Academic Freedom (Board Policy 4190)

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

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

Approved 1/5/10

Academic Integrity

De Anza College is committed to excellence in the pursuit of learning and academic achievement by its students. To further this goal, the college is committed to providing academic standards that are fair and equitable to all students in an atmosphere that fosters integrity on the part of student, staff and faculty alike. The student's responsibility is to perform to the best of his/her potential in all academic endeavors. This responsibility also includes abiding by the rules and regulations set forth by individual faculty members related to preparation and completion of assignments and examinations. The submission of work that is not the product of a student's personal effort, or work which in some way circumvents the given rules and regulations, will not be tolerated. It is the responsibility of the faculty to clearly define the requirements and rules applicable to their courses for all students.

An applicable paragraph of the California State Educational Code (#76130) is quoted:

“Code of Student Conduct: The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college: cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer.”

Academic Renewal

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

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

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

1. Two years must have elapsed since the last quarter to be disregarded was completed.
2. Since the last quarter to be considered for Academic Renewal, students must have completed at least:
   - 15 units with a 3.0 GPA, or
   - 30 units with a 2.5 GPA, or
   - 45 units with a 2.0 GPA.
   (Work completed at another institution may be considered in determining total units accrued.)
3. All work to be disregarded in the specific quarters, even if satisfactory (passing grades), will not be applied toward unit requirements or calculated into the GPA.
4. Although none of the units completed in the affected quarters will be counted toward a degree, courses completed with grades of C, CR, or better may be used to satisfy major or general education requirements.
5. Students may petition for academic renewal only once.
6. Student transcripts reflect all work including that disregarded through academic renewal to ensure a true, complete academic history.
7. Students cannot use academic renewal to qualify for honors at graduation.
Antidiscrimination

De Anza College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the college, enrollment in classes, student services, financial aid, and employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45 CFR 86), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Americans With Disabilities Act as amended (ADAAA) 2008. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Any person seeking information concerning these laws and policies or filing a complaint because of alleged violations of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45 CFR 86), and Sec. 504 of the Rehabilitation Act of 1973 should contact Michele Le Bleu-Burns, dean of Student Development and EOPS at 408.864.8828 or the vice president of Student Services at 408.864.8330. Any person seeking information concerning or filing a complaint because of alleged violations of the Americans with Disabilities Act of 1990 should contact Michele Le Bleu-Burns, dean of Student Development and EOPS, at 408.864.8218; or her designee.
All complaints will be reviewed in terms of Title VI and Title IX law, and persons involved will be advised of the provisions of the law and their legal rights. If normal channels are not available or fail to meet legal requirements, the necessary action will be initiated. The office will maintain a record of all Title VI and Title IX complaints, and will report to the Faculty and Staff Diversity Advisory Committee the general nature of such complaints and progress toward their resolution.

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

Admission Policies

Residency Policies

California Residents

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

Nonresidents

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

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

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

Students seeking residency eligibility based on military active duty status, military dependent status or other military considerations, should contact the Admissions Veterans Office at 408.864.8230 for specific eligibility criteria.

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

Admission Requirements

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

Course Repetition

Course repetition is regulated by state guidelines (55042, 58161, 55024, 55045). Students may not enroll in the same course for more than a total of three times, including substandard grades and Ws (per 55040 and 58161). Students may repeat any course for which they have earned an F, D, or NP twice, providing they have not earned any Ws for that course (55042). The second grade will supersede the first in calculating the student’s GPA, but the initial course and grade will remain on the permanent record. If a class is repeated for a third time, the GPA will include the third grade and not the first two grades. If a student does not successfully complete the course on the third attempt, the course must be completed at another college (not including Foothill), or another course chosen to meet the transfer or graduation requirements as a substitute (if one exists).

Students may not repeat a course in which they have earned any grade P/C or above, unless they petition with documented proof that they must repeat the course due to an extended lapse of time or to upgrade skills as a part of recertification.

Students who request repetition for a course prerequisite they have failed twice may repeat the course for one additional time if they have no Ws for that course. If they do not pass the third time, they should see a counselor for additional assistance and may be required to complete the course at another college.

Excessive Drops

Per legislation passed in 2011, students may no longer enroll in the same course more than three times without successful completion. Totals may be a combination of substandard grades and withdrawals. Students who have already enrolled in the same course twice without passing should see a counselor for assistance or seek tutorial help. Students may petition to re-enroll in the same course a fourth time, but approval will be highly selective. Additional repeats will not be approved.

Classification of Students

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

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

High School Admissions (Concurrent Enrollment)

Beginning with the summer session, students who have completed their sophomore year of high school may apply to De Anza as special part-time students. California regulations restrict high school students to enroll in classes that are enrichment, vocational or otherwise not available at their high schools. High school students may not enroll in Basic Skills (200 level), ESL, guidance or other restricted courses. It is recommended that high school students enroll in no more than 11 units during a regular term or 5.5 units during the summer. If high school students register for more than 11 units, they will be charged full fees.
High school students wishing to enroll in English, math and/or some science classes must complete a placement test. Information regarding appointment and placement testing times can be found on the De Anza website.

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

High school students should be aware that course content may be adult in nature. De Anza College recommends that parents be aware of the "open" campus environment, and discuss safety and accountability issues with their student prior to enrollment.

All coursework earned at De Anza is to be reported to any transfer college or university to which the high school student applies. Transcripts will not be automatically mailed to the student or the student's high school. Grade information can be accessed through MyPortal. Official transcripts may be requested through MyPortal or via the De Anza webpage by searching on "transcripts."

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

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

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

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

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

There are new regulations for students who have not earned a high school diploma. These students are no longer eligible for federal financial aid effective July 2012. Wherever possible, De Anza recommends that students who are close to earning a high school diploma or GED complete those requirements so that they may apply and be considered for financial aid when they attend De Anza.

Evening and Weekend Classes
De Anza offers a wide range of evening and weekend courses on campus, at other Cupertino and Sunnyvale sites and online. Certain services are available on a limited basis on Saturdays. Check the De Anza website at www.deanza.edu and the class listings for more information.

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

Attendance
Instructors determine individual class attendance policies, which are distributed to students at the beginning of each quarter. State guidelines also recommend that absences in excess of one week's class meetings may be considered excessive. Faculty may drop students for excessive absences, which will contribute to the total allowable enrollments in a course. (See Excessive Drops)

Auditing Classes
Students who have satisfactorily completed a class for the maximum allowable times may be able to audit. Instructor and division dean approval is required. Audit requests cannot be processed until the second week of class or later. A $10 per unit fee is assessed for audited classes. Course audit request forms are available at www.deanza.edu/registration/forms.html. Course audits may not be approved to override repetition rules.

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

De Anza reserves the right to change catalog rights by modifying program requirements based upon legal mandate and accreditation standards.
College Level Examination Program (CLEP) Examinations

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

**Location:** Student and Community Services Building

**Telephone:** 408.864.8717

Computer and Network Use

Rights and Responsibilities (Board Policy 3250)

Foothill-De Anza Community College District (“district”) owns and operates a variety of computer and communication systems, including voicemail, electronic mail (e-mail), telephone and access to the Internet, which are provided for the use of district faculty, administrators, staff and students in support of the programs of the colleges and district. Hereinafter, this system and all of its component parts shall be referred to as the “district network.” This network establishes a communications platform that often substitutes for in-person meetings regarding district business.

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

Ownership Rights

The policy is based upon and shall be interpreted according to the following fundamental principle: the entire district network, and all hardware and software components within it, is the sole property of the district which sets the terms and conditions of its use consistent with the law. Except as provided in board policy or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the district network.

Privacy Interests

The district recognizes the privacy interests of faculty and staff and their rights to freedom of speech, participatory governance and academic freedom as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of district business make electronic communication less private than many users anticipate. In addition the district network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually no online activities or services that guarantee an absolute right of privacy, and therefore the district network is not to be relied upon as confidential or private. Nonetheless, the district seeks to afford e-mail communication privacy protections comparable to those it traditionally affords paper mail and telephone communications.

District Rights

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

1. to protect the integrity of computer systems;
2. under time-dependent, critical operational circumstances;
3. as required by and consistent with the law; or
4. when it is reasonable to believe that violations of law or district policy or procedures have occurred.

For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on suspicion that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board policy. Such data or information may also be used as grounds for appropriate personnel action.

User Rights

While the district monitors electronic usage as part of its normal network operating procedures, the district does not routinely inspect or monitor users’ computer hardware or files, e-mail, and/or telephone message systems, nor disclose information created or stored in such media without the user’s consent. The district shall attempt to notify users before accessing computer hardware and files or prior to suspending service. In the event that the district acts without user consent, under its District Rights specified above, the district shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the district accesses files without user consent, it shall notify the user as soon as possible of its access and provide the reason for its action.

User Responsibilities

The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant law, regulations and contractual obligations. For district employees, the intended uses of the district network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional activities. Although personal use is not an intended use, the district recognizes that the network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employee’s own time, is occasional, and does not interfere with or burden the district’s operation.

“Unauthorized uses” include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use. These types of prohibited uses and purposes are further defined in Administrative Procedure 3250.

All users of the district network must read, understand and comply with this

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

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

**Enforcement of the Policy**
The Board directs the Chancellor or designee to enforce all existing federal and state law and district and college policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this policy will be dealt with in the same manner as violations of other district policies or standards of behavior and may result in disciplinary action, subject to applicable due process requirements.

Users who believe this policy has been misinterpreted or misapplied may file a complaint in accordance with the Complaint Procedures found in Administrative Procedures 3250. Students who do not observe the requirements of this policy may be in violation of the Student Code of Conduct and subject to student discipline.

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

Both the Board Policy Manual and Administrative Procedures Appendix may be found at www.fhda.edu/about_us/board/policy.

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**Misuse of Computer Information (AP 3250)**

This administrative procedure implements Board Policy 3250.

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

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

**System Abuse**

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the District Network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use their account who engages in any misuse in violation of Board Policy 3250 or of this AP 3250.
- Forging e-mail messages.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources.
- Downloading, displaying, uploading or transmitting obscenity or pornography, as legally defined.
- Attempting without District authorization to monitor or tamper with another user’s electronic communications, or changing, or deleting another user’s files or software without the explicit agreement of the owner, or any activity which is illegal under California Computer Crime Laws.
- Personal use which is excessive or interferes with the user’s or others’ performance of job duties, or otherwise burdens the intended use of the Network.
- Illegal downloading and/or distribution of copyright-protected materials, including but not limited to music and videos.

**Harassment**

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

- Using the District Network to publish false or defamatory information about another person.

**Commercial Use**

- Using the District Network for any commercial activity, without written authorization from the District. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration.

**Copyright**

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

**Exceptions**

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

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

**Complaints**

A user who asserts that the District or District personnel have violated this policy shall file a complaint with his or her immediate supervisor with a copy to the Vice Chancellor of Human Resources, and a copy to the employee's bargaining unit. The supervisor shall notify the supervisor of the alleged violator to discuss the complaint. The supervisor of the complainant shall initiate an investigation if necessary and determine an appropriate remedy/resolution in consultation with the Vice Chancellor of Human Resources. In cases where the supervisor is part of the complaint, the complaint shall be filed with the next level of supervision for investigation and resolution and/or remedy. The complainant shall be informed in writing 1) of the initiation of the investigation, and 2) of its outcome as appropriate, with copies to the Vice Chancellor of Human Resources and the employee's bargaining unit. Complainants dissatisfied with the resolution/remedy have full recourse to relevant contractual protections and/or legal action.

**Illegal Distribution of Copyrighted Materials**

De Anza College students are prohibited from using the Foothill-De Anza (FHDA) Community College District’s information network to illegally download or share music, video and all other copyrighted intellectual property. De Anza College supports the Higher Education Opportunity Act and the Digital Millennium Copyright Act including efforts to eliminate the illegal distribution of copyrighted material.

Under the law, college administrators may be obligated to provide copyright holders with information about users of the FHDA information network who have violated the law.

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

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

The college has developed policies and consequences to ensure that students respect music and other forms of intellectual property as well as make responsible use of the Internet.

There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, access www.campusdownloading.com/legal.htm or www.educause.edu/Resources/Browse/LegalDownloading/33381.

**Continuous Enrollment**

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

**Credit by Examination (CBE)**

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

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

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

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

The following courses are challengeable:

**Applied Technologies**
- AUTO 50A and 50B, AUTO 51A and 51B (Must pass A and B classes to receive credit.)
- MCNC 71

**Biological, Health and Environmental Sciences**
- HTEC 50, 60A, 73
- NURS 50

**Business/Computer Systems**
- ACCT 1A
  (CIS classes that have lab hours are not challengeable.)

**Creative Arts**
- ARTS 53A
- F/TV 20

**Intercultural/International Studies**

**Language Arts**
- JOUR 61

**Physical Science/Math/Engineering**

**Social Science**
- ADMJ 1, 60
- PARA 94, 95
  A special no-credit challenge exam is available to meet the California State/Local Government portion of the CSU United States History, Constitution and American Ideals requirement.

**Crime Awareness and Campus Security Summary Report**

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

<table>
<thead>
<tr>
<th>Crime</th>
<th>Year 2009</th>
<th>Year 2010</th>
<th>Year 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>22</td>
<td>19</td>
<td>9</td>
</tr>
<tr>
<td>Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vehicle theft</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

**Arrests**

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

<table>
<thead>
<tr>
<th>Crime</th>
<th>Year 2009</th>
<th>Year 2010</th>
<th>Year 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol violations</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Drug violations</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Warrants</td>
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<td>2</td>
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</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>8</td>
<td>0</td>
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**DASB Card Policies**

1. The DASB Card is the property of De Anza Associated Student Body and entitles the student to access and service privileges as long as the De Anza Student Body fees are current. Certain access and privileges may be denied if fees are delinquent or otherwise not current.
2. The initial DASB Card is free with the payment of the quarterly student body fees. Subsequent or replacement cards are subject to existing Replacement Card Policies and will be charged a $5 fee. To avoid paying the replacement fee, students are encouraged to retain the card for future use when not continuously enrolled or when leaving campus for the summer.
3. The DASB Card will serve as an official ID card for access to numerous labs and the Library as well as events and services on campus. Therefore, the card should be carried at all times while students are on campus and at campus-sponsored events.
4. The DASB Card shall not be transferred, altered or tampered with in any way except as authorized by De Anza College officials. Strict penalties may apply for unauthorized actions.
5. With the exception of the campus police, campus departments may not hold the DASB Card for any reason. Recovered cards should be returned to the Card Office immediately. The card must be surrendered when issued a replacement.
6. If the DASB Card is lost, stolen or damaged, the Card Office should be notified immediately.
7. The DASB Card should be treated as cash and kept secured at all times. Students are advised not to give their card to anyone at any time. The maximum amount of dollars that can be placed on the unsecured electronic cash purse is $100. Purchases made with their DASB Card over $25 will require a PIN ID. Additional purses will be available on their DASB Card at a future date for higher dollar amount purchases.

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

Refund
11. Students are advised not to give their card to anyone at any time. If the DASB Card is lost/stolen/damaged, money in the unsecured electronic cash purse cannot be refunded until the card is located or destroyed and the amount is verified. All refunds will be issued by check.
12. If the DASB Card is found/returned subsequent to the issuance of a new card, money that can be verified to be in the electronic cash purse can be transferred to the new card.
13. If a student is leaving campus permanently and wishes to turn in the DASB Card, a refund can be requested for the amount verified in the unsecured electronic cash purse.

The DASB Card policies are subject to change. December 2005

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

Due Process Procedures and Student Conduct
Individuals who elect to become students at De Anza College are afforded certain rights and privileges outlined in the De Anza College Students Rights and Responsibilities Policy and, at the same time, assume certain obligations for their personal conduct as set forth in the De Anza College Due Process Procedures. For additional information, refer to the college policy on Student Rights and Responsibilities, which can be obtained from the offices of the De Anza College President, Vice President of Instruction, Vice President of Student Services, Dean of Student Development and the Office of College Life.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

■ Eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

■ Students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

■ Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  ■ school officials with legitimate educational interest;
  ■ other schools to which a student is transferring;
  ■ specified officials for audit or evaluation purposes;
  ■ appropriate parties in connection with financial aid to a student;
  ■ organizations conducting certain studies for or on behalf of the school;
  ■ accrediting organizations;
  ■ to comply with a judicial order or lawfully issued subpoena;
  ■ appropriate officials in cases of health and safety emergencies; and

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Grading System

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

Dean's List Policy

Full-time students (those taking 12 or more quarter units) must have a quarterly GPA of 3.30 or higher.

Grade Changes

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

Evaluative Symbols

Grade Points

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

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

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

Non-Evaluative Symbols

I Incomplete. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term. At least 75% of the class must have been completed to qualify for Incomplete status.
IP In Progress. The “IP” symbol denotes that the student is registered for this course, and the grading period is not complete. In Progress work will not appear on a student's transcript until the term has officially begun. It will remain on the transcript until the student has either officially withdrawn (“W”) or a grade has been assigned.
RD Report Delayed. The “RD” symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.
W Withdrawal. A W is assigned to drops after the first two weeks of a regular 12-week term and/or 20% of a course if a shorter term course. A W will be assigned to all drops between 20% and 75% of a term. After this period, a student can be awarded a W only by means of an Extenuating Circumstance Petition, in which s/he provides documentation proving “verifiable reason” such as illness, incarceration, etc. In the absence of the petition and documentation, a grade will be assigned to the student record. While a W will not be used in calculating GPA, Ws will be used as a factor in probation and dismissal procedures. (See section on “Progress Probation.”) Ws are also used to calculate enrollment limits; that is, students may not enroll in the same course more than 3 times, which includes both Ws and substandard grades.

P-NP Courses

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

1. Some courses are P/NP only and a letter grade cannot be assigned. Check the course description for information on grade type for the course. Letter grades are not available in these courses. (51302)

2. Other courses may allow the P-NP option. Students should be aware that some transfer schools may not accept P-NP as an option, and once the P-NP option has been chosen, it cannot be reversed per state regulations.

3. No more than 30 units of P-NP classes can be applied toward an A.A./A.S. and no P may be applied to a student’s major requirements unless the course is only P-NP.

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

**Graduation Application**

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

Degrees are awarded at the end of all terms.

**Degree Progress Report**

*(DegreeWorks, Degree Audit)*

Students perform a degree audit in MyPortal to see what courses they have completed and which requirements still need to be completed to finish their degree or certificate. DegreeWorks will also indicate what percentage of their degree has been completed, and this information may be used by Financial Aid to determine if students are “on pace” to complete their degree and maintain their financial aid eligibility. DegreeWorks also has an educational plan function that allows students or counselors to create a multi-quarter plan for registration, including their degree requirements. This plan may also be used by Financial Aid in appeals or to determine if a student has an approved plan on file.

Students who are considering a change of major can run “what if” scenarios to compare their progress in other majors. A “change major” function is available in MyPortal if students decide they are making better progress in a different major/program.

**Graduation Honors**

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

- 4.00 Highest Honors Summa Cum Laude
- 3.50-3.99 High Honors Magna Cum Laude
- 3.00-3.49 Honors Cum Laude

**Guidelines for Course Offerings**

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

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

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

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

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

**Matriculation**

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

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

**1. Admissions**

New and returning students’ first step in enrolling at De Anza is to submit an application for admission. Students submit the application online via the website at www.deanza.edu.

**2. Assessment**

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

Location: Student and Community Services Building

Telephone: 408.864.8717
Website: www.deanza.edu/admissions/placement

3. Orientation
De Anza offers both online and traditional instruction methods of providing orientation to new students. Students who are not exempt from matriculation are sent information to register for Counseling 200, Orientation to College, a 0.5-unit course that covers important college policies and procedures, specific information for certificate, degree and transfer goals, and useful resources to be successful in achieving those goals. The student will also develop an educational plan in the Counseling 200, Orientation to College class. Please visit the website for more information.

* Students who already have a college degree or are only taking classes for personal enrichment are exempted from taking Counseling 200.

Website: www.deanza.edu/counseling/newstudents.html

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

Website: www.deanza.edu/counseling

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

Frequently Asked Questions
What are my rights as a newly matriculated student?
Students have the right to the following matriculation services: admissions, assessment and placement testing, orientation, counseling and advising, and follow-up student support services. Students are further entitled to:

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

What are my responsibilities as a matriculated student?
Students have the responsibility to express a broad educational intent at entrance, complete assigned coursework, adhere to all college rules, regulations and policies and participate in the development of an educational plan.

Do I have to participate in the matriculation program?
Students who declare a goal of certificate, degree, transfer or undecided and do not already hold at least an associate degree are required to matriculate. However, a student can submit a request to waive matriculation requirements to the dean of Counseling and Matriculation for review. De Anza strongly encourages students to participate in matriculation services as research demonstrates that new students who take advantage of assessment, orientation and counseling services are more successful in achieving their educational goals than those students who do not.

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

■ Prerequisite means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in a course or educational program.

■ Advisory or recommended preparation means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Challenging Prerequisites
Students may challenge prerequisites and corequisites if they can demonstrate that:

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

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

Academic Probation
Academic probation occurs when a student has attempted a total of 18 quarter units and earned a cumulative GPA of less than 2.0.

There are five levels of academic probation: Level 1, 2, 3, Pre-Dismissal and Dismissal.

Students will be placed on academic probation each quarter (excluding summer) as long as their cumulative GPA is below 2.0.

Students will advance to the next level of academic probation in each consecutive enrolled quarter in which they do not earn a cumulative GPA of 2.0. Students who earn a cumulative GPA of less than 2.0 in all units attempted in each of the five consecutive enrolled quarters will be in Dismissal status. Students have the option to appeal.

Current and detailed information on the De Anza Probation policy can be found on the Counseling and Advising website at www.deanza.edu/counseling.
Important Information:
The De Anza College Probation/Dismissal system might not accurately reflect the correct academic probation status for students who have enrolled at both Foothill College and De Anza College. Students who are either enrolled within the current quarter at both colleges or have a past academic history with both colleges, should go to the Counseling Center at De Anza College for assistance regarding their probation/dismissal status.

If at any time students attend both De Anza College and Foothill College in the Foothill-De Anza Community College District, it is their responsibility to keep track of their grades to ensure that they remain in good standing at each college. Although students may be in good standing at Foothill College, if at De Anza College they fall below the required academic performance, the above probation and dismissal procedures will apply to them at De Anza.

Military Service School Credit

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

Mutual Respect*

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

Nonsmoking Areas

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

Smoking is prohibited in district vehicles. “No Smoking” signs shall be conspicuously posted at building entrances and in employee lounges, rest rooms, locker rooms, dressing areas, cafeterias, lunchrooms, and stadium and sports facilities. In addition, designated parking lot areas for smoking areas will be clearly marked. Refer to California Government Code Section 7596; Board of Trustees Policy 3217. Noncompliance will result in fines.

Off-Campus Activities/Trips

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

Revision of Regulations

Any regulations adopted by the faculty and administration of the college shall have the same force as a printed regulation in the

* Foothill-De Anza's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination, Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination, and the district’s Unlawful Discrimination Complaint forms are available in the President's Office, the Office of the Vice President for Student Services, the District Human Resources Office, and the district Chancellor’s Office. Detailed information regarding the sexual harassment, mutual respect, and ADA policies are located at the following campus locations: Counseling Division, Health Services Office, Office of College Life, Learning Center Reference Desk, division offices, and Staff and Organizational Development.
catalog and shall supersede, upon public announcement, by posting on official bulletin boards and by announcement, any ruling on the same subject that may appear in the catalog or other official bulletins of the college.

Sexual Assault
Including Rape

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

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

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

Sexual Harassment*

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

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

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

Complaints of sexual harassment filed by an employee of the district against another employee or student, or a student against an employee of the district shall be referred and handled pursuant to the district's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination. Such complaints should be directed to Michele LeBleu-Burns, dean of Student Development and EOPS at 408.864.8818 or the vice president of Student Services at 408.864.8330.

Complaints of sexual harassment filed by a student against another student, or student against the criteria of a program, shall be referred and handled pursuant to the district's Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination. Such complaints should be directed to Michele LeBleu-Burns, dean of Student Development and EOPS at 408.864.8818 or the vice president of Student Services at 408.864.8330.

Student Grievance Procedures

De Anza College strives to treat all students fairly, but as in any complex organization, misunderstandings and even conflicts can arise from time to time. Students have certain rights under the published rules and regulations of the district and the college, the state laws regarding education, and the federal affirmative action laws. This procedure should not be used to address unlawful harassment or discrimination. If students feel they may have been subjected to unlawful harassment or discrimination, they should refer to the sexual harassment and/or antidiscrimination sections of the catalog.

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

Procedures:

Step 1. Students must first try to solve the problem informally. Meet with the other person(s) involved and try to solve the problem. Ask for help from any De Anza community member.

Step 2. If students still aren't satisfied, they can file a formal grievance. Upon the recommendation of the appropriate dean or administrator, students can file a grievance form. They must provide the specific rule or law (Students Rights and Responsibilities) that they feel was violated, as well as all the details of the events(s), and copies of any pertinent documents. Don't delay—to file a grievance students must be currently enrolled or have been within 30 days before filing, and they must have learned of the particular event or the latest of a series of events no more than 30 days before they

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* Foothill-De Anza's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination, Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination, and the district's Unlawful Discrimination Complaint forms are available in the President's Office, the Office of the Vice President for Student Services, the District Human Resources Office, and the district Chancellor's Office. Detailed information regarding the sexual harassment, mutual respect, and ADA policies are located at the following campus locations: Counseling Division, Health Services Office, Office of College Life, Learning Center Reference Desk, division offices, and Staff and Organizational Development.
file. [Regardless of when students learned of the events(s), if the alleged violation(s) happened more than a year in the past the grievance won't be valid.]

Step 3. Pick up a student grievance form from the Office of Student Development and EOPS or the De Anza Associated Student Body (DASB) Office, the Office of College Life or the office of the vice president of Student Services. Assistance is available for completing the form from any faculty or staff member; or ask for help from the DASB.

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

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

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

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

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

Student Right-to-Know and Campus Security Act

In compliance with the federal government, De Anza College has provided a summary of the students entering De Anza College for the first time in the 2007 fall quarter:

- Students completing A.A./A.S./ certificate: 60%
- Students who transferred out: 14%
- A cohort is made up of students entering college for the first time in the fall term who declared a goal of transfer, associate degree or certificate and attended full time. These students were tracked over a three-year period.

Completers are students who attained a certificate or degree or became “transfer prepared” during a three-year period. Students who completed 60 transferable units with a GPA of 2.0 or better are considered transfer prepared.

Transfer student is defined as a student who transferred to a postsecondary institution prior to attaining a degree, certificate or becoming transfer prepared during a five-quarter period.

In accordance with the federal Student-Right-to-Know and Campus Security Act (Public Law 101-542, as amended by Public Law 102-26), De Anza College provides the Crime Awareness and Campus Security Summary Report. See the above entry and the Campus Security website at www.deanza.edu/edresources/security.html.

Student Rights and Responsibilities Concerning Health

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

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

A. Not attend college if s/he has a contagious condition (i.e., TB, measles, hepatitis, etc.)
B. Not attend college if s/he is under the influence of alcohol or illicit drugs.

C. Have a physical exam on file if s/he is an intercollegiate athlete, or is in an allied health program.
D. Notify the Admissions and Records Office if s/he will be absent for a week or more due to an illness.
E. Observe sound personal hygiene habits.
F. Have current TB results on file as required by the Allied Health Programs, the Child Development Center, the International Student Program and the Nursing Program.
G. Obtain a physician’s note and cooperate openly and honestly with college officials about medical problems that may threaten the health and/or welfare of self or others.
H. Adhere to safety regulations and use safety equipment and protective devices as required.
I. Adhere to all college infectious disease policies.

Textbook Affordability and Accessibility Options

De Anza College recognizes that textbook affordability directly impacts student access and successful learning. Learn about the numerous consumer options for students, including a wide selection of new and used textbooks, textbook rentals, e-books and textbook buyback at http://books.deanza.edu. Additional resources include textbooks that have been placed on reserve in the college library www.deanza.edu/library as well as a student-run book exchange www.deanza.edu/dasb/Textbook%20Exchange.html.

De Anza College makes every reasonable effort to determine that the textbook information listed in the college’s online schedule is accurate. However, textbook editions and ISBNs are subject to change without notice by either the instructor or publisher. The De Anza College Bookstore is not responsible for subsequent textbook changes if the student purchases them from another source. Review the online schedule at www.deanza.edu/schedule/
Traffic and Parking Regulations

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

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

College quarterly and annual decals are available from the cashier. One-day permits can be purchased from machines in the parking lots. Red machines take quarters and dollar bills. Daily parking permits cost $3.

Maximum speed limit is 25 miles per hour on perimeter roads and 10 miles per hour within parking lots. No person shall operate a bicycle, moped or skateboard on perimeter roads and 10 miles per hour in parking lots. No person shall operate a bicycle, moped or skateboard during peak times.

Students who want prior coursework used as a prerequisite for a De Anza course must submit a prerequisite clearance form, along with an unofficial copy of their transcript, to the Assessment Office for review. This transcript will not be evaluated for other transfer credit, but as a prerequisite clearance only. Prerequisite clearance forms are available on the Assessment website.

Non-Accredited Regional Colleges
Students may receive up to 18-quarter units of elective credit for coursework completed at a college accredited by other associations recognized by the Council of Postsecondary Accreditation (COPA). This credit is not transferable to meet bachelor's degree requirements. Official transcripts should be mailed or submitted to Admissions and Records.

Non-Accredited Colleges
Transfer credit will be denied in the case where transfer work is completed at an institution that is not accredited or is not accredited by a recognized accrediting body.

Transcripts

Students should request transcripts online. Foothill-De Anza contracts with Credentials Solutions for ordering and delivering college transcripts. Students can order transcripts through MyPortal or online. Transcripts will be electronically submitted or mailed in hard copy, depending on the arrangement with the receiving institution. Students are entitled to two free transcripts; subsequent orders will be subject to published fees.

Transfer Credit From Other Colleges

Students transferring from another accredited institution may request to use some of this credit to meet De Anza requirements. Official transcripts should be sent directly from the transfer institution to Admissions and Records. Students may also deliver a sealed, official transcript to Admissions and Records. Upon review, eligible transfer credit will be applied to the student's De Anza record. Transfer review is not immediate and may take several weeks during peak times.

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Units

A unit is the standard measurement of college and university work. One unit equals one hour of classroom work in most classes, predominantly those in lecture or lecture-discussion formats. Students should expect two hours of outside preparation for each one hour spent in class. Laboratory classes have three hours of work per week per unit. (Specialized performance classes such as athletics, drama and music require more than three hours per week per unit.) Quarter units are equal to two-thirds (⅔) of a semester unit. Conversely, a semester unit is equal to one-and-a-half (1½) quarter units.

Unit Load Limitations

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

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

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

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

Summer Sessions

During summer sessions, students may enroll in a maximum of 15 units including physical education classes and labs associated with courses.

- To exceed the 15-unit limit, students must meet with a counselor after classes have started to complete the special petition form. At that meeting, they must present authorization codes for every class over the maximum units they wish to add.
- The form and codes must be processed by the deadline to add for the session.
- Students must have completed a minimum of 12 units in the preceding quarter, not withdraw from more than one class, and have at least a 3.0 GPA to be eligible for a unit overload.

Unsatisfactory Work

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