS
Digital Media/Multimedia Technology	MC
Digital Photography	PC
Editing	SC
Game Technology	MC, GC
Healthcare Technology Systems	GC, PV
Information Security	GC
Information Security Technology	GC
Information Technology	CG
Information Technology: Android/iOS Programming	SM
Information Technology: Cisco Networking	MC, SM
Information Technology: Computer Applications Specialist	SM
Information Technology: Microsoft Programming	SM
Information Technology: Network and Cyber Security	GW, SM
Information Technology: Network Server	SM
Information Technology: Programming and Mobile Development	SM
Information Technology Support	SM
iOS Application Development	CG, EM, GC, MC, PC, PV, RS, SC, SM
IT and Power Systems Security	EM
Linux Associate	CG, EM, MC
Linux Networking Administration	EM, GC, MC
Linux Professional	CG, EM, GC, GW, MC, PC, PV, SC, SM
Media Arts: Computer Art/Illustration	CG, PC

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

<u>AREAS/PROGRAM</u>	<u>INSTITUTION</u>
Media Arts: Digital Animation	PC
Media Arts: Digital Imaging	CG, PC
Media Arts: Web Design	PC
Microsoft Certified Information Technology Professional (MCITP) Administrator	GW
Microsoft Desktop Support Technology	EM, GC, PV
Microsoft Networking Technology	EM, GC, GW
Microsoft Technical Specialist	EM, GW
Microsoft Server Administration	EM, GC
Mobile Apps Programming	RS, SM
Motion Picture/Television Production	SC
Multimedia Technology	MC
Network Administration	SC
Network Administration: CISCO Network Professional	MC, SM
Network Administration: Microsoft Windows Server	CG, GW, MC, SM
Network and Cyber Fundamentals	GW, SM
Networking: Design and System Support	RS
Networking Administration: Cisco	CG, EM, GC, GW, MC, SM
Networking System Administration	MC
Networking Technology: Cisco	CG, EM, GC, GW
Oracle Database Operations	CG
Production Film	SC
Production Television	SC
Programming	RS, EM, SM

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Programming and Systems Analysis	CG, EM, GC, MC, PC, PV, RS, SC
Programming and Systems Analysis Level I	CG, EM, GC, MC, PC, PV, RS, SC
Programming and Systems Analysis Level II	CG, EM, GC, MC, PC, PV, RS, SC
Screenwriting	SC
Technical Theatre	PC, SC
Web Application Development	SM
Web Design	CG, EM, GC, PC, PV, SM
Web Design Technologies	SC
Web Design: User Interface	RS
Web Designer	MC
Web Developer	GC, MC, PC, PV, EM
Web Development	SC
Web Development and Graphic Design	SM, EM
Web Server Administrator	MC

Manufacturing

Applied Electrical Technologies	RS
Automated Industrial Technology	EM, MC
Automated Industrial Technology I	EM, MC
Automated Industrial Technology II	EM, MC
CAD Application	GC
CAD Fundamental	GC

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

<u>AREAS/PROGRAM</u>	<u>INSTITUTION</u>
CAD Technology	GC
CAM Systems Programming	MC
CNC Machining I	MC
CNC Machining II	MC
Computer and Networking Technology	GC
Drafting and Design Technology	MC
Electric Utility Technology	CG
Electrical Technology - Commercial Wiring	GW
Electrical Technology - Industrial Wiring	GW
Electrical Technology: Residential Wiring	GW
Electrical Systems Technology	EM
Electronics Engineering Technology	MC
Electronics Technology	MC
Energy and Industrial Technology	EM
Industrial Design Technology	GW
Industrial Design Technology: Design Specialist: SolidWorks	GW
Industrial Manufacturing and Emerging Technologies	EM
Industrial Robotics and Automation Technology	MC
Instrumentation Systems Technology	EM
Lineman Technology Level I	RS
Lineman Technology Level II	RS
Lineman Technology Level III	RS
Lineman Technology Level IV	RS
Machining	MC

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Mechanical Systems Technology	EM
Mechatronics	EM
Meter Technology	CG
Network Maintenance	GC
Nuclear Power Technology	EM
Production Technology	GW
Production Technology: CNC Technology	GW
Production Technology: Quality Assurance	GW
Welding	MC
Workforce Development: Electrical Level I	RS
Workforce Development: Electrical Level II	RS

Marketing, Sales, and Service

Marketing	GC, GW, MC, PC, PV, SC, SM
Marketing and Sales	GC, GW, MC, PC, PV, SC

Law, Public Safety, Corrections, and Security

Administration of Justice	CG, EM, GC, MC, PC, PV, RS, SC, SM
Administration of Justice Studies	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Advanced Corrections	RS
Basic Corrections	RS

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

<u>AREAS/PROGRAM</u>	<u>INSTITUTION</u>
Corrections	CG, EM, GC, MC, PC, PV, RS, SC, SM
Crime Scene Investigation	CG, GC, MC, PC, PV, SC, SM
Detention Services	RS
Domestic Preparedness and Homeland Security	PC
Driver Operator	GC, MC, PC, PV
Emergency Management	MC, PV
Emergency Medical Technology	CG, GC, MC, PC, PV
Emergency Response and Operations	GC, MC, PC, PV
Fingerprint Identification and Photography	PC, SC
Fire Academy	GC
Fire Officer Leadership	GC, MC, PC, PV
Fire Science	GC, MC, PC, PV
Firefighter Operations	GC, MC, PC, PV
Forensic Investigation	MC
Forensic Science	CG, GC, MC, PC, PV, SC, SM
Global Citizenship	MC
Hazardous Materials Response	PC
Homeland Security	CG, GC, GW, MC, PC, PV, RS, SM
Juvenile Corrections	RS
Law Enforcement	CG, EM, GC, MC, PC, PV, RS, SC, SM
Law Enforcement Investigator	GC
Law Enforcement Technology Academy	RS

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM
INSTITUTION

Law Enforcement Training Academy	GC, CG
Legal Studies	CG, EM, GC, MC, PC, PV, RS, SC, SM
Paralegal	RS
Paramedicine	GC, MC, PC, PV
Police Science	MC
Public Safety Leadership	RS
Public Safety Technology	RS
Tribal Court Justice Studies	SC
Victimology	CG, GC, MC, PC, PV, RS, SC, SM

Science, Technology, Engineering and Mathematics

Aircraft Maintenance Technology	CG
Aircraft Maintenance Technology (Part 147)	CG
Airframe Maintenance (Part 147)	CG
Airway Science Technology, Flight Emphasis	CG
Biotechnology	MC
Biotechnology and Molecular Biosciences	GC
Certified Flight Instructor Instrument Airplane Rating	CG
Engineering Technology	CG, GC, EM, SM
Flight Technology	CG
Food Science and Technology I	SM SM
Food Science and Technology II	SM

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM

INSTITUTION

Nanotechnology	RS
Powerplant Maintenance (Part 147)	CG
Unmanned Aircraft Systems	CG

Transportation, Distribution, and Logistics

Air Conditioning	MC
Air Conditioning and Electrical Accessories	GW
Automotive Automatic Transmission and Transaxle	CG, GW
Automotive Brake Systems	GC, GW, MC
Automotive Chassis	GC, GW, MC
Automotive Drive Train	GC, GW, MC
Automotive Electrical, Heating, Ventilation and Air Conditioning Systems	GC, GW, MC
Automotive Electronic/Electrical Systems	GC, GW
Automotive Engine Performance	GC, GW, MC
Automotive Engine Repair	GC, GW, MC
Automotive Engine Repair and Performance	GC, GW, MC
Automotive Heating, Ventilation and Air Conditioning (HVAC) Systems	GC, GW, MC
Automotive Maintenance and Light Repair	GC, GW, MC
Automotive Manual Drive Train and Axles	GC, GW, MC
Automotive Service	GC, GW, MC
Automotive Steering and Suspension	GC, GW, MC
Basic Automotive Maintenance	GC, GW, MC, RS
Brakes, Alignment, Suspension and Steering	MC
Engine Performance and Diagnosis	GW, MC

**Maricopa Community Colleges
2019-2020 Occupational Program Matrix**

AREAS/PROGRAM

INSTITUTION

Transmissions and Power Trains	MC
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THE MARICOPA COMMUNITY COLLEGES ALLIED HEALTH OR NURSING PROGRAM

Appendix S-13

Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

MCCCD Required Background Checks

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/41/01758-07.htm&Title=41&DocType=ARS>). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. National Federal Health Care and Abuse Databases
2. Social Security Number Verification
3. Residency History
4. Arizona Statewide Criminal offense Databases
5. Nationwide Criminal offense Databases
6. State of Arizona and National Sexual Offender Registries
7. Homeland Security Watch Lists

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony regardless of how long ago the conviction was
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago
 - A. Violent crimes
 - B. Sex crime of any kind including non consensual sexual crimes and sexual assault
 - C. Murder, attempted murder
 - D. Abduction
 - E. Assault
 - F. Robbery
 - G. Arson
 - H. Extortion
 - I. Burglary
 - J. Pandering
 - K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
 - L. Any abuse or neglect
 - M. Any fraud
 - N. Illegal drugs
 - O. Aggravated DUI

MCCCD Allied Health or Nursing Program

7. Any misdemeanor relating to a controlled substance conviction in last 7 years
8. Any other misdemeanor conviction within last 3 years with the exception-any misdemeanor traffic misdemeanor [NOTE that a DUI is NOT considered a traffic misdemeanor.]

The information that MCCCD uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

Duty to Report Changes; Removal

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCD’s supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student’s clearance under either MCCCD’s or a clinical agency’s standards will result in removal from a program.

Additional Clinical Agency Background Check

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a “pass” status on the MCCCD supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

Inability to Place

MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD’s inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student’s inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

Changes to Admission or Background Check Requirements

MCCCD may change its program admission requirements or background check requirements without notice at any time

No Guarantee of Receipt of Licensure/Certificate

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.



All courses are subject to change throughout the catalog year. Current course information , including descriptions, outlines, competencies, and credits can be found on the following websites:

EMCC Course Catalog at:

<http://schedule.estrellamountain.edu/courses>

Provides list of courses currently being offered at Estrella Mountain Community College, including description, credits and current class offerings.

Center for Curriculum and Transfer Articulation at:

http://www.maricopa.edu/academic/ccta/curric/search_course.php

Provides course search of all courses within MCCCCD, including description, outline, competencies, and credits. This is the official repository for all courses within MCCCCD.

Course Search

[List of Active Subjects](#)

[Program Search](#)

Subject/Number (e.g., ENG101)

Title

Only Current Courses

First Term

Final Term

Cross Reference (e.g., CPD150AA)

Description (and Course Notes)

Requisites (e.g., ACC111)

Governing Board Approval Date (e.g., m-d-yyyy or mm-dd-yyyy)

Submit **Reset**

Term format:
Year (yyyy) Spring
Year (yyyy) Summer I
Year (yyyy) Summer II
Year (yyyy) Fall

Items per page

SUN System Statewide Transfer Tool

The Shared Unique Number (SUN) System is a college course numbering system designed to help Arizona students plan their education and ensure successful transfer of course credits. Enrolling in SUN courses is an easy way to plan your university transfer and save time and money while pursuing your education.

SUN courses have a unique three-letter prefix and four-digit course number that represents direct course equivalency at all Arizona public community colleges and universities. Each institution retains its original course numbers but uses the SUN to indicate commonality.

Additional information about the SUN System can be found at www.azsunsystem.com



Administrative Regulations 2.4.14: Use of College Grounds by Affiliated Users

Introduction

The colleges of the Maricopa County Community College District (“MCCCD”) are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the educational use and benefit of prospective and enrolled students, the MCCCD employees who serve them, and those who are invited on location by members of the college community to attend or participate in sponsored events. The MCCCD has a long history of supporting expressive activities that are conducted on campuses. For the purposes of avoiding disruption or interference with its educational activities, while protecting the rights of the members of the campus community and their invited guests to express themselves and access information, this administrative regulation governs the use of college grounds by Affiliated Users (as defined in Section 1) for Expressive Activity. Expressive Activity is defined as:

- Meetings and other group activities by registered students and student organizations
- Non-commercial speeches, performances, demonstrations, rallies, vigils and other events that are organized by students or student clubs and organizations.
- Non-commercial leafleting and pamphleting
- Any other student expression that is protected by the First Amendment to the U.S. Constitution
-

Outdoor campus areas are venues for free expression by Affiliated Users, including speeches, demonstrations, and the distribution of literature, subject to the reasonable time, place and manner restrictions set forth in this regulation.

This regulation will be administered in a manner that is content and viewpoint neutral and seeks to protect the free expression of ideas.

1. Definitions

a. MCCCD Affiliated Users

Affiliated Users are: 1) individuals employed by MCCCD except when engaging in a commercial activity; 2) individuals contracted by MCCCD who are acting on behalf of or for MCCCD purposes; 3) individuals enrolled via the registrar as students within the MCCCD system; and 4) external entities and/or individuals invited by student clubs and organizations to participate on behalf of the club or organization in an event that is related to the club or organization’s purpose.

b. Non-Affiliated Users

Non-Affiliated Users are organizations, groups or individuals that are not Affiliated Users. Use of MCCCD grounds or facilities by Non-Affiliated Users is governed by Administrative Regulations 1.5 and 2.4.9.

c. Substantial Interference

Substantial Interference includes, but is not limited to, activity that: 1) disrupts instruction, lecture, studying or other academic pursuits; 2) disrupts MCCCD administrative activities; 3) blocks access to buildings or structures; 4) obstructs passageways for vehicles or pedestrians; 5) disrupts previously scheduled events; 6) impairs the health and safety of the college community; 7) is unlawful; and/or 8) otherwise presents a threat to public safety.

The mere potential for Substantial Interference is not sufficient to prohibit or limit Expressive Activity. Instead, it must be reasonably determined that the activity presents a significant likelihood of creating Substantial Interference before Expressive Activity may be prohibited or limited in accordance with this regulation.

d. Planned Expressive Activity

Planned Expressive Activity is when participants seek to reserve space for an established point in time and/or use tables, chairs, amplification or other audio-visual equipment and/or temporary structures such as tents or awnings.

2. Reservation of Campus Space for Planned Expressive Activity
Affiliated Users may reserve outdoor and indoor campus space, as defined below, for Planned Expressive Activity. Reservations are to be made through the respective college’s Office of Student Life and Leadership no less than one business day before the activity is intended to occur. Such reservations will be approved on a first come, first served basis unless the Office of Student Life and Leadership determines, without regard to the content of the proposed Expressive Activity, that the activity constitutes Substantial Interference. If the Office of Student Life and Leadership determines an Expressive Activity constitutes Substantial Interference it will work with the Affiliated User in an effort to find an alternative, if any exists, that allows the Expressive Activity to occur without such interference.

- Outdoor Space – outdoor space available for reservation by Affiliated Users does not include: parking lots, athletic facilities, meditation or peace gardens, areas designated as outdoor study zones, and child care facilities.
- Indoor Space – indoor space is available for reservation by Affiliated Users if the space is determined by the college to be a common area that is publically accessible. Buildings housing classrooms and/or administrative offices are not available for reservation.

3. Spontaneous Expression

MCCCD recognizes that Expressive Activity may occur in both structured and organic forms. Spontaneous expression by Affiliated Users may be undertaken in outdoor or indoor space, as defined above, without prior reservation as long as the activity does not constitute Substantial Interference.

Direct Approval by the Chancellor, August 24, 2016

Catalog Common Pages 2019-2020

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

- 2.2.6 Academic Advising and New Student Orientation; 2.2.7 Student Assessment and Course Placement; 2.5.3 Student Records (FERPA), AMENDED through the Administrative Regulation Process, June 4, 2019**
2.2.13 University Transfer ADOPTED through the Administrative Regulation Process, June 4, 2019
2.2.1 Admission Policy AMENDED by Direct Approval by the Chancellor, June 4, 2019

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced by number, which corresponds with the regulations on the MCCCD web site:

<https://district.maricopa.edu/regulations>

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as “ARS” followed by a reference number.

2.4.1 General Statement

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

2.4.2 Nondiscrimination (see [5.1.1 Maricopa EEO Policy](#))

It is the policy of the Maricopa District (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, and South Mountain Community College) to:

Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

All HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will continue to be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin status, citizenship status (including document abuse) , age, disability, veteran status or genetic information.

Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.

2.4.3 Equal Opportunity Statement (see [5.1.3 EEO Policy Statement](#))

It is the policy of Maricopa to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, it is the policy of Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse) , age, disability, veteran status or genetic information.

In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers. Students who enroll will be supported in the development of these skills by classes in English as a second language and other resources. Translation services and bilingual instruction can also be provided: contact college designee for more information.

AFFIRMATIVE ACTION STATEMENTS

Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250 (k), Maricopa County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act/Title IX Coordinator

ADA/504/Title IX Coordinator | Address | Phone # | Email address

Under the ADA and Section 504, Maricopa recognizes the obligation to provide overall program accessibility throughout its locations for disabled individuals. The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

DECLARACIONES DE ACCIÓN AFIRMATIVA

Mandato de No Discriminación

Es el mandato de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. Así mismo, es el mandato de los Colegios Comunitarios proveer para cada aplicante, empleado, y estudiante un ambiente libre de acoso sexual como también libre de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica.

Este mandato de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Este mandato también prohíbe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.

Declaración de Igualdad de Oportunidad

Es el mandato de los Colegios Comunitarios del Condado de Maricopa promover igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. Agregando, es el mandato de los Colegios Comunitarios promover para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica.

Declaración de Acción Afirmativa

Mandato y Declaración de Acción Afirmativa para Individuos con Incapacidades De acuerdo a las provisiones en la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

Declaración de Mandato de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante veterano o veterana de la Era Vietnamita con discapacidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción

afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin discriminar base a su discapacidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin discriminar por razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX

(Nombre y Posición), ADA/504/Coordinador del Título IX (dirección y número telefónico)

De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

Estudiantes incapacitados pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.

Governing Values (Board Policy 4.1)

Our Vision: A Community of Colleges—Colleges for the Community—working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

Our Mission: The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

University Transfer Education

General Education

Developmental Education

Workforce Development

Student Development Services

Continuing Education

Community Education

Civic Responsibility

Global Engagement

Our Institutional Values: The Maricopa Community Colleges are committed to:

Community

We value all people—our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

Excellence

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

Honesty and Integrity

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

Inclusiveness

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important; and we depend on each other to accomplish our mission.

Innovation

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

Learning

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

Responsibility

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

Stewardship

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

ADMISSION, REGISTRATION AND ENROLLMENT

2.1 General Regulation

1. General Statement

Compliance with Policies, Rules and Regulations

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

Note: The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.

The Maricopa County Community College District Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

2. Outcomes Assessment

The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

2.2.1 Admission Policy

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

Admission Classifications

1. Admission of Regular Students

Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

- A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
- B. Has a high school certificate of equivalency.
- C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
- D. Is a transfer student in good standing from another college or university.

2. Admission of Students Under 18 Years of Age

- A. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
 - i. A composite score of 720 or more on the Preliminary Scholastic Aptitude Test (PSAT).
 - ii. A composite score of 720 or more on the Scholastic Aptitude Test (SAT).
 - iii. A composite score of twelve or more on the American College Test (ACT).
 - iv. A passing score on the relevant portions of the statewide.
 - v. The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
 - vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.
- B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.
- C. Home schooled students are exempt from this sub-section.
- D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college official determines that the student's admission is in the best interest of the student.

3. Specialized Vocational / Training Program

Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

4. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming), Guam and the Commonwealth of the Northern Marianas Islands (CNIMI) and who meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state

residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.

5. Admission of F-1 Nonimmigrant Students

Prospective students should contact the Admissions and Records Office/Office of Student Enrollment Services or designated office for the international student application form(s). When completed, the form(s) should be returned to the Admissions and Records Office/Office of Student Enrollment Services or the International Education office with all requested supporting documents. After the file has been reviewed, a notice will be sent to the applicant indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school completion with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

A. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of Admissions and Records Office/Office of Student Enrollment Services of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET, ACCUPLACER, COMPASS or CELSA tests.

B. Admission to an Intensive English Program

Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

- i. At least six years of English language instruction as shown by the applicant's school transcript(s);
- ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based test);
- iii. An original letter of recommendation from a teacher, school principal or headmaster/ headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
- v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

C. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for 10 months to be:

Tuition and Fees	\$ 8,010(1)
Living Expenses	\$10,140(2)
Books	\$800(3)
Health Insurance	\$1400(4)

Total	\$20,350(5)
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D. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 and M-1 students (spouse and dependent children) is also required: \$5,000 for the first dependent and \$2,500 for each additional dependent.

E. Health Insurance

All F-1 and M-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 and M-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 and M-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

Footnotes:

(1) Based on 2016-2017 tuition and fee schedule.

(2) Based on estimated living expenses for two (2) semesters (10 months).

(3) Based on average new and used textbook prices and Rental Rates. Assumes books are sold at the end of the semester.

(4) Based on the 2016-2017 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Plan.

(5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

AMENDED by Direct Chancellor Approval, June 4, 2019

AMENDED through the Administrative Regulation Approval Process, June 5, 2017

2.2.2 Admission Information

Students must file a Student Information Form with the Admissions and Records Office/Office of Student Enrollment Services at the college of attendance. There is no charge for this service.

1. Student Status

- A. Freshman - A student who has completed fewer than 30 credit hours 100-level courses and above.
- B. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
- C. Unclassified - A student who has an associate degree or higher.

2. Student Identification Number

Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

3. Residency for Tuition Purposes (see also [Appendix S-1](#))

All students are classified for tuition purposes under one of the following residency classifications:

- A. Maricopa County resident
- B. Out-of-County resident
- C. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

A. Implementation

- i. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
- ii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.

- iii. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

B. Definitions

- i. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.
- ii. "Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.
- iii. "Maricopa County resident" means an individual who has lived in Maricopa County for at least fifty (50) days before the first day of classes of the semester. In-state residency must be established prior to county residency for those moving from other states. Refer to Section C for guidelines.
- iv. "Domicile" means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
- v. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
- vi. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.
- vii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.
- viii. "Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

C. Criteria for Determining Residency

i. In-State Student Status

- 1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section "Demonstrating Lawful Presence."
- 2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
 - a. The person's parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
 - b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
 - c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section. Eligibility for in-state tuition is subject to verification of intent

to domicile in this state. Determination of residency is made by the admissions and records office/office of enrollment services.

- d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

AMENDMENT TO BE REPEATED IN CORRESPONDING APPENDIX ITEM S-1 – IN-STATE STUDENT STATUS
SECTION C

3. The domicile of an unemancipated person is that of such person's parent.
4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
7. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph G, which reads: G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:
 1. Registration to vote in this state.
 2. An Arizona driver license.
 3. Arizona motor vehicle registration.
 4. Employment history in Arizona.
 5. Transfer of major banking services to Arizona.
 6. Change of permanent address on all pertinent records.
 7. Other materials of whatever kind or source relevant to domicile or residency status.
8. A veteran using Chapter 30 or 33 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill® (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, may be eligible for immediate classification as an in-state student if he/she meets the provisions of Arizona statute HB 2091, paragraph H: h. A person who, while using educational assistance under 38 United States Code Chapter 30 or Chapter 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or within three years after the service member's death in the line of duty following a period of active duty service of ninety or

more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

Students are required to submit the following:

1. Certificate of eligibility letter from the VA Awarding Chapter 30 or 33 benefits or the Fry scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits
2. DD-214 proving a minimum of 90 days service and no more than 3 years since discharge or since death of veteran
3. Students must also provide at least one of the following:
 - A. Registration to vote in this state.
 - B. An Arizona driver license.
 - C. Arizona motor vehicle registration.
 - D. Employment history in Arizona.
 - E. Transfer of major banking services in Arizona.
 - F. Change of permanent address on all pertinent records.
 - G. Other materials of whatever kind or source relevant to domicile or residency status.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

9. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either Active Duty or Reserve or National Guard Status, or who has retired from Active Duty or Reserve or National Guard Status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:

- A. Registered to vote in this state.
- B. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
 1. An Arizona driver license
 2. Arizona motor vehicle registration
 3. Employment history in Arizona
 4. Transfer of major banking services to Arizona
 5. Change of permanent address on all pertinent records
 6. Other materials of whatever kind or source relevant to domicile or residency status

10. A student using any VA educational benefits who does not otherwise qualify under items above shall be granted immediate classification as an in-state student, and while continuously enrolled does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state
2. An Arizona driver license
3. Arizona motor vehicle registration
4. Employment history in Arizona
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records
7. Other material of whatever kind or source relevant to domicile or residency status.

11. A person who is a member of an Indian Tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ii. Alien In-State Student Status

1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not lawfully present in the United States is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.
3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
A=Foreign Government Official or Adopted Child of a Permanent Resident
E=Treaty Traders
G=Principal Resident Representative of Recognized Foreign Member Government to International Staff
K=Spouse or Child of Spouse of a US Citizen, Fiancé or Child of Fiancé of US Citizen
L=Intracompany Transferee or Spouse or Child
N6=NATO-6
U=Victim of Criminal Activity
V=Spouses and Dependent Children of Lawful Permanent Residents
4. Students who hold a current visa and have submitted an I-485 to U.S. Citizenship and Immigration Services (USCIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the USCIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester.

Exception: In the event that an alien student's parent is allowed to claim the student as an exemption for state or federal tax purposes (3C.1.2.A) (E.G., The student is under 23 and not emancipated), the student's residence is deemed to be the same as the parent's. If the parent holds a visa that is not listed in section 3 above, he or she would not be eligible to establish residency. In such circumstances, the student would likewise be barred notwithstanding his or her own filing of an I-485.

5. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their visa. Residency eligibility may be considered one year after the date on the USCIS Notice Of Action Letter (I-797) confirming approval for change of status.

III. Proving lawful presence in the United States

All applicants for in-state tuition (and other public benefits) must first show at least one of the following documents in accordance with ARS 1-502 to demonstrate that they are lawfully present in the United States by presenting to the Registrar at least one of the following documents:

- H. An Arizona Driver's license issued after 1996 or an Arizona non-operating identification license or an Arizona Instruction Permit
- I. A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States (A hospital record/certificate and certified Abstract of Birth are not acceptable).
- J. A United States certificate of birth abroad.
- K. A United States Passport.
- L. A Foreign Passport with a United States Visa.
- M. An I-94 Form with a Photograph.
- N. A United States Citizenship and Immigration Services Employment Authorization Document (Work Permit) or Refugee Travel Document.
- O. A United States Permanent Resident Card
- P. A United States Certificate of Naturalization.
- Q. A United States Certification of Citizenship.
- R. A Tribal Certificate of Indian Blood.
- S. A Tribal or Bureau of Indian Affairs Affidavit of Birth.

Tribal Members*, the Elderly and "Persons with Disabilities or incapacity of the mind or body," may submit certain types of documents under Section 1903 of the Federal Social Security Act (42 UNITED STATES CODE 1396B, As Amended By Section 6036 Of The Federal Deficit Reduction Act of 2005)**

* A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe.

** If you think that this may apply, please contact the Legal Services Department for assistance.

IV. Presumptions Relating to Student Status

Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

V. Proof of Residency

When a student's residency is questioned, the following proof will be required.

1. In-State Residency

- a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
- b. Any of the following may be used in determining a student's domicile in Arizona:
 1. Arizona income tax return
 2. Arizona Voter registration
 3. Arizona Motor Vehicle registration
 4. Arizona Driver's license
 5. Employment history in Arizona
 6. Place of graduation from high school
 7. Source of financial support
 8. Dependency as indicated on federal income tax return
 9. Ownership of real property
 10. Notarized statement of landlord and/or employer
 11. Transfer of major banking services to Arizona
 12. Change of permanent address on all pertinent records
 13. Other relevant information

2. County Residency

- a. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
- b. Any of the following may be used to determine a student's county residency:
 1. Notarized statements of landlord and/or employer
 2. Source of financial support
 3. Place of graduation from high school
 4. Ownership of real property
 5. Bank accounts
 6. Arizona income tax return
 7. Dependency as indicated on a Federal income tax return
 8. Other relevant information

D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) ([Appendix S-3](#))

Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

AMENDED by Direct Chancellor Approval, September 17, 2018

AMENDED by Direct Chancellor Approval, August 30, 2017

AMENDED by Direct Chancellor Approval, August 30, 2015

AMENDED by Direct Chancellor Approval, May 20, 2015

2.2.3 Other Admission Information

1. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see [Withdrawal - Appendix S-7](#))

2. Ability to Benefit

- A. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.
- B. For student enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.
 - i. "Regular" status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.
 - ii. "Regular with Provisional Requirements" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate in an eligible program.
 - iii. "Special" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions Office of The Maricopa College you plan to attend to verify which secure websites may be valid.

It is the student's responsibility to ensure that official transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions Office of the Maricopa College you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

4. Educational Assessment

All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7)

AMENDED through the Administrative Regulation Process, June 5, 2017

2.2.4 Transfer Credit and Prior Learning Assessment Policy

Credit may be awarded for prior learning recognized through a variety of forms of evaluation and examination, as outlined in this policy. Students may be awarded no more than 30 credit hours, unless required by a specific program of

study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

Credit by Evaluation;

- Educational Experiences In The Armed Services
- Training Programs/College Credit Recommendation Service

Credit By Exam (College-Level Equivalency Examinations)

All exam charts may be found at the following [Prior Learning Assessment](https://www.maricopa.edu/academics/prior-learning/exam-credit) <https://www.maricopa.edu/academics/prior-learning/exam-credit> web page

- Advanced Placement (AP)
- College-Level Examination Program (CLEP)
- International Baccalaureate (IB) Diploma/Certificate
- Cambridge International Exams (CIE), A and AS Level
- Defense Activity For Non-Traditional Education Support (DANTES) Examination Program (ALSO Known As DANTES Subject Standardized Tests (DSST))
- American College Testing Proficiency Examination Program (ACT-PEP)
- Departmental Exams (Also known as "CHALLENGE" Exams)

ARTICULATED TRANSFER CREDIT

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some of the Maricopa Community Colleges for unique programs of study. No more than 20 credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to research the credit for prior learning policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Please direct questions about credit for prior learning at the Maricopa Community Colleges To The Offices of Admissions and Records Student Enrollment Services.

DESCRIPTIONS OF ASSESSMENT METHODS

1. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation. The number of credits listed in the ACE guide are recommendations only.

A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

A. Educational Experiences in the Armed Services

The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:

- i. training parallels a discipline area offered through the Maricopa Community Colleges, and
- ii. credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed Basic Training, four (4) credit hours in Physical Education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemembers Opportunity College (SOC). This means that the colleges recognize the needs of military personnel in that they provide courses on

the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. The Maricopa Community Colleges are open-access institutions that offer maximum credit for educational experiences obtained in the military services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council On Education.

If, for any reason, Maricopa Community Colleges' status as a Servicemembers Opportunity College (SOC) district is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a "contract for a degree" allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of all other graduation requirements.

B. College Credit Recommendation Service

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide to College Credit for Workforce Training*. If a student has received training that appears in the guide, he or she may receive college credit if:

- i. training parallels a discipline area offered through the Maricopa Community Colleges, and
- ii. credit meets a program requirement or is used as elective credit.

C. Departmental Credit by Evaluation

Students may apply for Departmental Credit by Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

- i. The evaluation of a course a second time;
- ii. The evaluation of a course while currently enrolled in the course;
- iii. To establish credit in a previously completed course; and
- iv. To establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some of the Maricopa Community Colleges for unique programs of study

Academic departments may have additional requirements that must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

2. CREDIT BY EXAM (College-Level Equivalency Examinations)

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit By Examination*. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Offices of Admissions and Records Student Enrollment Services from the specific testing company(s) before credit is awarded. All equivalency is subject to future review and possible catalog change.

A. Advanced Placement (AP) Credit

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit. Scores must be received directly from CEEB before credit is awarded.

Changes to exams and scores are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Force (ATFs).

College Level Examination Program (CLEP)

Students who have taken a College Level Examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly from CEEB before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Forces (ATFs).

Estrella Mountain Community College, Rio Salado College, Paradise Valley Community College, and Mesa Community College are CLEP test sites. For more information on registering for the CLEP examinations, contact the testing centers at these Colleges.

International Baccalaureate (IB) Diploma/Certificate

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit as outlined in the table below. MCCCDCollege grants credit for college-level courses only.

Scores must be received directly from the institution where the exams were administered before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Forces (ATFs).

Cambridge International Examinations (CIE) A and AS Level

Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Forces (ATFs).

DSST

The Maricopa Community Colleges may award credit DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST EXAMS. The Maricopa Community Colleges do not award credit for ENG 102 through DSST examination. Credit received through DSST is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a DSST test site. For additional information on registering for DSST examinations, call (480) 517-8560.

Students who have taken a DSST examination may receive college credit. Scores must be received directly from DSST before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Forces (ATFs).

American College Testing Proficiency Examination Program

The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned.

GED EXAMS

The Maricopa Community Colleges may award credit for GED subject area scores designated as college ready + in accordance with the ace recommended scores. Students must submit an ACE credit recommendation transcript to the Admissions and Records Office/Office of Student Enrollment Services in order to be awarded credit. The credit awarded and equivalent courses are established by the MCCCDCollege Instructional Councils (ICS). Disclaimer: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

AMENDED by Direct Approval by the Provost Approval, May 8, 2018

Departmental Exams (Also Known As “CHALLENGE” EXAMS)

Students may apply for Departmental Credit by Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:

- i. To challenge a course a second time;
 - ii. To challenge a course while currently enrolled in the course;
 - iii. To establish credit in a previously completed course; and
 - iv. To establish credit for a lower level of a course in which credit has been received.
- Exceptions may be granted at some of the Maricopa Community colleges for their unique programs of study.
 - Academic departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
 - Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student’s transcript. Fees are not refundable after the examination has been administered, regardless of results.
 - When credit is granted as outlined above, a notation of “credit by examination,” a grade and the number of credits will appear on the student’s transcript. The grade is used in computing the grade point average.

AMENDED by Direct Chancellor Approval, August 10, 2018

3. Transferring To the Maricopa Community Colleges

A student enrolling at one of the Maricopa Community Colleges after having attended other post-secondary institutions can have coursework evaluated for transfer credit. To be eligible for evaluation, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed directly from the source institutions to the Admissions and Records/Enrollment Services Offices of the receiving institutions. The Admissions and Records/Enrollment Services Offices at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request.

Conditions of Transfer Credit:

- The coursework was completed at colleges and/or universities accredited by the following regional accrediting agencies: New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or Western Association of Schools and Colleges.
- Coursework from other institutions may be considered for evaluation on a case-by-case basis.
- The coursework was earned with a grade of C or better.
- The coursework was taken at another Arizona community college to fulfill general education requirements for the Arizona General Education Curriculum (AGEC).
- Acceptance and applicability of courses from another Maricopa Community College that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.

Applicability of NON-AGEC designated courses from another Maricopa Community College toward the requirements of a college-specific degree or certificate is determined by individual Maricopa Community Colleges.

- The award of transfer credit shall not express or imply that all transfer credit will be fully applicable toward all Maricopa associate’s degree and certificate requirements.
- Developmental coursework (below 100-level) is accepted for the purpose of fulfilling course prerequisites. The credit does not apply toward a degree or certificate.

- Courses with different credit systems (quarter hours, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credit hours for each quarter hour.
- The age of credit may be considered in applying credit toward degrees and certificate programs.
- College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the ministry of education in that country. It is the student's responsibility to submit all foreign and international transcripts to one of the international credential evaluation to be translated into English, evaluated on a course-by-course-basis, and sent directly to the receiving colleges. Contact your college admissions and records/enrollment services office to obtain a list of approved agencies.
- For military credit, credit by examination, credit by evaluation, and CLEP/AP/IB/CIE/DSST/ACT-PEP CREDIT see the section for Credit For Prior Learning.

A. Transfer Credit from Maricopa Community Colleges and Established Articulation Agreements

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with private, public, and international baccalaureate degree granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts from all institutions attended.

Articulated transfer programs and pathways between the Maricopa Community Colleges and Baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the U of A Bridge program, CONNECT2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill both Associate's degree and Bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study.

B. Articulation and Transfer Agreements

- i. Maricopa Skill Center and the Southwest Skill Center: The Maricopa Community Colleges have articulation agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the admissions and records office/office of student enrollment services for specific information related to these agreements.
- ii. Arizona Public Community Colleges and Universities: Maricopa is a participant in the Arizona statewide transfer system. The aztransfer.com website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on aztransfer.com is the course equivalency guide (CEG), which shows how institutions have agreed to transfer coursework from Arizona public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. <http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>
- iii. Domestic (U.S) and International Institutions: The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through district-wide articulation agreements and are designed to help students maximize their transfer credit toward a

bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: <https://curriculum.maricopa.edu/transfer-and-articulation>

C. Limitations on the Transfer of Credit

Generally, the following types of courses are not intended for transfer. Contact the Admissions and Records office at your college for specific information.

- i. Remedial/developmental courses or courses numbered below 100
- ii. Arizona government university courses
- iii. Cooperative education
- iv. Experimental courses
- v. Post baccalaureate courses
- vi. Contractual training for business, industry, and government
- vii. Some forms of credit for prior learning
- viii. Non-credit courses

D. Time Limit for Transfer Coursework

Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

E. Shared Unique Numbering (SUN) System Course Information

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The shared unique number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it could still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on aztransfer.com. The SUN system does not address the applicability of courses. Students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit www.azsunsystem.com.

AMENDED by Direct Chancellor Approval, June 28, 2017

AMENDED through the Administrative Regulation Approval Process, June 5, 2017

AMENDED by Direct Chancellor Approval, January 4, 2017

2.2.6 Academic Advising and New Student Orientation

1. Academic Advising

A. Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a college/university to complete a Bachelor's degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCDC college.

- i. Recent high school students who received MCCCDC credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

2. New Student Orientation

Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a College/university to complete a Bachelor's degree, will be required to attend New Student Orientation prior to the start of their first semester at a MCCCDC College.

- i. Recent High School students who received MCCCDC credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

3. Students who will be attending college for the first time and intend to earn an Associate's degree or transfer to a college/university to complete a Bachelor's degree, and who place into one or more developmental

education courses, will be required to successfully complete a College Success Course (CPD 150 or CPD/AAA115) within the first two semesters at a MCCCDC College.

- i. Recent high school students who received MCCCDC credits through dual/concurrent enrollment, ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

2.2.7 Student Assessment and Course Placement

1. Course Placement

- A. Students who plan to register in English, Reading, or Math will be advised to enroll into courses based on valid District-approved placement methods.
- B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.
- C. A department/division chair or designee may grant a course placement waiver under special circumstances. The *signed* waiver will be noted on the student's electronic record. The process may also be done electronically without a signature if supported by the attending college.
- D. Course placement will be determined utilizing the District placement options under any one of the following conditions:
 - i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
 - ii. The student is pursuing a degree or transfer pathway and does not have current valid District approved course placement on file or does not have previous college credit in English, reading and math.
 - iii. The student for whom English is not the primary language and who is taking his or her first English as a Second Language class is required to take a test of English proficiency.
- E. Students will be exempt from the course placement process if at least one of the following conditions apply:
 - i. The student has earned an associate or higher degree from a regionally accredited college.
 - ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
 - iii. The student has currently valid District approved course placement scores on file.
 - iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.

2. Determining Course Placement

Maricopa County Community Colleges use multiple placement options. In cases, when a course placement test is given, scores will be valid for two years. Other placement methods will also have limited time validity. For additional information, go to [PLACEMENT www.maricopa.edu/placement](http://www.maricopa.edu/placement).

- A. Reading placement test scores that indicate "exempt from CRE101" do not expire.
- B. Students will be permitted one re-test in English, Reading, or by Math level after at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
- C. The Vice President of Student Affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.

3. Implementation of Policy

To ensure consistency of the course placement process within the Maricopa Community Colleges:

- A. All colleges shall accept the same approved course placement methods.
- B. All colleges shall adhere to the same approved placement scores.
- C. All colleges shall adhere to the approved limited time validity for each course placement method. For more information, go to: [PLACEMENT www.maricopa.edu/placement](http://www.maricopa.edu/placement).
- D. Reading Placement Scores that Indicated "Exempt from CRE101" Do Not Expire.

4. Evaluation

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

AMENDED through the Administrative Regulation Process, June 4, 2019

2.2.8 Registration

Students must register according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through my.maricopa.edu will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
3. Exceptions
 - a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
 - b. Exceptions are limited to
 - i. Courses requiring permission of instructor
 - ii. Courses requiring auditions or try-outs
 - iii. Courses for Special Populations or Cohorts
 - iv. Enrollment in an alternative section of a course taught by the same instructor
 - v. Enrollment in an alternative section of a course taught by a different instructor
 - vi. Course level changes
 - vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
 - viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
 - ix. Other exceptions may be granted after faculty consultation with the student.

2.2.9 Tuition and Fees Policy

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

1. Time of Payment*

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

2. Tuition and Fees Schedule (Effective July 1, 2018 for fall, spring and summer Sessions)*

Current information can be found at <https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4>

The following is a tuition and fees schedule for 2018-2019 and is provided for reference. **These tuition and fees are subject to change.** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See [Appendix S-4](#).

Amended through Direct Chancellor Approval, November 21, 2018

**Appendix S-4: Tuition & Fee Schedule
Student Status**

2018-2019	Maricopa County Resident (In County)	In County Resident Audit Rate	Out of County Resident	Non-Resident Living in Arizona taking online courses	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)
	IN-STATE			OUT-OF-STATE			
Credit Hours	A	B	C*	D**	E	F***/+	G
1	85.00	110.00	401.00	215.00	205.00	215.00	127.50
2	170.00	220.00	802.00	430.00	410.00	430.00	255.00
3	255.00	330.00	1203.00	645.00	615.00	645.00	382.50
4	340.00	440.00	1604.00	860.00	820.00	860.00	510.00
5	425.00	550.00	2005.00	1,075.00	1,025.00	1,075.00	637.50
6	510.00	660.00	2406.00	1,290.00	1,230.00	1,290.00	765.00
7	595.00	770.00	2807.00	1,505.00	1,435.00	1,505.00	892.50
8	680.00	880.00	3208.00	1,720.00	1,640.00	1,720.00	1,020.00
9	765.00	990.00	3609.00	1,935.00	1,845.00	1,935.00	1,147.50
10	850.00	1,100.00	4010.00	2,150.00	2,050.00	2,150.00	1,275.00
11	935.00	1,210.00	4411.00	2,365.00	2,255.00	2,365.00	1,402.50
12	1,020.00	1,320.00	4812.00	2,580.00	2,460.00	2,580.00	1,530.00
13	1,105.00	1,430.00	5213.00	2,795.00	2,665.00	2,795.00	1,657.50
14	1,190.00	1,540.00	5614.00	3,010.00	2,870.00	3,010.00	1,785.00
15	1,275.00	1,650.00	6015.00	3,225.00	3,090.00	3,225.00	1,912.50
16	1,360.00	1,760.00	6416.00	3,440.00	3,280.00	3,440.00	2,040.00
17	1,445.00	1,870.00	6817.00	3,655.00	3,485.00	3,655.00	2,167.50
18	1,530.00	1,980.00	7218.00	3,870.00	3,690.00	3,870.00	2,295.00

* Students from any other county in Arizona are considered Maricopa County residents (in county) due to a reciprocal arrangement with that county. Reciprocal agreements allow for in-county tuition rates for residents of all Arizona counties except Apache or Greenlee counties without an Out-of-County Residence Affidavit.

** According to ARS §15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.

*** According to ARS §15-1470, community college districts may offer credit and noncredit courses and services outside of this state. A district is not entitled to state aid payments for students who are provided courses and services outside of this state.

+ This rate applies to out-of-state resident students who are taking distance learning courses or students who are taking classroom-based credit courses through a contract agreement between MCCC and the company they work for. This rate does not apply to Study Abroad Programs as there is a separately calculated rate for those students.

- A. Determine Student Residency Status
Refer to admissions information ([AR 2.2.2](#)) of the college catalog for residency information and to review the requirements for classification as a Maricopa county resident. Contact the Admissions and Records Office/Office of Student Enrollment Services if you have questions about residency requirements.
- B. Use the Chart to Locate Tuition Charges
Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.
- C. Add Any Additional Fees
A one-time, per semester \$15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.
- D. There may also be additional course fees for classes, please refer to the college schedule for course fees.
- E. If you choose to audit a class, add an additional fee of \$25 per credit hour.
- F. Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.
- G. Pay Your Fees
Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.

NOTE: If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.

Skill Center Tuition Rates

Regular	\$5.00 per clock hour
Nursing Assistant	\$6.00 per clock hour
Practical Nursing	\$6.00 per clock hour

Amended through the Administrative Regulation Approval Process, May 5, 2017

Credit by Examination & Credit by Evaluation (excludes Allied Health courses)

Regular Rate	\$85.00 per credit hour
Contract Rate	\$42.50 per credit hour

3. Outstanding Debts

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

- A. The designated college official or fiscal officer is responsible for:
 - i. Verifying the student's district wide debt,
 - ii. Attempting to notify the student of the debt and
 - iii. Attempting to collect the debt.
- B. Maricopa Community College services may be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.
- C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
 - i. Collection agency, requiring payment of collection fees by the student;
 - ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;

- iii. Litigation, requiring payment of court costs and legal fees by the student.
- D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
 - i. MCCCD staff verify that full payment has been made to another College;
 - ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
 - iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
 - iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

Admission Criteria to Attend a College within the Maricopa Community College District (MCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCD faculty or staff.

4. Discounted Fees and Waivers

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. Employees, Dependents and Mandated Groups
The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special interest Community Services courses are not waived.
- C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community
Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

2.2.10 Refund Policy

1. Refund Policy for Credit/Clock Classes

Students who officially withdraw from credit/clock classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

**Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

2. Refund Policy for Non-Credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

3. Canceled Classes

When a class is canceled by the college, a 100% refund will be made.

4. Refund Exceptions

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:

- A. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
- C. Death of a student. Appropriate documentation must be provided before a refund can be given.
- D. A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

Limitation: Never attending is not an allowable refund exception or an excuse of the debt incurred through registration

5. Refund Policy for Department of Defense Tuition Assistance Funds

Students who receive tuition assistance (TA) funds for a course or courses from the department of defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.

- A. Per refund exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.
- B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.

Requests for refund should be referred directly to the college of enrollment.

AMENDED through the Administrative Regulation Approval Process, May 5, 2017

2.2.11 Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for

recognition of special talents and achievements. Additional procedural information on financial assistance is available in [Appendix S-5](#).

Appendix S-5: Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

The office of financial aid may request to have the validity of a student's high school completion evaluated if either the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. An evaluation may be conducted on the basis of any of the following:

- Alerts, bulletins, or similar communications provided by any state, federal, or other governmental agency, another institution, a professional or similar organization, or any other resource that might provide information helpful to the evaluation;
- A transcript or other record received from another institution the student may have attended;
- The contents of the student's Free Application for Federal Student Aid, student information form, or any other information the student provides to the college;
- The independent professional judgment by any official of the office of student financial aid.

How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web at <http://www.fafsa.ed.gov/>. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at <https://mcccdf.org/> or by calling 480-731-8400.

Distribution of Aid

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

Rights and Responsibilities

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

Satisfactory Academic Progress

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following [Standards of Satisfactory Academic Progress](#). Specific information is available at the college Office of Student Financial Aid.

Refunds and Repayments

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see [Appendix S-7](#) for Withdrawal procedures.

Verification of Information

1. A Free Application for Federal Student Aid (FAFSA) or a change to that FAFSA may be selected for verification. If a student's FAFSA is selected for verification, the student will be notified via the Student Center in my.maricopa.edu. In most cases, the student will be required to submit documentation as part of the verification process. The earlier the Financial Aid Office receives the required documentation, the earlier the student's eligibility for financial aid can be determined. The verification process must be completed no later than 120 days after the last date of enrollment or August 31, whichever comes first. In addition, the Financial Aid Office must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed before the Financial Aid Office can award any federal aid.
2. If an award has already been made and a FAFSA is selected for verification, the student must provide required documentation within thirty days after it has been requested of the student or on June 30, whichever comes first. If documentation is not received within this deadline, the student's award may be adjusted or canceled.
3. The required forms and documents a student submits for verification will be compared to the information reported on the student's FAFSA. If the information provided does not match what is shown on the FAFSA, the Financial Aid Office will submit changes to the US Department of Education FAFSA processor. After all changes are made to the FAFSA data, the student's eligibility for financial aid will be reviewed. If there are any changes to the student's financial aid eligibility as a result of verification, the student will be notified by means of the Student Center in my.maricopa.edu. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

Award Amount and Level of Enrollment

Award amount is determined, in part, on the level of enrollment. A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

Repeated Coursework and Financial Aid Enrollment Status

Federal regulations regarding repeated coursework may impact your financial aid eligibility and awards. Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, B, C, D, or P is received. If you enroll in a course in which you have previously received passing grades twice, the course will not be counted towards your enrollment level for financial aid purposes. You may repeat a failed course until it is passed. Your enrollment for financial aid purposes will be calculated accordingly.

Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

Evaluation Period

Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session.

Standards of Satisfactory Academic Progress

[Standards of Satisfactory Academic Progress](#) (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid.

Note: Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

- **Grade Point Measurement:** Students must meet the following credit hour/cumulative grade point average (CGPA).

Total Credits Attempted*	Min CGPA
< 15.75	1.60
16-30.75	1.75
31-45.75	1.90
46 +	2.00

**for which grade points are computed*

- **Pace of Progression Measurement:** Students must successfully complete 2/3 (66.67%) of all attempted course work.
- **Maximum Time Frame Measurement:** Students who have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

Coursework Treatment in SAP Calculation

Course work taken during the semester also included in the evaluation:

- Courses funded through a consortium agreement
- All attempted remedial credits
- Repeated course work

Coursework included in the Pace of Progression evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits

Course work included in the Maximum Time Frame evaluation:

- All of those included in the Pace of Progression evaluation
- Any Bachelors Degree or higher earned will be considered to have exhausted maximum timeframe eligibility
- All coursework forgiven through the academic renewal process

Course work not included in SAP evaluation:

- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)

Notification

Students that have applied for federal assistance, but who do not meet the standards, will be notified. This notification will direct students to information regarding the appeal process.

Ineligibility Determination Appeal

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal. Appeal must:

- Be in writing and submitted to the Financial Aid Office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.

- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.

Students will be notified of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of future financial aid eligibility.

Regaining Eligibility

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Course work taken at other colleges will not be considered for reinstatement purposes.

Terminology and Information Pertaining to this Policy

- **Summer Sessions** – Enrollment in any or all Summer Sessions within the same calendar year will be considered one term.
- **Non-Standard Session** – Sessions that do not follow the traditional start and end dates for the semester.
- **Attempted Credit** – Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, X, Y, or Z is received and courses not yet graded.
- **CGPA [Cumulative Grade Point Average]** – The MCCCDC grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
- **Appeal** – “A process by which a student who is not meeting the institution’s satisfactory academic progress standards petitions the institution for reconsideration of the student’s eligibility for title IV, HEA program assistance.”
- **Extenuating Circumstance** – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
- **Supporting Documentation** – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
- **Financial Aid Probation** – “A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.” A student in this status “may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.”
- **Academic Plan** – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds.
- **Financial Aid Suspension** – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive title IV, HEA assistance.

For more information, contact the college Financial Aid Office.

If you are receiving federal financial aid it is important to read the information below prior to making a decision to withdraw.

Treatment of Title IV Aid When a Student Withdraws

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up

to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, OR
2. the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.2-admission-registration-enrollment>

AMENDED through the Administrative Regulation Approval Process, June 5, 2017

2.2.12 Vaccinations (As Required By 20 USC §1092(a)(1)(V)):

The Maricopa County Community Colleges District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

2.2.13 UNIVERSITY TRANSFER

UNIVERSITY TRANSFER

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four-year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with accredited private, public, and international baccalaureate granting institutions. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the District. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts.

Articulated transfer programs and pathways between the Maricopa Community Colleges and baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the UA Bridge Program, 2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill both associate degree and bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of Maricopa-ASU pathway program requirements by major and catalog year is maintained on ASU's website, at TRANSFER.TRANSFER.ASU.EDU.

ARIZONA PUBLIC COMMUNITY COLLEGES AND UNIVERSITIES

Maricopa is a participant in the Arizona Statewide Transfer System. AZTRANSFER.COM is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on AZTRANSFER.COM is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and The University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. [AZ Transfer Course Equivalency Guide](http://AZTRANSFER.COM) [HTTP://AZTRANSMAC2.ASU.EDU/CGI-BIN/WEBOBJECTS/CEG](http://AZTRANSMAC2.ASU.EDU/CGI-BIN/WEBOBJECTS/CEG)

(U.S.) AND INTERNATIONAL INSTITUTIONS

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through District-wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: [Maricopa University Partner List](http://curriculum.maricopa.edu/TRANSFER-PARTNERS/TRANSFER-OPTIONS/MARICOPA-UNIVERSITY-PARTNER-LIST)
<https://curriculum.maricopa.edu/TRANSFER-PARTNERS/TRANSFER-OPTIONS/MARICOPA-UNIVERSITY-PARTNER-LIST>

TIME LIMIT FOR TRANSFER COURSEWORK

Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

SHARED UNIQUE NUMBERING (SUN) SYSTEM COURSE INFORMATION

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The Shared Unique Number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it may still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on AZTRANSFER.COM. The SUN system does not address the applicability of courses. Students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit [SUN](https://www.aztransfer.com/sun/)
<https://www.aztransfer.com/sun/>

ADOPTED through the Administrative Regulation Approval Process, June 4, 2019

2.9 Veterans Services

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs and the state approving agency. Each program must be approved by the state approving agency. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement, tutoring, and priority enrollment are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill®
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 33 - Post 9/11 GI Bill® & Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill®, Selected Reserve
- Chapter 1607 - REAP Reserve Educational Assistance Program

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

For additional details and information regarding veteran's educational benefits, contact the office that serves veterans at your campus.

Distance Learning:

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCC degrees and/or certificates of completion.

Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on my.maricopa.edu, the district's website for student

access to Maricopa tools. Maricopa-assigned student email addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa e-mail or by phone.

Externship Programs:

The Maricopa Community College's official District course descriptions for credited experiential learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicate if a maximum amount of credit is allowable for any given experiential learning opportunity. Each course that includes an experiential learning opportunity is assigned a Maricopa Instructor of Record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The experiential credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College's District – [Center for Curriculum and Transfer Articulation](https://curriculum.maricopa.edu/transfer-and-articulation) website, located at: <https://curriculum.maricopa.edu/transfer-and-articulation>

Prior Credit Evaluation:

Department of Veterans Affairs requires that all persons using any type of veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.

AMENDED through the Administrative Regulation Approval Process, March 6, 2019

AMENDED through the Administrative Regulation Approval Process, June 5, 2017

AMENDED through the Administrative Regulation Approval Process, May 16, 2016

SCHOLASTIC STANDARDS

2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50 minute class period.

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student

must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending the class (see [Appendix S-7](#) for Withdrawal Procedures).

2.3.2 Attendance

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to [Appendix S-7](#) for Withdrawal Procedures.

1. Official Absences

- A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
- C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.

D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

2.3.3 Grading

1. Policy

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

Grade Key

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points per credit hour
I	Incomplete	Not computed in grade point average
IP	Course in Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P*	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn, failing	0 grade points per credit hour
Z	No Credit	Not computed in grade point average

** A "P" is judged to be equivalent to a grade of C or higher.*

2. Incomplete Grade

- A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.
- B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.
- C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the Standards of Satisfactory Academic Progress for details.

3. Repeating a Course/Improving a Grade

Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A "W" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation.

However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the Admissions and Records Office at any of the Maricopa Community Colleges that the student attended.

Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the college registrar and displays the college seal of the Maricopa College issuing the official transcript.

Check individual courses and programs for exceptions.

4. Credit/No Credit Courses (P/Z)

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students".
- C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.
- D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.
- E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

5. Audit Courses

- A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the "Important Deadlines for Students."

6. Important Deadlines for Students (See [Appendix S-12](#))

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change From Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or Less (1 to 7 days)	1 st Day of Class	1 st Day of Class or Prior to the Last Day of Class	1 st Day of Class or Prior to the Last Day of Class	1 st Day of Class	1 st Day of Class	1 st Day of Class
Two Weeks (8 to 14 days)	3 rd Calendar Day	6 th Calendar Day	6 th Calendar Day	1 st Day of Class	1 st Day of Class	3 rd Calendar Day
Three Weeks (15 to 21 days)	6 th Calendar Day	12 th Calendar Day	12 th Calendar Day	2 nd Calendar Day	1 st Day of Class	5 th Calendar Day
Four Weeks (22 to 28 days)	9 th Calendar Day	17 th Calendar Day	17 th Calendar Day	3 rd Calendar Day	2 nd Calendar Day	7 th Calendar Day
Five Weeks (29 to 35 days)	12 th Calendar Day	23 rd Calendar Day	23 rd Calendar Day	4 th Calendar Day	2 nd Calendar Day	9 th Calendar Day

Six Weeks (36 to 42 days)	14 th Calendar Day	29 th Calendar Day	29 th Calendar Day	5 th Calendar Day	3 rd Calendar Day	11 th Calendar Day
Seven Weeks (43 to 49 days)	17 th Calendar Day	35 th Calendar Day	35 th Calendar Day	5 th Calendar Day	3 rd Calendar Day	12 th Calendar Day
Eight Weeks (50 to 56 days)	20 th Calendar Day	41 st Calendar Day	41 st Calendar Day	6 th Calendar Day	3 rd Calendar Day	15 th Calendar Day
Nine Weeks (57 to 63 days)	23 rd Calendar Day	46 th Calendar Day	46 th Calendar Day	7 th Calendar Day	4 th Calendar Day	17 th Calendar Day
Ten Weeks (64 to 70 days)	26 th Calendar Day	52 nd Calendar Day	52 nd Calendar Day	8 th Calendar Day	4 th Calendar Day	19 th Calendar Day
Eleven Weeks (71 to 77 days)	29 th Calendar Day	58 th Calendar Day	58 th Calendar Day	9 th Calendar Day	5 th Calendar Day	21 st Calendar Day
Twelve Weeks (78 to 84 days)	32 nd Calendar Day	63 rd Calendar Day	63 rd Calendar Day	10 th Calendar Day	5 th Calendar Day	23 rd Calendar Day
Thirteen Weeks (85 to 91 days)	35 th Calendar Day	70 th Calendar Day	70 th Calendar Day	10 th Calendar Day	5 th Calendar Day	25 th Calendar Day
Fourteen Weeks (92 to 98 days)	38 th Calendar Day	76 th Calendar Day	76 th Calendar Day	11 th Calendar Day	6 th Calendar Day	27 th Calendar Day
Fifteen Weeks (99 to 105 days)	41 st Calendar Day	82 nd Calendar Day	82 nd Calendar Day	12 th Calendar Day	6 th Calendar Day	28 th Calendar Day
Sixteen Weeks or more (106 or more days)	End of the 7 th week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks of class
<i>Deadlines are based on calendar day and begin with the first day of class.</i>						

AMENDED through the Administrative Regulation Process, June 5, 2017

AMENDED through the Administrative Regulation Process, June 4, 2018

2.3.4 Academic Probation (Progress)

1. Probation

A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than 2.0:

Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.2.9

2. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours.

Academic probation and continued probation are calculated at the conclusion of every term including summer.

2.3.5 Instructional Grievance Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in [Appendix S-6](#).

Appendix S-6: Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identify, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.
5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

2.3.12 Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See [Appendix S-8](#).

Appendix S-8: Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the Vice President of Student Affairs or Designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.

5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

2.3.6 Withdrawal

To withdraw from a course or courses from the college, students must follow approved procedures (See [Appendix S-7](#)). The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

Appendix S-7: Student and Faculty Withdrawal Procedures

Student Withdrawal Procedures

1. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

- A. Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
- B. After the 7th week*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing--not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.
- C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in [Appendix S-6](#).

**The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

2. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

**The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

3. Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). A grade of

W (withdrawn passing, not computed in GPA) or a grade of Y (withdrawn failing, 0 grade points per credit hour) may be assigned in accordance with the course syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation.

Requests for withdrawals should be referred directly to the College of Enrollment.

AMENDED through the Administrative Regulation approval process, December 12, 2018

AMENDED through the Administrative Regulation approval process, February 23, 2010

AMENDED through the Administrative Regulation approval process, August 18, 2008

AMENDED through the Administrative Regulation approval process, March 5, 2009

2.3.7 Academic Renewal

Students who are returning to this college after a separation of five (5) years or more from the Maricopa Community College District, may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office/Office of Student Enrollment Services at the college where the grades were earned.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.
2. Upon approval, all courses taken prior to reenrollment with a grade of "A," "B," "C," "D," "F," and "Y" will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
3. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

2.3.8 Honors Program

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

2.3.9 General Graduation Requirements

Note: Also see Catalog Under Which a Student Graduates ([AR 2.2.5](#))

All students are required to complete the degree and/or certificate requirements as approved by the MCCCDC Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled, as outlined in the [Catalog Under Which a Student Graduates](#) policy, must satisfy current graduation requirements.

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree.

The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

The same degree or certificate can only be awarded once within the Maricopa Community College District.

3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
4. Have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any MCCCDC college /center.
8. Have paid required degree or certificate application fee.

See fee schedule for charges.

Graduation with Honors

All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations.

Students who have the following grade point averages will graduate with the following distinctions:

- 3.50 to 3.69 "with distinction"
- 3.70 to 3.89 "with high distinction"
- 3.90 to 4.0 "with highest distinction"

Certificates/Degrees

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in Transfer Partnership; (9) Associate in Applied Science (Career Program Specified).

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCCDC Governing Board.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.

Licensure Disclaimer

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

MCCCDC General Education Statement

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

1. Build self-awareness, self-respect, and self-confidence
2. Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
3. Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
4. Access, evaluate, analyze, synthesize, and use information wisely
5. Communicate effectively personally, socially, and professionally
6. Think critically, make informed decisions, solve problems, and implement decisions
7. Consider the ethical implications of their choices
8. Value the learning process throughout their lives
9. Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
10. Develop a personal sense of aesthetics
11. Use technological resources appropriately and productively
12. Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCDC is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication

- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity

General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCC and the institutions to which MCCC students transfer, students have the option to petition for general education evaluations and/or general education designations.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

AMENDED through the Administrative Regulation Process, June 5, 2017

2.2.5 Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

EXAMPLE A

Admitted & Earned Course Credit at a Public Community College or University	Fall '05 (Active)
Continued at a Public Community College	Spring '06, Fall '06 (Active)
College Transferred to a University	Spring '07 (2005 or Any Subsequent Catalog)

EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Enrolled But Earned All Ws, Zs, or Fs	Spring '03 (Inactive)
Enrolled in Audit Courses Only	Fall '03 (Inactive)
Nonattendance	Spring '04 (Inactive)
Transferred to a University	Fall '04 (2004 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Nonattendance	Spring '03, Fall '03, Spring '04 (Inactive)

Readmitted & Earned Course Credit at a Public Community College
Transferred to a University

Fall '04 (Active)
Spring '05 (2004 or Any
Subsequent Catalog)

EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University
Nonattendance
Readmitted & Earned Course Credit at a Public Community College
Nonattendance
Transferred to a University

Fall '02 (Active)
Spring '03 (Inactive)
Fall '03, Spring '04 (Inactive)
Summer '03 (Active)
Fall '04 (2002 or Any
Subsequent Catalog)

**Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.*

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE

Admitted & Earned Course Credit at a Public Community College or University
Continued at a Public Community College
Nonattendance
Readmitted & Earned Course Credit at a Public Community College
Transferred to a University

Summer '04 (Active)
Fall '04, Spring '05 (Active)
Fall '05 (Inactive)
Spring '06 (Active)
Summer '06 (2004 or Any
Subsequent Catalog)

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

2.3.10 Transcripts for Transfer

An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community College District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College ISSUING the official transcript.

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy in the Student Rights and Responsibilities section of this manual). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fee Schedule for charges for other official transcripts.

AMENDED through the Administrative Regulation Approval Process, June 5, 2017

COLLEGE ENVIRONMENT

2.4.4 Sexual Harassment Policy for Students

I. SEX DISCRIMINATION AND SEXUAL HARASSMENT

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance” 20 USC §1681 / 34 C.F.R. part 106

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student’s actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs. This Policy is subject to Constitutionally protected speech rights and principles of academic freedom. Questions about this Policy may be directed to the MCCCD EEO/affirmative action office.

A. SEXUAL HARASSMENT

Any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any MCCCD educational program or activity. The unwelcome behavior may be based on power differentials, the creation of a Hostile Environment, or retaliation for allegations of Sexual Harassment under this Policy. Sexual Harassment can occur regardless of the relationship, position or respective sex of the parties. Sexual Harassment includes Hostile Environment Harassment, Sexual Assault, Inducing Incapacitation for Sexual Purposes, Sexual Exploitation, Dating Violence, and Stalking. Same sex Sexual Harassment violates this Policy. Sexual Harassment by and between students; employees and students; and campus visitors and students is prohibited by this Policy.

Depending on the particular circumstances, Sexual Harassment may include, but is not limited to, the following:

1. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual manner.
2. Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
3. Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic work more difficult because sexual conduct is rejected.
4. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
5. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
6. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student’s sexuality or sexual experience. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of Sexual Harassment.

B. HOSTILE ENVIRONMENT HARASSMENT

Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

A Hostile Environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and campus visitors or contractors). Mere offensiveness is not enough to create a Hostile Environment. Although repeated incidents increase the likelihood that harassment has created a Hostile Environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

- a. the degree to which the conduct affected one or more students' education;
- b. the nature, scope, frequency, duration, and location of incident or incidents;
- c. the identity, number, and relationships of persons involved;
- d. the nature of higher education.

C. SEXUAL ASSAULT

An act involving forced or coerced sexual penetration or sexual contact.

D. INDUCING INCAPACITATION FOR SEXUAL PURPOSES

Using drugs, alcohol, or other means with the intent to affect, or having an actual effect on, the ability of an individual to consent or refuse to consent to sexual contact.

E. SEXUAL EXPLOITATION

Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and such behavior does not otherwise constitute a form of Sexual Harassment under this Policy.

Examples of behavior that could rise to the level of Sexual Exploitation include:

- a. Prostituting another person;
- b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- c. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- e. Engaging in non-consensual voyeurism;
- f. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
- g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
- h. Possessing, distributing, viewing or forcing others to view obscenity.

F. DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- A. the length of the relationship;
- B. the type of relationship;
- C. the frequency of interaction between the persons involved in the relationship.

G. STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

H. CONSENTING TO SEXUAL ACTIVITY

Consent is clear, knowing, and voluntary; it is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent in future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When people make clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be age 18 or older.

If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated, you are in violation of this Policy. Incapacitation is a state where one cannot make a rational, reasonable decision because one lacks the ability to understand the who, what, where, why or how of that person’s sexual interaction.

II. DEFINITIONS

ALLEGED VICTIM

The person who is the victim of any alleged Sexual Harassment or Discrimination in violation of this Policy.

COMPLAINANT

A person who has experienced or witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy and files a Formal Complaint pursuant to this Policy.

RESPONDENT

The person who is alleged to have engaged in Sexual Harassment or Discrimination prohibited under this Policy.

TITLE IX COORDINATOR

The Vice President of Student Affairs serves as each respective college’s Title IX Coordinator. The Title IX Coordinator is the individual responsible for providing education and training about Discrimination and Sexual Harassment to the college community and for receiving and investigating allegations of Discrimination and Sexual

Harassment in accordance with this Policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate Discrimination and Sexual Harassment Complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college may be found at <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>

III. REPORTING DISCRIMINATION

A. BYSTANDER

No student or employee should assume that an official of the college knows about a particular situation. The college encourages any student who feels he or she has been discriminated against or harassed in violation of this Policy to promptly report the incident to the Title IX Coordinator. Any student who knows of Discrimination or Sexual Harassment prohibited under this Policy that is experienced by another student should report that information to the Title IX Coordinator. Before a student reveals information, college employees will try to ensure that the student understands the employee's obligations and, if the student wishes to maintain confidentiality, direct the student to confidential resources. A student may choose to make a full report or request confidentiality as he or she determines.

All members of the college community are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of Discrimination and Harassment, and to report conduct or behavior they believe to be in violation of this Policy to the Title IX Coordinator. A duty to report conduct or behavior that violates this Policy is imposed on all administrators, supervisors, faculty members, and persons in positions of authority. Such employees perform their duty to report by reporting the conduct or behavior to the Title IX Coordinator.

B. COLLEGE COMPLAINTS AND REPORTING

Any person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination prohibited under this Policy is to report such conduct to the college's Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of Sexual Harassment or Discrimination.

There are several avenues available for any person who experiences, witnesses, or otherwise knows of Sexual Harassment or Discrimination to report such conduct:

- Leave a private voice message for the Title IX Coordinator;
- Send a private email to the Title IX Coordinator;
- Mail a letter to the Title IX Coordinator's office;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);
- File a Formal Complaint pursuant to this Policy;
- Report to another trusted college official (e.g., faculty member, coach, advisor) who will provide information as required under the Policy to the Title IX Coordinator.

If there is an allegation of conduct in violation of this Policy about the Title IX Coordinator or any staff member who is part of the Vice President of Student Affairs' office, that allegation should be lodged with the President of the college. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation.

C. RETALIATION PROHIBITED

Retaliation occurs when adverse action is taken against a student or employee because he or she has engaged in protected activity such as filing a complaint of Discrimination or Harassment. Retaliation may be found even when the underlying charge does not constitute Discrimination or Harassment in violation of this Policy, and all persons who participate in a Discrimination or Harassment proceeding, not only the complaining party, are protected against retaliation. A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, or from participating in a Discrimination or Harassment proceeding, or more generally, from pursuing that person's rights.

D. CRIMINAL REPORTING

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to College Safety or local law enforcement. Some forms of Discrimination and Harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

E. CONFIDENTIALITY OF COMPLAINTS AND REPORTS

Parties in these processes, including the Alleged Victim, Respondent, Complainant and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this Policy. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Title IX Coordinator or investigator will keep confidential the Complaint, report, witness statements, and any other information provided by the Alleged Victim, Respondent, Complainant or witnesses, and will disclose this information only to the Alleged Victim, Complainant, Respondent, or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other college officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the college's compliance with federal law. The written investigation report and any written decision will be disclosed only to the Alleged Victim, Complainant, Respondent, Title IX Coordinator, and discipline authority. In the case of employees, the discipline authority is the college administrator with the authority to impose sanctions in accordance with applicable employment policies. In the case of students, the discipline authority is the Vice President for Student Affairs and college officials as necessary to prepare for subsequent proceedings (e.g., college President and MCCC legal counsel).

F. ANONYMOUS REPORTING

The Title IX Coordinator accepts anonymous reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or investigator to inquire into or investigate the report, and respond as appropriate. The Title IX Coordinator or investigator may be limited in the ability to follow up on an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator or investigator to conduct a meaningful and fair inquiry or investigation.

IV. RIGHTS OF PARTIES

A. ALLEGED VICTIM: *The Alleged Victim has the right to:*

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the Respondent to have others present (in support or advisory roles) during an investigation.
4. Report Sexual Harassment, Discrimination, and violence to both on-campus and off-campus authorities.
5. Be informed of the investigation findings and imposed sanctions at the same time as the Respondent.
6. Be informed of and afforded access to available counseling, mental health, physical health or student services for victims of Sexual Harassment, Discrimination, and violence.
7. Have notification of and options for, and available assistance in, changing academic and living situations after an alleged act of Sexual Harassment or Discrimination prohibited under this Policy, if so requested by the Alleged Victim and if such changes are reasonably available. No Formal Complaint, or investigation--campus or criminal--need occur before this option is available. Accommodations may include:
 - Change of on-campus student's housing to a different on-campus location;
 - Assistance from college support staff in completing relocation;
 - Arranging to dissolve a housing contract and pro-rating a refund;
 - Exam, paper, or assignment rescheduling;
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Temporary withdraw from institution;
 - Alternative course completion options.
8. Not have irrelevant prior sexual history admitted as evidence in an investigation.
9. Make a victim-impact statement available to the investigator and decision-maker.
10. Access to available protection against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.
11. Have allegations of sexual misconduct that might be criminal in nature responded to quickly and with sensitivity by campus law enforcement.
12. Seek Reconsideration of the finding of the investigation and any sanction imposed.
13. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
14. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
15. Have an advocate or advisor present at all phases of the investigation.
16. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
17. Be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations.
18. Have MCCCDC compel the presence of student, faculty, and staff witnesses.
19. Written notice of the investigation, findings and sanctions.
20. Challenge documentary evidence obtained during the investigation.
21. Be informed in advance of any public release of information regarding the investigation.
22. Give consent for the release of any personally identifiable information contained in the investigation.

B. IMMEDIATE ACTION AND INTERIM MEASURES

The college may take interim measures to assist or protect the parties during the inquiry or investigation process, as necessary and with the Alleged Victim's consent. Such measures for an Alleged Victim may include arranging for

changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily.

C. RESPONDENT: The Respondent has the right to:

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the Alleged Victim to have others present (in support or advisory roles) during an investigation.
4. Be informed of and have access to campus resources for medical, counseling, and advisory services.
5. Be fully informed of the nature, rules, and procedures of the investigation process, and to thorough and timely written notice of all alleged violations, including the full nature of the violation and possible sanctions.
6. Protections of due process required by local, state, or federal law.
7. Not have irrelevant prior sexual history admitted as evidence in an investigation.
8. Make an impact statement available to the investigator and decision-maker.
9. Seek Reconsideration of the finding of the investigation and any sanction imposed.
10. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
11. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
12. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
13. Have MCCCCD compel the presence of student, faculty, and staff witnesses.
14. Challenge documentary evidence obtained during the investigation.
15. Have an advocate or advisor present at all phases of the investigation.
16. An outcome based solely on evidence presented during the investigation. Such evidence should be credible, relevant, based in fact, and without prejudice.
17. Written notice of the investigation, findings, and sanctions.
18. Be informed in advance of any public release of information regarding the investigation.
19. Give consent for the release of any personally identifiable information contained in the investigation.

V. DUE PROCESS

Due process is afforded any employee, student, or visitor accused of Sexual Harassment or Discrimination prohibited under this Policy. On receipt of a Formal Complaint, or upon receipt of credible evidence that Sexual Harassment or Discrimination prohibited under this Policy has occurred, an immediate preliminary inquiry will be conducted to determine if there is reasonable cause to believe this Policy has been violated. A preliminary inquiry shall be concluded within ten working days following the determination that such reasonable cause exists; however, it may be re-opened in the event additional evidence of a violation of this Policy is later discovered. If, following a preliminary inquiry, such reasonable cause is found, a prompt, thorough, impartial investigation will be conducted by a qualified, authorized investigator. An investigation will be conducted using a preponderance of evidence standard. A preponderance of evidence standard means that an investigator will conclude that Sexual Harassment or Discrimination occurred only if the results of the investigation demonstrate it is more likely than not that such conduct took place. If the investigator's final decision is that Sexual Harassment or Discrimination prohibited under this Policy occurred, the college will take immediate action to eliminate the Harassment or Discrimination, prevent its recurrence, and address its effects. Remedies for the victim of Sexual Harassment or Discrimination will also be sought. Violations of this Policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion

for students; and appropriate sanctions against campus visitors. This Policy applies to prohibited conduct that impacts the educational environment, whether it occurs on or off campus, and covers students, employees, and visitors.

A. SEX DISCRIMINATION GRIEVANCE PROCEDURES FOR STUDENTS

The purpose of these procedures is to provide a prompt and equitable resolution for allegations of Discrimination as prohibited under this Policy. Persons believing that they have been subjected to or witnessed, or otherwise know of Discrimination or Harassment on any of these bases may file a Complaint with the college. These procedures address allegations of Discrimination or Sexual Harassment as prohibited under this Policy. The procedures also address allegations of retaliation against those who have opposed practices forbidden under the Policy, those who have made allegations of Discrimination or Harassment under the Policy, and those who have testified or otherwise participated in enforcement of the Policy.

B. MEDIATION

Alleged victims who believe they have been discriminated against or harassed may choose in certain circumstances to resolve their allegations through mediation. Mediation is an informal and confidential process where parties can participate in a search for fair and workable solutions. An

Alleged Victim may choose to ask the Title IX Coordinator to assist in the mediation process.

Allegations that are addressed through mediation are not required to be made in writing. The parties may agree upon a variety of resolutions such as modification of work assignment, training for a department, or an apology. Parties may agree to a resolution that is oral or embodied in a written agreement. With a written agreement, the parties may elect to file it with the Title IX Coordinator in the event enforcement becomes necessary. Once both parties reach a mediated agreement, it is final and cannot be the basis of a Request for Reconsideration. The Title IX Coordinator or either party may at any time, prior to a final agreement, decide that attempts at mediation have failed. Upon such notice, the Title IX Coordinator may conduct a preliminary inquiry to determine whether this Policy has been violated. The mediation process may not be used if the alleged conduct constitutes criminal conduct.

C. FORMAL COMPLAINT PROCESS

A person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator at each respective college or center. A Complainant may file a Formal Complaint either orally or in writing. The Title IX Coordinator will accept Formal Complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

The Complainant's documentation in support of a Formal Complaint should clearly and concisely identify the action, decision, conduct, or other basis that constituted an alleged act or practice of Discrimination prohibited under this Policy. Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the college President and the Office of General Counsel. The Office of General Counsel will assign a case number to the Formal Complaint.

A copy of the Formal Complaint will be shared with the Respondent within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.

The Respondent must provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.

After either accepting a Formal Complaint or receiving credible evidence that Discrimination has occurred, and determining after a preliminary inquiry that there is reasonable cause to believe this Policy has been violated, the Title IX Coordinator will:

- Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees and students. The Title IX Coordinator may serve as investigator;
- Determine the identity and contact information of the Complainant;
- Identify the correct policies allegedly violated;
- Conduct a thorough, reliable, and impartial investigation;
- Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct—more time is necessary to complete the investigation);
- Make findings based on the preponderance of evidence; and
- Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ten (10) working days, to the President, with a recommendation as to the disposition of the matter.

The President shall accept, reject, or modify the recommendation, and provide a written notification of his or her action, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within fifteen (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator.

Evidence which is collateral to the allegations of Discrimination or Sexual Harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

D. MAINTENANCE OF DOCUMENTATION

Documentation resulting from each level in the Formal Complaint Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

E. RIGHT TO ASSISTANCE

A Complainant, Alleged Victim or Respondent may receive the assistance of an attorney or other person at any stage of a Complaint filed under the Formal Complaint Process. Such person may attend any investigative interview and advise the Complainant, Alleged Victim or Respondent but shall not otherwise participate in the interview. The investigator shall direct communications directly to the Complainant, Alleged Victim and Respondent, and not through such individual's attorney or other person providing assistance.

F. TIME FRAME AND GROUNDS FOR FILING A REQUEST FOR RECONSIDERATION

A Complainant, Alleged Victim or Respondent who is not satisfied with the decision of the President has ten (10) working days to request, in writing, reconsideration of the decision by the Maricopa Community College District's Executive Vice Chancellor and Provost. There are four grounds upon which a Request for Reconsideration may be made: (1) the party has new information, unavailable at the time of the investigation; (2) the party has procedural concerns that may change or affect the outcome of the determination; (3) the party perceives that there was insufficient evidence to support the investigators findings; or (4) the party perceives any action taken by the President to be too severe. The Executive Vice Chancellor and Provost will review the findings of the investigation and recommendation of the Title IX Coordinator, and respond to the Request for Reconsideration within ten (10) working days from its receipt. The Title IX coordinator shall ensure that, prior to acting on any Request for Reconsideration, the Executive Vice Chancellor and Provost has been fully

briefed regarding every component of this Policy. If the Executive Vice Chancellor and Provost determines that the investigation was not conducted in a fair manner, or that the determination is not consistent with the evidence, or that any disciplinary action is not commensurate with the allegations, the case file will be reopened and assigned for further investigation. If the Executive Vice Chancellor and Provost concludes that the investigation was conducted in a proper manner, that the determination is consistent with the evidence, and that any disciplinary action is commensurate with the allegations, he or she will—in writing-- certify that the Executive Vice Chancellor and Provost has read and thoroughly considered all of the information collected in the investigation, certify that the investigation was conducted in a proper manner and the decision is consistent with the evidence, and deny the Request for Reconsideration. The written certifications and decision by the Executive Vice Chancellor and Provost shall be delivered to the Complainant, Alleged Victim, and Respondent promptly after they are issued. At this point, or if no Request for Reconsideration is made, the investigation into alleged Discrimination under this Policy is concluded.

G. EXTERNAL FILING OF DISCRIMINATION COMPLAINT

MCCCD encourages students to use the due process under this Policy to resolve Discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights
U.S. Department of Education
Denver Office
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR.Denver@ed.gov

ADOPTED by Direct Chancellor Approval: May 20, 2015

5.1.9 Examples of Policy Violations

It shall be a violation of MCCCD's Sexual Harassment Policy for any employee, student or campus visitor to:

1. Make unwelcome sexual advances to another employee, student or campus visitor;
2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
 - A. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
 - B. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
4. Engage in verbal or physical conduct of a sexual nature that:
 - A. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
 - B. Creates an intimidating, hostile or offensive work or academic environment;
5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;
6. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);

7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures. Other sexual misconduct may include sexual exploitation, stalking, and gender-based bullying.
8. Treat a complainant or witness of sexual harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation.

5.1.10 Additional Policy Violations

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

5.1.11 Responsibility for Policy Enforcement

Employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

5.1.12 Complaints

1. Employees

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

2. Students

Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Title IX Coordinator, who is the vice president of student affairs at each college. A student may also contact the MCCCDD EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

3. General - Applicable to Both Employees and Students

- A. Complaints will be investigated according to procedures established by the MCCCDD EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the MCCCDD EEO/AA Office.
- B. The college/center/MCCCDD will investigate all complaints in a prompt, thorough, and impartial manner.
- C. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCDD.

5.1.13 Confidentiality

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCDD's legal obligation to investigate and resolve issues of sexual harassment.

5.1.14 Violations of Law

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCDD policy. Disciplinary action by MCCCDD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

5.1.15 False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

5.1.16 Retaliation Prohibited

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

***** SECTION TO INCLUDE IN HANDBOOK*****

AMENDED by Direct Chancellor Approval, April 1, 2015

Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), sexual orientation, gender identity, age, veteran status, physical or mental disability, or genetic information. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may submit a complaint under the Sexual Harassment Policy for Students 2.4.4. If a student has been a victim of sexual assault, a complaint may also be filed with College Public Safety (CPS).

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel's Office of Public Stewardship at 480-731-8880.

Informal Resolution of Discrimination Complaints

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The supervisor or department head will notify the Vice President of Student Affairs may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 Coordinator or the Associate Vice Chancellor of Student Affairs who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the

process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.

Formal Resolution of Discrimination Complaints

A student who contends that unlawful or MCCCDC-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept.

A complaint may be submitted by the student verbally or in writing. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that the student believes is unlawful or MCCCDC prohibited discrimination.

Upon receipt of a complaint, the Vice President of Student Affairs or the Associate Vice Chancellor will notify the college president or provost and the Office of General Counsel.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

Respondent must provide a written response to allegations within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 et.seq.; 28 C.F.R. §35.130 et. seq. The Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs or the District Vice Chancellor of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the student and respondent along with a copy of the investigator's written findings and the vice president's or District Associate Vice Chancellor's recommendations within fifteen (15) calendar days of receiving the

written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures. Both complainant and respondent receive notice of the outcome. The institution will take appropriate steps to prevent further occurrences.

Interim Measures

If a student alleges discrimination based upon physical or mental disability, the District may take interim measures to assist or protect the student during an investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

MCCCD Administrative Review Process

Request for Reconsideration

A student or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, verbally or in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the student has exhausted the Internal Discrimination Complaint Procedure.

Complaint Process

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

Right to Assistance

A student or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

Confidentiality of Proceedings

Every effort will be made by the college and MCCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCCD's legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

External Filing of Discrimination Complaint

MCCCCD encourages students to use the MCCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)

Denver Office

U.S. Department of Education

Federal Building

1244 Speer Boulevard, Suite 310

Denver, Colorado 80204-3582

Phone: 303-844-5695

Fax: 303-844-4303

TDD: 303-844-3417

E-mail: OCR_Denver@ed.gov

AMENDED by Direct Chancellor Approval, April 1, 2015

*****END SECTION*****

2.4.6 Emissions Control Compliance

Pursuant to ARS §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

2.4.8 Petition Signature Solicitation

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.

2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in [Appendix S-14](#).

2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

POLICY

This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCD policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

Permit Application: Any non-MCCCD-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, “low-impact, non-commercial activities” are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

Designated Areas: Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCD-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

Use Fees and Proof of Insurance: To offset the costs associated with the use of college grounds, non-MCCCD-affiliated users shall be required to pay a fee of \$50 per day or \$125 per week. In order to protect the health and safety of College students, faculty and staff and to protect MCCCD resources, non-MCCCD-affiliated users shall also be required to provide proof of insurance that indicates at least \$1 million in general liability coverage and names the MCCCD as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this Administrative Regulation shall not be applied to low-impact, non-commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College’s Responsible College Official. Any questions or comments about the criteria for approval or denial of such request shall be directed to the District Ombudsman.

Permits: The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

Priorities and Criteria for Approval of Permits: The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.

2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCCDC student organizations or employee groups.
4. Activities of non-MCCCDC-affiliated individuals and organizations.
5. Commercial advertising or activities.

Criteria

1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.
3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.
4. General feasibility of hosting the event as proposed.

Other Policies: This administrative regulation will be applied in conjunction and coordination with all other MCCCDC policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

Specific procedures on how to implement the Use of College Grounds regulation can be found in [Appendix S-15](#).

2.4.10 Children on Campus

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

2.4.11 Crime Awareness and Campus Security Act

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

2.4.15 Campus Sex Crimes Prevention Act

Federal legislation requires that the MCCCDC establish notification procedures concerning the presence of registered sex offenders enrolled either as students or those working for the institution. The Registered Sex Offender Notification Procedure is outlined in Appendix item S-18.

ADOPTED by Direct Chancellor Approval, March 6, 2019

Appendix Item S-18: Maricopa County Community College District Registered Sex Offender Notification Procedure

The Campus Sex Crime Prevention Act (CSCPA), (section 1601 of Public Law 106-386), is a Federal Law enacted on October 28, 2000. In compliance with this law, the Maricopa County Community College District (MCCCDC) will work in collaboration with the Sheriff's Department to identify convicted registered sex offenders enrolled as students at one of MCCCDC's colleges or working at the District office or at any of the MCCCDC colleges (in paid or unpaid positions).

GENERAL INFORMATION

- I. In accordance with the CSCPA, the MCCCDC will provide on its Sex Offender Information Website, found [Sex Offender Information and Notification](#) website, a link to the Arizona Sex Offender Registry website and instructions on how to access it.
- II. Arizona Revised Statutes require persons convicted of any of the following 21 different offenses to register as sex offenders: 1) unlawful imprisonment if the victim is under 18 years of age; 2) kidnapping if the victim is under 18 years of age; 3) sexual abuse if the victim is under 18 years of age; 4) sexual conduct with a minor;

5) sexual assault; 6) sexual assault of a spouse; 7) molestation of a child; 8) continuous sexual abuse of a child; 9) taking a child for the purpose of prostitution; 10) child prostitution; 11) commercial sexual exploitation of a minor; 12) sexual exploitation of a minor; 13) luring a minor for sexual exploitation; 14) aggravated luring a minor for sexual exploitation; 15) unlawful age misrepresentation for the purpose of committing a sexual offense 16) sex trafficking of a minor; 17) a second or subsequent violation of indecent exposure to a person under 15 years of age; 18) a second or subsequent violation of public sexual indecency to a minor under the age of 15; 19) a third or subsequent violation of indecent exposure; 20) a third or subsequent violation of public sexual indecency; and 21) violations relating to the failure to register as a sex offender. (See, [A.R.S. §13-3821](#)).

III. The Arizona Department of Public Safety classifies sex offenders according to levels. The levels consist of Level 1: Low risk to the community, Level 2: Intermediate risk to the community, and Level 3: High risk to the community.

IV. By law, Registered Sex Offenders (RSO) are required to contact the Maricopa County Sheriff's office or local police agency when they enroll in or are employed at a college—in either paid or unpaid status. ([A.R.S. § 13-3821](#)).

a. Level Two and Level Three Offender's Obligation to Notify the College:

STUDENTS

- i. **Current Students** who are enrolled and receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of enrollment must notify the Campus Public Safety Officer within five (5) business days of the start of the semester. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. The Campus safety officer will schedule a meeting with the Dean of Students (or designee) and the Registered Sex Offender student to take place within ten (10) days of the notification to Public Safety.
 1. Failure to comply with this procedure may lead to discipline under the Student Code of Conduct as well as possible criminal penalty as outlined in Arizona state law.
- ii. **Potential Students** who have been designated as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they intend to enroll at a College. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. This meeting must take place at least ten (10) calendar days prior to the start of classes. The meeting shall include the RSO, the Dean of Students (or designee), and the Campus Public Safety Officer.)
 1. A person who is classified as a Level Two or Three sex offender has been admitted to MCCCD and who has failed to timely to register pursuant to these procedures may be subject to discipline under the Student Code of Conduct as well as possible criminal penalties as outlined in Arizona state law.

EMPLOYEES

- iii. **Current Employees** who receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of employment must immediately notify the Campus Public Safety Officer. The campus public safety officer will arrange meeting with the Human Resources Manager (or designee) at the individual campus and the Registered Sex Offender employee. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. The meeting with the college human resources manager and the Campus Public Safety Officer must take place within ten (10) days of the original notification to Public Safety.

- iv. **Potential Employees** who have been classified as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they are offered employment at the College. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. This meeting must take place at least ten (10) calendar days prior to the start of employment. The meeting shall include the RSO, the college human resources manager and the Campus Public Safety Officer (or their designees).

V. COLLEGE OFFICIALS' MEETING WITH LEVEL 2 OR LEVEL 3 SEX OFFENDER

- a. After notification that a student or employee has been classified as a Level Two or Three Sex Offender, MCCCD Public Safety will collect information from the RSO student or employee, probation/parole officer, Sheriff's Office, and/or arresting agency regarding the type of crime, conditions for probation, and/or level of risk.
- b. For Students: MCCCD Public Safety will notify the Dean of Student Affairs (or designee) when a RSO has enrolled or expressed a desire to enroll at a MCCCD college. A representative from the Student Affairs office shall participate in the required meeting with the RSO.
 - i. An RSO identification must be placed in the Advocate online system. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
- c. For Employees: MCCCD Public Safety will notify District and college Human Resources (or designee) when an RSO has registered due to being offered employment with the MCCCD or is a current employee who has been classified as a Level Two or Three Sex Offender. A representative from District and the identified college's Human Resources department shall participate in the required meeting with the RSO.
 - i. An RSO identification must be placed in the employee's personnel file. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
- d. At the meeting referred to above, the student or employee who is classified as a Level Two or Three sex offender will be advised of the following information:
 - i. The College's knowledge of his/her final classification.
 - ii. The College's obligation to provide public access to Level 2 & 3 sex offender information through its Department of Public Safety.
 - iii. Any restrictions that will be imposed on the sex offender—based on any Court restrictions, restraining orders, or orders of protection that may be in place—and the duration of such restrictions.
 - iv. If the offender is classified at Level 3, he/she is further informed of:
 - 1. The College's policy of posting notice at each college campus within two (2) days of receipt of the RSO's information, regardless of when the meeting occurs.
 - 2. The Level 3 RSO will receive a copy of the community notification the College intends to post.
 - 3. The functional areas of the College which will be provided with the public notification that will be posted.
 - v. At any time, the Department of Public Safety can communicate with the offender's parole/probation officer.

- VI. FERPA: The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning the presence of registered sex offenders.
- VII. ANNUAL AND OFF-CYCLE REVIEWS: Public Safety and the Student Affairs Dean (or designee) or Human Resources representative, depending on the status of the RSO, shall meet on an annual basis to review the conditions of enrollment, employment, and campus engagement. Additional, off cycle, reviews should be conducted when an RSO student or employee transfers within MCCCDC or new information about criminal conduct has been received. District imposed conditions may be removed, added, or altered based on changes in enrollment location(s), legal case status, new criminal activity, and/or disciplinary standing. Both Public Safety and Dean of Students or Human Resources professionals, for students and employees, respectively, shall maintain documentation regarding all initial, annual, and off-cycle meetings and reviews.
- VIII. FAILURE TO NOTIFY CAMPUS ADMINISTRATION: Failure to notify campus administration, as outlined in this procedure, of one's status as a RSO may lead to discipline up to and including removal from classes and/or suspension from participation in academic or extra-curricular programs, termination from employment as well as possible criminal penalty as outlined in Arizona state law.
- IX. CAMPUS AND COMMUNITY NOTIFICATION OF RSO STATUS: Pursuant to Arizona law, the MCCCDC shall make campus notifications of RSO status, as follows:
- For level two and level three offenders, the MCCCDC Public Safety Office, in conjunction with the Public Safety office at each college will coordinate with the local law enforcement agency responsible for the individual community notifications to ensure the sex offender notification is provided to the individual campus community.
 - The [Sex Offender Information and Notification](#) website will host the notification of RSO's employed by or attending a MCCCDC college, including employment with the District office.
 - For Colleges with facilities off-site from the main campuses that receive a registered sex offender community notification flyer from a local law enforcement agency, building managers are advised to post the flyer the building's common area easily accessed by students, staff, and faculty for a at least thirty (30) days. Specific information and instructions related to the community notification will be contained in the flyer and such instructions should be followed.
 - Any criminal activity involving a registered sex offender should be reported to police.
- X. ADMINISTRATIVE OVERSIGHT:
- Students: A campus administrator has the right to, at her or his discretion, require currently enrolled RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for enrollment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.
 - Employees: A supervisor, in conjunction with a Human Resources representative, at her or his discretion, may require currently employed RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for employment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.

ADOPTED by Direct Chancellor Approval, March 6, 2019

2.4.12 Workplace Violence Prevention

Purpose

It is the policy of the Maricopa County Community College District to promote a safe environment for its employees, students, contractors, and visitors. MCCCDC is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Policy

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCDC to report any occurrence of such conduct to MCCCDC Public Safety. Every employee, student, contractor, and visitor on MCCCDC property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Prohibited Behavior

For example, and without limiting the generality of the foregoing statement, this policy prohibits:

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement
- dangerous or threatening horseplay
- loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- blatant or intentional disregard for the safety or well-being of others
- commission of a violent felony or misdemeanor on MCCCDC property
- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence

This list is illustrative only and not exhaustive.

Future Violence

Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act or sometime in the future, at the workplace or as a direct result of their relationship with MCCCDC, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the Public Safety Department. Students, contractors, and visitors shall contact the Public Safety Department as soon as possible.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and Public Safety. Students shall supply a copy of the signed order to the Public Safety Department.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the MCCCDC. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

2.4.13 Student Right to Know

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

STUDENT RIGHTS AND RESPONSIBILITIES

2.4.5 Copyright Act Compliance

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

3.2 Copyright Regulation

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages- potentially in excess of \$100,000 for each work infringed as well as criminal penalties, which may include fines and even incarceration.

How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials-most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

Why is it important for a student to be aware of copyright law?

Copyright infringement is expressly prohibited by the US Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources-such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail-for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law"

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

Does copyright law allow me to download files from a college web site?

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

3.4 Taping of Faculty Lectures

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

4.4 Technology Resource Standards

Introduction

The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible.

Arizona constitutional and statutory mandates require that MCCCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCD public officials—employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws—both federal and state—also dictates the need for standards for the use of MCCCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCD's own standards, such as the directive that all persons within the MCCCD community be treated in a manner that is humane, fair and dignified.

This administrative regulations established standards for the use of MCCCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as Administrative Regulation 4.3 "Electronic Communications."

General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic devices and information) of the MCCCD are available to MCCCD Governing Board members, employees, students and, in a limited number of cases, MCCCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCD computer exhibits on starting up advises users of these Standards and requires an acknowledgment before the user may proceed to the next screen. Additionally, all MCCCD employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCD technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCD-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Use of Non-MCCCD Technology

Under Arizona's public records law, MCCCDC is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent. Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCDC records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Library, Archives and Public Records—the state agency tasked with setting standards for record retention. Therefore, an employee's or Governing Board member's use of non-MCCCDC technology resources for communication of any type of MCCCDC business is heavily discouraged because those records are less capable of being managed according to MCCCDC's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCDC employee who receives a communication allegedly from another MCCCDC employee using a non-MCCCDC e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

Acceptable Use

Use of MCCCDC's technology resources, including websites created by MCCCDC employees and students, is limited to educational, research, service, operational and management purposes of the MCCCDC and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCDC's technology resources are limited to the same purposes.

Frequently, access to MCCCDC's technology resources can be obtained only through use of a password known exclusively to the MCCCDC employees, Governing Board members or students. It is those users' responsibility to keep a password confidential. While MCCCDC takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCDC community. Moreover, it cannot guarantee employees, Governing Board members and students protection against reasonable failures. Finally, under certain limited circumstances defined in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records," certain MCCCDC employees are authorized to access information on an MCCCDC technology device.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. Any other review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

Incidental Computer and Technology Usage

Limited incidental personal use of MCCCDC technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCDC employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCDC ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCDC employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges ([Appendix AS-8](#)) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges ([Appendix AS-9](#)).

Prohibited Conduct

The following is prohibited conduct in the use of MCCCDC's technology resources

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCDC contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-MCCCDC commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of MCCCDC's Governing Board, including, but not limited to, MCCCDC's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCDC policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCDC's technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCDC's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCDC, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCDC hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCDC grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCDC device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCDC grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

Review and Approval of Alternate E-Mail Account Systems

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCDC e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."
2. Any proposed changes to an MCCCDC's entity's e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

Disclaimer

The home page of an MCCCCD web site must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCCD is subject to change without notice. MCCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

Information Accuracy and Marketing Standards

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, MCCCCD may unilaterally delete any violative content and terminate the user's access to MCCCCD's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through MCCCCD's grievance procedures or resolution of controversy.

2.6 Hazing Prevention Regulation

The Maricopa County Community College District (MCCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the MCCCCD community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with MCCCCD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with MCCCCD; and
 - B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.

6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCDC Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
 - A. Pre-pledging, illegal pledging or underground activities.
 - B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
 - C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
 - D. Encouraging or forcing use of alcohol or drugs.
 - E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
 - F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8
 - G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
 - H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
 - I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
 - J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCDC policies, and local and state laws.

Alleged violations of the MCCCDC hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the MCCCDC hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and MCCCDC policies, and local and state laws.

Any MCCCDC faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCDC policies, and local and state laws.

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.
11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:
 - A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
 - B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing

to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.

- C. **SUSPENSION:** The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
 - D. **REVOCAION:** The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The MCCCCD hazing prevention regulation is not intended to prohibit or sanction the following conduct:
- A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCCD.
 - B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
13. For the purposes of the MCCCCD hazing prevention regulation:
"Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCCD, whose membership consists primarily of students enrolled at MCCCCD and that may also be classroom-related or co-curricular in nature.

2.4.7 Abuse-Free Environment

See also the Auxiliary Services section for Tobacco-Free Environment and the Appendices/Student Section Medical Marijuana Act of the Administrative Regulations.

1. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. Annual Acknowledgements for students and employees are provided through the online messaging accounts.

Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. Maricopa Community Colleges recognized drug and alcohol abuse as an illness and a major health problem as well as a potential safety and security issue.

Part of the educational mission of the Maricopa Community Colleges is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse. This mission closely aligns with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

B. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

C. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

D. Legal Sanctions

Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCCD premises, while conducting MCCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCCD; and use of illegal drugs.

3. MCCCCD Program Standards

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

- A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
- B. Support disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
- C. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances.

4. Alcoholic Beverages—Usage Regulation (AR 4.13)

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

- A. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCCD except as provided in Paragraph H.
- B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by

the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs C and G.

- C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph E. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.
- D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: [AS-6 Notice of Intent to Serve Beer and Wine Form](#). On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCDC Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCDC Risk Manager no later than 10 business days before the event.
- E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with the all of the following restrictions:
 - i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
 - ii. The gathering must be by invitation only, and not open to the public;
 - iii. The gathering may not exceed 300;
 - iv. Invitees may not be charged any fee for either the event or the beer or wine; and
 - v. The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph F. The contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

- F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph E. Any student serving those beverages must, by law, be 19 years or older.
- G. **Third-Party Event.** The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:
 - i. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
 - ii. The entity completes the form available at [AS-7 Request to Serve Beer and Wine — Third Party Form](#). And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;
 - iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
 - iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
 - v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
 - vi. The contractor provides all of the beverages served and well as the servers or bartenders;

- vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
- viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.
- H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
 - i. Wine and beer to be served may only be brought to MCCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
 - ii. Once the wine and beer arrives on MCCCCD property, the Director the culinary program shall assign an MCCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.
- I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).
- J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
- K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
- L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

5. Other Health Concerns

General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in an faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to

document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

4.12 Smoke-Free/Tobacco-Free Environment

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established for employees and students.

Appendix S-16: Statement on the Arizona Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Propositions 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, the Maricopa Community Colleges will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.

2.8 Students with Disabilities

2.8.1 Eligibility for Accommodations & Required Disability Documentation

Purpose

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office or designated professional.

General Eligibility Requirements

DRS applicants must be admitted or enrolled as an MCCC student, and must provide the Disability Resources and Services (DRS) office with qualifying disability documentation, verifying the nature and extent of the disability prior to requesting or receiving any academic adjustment.

Who Is Eligible for Services?

To be eligible for DRS support services, a student must have a disability as it defined by federal law (section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act OF 1990 (ADA), and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)).

Definitions

- **Disability:** A disability is any physical or mental condition which causes substantial limitation to the ability to perform one or more major life activities.
- **Academic adjustment:** An academic adjustment is a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to avoid discriminating on the basis of handicap against qualified students with disabilities. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

***Documentation can be transferred within MCCC for current consideration for eligibility.*

***Determination made by another institution or organization does **not** guarantee eligibility.*

Special Considerations

Any employee who receives a request for academic adjustment must refer the student to the DRS Office. The DRS Office alone is responsible for evaluating documentation and determining eligibility and academic adjustments. All situations shall be considered on an individual, case-by-case basis, and all requests for academic adjustments from qualified students with a disability shall be considered by DRS. DRS may exercise its right to require additional documentation.

Academic adjustments are determined by the DRS Office through an interactive exchange with the eligible student. The DRS Office will give priority to the request of the student, but will also consider the instructor's perspective when it is offered. The interactive exchange may continue during the course of the year, and the DRS may make reasonable alterations in approved academic adjustments based on input from the student and the faculty member. Academic adjustment determined by the DRS Office are required except when the institution subsequently determines that an adjustment would alter an academic requirements that is essential to the instruction being pursued by the student, or to a directly related licensing requirement. MCCC is not required to provide "best" or "most desired" accommodations but rather a reasonable accommodation sufficient to meet accessibility needs.

In the event the instructor believes the modification determined by DRS would alter an academic requirement that is essential to the instruction being pursued by the student, or to a directly related licensing requirement, the instructor will first meet with the director of the DRS office within three working days of receipt of the determination and attempt to resolve the issue informally. If the faculty member's concern remains unresolved, within three days of the above meeting he or she may submit a written request to the college's chief academic officer (or a comparably qualified administrator designated by the college president) for his or her academic judgment on the question.

Any change in the DRS Office's initial recommendation resulting from the above meeting or the Chief Academic Officer's decision will be communicated to the student by the DRS Office. The interactive exchange with the student will continue in an effort to achieve a mutually satisfactory outcome.

If a student is not satisfied with the academic adjustment provided, he or she may file a complaint under the Discrimination Complaint Procedures for Students. In such cases, the Vice President for Student Affairs will assign an

investigator whose qualifications and experience include curriculum development and educational accommodations for students with disabilities.

In all cases in which academic adjustments are in controversy, whether as a student discrimination complaint or a faculty member's appeal to the Chief Academic Officer, the ultimate decision will be informed by consultation with the duly appointed faculty representatives who serve in the development of the curriculum for the institution and the program. The committee will study the requested academic adjustment and alternatives, their feasibility, cost and effect on the academic program, and come to a rationally justifiable conclusion as to whether the available alternatives would result either in lowering academic standards or requiring substantial program alteration. This conclusion will be submitted in writing to the Chief Academic Officer, who will consult with the Vice Chancellor and the Office of General Counsel before making the final determination.

Nothing in this policy prohibits a faculty member from making minor, commonsense alterations in the manner in which a course is presented. A student who asks the instructor to change the color of chalk used because he is colorblind may be so accommodated without registering with DSO. However, the faculty member must report making such accommodations to DSO.

Documentation Guidelines

Students requesting accommodations must provide documentation of their disability. Documentation consists of an evaluation prepared by a trained and qualified professional that identifies:

- ♦ current level of functioning
- ♦ current documentation
- ♦ all standardized testing must use adult-normed instruments
- ♦ age of the documentation may vary for some disabilities, provided the presence of a substantial limitation(s) is adequately established
- ♦ how the disability impacts the student's learning
- ♦ contain information supportive of the student's request for specific academic support, auxiliary aids, and accommodations

Specific Eligibility Requirements

1. Physical Disabilities

A. Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

- i. Orthopedic Disability
- ii. Blind or Visual Impairment
- iii. Deaf or Hard-of-Hearing
- iv. Traumatic Brain Injury
- v. Other Health-Related/Systemic Disabilities

B. Diagnostic Report

The diagnostic report must include the following information:

- i. A clear disability diagnosis, history, and the date of diagnosis.
- ii. A description of any medical and/or behavioral symptoms associated with the disability.
- iii. Medications, dosage, frequency, and any adverse side effects attributable to use.
- iv. A clear statement specifying functional limitations.
- v. A recommendation for accommodation(s).

2. Specific Learning Disabilities

A. Required Documentation

Submit a written diagnostic report of specific learning disabilities that is based on age appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An appropriate Psycho Educational Evaluation must include comprehensive measures in each of the following areas:

- i. Aptitude: evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported.

Examples Of Measures (including but not limited to):

1. Wechsler Adult Intelligence Scale (WAIS-R)
2. Stanford Binet Intelligence Scale
3. Woodcock-Johnson Psycho-Educational Battery
4. Kaufman Adolescent and Adult Intelligence Test

- ii. Academic Achievement: evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported. The test battery should include current levels of functioning in the relevant area(s).

Examples of Achievement (including but not limited to):

1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

- iii. Information Processing: evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability.

Examples of Achievement (including but not limited to):

1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

B. Diagnostic Report

The diagnostic report must include the following information:

- i. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
- ii. A list of all instruments used in the test battery.
- iii. Discussion of test behavior and specific test results.
- iv. A diagnostic summary or statement with the following information:
 1. DSM V Classification
 2. A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as "appears," "suggests," or "probable" used in the diagnostic summary statement do not support a conclusive diagnosis.
 3. A clear statement specifying the substantial limitations to one or more major life activities.
 4. A psychometric summary of scores.
 5. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be sufficient for determining eligibility for academic accommodations. For example, school plans such as individualized

education plans (IEP) or 504 plans may not be sufficient documentation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

3. Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD)

A. Required Documentation

Submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations.

B. Diagnostic Report

Acceptable documentation must include:

- i. DSM V Classification
- ii. A summary or statement which includes the following information:
- iii. A clear summary or statement specifying evidence of behavior that significantly impairs functioning, including degree of severity.
- iv. A recommendation for accommodations, including rationale.

4. Psychological/Psychiatric Disabilities

A. Required Documentation

- i. Depression and/or bipolar disorder
- ii. Generalized anxiety disorders
- iii. Post traumatic stress disorder
- iv. Psychotic disorders
- v. Autism spectrum disorder.

B. Diagnostic Report

If the diagnostic report is not current, a letter from a qualified professional that provides an update of the diagnosis may be requested

The diagnostic report must include the following:

- i. DSM V Classification
- ii. A diagnostic summary or statement that includes the following:
 1. A clear summary or statement that a disability does or does not exist.
 2. A clear summary or statement specifying evidence of behavior that significantly impairs functioning including degree of severity.
 3. A discussion of medications and their possible impact on academic functioning.

5. Neurological Disorders

A. Required Documentation

Disorders of the central and peripheral nervous system, including but not limited to:

- i. Acquired Brain Injury/Traumatic Brain Injury
- ii. Epilepsy/Seizure Disorder
- iii. Stroke

B. Diagnostic Report

Written statement of diagnosis:

- i. Current functional limitations
- ii. Information regarding current symptoms
- iii. Information regarding prescribed medication(s) and possible side effect and impact on student academic performance
- iv. Restrictions on activities imposed by the condition
- v. Where learning has been affected, a recent neuro-psychological evaluation is requested

6. Temporary Disabling Conditions

A. Required Documentation

- i. Temporary disabling conditions as a result of surgery, accident, or serious illness may require accommodations for a limited time. Acceptable documentation must include:
- ii. Written statement of diagnosis
- iii. List of current symptoms and degree of severity
- iv. Information regarding functional limitations and impact within an academic environment

- v. Medications and possible side effects
- vi. Duration of symptoms and estimated length of time services will be needed

AMENDED by Direct Chancellor Approval, January 4, 2017

2.8.2 Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.
4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request.

Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.

3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see [Appendix S-10](#)), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

2.3.11 Academic Misconduct

1. Definitions

- A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
- C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance

Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

Grade Adjustment - Lowering of a grade on a test, assignment, or course.

Discretionary assignments - Additional academic assignments determined by the faculty member.

Course Failure - Failure of a student from a course where academic misconduct occurs.

3. Disciplinary Sanctions

If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for

academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

4. Appeal of Sanctions for Academic Misconduct

Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; [Appendix S-6](#)). Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

Amended through Direct Approval by the Chancellor and Executive Vice Chancellor & Provost on August 7, 2013

DISCIPLINARY STANDARDS

2.5.1 Disciplinary Standards

1. Disciplinary Probation and Suspension

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

- A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records
- B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions
- C. Violation of Arizona statutes, and/or college regulations and policies
- D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities

2. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the

appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

2.5.2 Student Conduct Code

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. "Accused student" means any student accused of violating this Student Conduct Code.
2. "Appellate boards" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. "College" means a Maricopa Community College or center.
4. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
5. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
6. "Complainant" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. "Day" means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. "District" means the Maricopa County Community College District.
10. "Faculty member" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. "May" is used in the permissive sense.
12. "Member of the college community" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. "Organization" means any number of persons who have complied with the formal requirements for college recognition.
14. "Policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. "Shall" is used in the imperative sense.
16. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. "Student Conduct Administrator" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "Student Conduct Board" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.

19. "Threatening behavior" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct

1. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

2. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

3. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- A. Acts of dishonesty, including but not limited to the following:
 - i. Furnishing false information to any college official or office.
 - ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
 - iii. Tampering with the election of any college- recognized student organization.
- B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

- E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
- H. Violation of federal, state or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
- L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
- M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
 - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
 - ii. Unauthorized transfer of a file
 - iii. Unauthorized use of another individual's identification and/or password
 - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
 - v. Use of technology facilities or resources to send obscene or abusive messages
 - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
 - vii. Use of technology facilities or resources in violation of copyright laws
 - viii. Any violation of the District's technology resource standards
 - ix. Use of technology facilities or resources to illegally download files
- P. Abuse of the Student Conduct system, including but not limited to:
 - i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
 - ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
 - iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
 - v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
 - vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
 - vii. Failure to comply with the sanctions imposed under this Student Conduct Code
 - viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
 - ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
- Q. Engaging in irresponsible social conduct.

- R. Attempt to bribe a college or District employee.
- S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

4. Violation of Law and College Discipline

- A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
- B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

1. Charges and Student Conduct Board Hearings

- A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each MCCC college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCC sexual harassment complaint process.
- B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will convene the student conduct board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).
- C. All charges shall be presented to the accused student in written form. The Student Conduct Administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice, plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the Student Conduct Administrator extends the deadline for good cause in his or her sole discretion.
- D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.G below:
 - i. Student Conduct Board hearings normally shall be conducted in private.
 - ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of

any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

- iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
 - iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. A party who elects to be assisted by an advisor must notify the student conduct administrator of the name and contact information of the advisor not less than two (2) days before the scheduled hearing. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
 - v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
 - vi. The Student Conduct Administrator will present the information he or she received.
 - vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - ix. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.
 - x. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.
- E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.
- F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
- G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
- i. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.
 - ii. Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
 - iii. Loss of Privileges - denial of specified privileges for a designated period of time.

- iv. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - v. Discretionary Sanctions - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
 - vi. College Suspension - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - vii. College Expulsion - permanent separation of the student from all the colleges in the District.
- B. More than one of the sanctions listed above may be imposed for any single violation.
- C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

- D. The following sanctions may be imposed upon groups or organizations:
- i. Those sanctions listed above in Article IV 2. A. 1 through 4.
 - ii. Loss of selected rights and privileges for a specified period of time.
 - iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.
- E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function. When an emergency suspension is imposed, the student conduct administrator will seek to resolve the complaint at the earliest possible date. This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

4. Administrative Hold

The Student Conduct Administrator may place a temporary administrative hold preventing an accused student's registration, financial aid award, transcript release, or graduation if it is necessary to secure the student's

cooperation in the investigation or compliance with a direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

5. Academic Consequences

Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the student conduct board, the appeals board, or the student conduct administrator.

6. Appeals Regarding Student Code of Conduct

- A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
- B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
 - i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
 - iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
 - iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
- C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

2.5.3 Student Records

1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

- A. "College" includes all colleges, educational centers, skill centers and District office.
- B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
 - i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute

- ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
- iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
- iv. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student or made available only to those persons providing treatment.
- v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. Annual Notification (SEE ALSO FERPA EXPLANATION)

Students will be notified of their rights annually by electronic mail in a FERPA annual notification. Students rights may also be provided via the following means: FERPA annual notification placement on the college website, publication in the college catalog and/or the student handbook:

Individuals requesting admission or enrollment at any of the Maricopa County Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa county community colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCDC offers.

5. Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age). These rights include:

A. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.

1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. The form to do so may be found [HERE](#). The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or District may deny access to the following records:
 - a. Parents' financial statements;
 - b. Letters of recommendation, if the student has waived his or her right of access;
 - c. Records filed before January 1, 1975; or
 - d. Records not included in the FERPA definition of educational records.
3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
 - a. The student has an unpaid financial obligation to the college or District;

- b. There is an unresolved disciplinary action against the student; or
- c. The educational record requested is an exam or set of standardized test questions.

B. *The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.*

1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
2. A proper request to correct a student education record must:
 - a. Be written to the College Registrar;
 - b. Clearly identify the part of the record they want to be changed; and
 - c. Specify why the record is inaccurate or misleading.
3. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.
4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in [Appendix S-17](#) of the MCCC Administrative Regulations.

C. *The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA Release Of Information Consent may be found [HERE](#).

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructors, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the MCCC District whom the college or District has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A)(1)(B)(1) – (A)(1)(B)(2) are met. (§99.31(A) (1))
2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2))
3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal-or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are

designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§§99.31(A) (3) AND 99.35)

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4))
5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(A) (9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))
10. Information the college has designated as “Directory Information” under §99.37. (§99.31(A) (11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or policies with respect to the allegation made against him or her. (§99.31(A) (14))
13. To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

Students who believe that MCCCDC or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: [S-8 Non-Instructional Complaint Resolution https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-8](https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-8)

D. The right to file a complaint with the US Department to Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

- E. **2012 FERPA AMENDMENT:** As of January 3, 2012, the U.S. Department Of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. For more information on this amendment, please see: [FERPA
HTTPS://DISTRICT.MARICOPA.EDU/CONSUMER-INFORMATION/FAMILY-EDUCATIONAL-RIGHTS-PRIVACY-ACT-FERPA](https://district.maricopa.edu/consumer-information/family-educational-rights-privacy-act-ferpa)

F. STUDENT DIRECTORY INFORMATION

1. A Maricopa County Community College may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Admission & Records Office/Enrollment Services.

A. Students should consider very carefully the consequences of a decision to withhold directory information.

A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

2. Students may request their college to withhold the sharing of directory information by filing out a REQUEST TO WITHHOLD DIRECTORY INFORMATION form and submitting that form to the college Admission & Records Office/Enrollment Services.
3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:
 - A. Name
 - B. Address
 - C. Phone Number
 - D. MCCCED Email Address
 - E. Photograph/Electronic Image
 - F. Place of Birth
 - G. Major Field of Study
 - H. Current Enrollment Status
 - I. Participation in Officially Recognized Activities
 - J. Dates of Attendance
 - K. Degrees Awarded
 - L. Awards and Academic Honors Received/Dean's List Selection
 - M. Previous Institutions Attended
 - N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

G. DISCLOSURE TO PARENTS

In accordance with federal law, college officials may disclose educational records to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

RELEASE OF DIRECTORY (PUBLIC) INFORMATION

At its discretion, the college or District may provide *directory information* in accordance with the provisions of FERPA. Types of information considered as *directory information* are listed below. additional information may be found at: DISTRICT.MARICOPA.EDU under consumer information.

DIRECTORY (PUBLIC) INFORMATION AT MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT AND ITS ASSOCIATED COLLEGES

Name
Address
Phone Number
MCCCED Email Address
Photographs
Electronic Images
Date and Place of Birth
Major Fields of Study
Current Enrollment Status
Participation in Officially Recognized Activities
Dates of Attendance
Degrees
Awards and Academic Honors Received
Dean's List Selection
Previous Institutions Attended

Program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members
Directory information is considered public information.

PRIVACY OF DIRECTORY (PUBLIC) INFORMATION

BLOCKING THE RELEASE OF DIRECTORY (PUBLIC) INFORMATION

By default, a college or District may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a **PRIVACY BLOCK** form.

Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or district to not release this *directory information*. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

Although the college or District will honor a student's request to withhold directory information, it cannot *assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the college or District assumes no liability as a result of honoring a student's instructions to withhold such information.

ADDITIONAL INFORMATION:

- If a student blocks directory information, it still may be inspected by those MCCCDC officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment or the advice of a legal or medical professional.
- If a student wishes to keep public data private but release information so it can be published in commencement programs and honors lists, contact the office of admissions & records/enrollment services at the appropriate college(s).

If a student wishes to remove the privacy block, he or she must rescind the previous block. The college and District cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

USING SOCIAL SECURITY NUMBERS

Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student id number upon enrollment that can be used to access education records, as needed.

AMENDED through the Administrative Regulation Process, June 4, 2019

[Appendix S-17: FERPA Appeal Process](#)

FERPA APPEAL PROCESS

In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade disputes are not subject to this process and must be vetted through the Instructional Grievance Process.
- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.
- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.
- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/Enrollment Services, Vice President of Student Affairs] or designee.
- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.
- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

STUDENT HANDBOOK

2.5.4 Student Employment

1. District Student Employees

A. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

B. Philosophy and Workload for Student Employees

- i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for

admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

C. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

D. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of students affairs.

E. Student Compensation

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

F. Employee Contracts and Forms (See [Appendix FM-3](#))

Student Employee Grievance Procedure

G. Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process ([AR 2.3.12](#))

2. Student Security Guards

A. Introduction and Philosophy

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. Workload of Student Security Guards

- i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
- ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

C. Students not in Administration of Justice Program

- i. Use of student other than those in Administration of Justice Program:
 1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.
 2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
 3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
- ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
 1. Wearing of the uniform, general appearance, and demeanor
 2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
 3. Public relations methods used on the campus
 4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
 5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
 6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
 7. Basic first aid

D. Student Security Guards Employee Benefits

As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

E. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice President of student affairs.

2.5.5 Student Governance

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, the Maricopa Community Colleges Governing Board Policies and the Chancellor's Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

2. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

3. Eligibility for Office

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

4. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

5. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

6. Remuneration Limitations

- A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
- B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
- C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
- D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

7. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

8. Student Governance Advisors

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

9. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

10. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

Student Clubs and Organizations

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCDC may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCDC non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

*****INSERT INTO PROGRAM SECTION OF THE CATALOG AS ALLIED HEALTH*****

Appendix S-13: The Maricopa Community Colleges Allied Health or Nursing Program

Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

MCCCDC Required Background Checks

Students enrolled in an MCCCDC allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCDC's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCDC has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/41/01758-07.htm&Title=41&DocType=ARS>). Additionally, students must also obtain a "pass" status on a MCCCDC supplemental background check from MCCCDC's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCDC's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCDC supplemental background check review may include searches of the following databases and information but MCCCDC reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. *National Federal Health Care and Abuse Databases*
2. *Social Security Verification*
3. *Residency History*
4. *Arizona Statewide Criminal Records*
5. *Nationwide Criminal Databases*
6. *Nationwide Sexual Offender Registry*
7. *Homeland Security Search*

Examples of background information that will result in a “fail” status on the supplemental background check include:

1. *Social Security number does not belong to the applicant*
2. *Any inclusion on any registered sex offender database*
3. *Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists*
4. *Any conviction of a felony no matter what age of the convictions*
5. *Any warrant any state*
6. *Any misdemeanor conviction for the following no matter how long ago:*
 - A. *Violent crimes*
 - B. *Sex crime of any kind including non consensual sexual crimes and sexual assault*
 - C. *Murder, attempted murder*
 - D. *Abduction*
 - E. *Assault*
 - F. *Robbery*
 - G. *Arson*
 - H. *Extortion*
 - I. *Burglary*
 - J. *Pandering*
 - K. *Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation*
 - L. *Any abuse or neglect*
 - M. *Any fraud*
 - N. *Illegal drugs*
 - O. *Aggravated DUI*
7. *Any misdemeanor controlled substance conviction in last 7 years*
8. *Any other misdemeanor conviction within last 3 years*

EXCEPTIONS: Any misdemeanor traffic (DUI is not considered traffic).

The information that MCCCCD uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

Duty to Report Changes; Removal

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCCD’s supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student’s clearance under either MCCCCD’s or a clinical agency’s standards will result in removal from a program.

Additional Clinical Agency Background Check

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a “pass” status on the MCCCCD supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

Inability to Place

MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

Changes to Admission or Background Check Requirements

MCCCD may change its program admission requirements or background check requirements without notice at any time.

No Guarantee of Receipt of Licensure/Certificate

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

AMENDED by Direct Chancellor Approval, June 1, 2017

*****END OF ALLIED HEALTH SECTION*****

4.18 Consensual Relationships

1. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

A. Definitions

- i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
- ii. An employee is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
- iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
- iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
- v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.

B. Prohibited Conduct

- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.

- ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
 - i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
 - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
 - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
 - iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.
- B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
 - i. The faculty member shall counsel and advise the student not to enroll in his or her course.
 - ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
 - iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.
- 3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process at <https://ep.maricopa.edu/in/SitePages/Home.aspx>
- 4. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

LANGUAGE ADOPTED BY DIRECT CHANCELLOR APPROVAL

2.8.3 Technology Accessibility

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, Web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.

ADOPTED by Direct Chancellor Approval, April 1, 2015



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Kathleen Winn, B.A., Secretary
Years of Service 2019-2022

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Leslie Cooper
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Glossary of Terms

GLOSSARY OF TERMS

Add/Drop Period

A period of time before classes begin when schedule changes are made. A penalty may be charged for changes made after the start of classes.

Admission

Acceptance into a college after the student has filed a completed Student Information Form with the Admissions and Records Office and has been admitted according to admissions criteria. Students who have been admitted are eligible to register for courses.

Advisor

A counselor, faculty, or other designated staff member who has received training to provide students with academic information and will direct them to the appropriate classes to achieve their goals and enhance their success.

AGEC

A 35-semester-credit general education program of study that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university and transfers as a block without loss of credit.

Assessment

Placement or Assessment of Skills for Successful Entry and Transfer (ASSET) evaluates students' present testing skills in English, reading and math so students may choose courses that match their skills. Assessment is based upon scores received from the ASSET course placement tests. Scores are used as a guide for proper course placement.

Associate Degree

Degree awarded by community colleges after a student completes a specified number of course requirements and credit hours, generally a minimum of 60 semester credits. Either an Associate in Arts (AA); Associate in Transfer Partnership (ATP); Associate in Business (ABus); or Associate in Science (AS); designed primarily for transfer to complete a baccalaureate degree; and an Associate in Applied Science (AAS), designed primarily to enhance workplace skills and knowledge, or an Associate in General Studies (AGS), designed to fulfill students' goals of higher education.

Associate in Transfer Partnership (ATP)

The Associate in Transfer Partnership (ATP) is designed for students transferring to public and private colleges and universities. This degree is specifically developed for students who have an identified major and have selected the baccalaureate degree granting institution to which they intend to transfer.

Audit

An option for class registration in which the student pays to attend class, but does not want to receive

credit. Students sometimes choose to audit courses in which they do not wish to complete required assignments.

Bachelor's Degree

A degree awarded by a four-year college or university. Generally requires completion of 120 semester credits. Also referred to as a baccalaureate degree (e.g., BA or BS).

College Orientation

A session during which new students are introduced to academic programs, facilities, and services provided by a college.

Commencement

Also known as graduation. A ceremony during which colleges award certificates of completion and degrees to graduating students.

Continuous Enrollment

The process of registering and completing courses during consecutive semesters, which may include summer sessions. Determines catalog year for graduation.

Corequisite

Specified conditions, requirements, or courses that must be completed at the same time as another course.

Counselor

A professionally trained staff member who helps students with educational, career, or personal concerns.

Course

A specific subject studied within a limited period of time, such as a semester; and taught by a faculty member. Also called course offering or class.

Course Fee

A charge for services, supplies, and/or materials for a course in addition to tuition and registration fees for the course.

Course Number

A three-digit code that identifies a specific course and indicates its level and sequence (e.g., 101 in ENG 101).

Course Prefix

A three-letter code that identifies the subject area of a course (e.g., ENG in ENG101 indicating a course in English).

Course Title

The name of a specific course that indicates subject and content (e.g., Freshman English, title for English 101).

Credit Hour

The numerical unit of college credits earned for

the satisfactory completion of a specific course; also referred to as semester hours or units (e.g., 3 credit hours).

Cross-Referenced Courses

Two or more disciplines connected to the course. All course elements are identical except for the prefix. Some variation may occur at number level if a number is not available for use.

Curriculum

A planned sequence of courses aimed at an academic or occupational goal; also referred to as a program of study.

Customer

One that purchases and/or consumes a product or service; defining and meeting customer needs drives the development of any successful product or service.

Division

A group of faculty who teach classes in related subjects, such as communication, English, and social science in the Liberal Arts Division.

Electives

Non-required courses that students may select to complete their program of study.

Extracurricular Activities

Also known as co-curricular. Activities, clubs, or organizations students may participate in above and beyond their academic courses.

Faculty

Instructors.

Final Exams

Tests or exercises given at the end of a term that are often comprehensive; may include all material covered during the semester. The schedule of final exam dates and times for each term is included in the Schedule of Classes.

Fiscal Office

Also known as the Cashier's Office. Students may pay tuition and fees, course fees, and other encumbrances owed the college at the Fiscal Office.

Grade Point

The numerical value of grade multiplied by the credit hours for a course (A=4 points; B=3 points; C=2 points; D=1 point). If, for example, a student earns an A in English 101 (3 credit hours), then the student earns 12 points: A=4 points x 3 (credit hours) = 12 points.

Grade Point Average

Generally called GPA, grade point average is determined by dividing the total number of grade points earned by the total number of credit hours attempted. For example, 45 grade points divided

Glossary of Terms

by 15 credit hours earned = 3.0 GPA.

Load

Also called academic load. The total number of credit hours taken in a term. Twelve credit hours is considered a full-time load.

Lower Division

Normally freshman- and sophomore-level (100 and 200) courses offered by a college. Community colleges offer ONLY lower division courses. Four-year institutions offer lower division courses and upper division courses, which are junior-level and senior-level (300 and 400) courses.

Major

An area of concentrated study often for a specific degree or occupation, such as English, nursing, or engineering.

Official Absence

Absence from class approved by the Dean of Student Services for students who are participants in an official college activity. Students must present approved absence documentation to their instructors before the official absence and make arrangements to complete the work they will miss.

Pass/Fail

An option for class registration in which students choose to receive a grade of Pass or Fail in lieu of a letter grade (A, B, C, D, F). Students can earn credits towards graduation by passing these courses but the grades will not count in their GPAs. It is best to check with an advisor to make sure that Pass/Fail grades will transfer to another college or university.

Period

Time spent in class and/or lab each week. One period is equivalent to 50 minutes per week for a one-credit course that meets during a 16-week semester.

Placement Test

See assessment.

Prerequisite

Specified conditions, requirements, or classes that must be completed before enrolling in a class. For example, ENG102 has a prerequisite of ENG101.

Probation

A warning that a student is not in good academic standing. May be accompanied by restricted credit hour enrollment.

Recess

Holidays and the periods of time between academic semesters when classes are not in session.

Registration

Actual enrollment of a student into specific courses after the student has been admitted to the college and has received academic advisement.

Required Course

A course that a student must complete to meet certain goals or to complete a certain curriculum.

Requisites (Pre/Corequisites)

Prerequisites define requirements which must be completed prior to enrollment in a course. Corequisites define requirements that must be met concurrently with a course.

Schedule of Classes

A college publication that lists all courses offered during a semester, including: dates and times of class meetings, names of instructors, buildings and rooms, credit hours, and other important registration information.

Scholastic Suspension

The inability to enroll in the college for one semester. For not maintaining the minimum required GPA for two consecutive semesters.

Section Number

A four-digit code used to identify each class section of each course offered. Each class has a different section number. Section numbers are listed in the Schedule of Classes.

Semester

Traditionally half an academic year, 16 weeks in length. Fall semester begins in August and spring semester begins in January.

Service Learning

Combines community service with classroom instruction, focuses on critical thinking, value clarification and social responsibility. The key components of Service Learning are linkage to course competencies or objectives, a relevant experience and a meaningful contribution to the community.

Service Strategy

A distinctive formula for delivering service and providing a clearly states customer benefit that is valuable to the customer and established an effective competitive position.

Subject Codes

See Course Prefix and Course Number.

Syllabus

One or more pages of course requirements that instructors give to students on the first day of class. The syllabus may include detailed information about a course, such as an instructor's grading system, attendance policies, and testing and assignment dates.

Transcript

An official record of a student's college coursework that is maintained by the college registrar. Courses taken, grades, GPA, and graduation information are included on a transcript.

Transfer Credit

Course credit that is accepted from or by another college or university to meet requirements in a major or as general education.

Trial Schedule

A form in which students list their course selections to determine the combination of courses and class times that work best during a particular term.

Tuition and Fees

The cost per semester credit unit that students must pay for their college courses. Tuition and fees are determined by the Maricopa County Community College Governing Board.

Withdrawal

Officially dropping any or all courses during a semester. Students withdrawing from one or more courses must notify the Admissions and Records Office in writing and request that they be officially withdrawn. Refunds are based on the refund schedule set forth in the catalog. After a specified date, students must have instructor approval before withdrawing from a course.

EMCC Campus Maps



CLASSES IN AVONDALE • BUCKEYE • ONLINE

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Estrella Mountain Community College is a Maricopa Community College accredited by the Higher Learning Commission.

Financial aid, veterans and veterans' dependent benefits available for qualified programs and applicants.

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