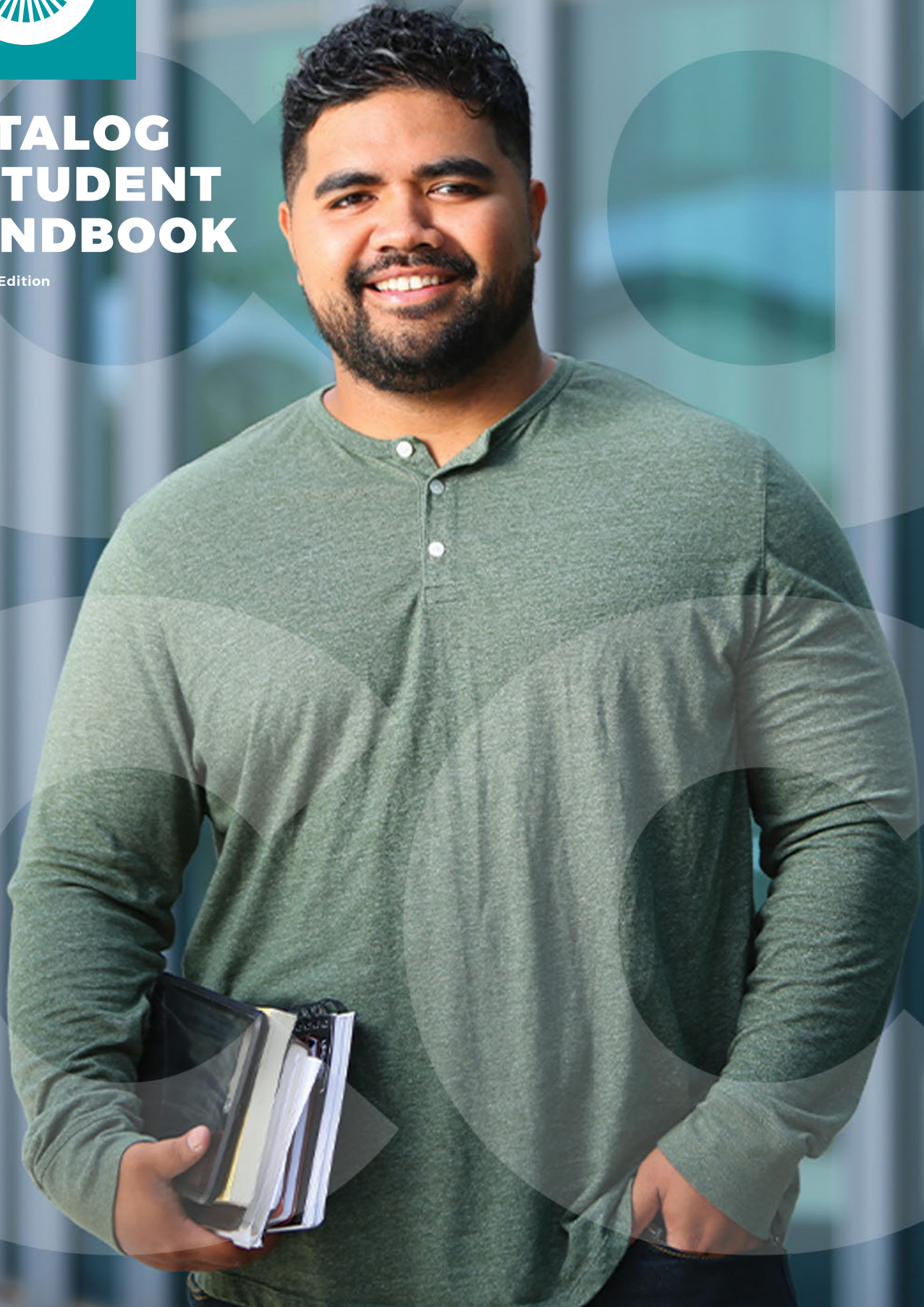




# CATALOG & STUDENT HANDBOOK

2019-2020 Edition



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# 2019-2020 ACADEMIC CALENDAR

Colleges/Centers may modify start dates in order to meet special needs. Dates listed below, which are directly related to instruction, refer to the traditional academic year. Some courses may be offered over time periods for which these dates are not applicable.

## Summer Semester 2019

Tuesday, May 28	Summer Semester Begins
Monday-Wednesday, July 1-3	Summer Break for Clock Hour Programs Only
Thursday, July 4	Observance of Independence Day
Thursday, August 1	Summer Semester Ends

## Fall Semester 2019

Sat Aug 17	Classes Begin
Mon Sep 2	Observance of Labor Day
Mon Sep 16	Find a Class Opens for Spring
Mon Sep 30	Spring 2020 Priority Registration for Currently Enrolled Students
Mon Oct 7	Spring 2020 Open Registration Begins
	* Application for December 2019 Graduation
	+ Last Day for Withdrawal without Instructor's Signature
Mon Nov 11	Observance of Veterans Day
Thur-Sun Nov 28-Dec 1	Thanksgiving Holiday (Campus Closed)
	++ Last Day Student Initiated Withdrawal Accepted
Sun Dec 8	Last Day of Classes
Mon-Thur Dec 9-12	Final Exams**
Fri Dec 13	Mid-Year Recess Begins for Students
Fri Dec 13	Fall Semester Ends (Last day of Faculty Accountability)
Wed-Wed Dec 25-Jan 1	Mid-Year Recess (Campus Closed)

## Spring Semester 2020

Wed Jan 1	Observance of New Year's Day
Sat Jan 11	Classes Begin
Mon Jan 20	Observance of Martin Luther King, Jr. Holiday
Mon Feb 17	Observance of Presidents' Day
Mon Feb 18	Find a Class Opens for Summer/Fall 2020
Mon Mar 2	Summer/Fall 2020 Priority Registration for Currently Enrolled Students
	* Application for May 2020 Graduation
	+ Last Day for Withdrawal without Instructor's Signature
Mon-Sun Mar 9-15	9-15 Spring Break
Mon Mar 16	Summer/Fall 2020 Open Registration Begins
	++ Last Day Student Initiated Withdrawal Accepted
Sun May 3	Last Day of Classes
Mon-Thur May 4-7	Final Exams**
Fri May 8	Commencement
Fri May 8	Spring Semester Ends (Last day of Faculty Accountability)
Mon May 25	Observance of Memorial Day

\*For specific information concerning the last day to apply for graduation, individual class start dates, and final exams, consult the college of intended enrollment.

\*\*Classes meeting on Friday evening only, Saturday only, or Sunday only will have final examinations during their last regular class meeting.

+See your student schedule in [my.maricopa.edu](http://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 section of the student handbook to determine the last day for student initiated withdrawal.



## President's Message

Greg Peterson, President

Congratulations on your decision to pursue your education at Chandler-Gilbert Community College! Whether you plan on earning a degree or a certificate, you are preparing to transfer to a four-year university, or you are looking to further develop in your career or personal life, CGCC can provide the path for you to reach your goals. With 68 associate degree and certificate programs, as well as transfer partnerships with over 40 universities—including Arizona State University, Northern Arizona University, and the University of Arizona—you'll find your fit at CGCC.

Since its founding in 1985, Chandler-Gilbert Community College has served thousands of students in the East Valley at its Pecos and Williams campuses, Sun Lakes Center, and Communiversity at Queen Creek. We pride ourselves on the excellence of our innovative faculty and staff, on our state-of-the-art facilities, on our broad array of campus life and events, and on our commitment to inclusion and diversity. At CGCC, you belong, and we are here to help you succeed!

The Catalog and Student Handbook is an important resource for you and contains the information you need as you begin your college experience. I recommend that you check out the 2018-2019 Academic Calendar, the Educational Programs, and the Student Rights and Responsibilities sections. Please feel free to contact me and any of our faculty and staff if there is anything we can do to help you. I look forward to seeing you on campus!

Welcome to Chandler-Gilbert Community College!

Greg Peterson, Ed.D.

President

# GENERAL INFORMATION

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### Vision

Our students are prepared to lead us into a promising and sustainable future.



### Mission

We are a student-centered college that creates learning experiences and growth opportunities designed for our diverse communities.



### Values

- Innovation through exploration
- Learning through experiences
- Growth through service
- Sustainability through engagement
- Inclusiveness through awareness

## Student Development Philosophy

The goal of Chandler-Gilbert Community College is to assure student success. Success is defined as the accomplishment of, or the continued opportunity to accomplish, students' individual goals. The success of our students will be determined not only by their acquisition of knowledge and skills, but also by their personal growth and development. This would include intellectual development, multicultural awareness, aesthetic appreciation, physical wellness, emotional well-being, community responsibility, and values clarification.

Chandler-Gilbert Community College will provide the environment in which students can identify and pursue their goals. The following general institutional practices are necessary to ensure student success:

1. To provide programs that assure student competence in specified academic and skill areas;
2. To provide a full range and schedule of services to permit students to benefit from college programs;
3. To provide simplified and clearly defined processes for admitting students, monitoring their progress and maintaining accurate academic records;

4. To provide activities that encourage students to effectively interrelate with others in their college and communities;
5. To provide opportunities for the development of self-esteem, personal identity, independence and self-direction;
6. To provide coordination with secondary and postsecondary schools, and business and industry;
7. To provide delivery of instructional services through alternative systems which prepare students to function in an increasingly technological and informational-based society; and
8. To develop and implement a comprehensive staff development program to educate the staff in student development philosophy and practices.

Chandler-Gilbert Community College will assist students in initiating their own paths to success. The college recognizes that all students are unique and capable adults, responsible for directing their own development throughout life, and that the major responsibility for a student's development rests with the student. All faculty, administrators and staff members of CGCC will support and contribute to the implementation of this student development philosophy.

*Courses, programs, and requirements described in this catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the college and the Maricopa Community College District Governing Board. This catalog does not establish a contractual relationship, but summarizes total requirements that the student must presently meet before qualifying for a faculty recommendation to the Governing Board to award a degree or certificate.*

*The Maricopa Community College District reserves the right to change, without notice, any of the materials—information, requirements, regulations—published in the catalog.*



## Partnerships

The Maricopa Community Colleges have partnerships with the Arizona public universities (Arizona State University, Northern Arizona University, and the University of Arizona), and more than 40 other institutions – nationally and internationally. These transfer partnerships assist students in making a smooth transition from one institution to the next by maximizing your Maricopa credits. In addition, many university partners offer Maricopa graduates dedicated advisement as well as financial incentives such as tuition and transfer scholarships, waiver of application fees, textbook waivers, and special tuition incentives for military personnel. Visit [maricopa.edu/transfer](http://maricopa.edu/transfer) for more details.

## Affiliations & Associations

### Accreditation Commission for Education in Nursing

The Nursing Program at Chandler-Gilbert Community College is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000.

### Accreditation Council for Education in Nutrition & Dietetics

The Dietetic Technology Program is a consortium program with locations at Chandler-Gilbert Community College and Paradise Valley Community College and is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Upon successful completion of

the program, the graduate will be eligible to take the Commission on Dietetic Registration (CDR) examination in order to become a Dietetic Technician, Registered (DTR).

### American Board of Funeral Service Education (ABFSE)

The Associate of Applied Science degree in Mortuary Science at Chandler-Gilbert Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, 816-233-3747, [www.abfse.org](http://www.abfse.org)

### Higher Learning Commission, North Central Association

Chandler-Gilbert Community College is accredited by The Higher Learning Commission and is a member of the North Central Association; [www.ncahlc.org](http://www.ncahlc.org); 800-621-7440 or 312-263-0456.

### Federal Aviation Administration

The Aircraft Maintenance Technology Programs, designed to prepare students for licensure as certified airframe and powerplant (A&P) mechanics, are certified by the Federal Aviation Administration (FAA), Part 147.

The Aircraft Flight Technology Programs, designed to prepare students to apply technical knowledge and skills to prepare them for Commercial Pilot Certificate with Single Engine Airplane Land Rating and Instrument Rating, and the Multiengine Rating are certified by the FAA, Part 141, through a partnership with the UND Aerospace Foundation. All aviation programs are housed in the Aviation and Technology Center at the Williams Campus, 7360 East Tahoe Avenue, Mesa, AZ 85212-0908.

## Delta Leasing, Inc. dba Quantum Helicopters

CGCC and Quantum Helicopters in Chandler, Arizona have partnered to establish a joint flight training program at the Williams Campus and the Chandler Municipal Airport. The program supports the helicopter flight track of the Associate in Applied Science degree in Airways Flight Science and provides expanded opportunities for students in aviation.

## Pecos Campus

2626 East Pecos Road  
Chandler, AZ 85225-2499  
480-732-7000

The Pecos Campus of CGCC is located on Pecos Road between Cooper and Gilbert Roads in Chandler. CGCC's original campus opened in 1987 and is home to numerous associate degrees, university transfer, general studies, occupational, and special interest courses and programs.

## Williams Campus

7360 East Tahoe Avenue  
Mesa, AZ 85212-0908  
480-988-8000

The Williams Campus of CGCC is near the Phoenix-Mesa Gateway Airport on Sossaman between Ray and Williams Field roads. Opened in 1995 on the former Williams Air Force Base, the Williams Campus is a comprehensive campus offering associate degrees, certificates and a wide array of general studies and university transfer courses. The campus neighbors ASU Polytechnic for the benefit of students interested in completing their four-year degree in one location. Housing is available.

## UND Aerospace Foundation

CGCC and the University of North Dakota Aerospace Foundation have partnered to establish a joint flight training program at the Williams Campus. The University of North Dakota program is an internationally recognized leader in aviation education. CGCC's partnership with UND Aerospace presents a tremendous opportunity for students desiring a career in aviation flight.







# CHANDLER-GILBERT COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

## Pecos Campus Map

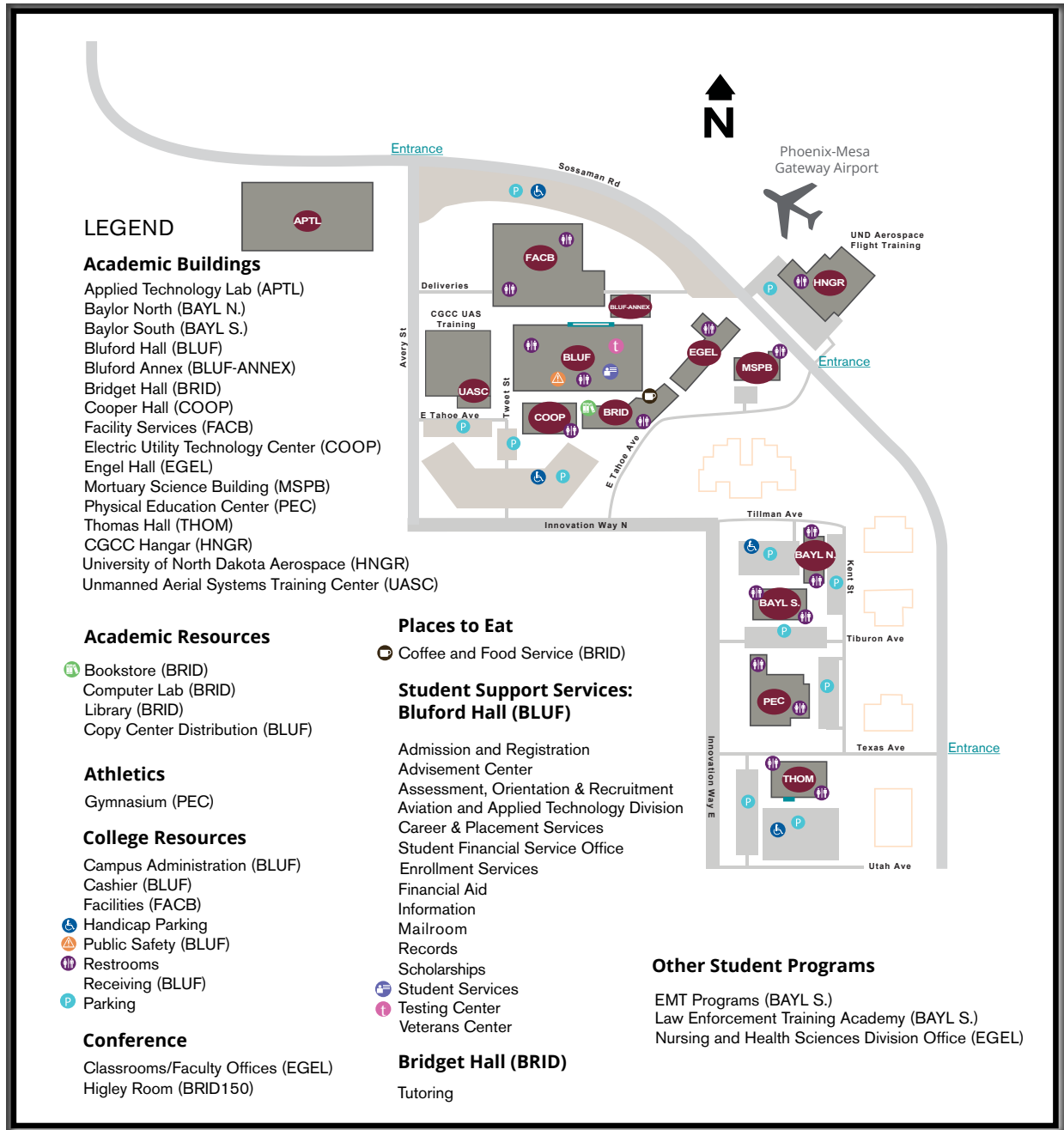
2626 East Pecos Road

Chandler, Arizona 85225-2449

480-732-7000



**Directions:** The Pecos Campus is located just north of the San Tan freeway (Loop 202 south) between the Cooper and Gilbert road exits.



**Directions:** The Williams Campus is located just west of the Phoenix-Mesa Gateway Airport between Power and Sossaman roads.

## Sun Lakes Center

25105 South Alma School Road  
Sun Lakes, AZ 85248-6101  
480-857-5500

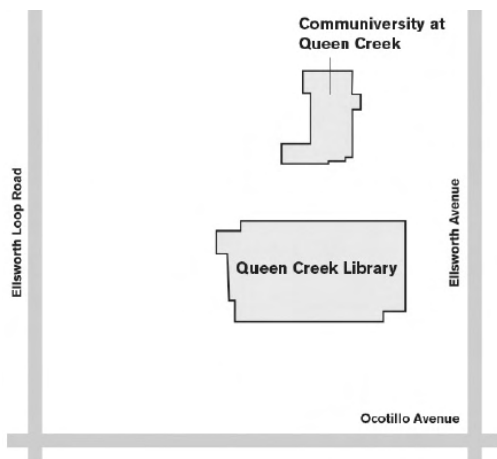
The Sun Lakes Center of CGCC is located at the northeast corner of Alma School and Riggs in Sun Lakes. The Center focuses on the lifelong learning needs of the mature adult population in the Southeast Valley.



## Communiversitiy at Queen Creek

21740 South Ellsworth Road  
Queen Creek, AZ 85142  
480-726-4182

Chandler-Gilbert Community College at Queen Creek is located at the intersection of Ocotillo and Ellsworth roads next to the Queen Creek Library. Students can enroll, receive advisement, register for any CGCC class and attend classes at this downtown location.



# COLLEGE SERVICES & REGULATIONS

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## Admissions, Records, and Registration

Admissions, Records, and Registration services are located in the Coyote Center at the Pecos Campus and in Bluford Hall at the Williams Campus. The office provides the following services:

- Assists with information about accessing the [my.maricopa.edu](http://my.maricopa.edu) Online Student Center
- Processes admissions forms, class registrations, and withdrawals
- Evaluates transfer credit and other credit from prior learning
- Verifies credits for graduation
- Determines residency for tuition purposes
- Verifies athletic eligibility
- Processes official transcripts and enrollment verification requests
- Hears Admissions and Standards appeals, including refund issues (requests must be in writing)

For additional information, visit admissions or call 480-732-7320 at the Pecos Campus and 480-988-8000 at the Williams Campus.

## Academic Advisement

Identify, develop, and plan your path to success and completion with an Academic Advisor! Academic Advising Services at CGCC provide students guidance and support to navigate college resources, program and degree requirements, and university transfer options.

All first-time college students attend Coyote Kickoff which provides initial advisement and new student orientation in one experience.

Continuing students are encouraged to meet individually with an academic advisor in subsequent semesters, to develop a collaborative relationship and shared responsibility for academic goal setting and achievement.

Academic Advising Services are available in the Coyote Center on the Pecos Campus, in Bluford Hall on the Williams Campus, and limited services are available at the Communiversity in Queen Creek and online at [CGC.edu/Advisement](http://CGC.edu/Advisement).

## Athletics

Chandler-Gilbert would like to welcome students to the Coyote athletic programs. CGCC is looking forward to another successful season of intercollegiate competition in the Arizona Community College Athletic Conference. CGCC student athletes not only distinguish themselves on the athletic fields, but also in the classroom, setting high standards for future CGCC athletes.

Volleyball and basketball games are played at the CGCC Coyote Center. Softball and baseball games and soccer matches are played on fields at the Pecos Campus.

For more information, visit [athletics](#) or call:

Women's Volleyball	480-732-7365
Men's Baseball	480-732-7364
Men's & Women's Golf	480-732-7073
Men's & Women's Soccer	480-732-7363
Women's Basketball	480-732-7357
Men's Basketball	480-732-7366
Softball	480-732-7168
Athletic Trainer	480-732-7003
Athletic Director	480-732-7177
Academic Advisement for Athletes	480-732-7364

## Bookstore

Students are able to purchase books and supplies in-person through bookstores at the Pecos and Williams Campuses. The Pecos Campus bookstore building is located northwest of the Student Center (Building SC). The Williams Campus bookstore is located inside Bridget Hall.

Students may also purchase textbooks online and have them shipped directly to their homes at [chandler.bkstr.com](http://chandler.bkstr.com).

In addition to books and supplies, the bookstores also carry gifts, clothing, book bags, bus passes, graduation supplies, and other items for your convenience.

The Bookstore allows students to pay with cash, check, or major credit card. Complete payment and refund policies are posted at the Pecos and Williams Campus Bookstores.

Call 480-732-7352 for more information about the Pecos Campus Bookstore. Call 480-988-8106 for more information about the Williams Campus Bookstore.

## Career Services

Discover your career path with Career Services. Take online career exploration assessments to understand how potential careers connect to your skills, interests, and values. Identify academic majors that relate to your intended career pathway. Develop techniques to confidently present yourself to employers and other industry professionals. Make sure to attend CGCC's career readiness workshops and campus career fairs. Come see us on the second floor of the Coyote Center Building, at the Pecos Campus and in Bluford Hall, at the Williams Campus.

## Career and Technical Education

Career and Technical Education (CTE) works collaboratively and responsively with our community to meet the needs of our diverse student population in preparing them for life, work, and careers. We provide quality resources and support to educators and students that enhance classroom learning. Additionally, we support campus and community activities that enhance academic achievement, technical skills, and productive citizenship to build stronger communities. To contact CTE or to find more information on how this area can assist you, please call 480-732-7361.

## Computer Labs

Currently enrolled students who require computer resources to complete class assignments have access to open Computer Labs located on the Pecos Campus in Bradshaw Hall, room BRD123, and on the Williams Campus in Bridget Hall inside the library. Open Computer Labs feature self-paced learning environments in which students study course materials, complete assignments, and research information. Computer Lab learning associates and student assistants are available for general questions. Students who need assistance with assignments or materials related to a specific class should contact their instructors. Access to Computer Lab equipment is on a first-come, first-served basis. Hours of operation may vary each semester, with greatest usage occurring during early morning hours. Students should call 480-732-7221 or visit [www.cgcc.edu/cic](http://www.cgcc.edu/cic) for additional information.

## Counseling

Counseling is a comprehensive academic and service program designed to promote student success and personal development at Chandler-Gilbert Community College. As a professional discipline, Counseling is based on values that include respecting the dignity of all people, celebrating the dimensions of personal identity that make us unique, recognizing and building on one's strengths and abilities, and empowering individuals to identify and pursue their own life goals. We appreciate that each student enters college with different life experiences, whether entering directly from high school or returning to school after years of work or military service. It is our goal to help students to overcome challenges they may be facing and help them achieve success in their academic, career, and personal goals.

On the Pecos campus, Counseling is located in the Bradshaw Hall, room BRD101. At Williams, we are located in Bluford Hall, room BLUF141. Find us online at [www.cgcc.edu/counseling](http://www.cgcc.edu/counseling) for information about hours, maps, and current program offerings.

## CPD Courses

One way in which we support students is through offering a range of Counseling & Personal Development (CPD) courses. The most popular of these courses is CPD150: Strategies for College Success, which provides students with a range of skills and knowledge to assist them in improving their academic performance, making progress with their career exploration and development process, and increasing awareness of campus resources here to support them through graduation or university transfer. Other courses we offer include: Educational and Career Planning (CPD150AC), Career Exploration (CPD102AB), Career & Personal Development (CPD104), Creating College Success (CPD115), and Introduction to Multiculturalism (CPD160).

## CLASI Workshops

In addition to teaching CPD courses, our Counseling Faculty also offer a variety of CLASI (Classroom Academic Skill Integration) workshops each semester. These interactive workshops, which can be attended in person or taken as a series of online modules, offer

students the opportunity to learn about common academic challenges and techniques to overcome them. Topics offered include: Motivation & Procrastination, Time Management, Listening & Note-taking, Transition to College, and Test Anxiety. For the schedule and more information, please visit [www.cgc.edu/CLASI](http://www.cgc.edu/CLASI).

## Individual Counseling

Outside the classroom, students sometimes need additional support to manage specific concerns or issues that are hindering their best efforts to be successful. Our faculty counselors provide free, counseling sessions for enrolled students.

## Academic Counseling

- Balancing life, work, and school demands
- Study strategies and time management
- Test anxiety

## Career Counseling

- Interpretation of career assessments
- Exploring interests, values, and skills related to the world of work
- Exploring majors and career options
- Goal setting and decision-making

## Personal Support

- Solution-focused problem solving
- Successful college adjustment
- Stress management and coping skills

## Crisis Response

- Supporting students, faculty, and staff to promote the safety and well-being of the campus community

## Referrals

- Provide referral information for students seeking mental health services, psychological assessments, and other community resources

## Online Resources

- To help students manage and overcome life obstacles, we have gathered valuable resources both at CGCC and within the community.

These are located at [www.cgc.edu/counseling](http://www.cgc.edu/counseling) under the Resources tab. They include the following areas and more: Suicide/Crisis Support, Food & Basic Need

Assistance, Domestic & Dating Violence and Mental Health Resources. For more information, or to schedule an appointment, please refer to our website at [www.cgc.edu/counseling](http://www.cgc.edu/counseling), or call 480-732-7158 during normal business hours.

## Disability Resources & Services

Please see Student Support and Disability Resources & Services.

## Distance Learning

Distance learning courses, also referred to as e-learning courses, are taught via the Internet and may be entirely or partly online. Courses taught partly online are identified as hybrid in CGCC class schedules. E-learning courses cover the same material as courses taught in person. To be successful in e-learning courses students should possess a reasonable level of comfort with technology and have consistent access to a computer with a reliable Internet service provider. E-learning courses are for students who are self-motivated and are able to learn independently using online tutorials and assignments. Communication among students, and between students and instructors, is mediated by Canvas, the Learning Management System (LMS) used for online and hybrid courses. Each student is assigned a Maricopa email address, which is the official means of electronic communication between the College and students. For more information on distance learning courses and to find out if this style of learning is right for you, go to [www.cgc.edu/elearning](http://www.cgc.edu/elearning)

## Dual Enrollment

Dual Enrollment provides an opportunity for eligible high school students to take college level courses at their high school. These courses allow students to earn both high school and college credit for the same class. Classes meet at the high school during the regular school day and are taught by college certified instructors using approved curriculum and texts. The credits earned may be used toward an Associate's degree, and most can transfer to universities. Dual Enrollment courses let students begin their college career in a convenient and affordable way. These

courses enhance learning and promote higher level cognitive skills. Best of all, transition from high school to college begins early and occurs in a familiar and comfortable environment.

To learn more about Dual Enrollment offerings with our partner school districts please visit [www.cgc.edu/dual](http://www.cgc.edu/dual) or call 480-732-7006.

## Early College

The Office of Early College provides programs for K-12 students. The office oversees the following programs:

### ACE Program

The ACE Program (Achieving a College Education) is an early college, two-year tuition scholarship college preparation program for high school students. The mission of the ACE Program is to increase the college success rate of underrepresented, financially disadvantaged, and/or first-generation college-bound students. Students must demonstrate evidence of commitment to completing from the program while attending high school. Students may apply directly through this office at [myaceadvisor@cgc.edu](mailto:myaceadvisor@cgc.edu) or through the ACE contact at their high school.

### Hoop of Learning (Native American Students)

The Hoop of Learning program at CGCC is designed to provide educational opportunities for Native American students in high school grades 9 through 12 to earn college credits. Native American high school students can apply with CGCC or through their local high school counselor. For more information, please email the Early College Program at [myaceadvisor@cgc.edu](mailto:myaceadvisor@cgc.edu)

### Special Events

The Office of Early Outreach works with a variety of K-12 and community partners to create college-bound events for K-12 students. An example of our successful partnerships with the Chandler Unified School District is a program called Destination College. Destination College is a summer school program for 3rd, 4th, and 5th graders. Students learn about the importance of reaching their educational goals while they are still in elementary school. For more information, please call 480-732-7205.

## Enrollment Services

Enrollment services, located on the Pecos Campus in the Coyote Center, and Bluford Hall at our Williams location, includes Academic Advisement; Admissions, Records, and Registration; Financial Aid; the Testing Center; New Student Orientation; and Recruitment Services. These departments help ensure student success by facilitating the advisement, registration and retention of students. See also: Admissions, Records and Registration on page 13 and Financial Aid page 17 and Veterans Services on page 26.

## New Student Orientation

All new-to-college, degree & transfer-seeking students are required to attend Coyote Kickoff (Initial Advisement/New Student Orientation). This includes students who have earned college credit through ACE, Dual Enrollment, or Hoop of Learning programs and are now high school graduates.

At Coyote Kickoff, academic advisors and college staff assist you with registering for your first semester courses. You will learn how to access and navigate the online Student Center, discuss major and degree requirements, review important college policies, student resources, and prepare for a successful first semester at CGCC.

## Office of Student Recruitment

The Office of Student Recruitment provides information to future students about various academic programs, services, and resources available at Chandler-Gilbert Community College. To schedule a campus tour or request information, call 480-732-7385, visit the web at [www.cgc.edu/recruitment](http://www.cgc.edu/recruitment) or email [recruitment@cgc.edu](mailto:recruitment@cgc.edu)

## Placement Testing

To make the enrollment process easier, our colleges offer multiple placement options for English, math, and reading courses: high school transcript review, ACT Scores, GED scores, and/or placement tests.



You can find more information regarding placement at: <https://www.maricopa.edu/become-a-student/placement>.

## Facilities Services

The Facilities Services office is responsible for creating and maintaining a physical environment conducive to effective teaching and learning. To report issues with buildings or college grounds, call 480-732-7285. Visit [www.cgc.edu/facilities](http://www.cgc.edu/facilities) for additional information.

## Financial Aid and Scholarships

The Financial Aid Office, located in Coyote Center at the Pecos Campus and in Bluford Hall at the Williams Campus, is responsible for the following student services functions:

- Financial aid
- Scholarships
- Federal Work-Study

Financial Aid Answer Center telephone number is 855-622-2332 (toll free) and available 24 hours/7 days a week. See also: Enrollment Services on page 16.

## Financial Aid

CGCC is committed to providing support to students with financial need. However, students are expected to share in the expenses of attending college. The purpose of the CGCC Financial Aid Office is to assist with this responsibility by determining students' financial need and awarding assistance to eligible students. This is accomplished by evaluating all aid applications through the use of a standard financial needs analysis system that determines how much students and/or their families can afford to contribute toward the college costs. Several types of federal financial aid are available. These include:

- Pell Grant-Supplemental Education Opportunity Grant (SEOG)
- Direct Parent Loan (PLUS)
- Work-Study – part-time employment on campus

Students must apply and qualify for financial aid each academic year. In order to be considered for assistance,

students need to complete the Free Application for Federal Student Aid (FAFSA). Once the financial aid application has been completed and you are admitted to CGCC, your financial aid eligibility will be evaluated. Some funds are awarded on a first-come, first-serve basis, so it is best to apply as early as possible before the semester of attendance. Students should complete an application online at [www.fafsa.gov](http://www.fafsa.gov) as soon as possible each year in order to be considered for all available fund programs. Students must be making satisfactory academic progress in order to receive financial aid. Contact the Financial Aid Answer Center for specific details: 855-622-2332 or visit the Financial Aid website at [www.cgc.edu/aid](http://www.cgc.edu/aid)

## Scholarships for Students

Scholarships are available for prospective students as well as currently enrolled students. Because the applications and deadlines vary for each scholarship, applying early is critical. Completion of the federal financial aid application may be required for some scholarships. Visit [www.cgc.edu/scholarships](http://www.cgc.edu/scholarships) or contact the Financial Aid Office for applications and information.

## Federal Work-Study

Federal Work-Study positions are coordinated through the Financial Aid Office and Career Services on the Pecos Campus. Visit [www.cgc.edu/aid/workstudy](http://www.cgc.edu/aid/workstudy) for more information.

## Food Services

CGCC has two full-service dining options: The Coyote Cafe is located in Bradshaw Hall, Room BRD133, at the Pecos Campus and the Roadrunner Cafe is located in Bridget Hall, BRID138, at the Williams Campus. Grounds for Thought, a coffee shop, is located near the Ironwood Courtyard at the Pecos Campus. Food service for the CGCC community is provided Monday-Friday, but hours of operation may vary. Food Services also provides catering for special events, banquets, and meetings. The manager is glad to hear students' comments and assist with catering arrangements. Visit [www.cgc.edu/food](http://www.cgc.edu/food) or call 480-732-7362.

## Information Technology (IT)

Information Technology is located on the second floor of the Library at the Pecos campus and in Bluford Hall at the Williams Campus. IT plans, designs, and integrates various college technologies in support of Student Success. IT performs ongoing operational support for computing, network, application, and media services. This includes technical support in the following areas:

- Enterprise Systems and Infrastructure
- Client/Network Support
  - Computer Hardware Repair
- Desktop Applications
- IP Telephony
- Business Process Automation
- Web-based Applications
- Photo and Videography
- Project Management

IT provides technical support at the Pecos Campus, Williams Campus, Sun Lakes Center, and the Communiiversity at Queen Creek. CGCC's network design provides connectivity to a variety of environments including Internet and wireless, in support of a multitude of computing technologies. A dedicated and professional team delivers technical services, implementation, and support for instructional and administrative systems. For technical assistance, please call the Information Technology Helpdesk at 480-732-7025 or visit [www.cgcc.edu/IT](http://www.cgcc.edu/IT).

## Institutional Research

The Institutional Research office, located on the Pecos Campus in Mesquite Hall (MSQ), provides assistance to academic and student affairs by collecting and analyzing information used to improve the quality of education and services and ensure student success. The office accomplishes this task by coordinating the development and implementation of the Institutional Effectiveness Plan, providing administrative support to the Student Learning Outcomes Assessment Committee, and providing appropriate research support to faculty and staff to improve the delivery of products and services. Call 480-857-5118 or visit [www.cgcc.edu/ir](http://www.cgcc.edu/ir).

## International Education Program

**Program Contact 480-726-4236**

[iep@cgcc.edu](mailto:iep@cgcc.edu) or [www.cgcc.edu/ss/intl](http://www.cgcc.edu/ss/intl)

The International Education Program (IEP) aims to promote an environment that encourages global understanding, appreciation and citizenship by providing support services and programs that enhance academic, cultural and social international efforts of Chandler-Gilbert Community College and the community. IEP is committed to providing services and support for students, faculty, and staff who are interested in an international dimension to their learning, research or teaching. Student support services and activities include immigration counseling, admissions, orientation, ESL advisement, intercultural adjustment, and workshops. IEP also provides support for the Intercultural Exchange Club and organizes cultural activities to enhance cross-cultural understanding among domestic and international students on campus. IEP is located on the 2nd floor of the Coyote Center at the Pecos Campus.

## Learning Center (Tutoring)

The Learning Center mission is to support students' academic learning by providing free tutoring and resources to reinforce and supplement classroom instruction and to assist students to achieve academic success. While the emphasis is on providing writing, mathematics, and science support, services are available for a wide range of academic courses at CGCC. Tutoring services are available on a drop-in basis for many courses, by appointment for select courses and online. Resources include workshops, software, and print materials. Students must be enrolled at CGCC in the class for which they are seeking assistance. For more information, visit [www.cgcc.edu/lc](http://www.cgcc.edu/lc) or call 480-732-7231.

## Mathematics and Science Tutoring

The Math and Science Centers are valuable resources to assist CGCC students with a variety of math and science courses by offering tutoring and resources to supplement classroom instruction. The Math and Science tutoring program at the Pecos Campus is located on the second floor of the Library, rooms LIB227, LIB228 and LIB229. At the Williams Campus, tutoring takes place in Bridget Hall, room BRID115. A schedule of tutoring hours and services is posted at the beginning of each semester. The Math and Science tutoring program offers:

- Drop-in tutoring for math, chemistry, biology, physics, engineering, and statistics
- Trained tutors, including math and science faculty
- Computers with mathematics and science software
- Calculators and current textbooks
- Reference materials, handouts, science models and microscopes
- Interactive workshops focusing on a variety of mathematics and science topics

## [my.maricopa.edu](http://my.maricopa.edu)

[my.maricopa.edu](http://my.maricopa.edu) is an online student center where students can do the following:

- Apply for admission
- Register for courses
- Check class schedule
- Add/drop courses
- Request official transcripts
- View unofficial transcripts
- Check holds
- Check fee balance and pay fees
- View financial aid
- Check student grades
- Update address/phone
- Check course availability

## Writing Center

The Writing Center is a valuable resource to assist CGCC students with their writing needs in all of their college courses. The Writing Center helps students address a wide range of writing concerns, from how to determine whether they have a good thesis, to how to organize their work, revise more effectively, and document sources accurately. The Writing Center at the Pecos Campus is located on the second floor of the Library, room LIB230. Writing tutors are also available at the Williams Campus in Bridget Hall, room BRID114. A schedule of tutoring hours and services is posted at the beginning of each semester.

The Writing Center services include:

- Individual writing sessions with knowledgeable tutors
- Drop-in tutoring (no appointment needed)
- Reference materials and handouts
- A comfortable, quiet study area for individual or small-group work
- Computers for academic use with ESL and grammar software
- Interactive workshops focusing on a variety of writing topics

## Library

### Pecos

Monday-Thursday, 7:30am -9:00pm

Friday, 7:30am-2:00pm

Saturday, 8:00am-2:00pm

Sunday, closed

Circulation: 480-857-5102; Reference: 480-857-5100

### Williams (Bridget Hall)

Monday-Thursday, 8:00am-8:00pm

Friday, 8:00am-2:00pm

Saturday & Sunday, closed

Circulation: 480-988-6611, Reference: 480-988-8275

Visit [www.cgcc.edu/library](http://www.cgcc.edu/library) for the most up-to-date hours and holiday closure information.

The libraries at Chandler-Gilbert Community College offer a full-range of library services that support the academic mission of the College. The libraries provide access to a full-range of information in a variety of formats including web-based, traditional print and multimedia. Library faculty teach the identification, location, and critical evaluation of the dynamic information world. We also provide virtual and face-to-face reference assistance. Library staff assists patrons with interlibrary loan requests, course reserves, and study room reservations. The Library has 10 conference/study rooms; three library instruction classrooms; access to subscription databases; magazines, journals, and newspaper display and storage; and wireless Internet access.

## Electronic Resources

Students, faculty, and staff will use their MEID to access the Library's electronic resources.

## Student ID/Library Cards

See Student Identification Cards on page 23.

## Parking

Students taking classes exclusively at the Pecos Campus are no longer required to obtain an MCCCCD parking decal to park on campus property.

Students parking at the Williams Campus must obtain and display a current academic year CGCC Williams Campus parking permit. These may be obtained from College Safety in Bluford Hall. Permits will be issued only after the refund deadline has passed for a student's earliest-starting class. Current enrollment in Williams Campus class(es) will be verified prior to a permit being issued. Students are limited to one permit.

A new Williams Campus parking permit will need to be obtained each academic year (fall through the following spring and summer semesters).

CGCC students and employees choosing to park vehicles on Arizona State University Polytechnic campus property are required to register their vehicles and purchase and display ASU parking decals. ASU parking decals can be purchased from the ASU Polytechnic Campus Decal Sales office located in the ASU Student Affairs Complex.

CGCC students and employees are subject to ASU Polytechnic Campus parking and traffic regulations when parking on ASU Polytechnic Campus property and are also responsible for any citations and/or penalties resulting from parking violations.

## Practical Instruction

Some courses and programs of study require students to participate in practical instruction, which may include internships, practicums, clinical placements, field experience or other types of hands-on demonstration by students of concepts or theories learned in instructional settings on campus or online. Practical instruction may require students to travel to approved sites throughout the Maricopa Community College District service area, and may also require students to meet eligibility requirements such as fingerprint clearance, background checks, drug testing, and operating various types of motor vehicles. Complete information on practical instruction can be found in recruitment materials and student handbooks for specific instructional programs.

## Maricopa Community College Police Department

Maricopa Community Colleges Police Department are responsible for maintaining a safe, orderly, and peaceful atmosphere on campus to contribute to student development and success. It was formed with these objectives in mind, and is staffed by qualified safety personnel, including certified police officers. Maricopa Community Colleges Police are located in the Public Safety Building (PSB), at the Pecos Campus and in Bluford Hall at the Williams Campus. Students are encouraged to inform the on-duty officer about any situation that might warrant support for safety reasons (stalkers, potentially violent situations, orders of protection, etc.).

Services to students, faculty, and staff include:

- Providing safety escorts to and from parking lots upon request
- Assisting students, faculty, and staff in case of accident or injury on campus
- Providing minor assistance to motorists with disabled vehicles

- Delivering emergency messages from family to students in classes
- Enforcing parking regulations on campus
- Providing Lost and Found services
- Administering college vehicle use
- Patrolling campus
- Encouraging student, faculty, and staff participation in safety and crime prevention programs

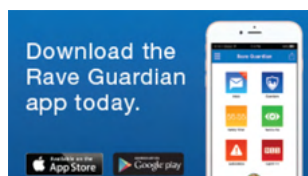
For additional information, call 480-732-7280 at the Pecos Campus or 480-988-8888 at the Williams Campus. Information on crime prevention programs, safety policies, incident reports, and CGCC crime statistics for the previous three years can be found at [www.cgc.edu/safety](http://www.cgc.edu/safety).

## Emergencies

In the event of emergencies on campus, contact the Maricopa Community Colleges Police Department at 480-784-0911. Emergency telephones are located at the entrances to all parking lots of the Pecos Campus and ring directly into the Public Safety Department. Call 911 in the event of a life-threatening emergency.

## Emergency Notification System

Chandler-Gilbert Community College uses a mass notification system (RAVE) in order to communicate with students and employees in the unlikely event of an emergency at the college. Student contact information (cell phone number, home phone, email address etc.) provided at the time of registration will automatically be used in the college notification system. Be assured, that students and staff will only be contacted for emergency purposes. The system will not be used for other purposes.



## RAVE Guardian App

Students can download the RAVE Guardian App from the Apple App Store or Google Play. This app helps to improve:

- Safety
- Security
- Access to emergency numbers

CGCC students can authenticate their accounts with student email addresses, user names, passwords and personal profiles.

## Student Identification Cards

Student identification (ID) cards are obtained from the Enrollment Services Office, located in the Coyote Center at the Pecos Campus or in Bluford Hall at the Williams Campus. The first card is free and can be obtained after payment of tuition and fees.

## College Police Regulations Identification

College Police personnel are authorized to ask any person on campus for proper identification, should the need arise. Students failing or refusing to identify themselves properly will be:

- Asked to leave the campus (if conduct or behavior warrants such action), and
- Reported to the Vice President of Student Affairs.

## Weapons

All firearms, explosives, knives, or instruments that can be construed as dangerous weapons are prohibited on campus. All persons bringing firearms or other weapons for classroom demonstrations or any other academic reason are required to bring them to the Public Safety Department for examination.

## Motor Vehicles

College regulations governing motor vehicles operated by CGCC students shall be under the jurisdiction of the college administration.

## Vehicle Damage or Loss

Chandler-Gilbert Community College assumes no responsibility for damage to motor vehicles, or for any loss while vehicles are parked or operated on or near the campus.

## Vehicle Registration

Williams campus students and all employees who drive motor vehicles on any CGCC campus are required to register the vehicles that may be used on college property with Enrollment Services. Individuals who subsequently purchase or trade their registered vehicles

must register the new vehicles. Parking in Employee, Disabled, Carpool or other specially designated stalls requires the appropriate decal and or indicator be displayed. Violators will be subject to citations and associated fines. Designated Visitor parking is available to non-affiliates of the college who are conducting temporary business on college property.

## College Traffic Regulations

The following college traffic regulations are applicable to all members of the college community, including students, faculty, staff, and visitors:

1. Maximum speed limit on campus is 15 m.p.h.
2. Students and employees who have been issued parking permit decals following vehicle registration with the Public Safety Department must display the decals in accordance with current regulations.
3. Drivers must observe and comply with stop signs, pavement arrows, right-turn-only signs, and other traffic control devices. All vehicles must stop at marked crosswalks to yield to pedestrian traffic within the crosswalks.
4. Persons driving on campus must follow directions given by Public Safety officers and furnish student or other identification when so required.
5. Students may park in any parking space except those marked Visitors, Handicapped, Maintenance, Employees, No Parking, or any area with a red or yellow curb.
6. Persons having a Handicapped designation on their vehicle may use any marked space on the campus, including those marked Handicapped, except those areas with red or yellow curbs.
7. No vehicle other than an emergency vehicle may be parked along red curbs or in striped areas. These are fire-hazard and safety zones, and violators will be towed away without warning at the owner's expense.
8. No vehicle may be parked in driveways, where signs indicate No Parking, or in areas not specifically marked for parking.
9. Visitors may use student zones on a temporary basis. Visitor permits may be obtained from the Public Safety Department.
10. In angled parking spaces, no vehicle may be parked in a direction opposite the normal direction of traffic.
11. Parking of motorcycles, mopeds and bicycles:
  - Students are urged to exercise care in securing their personal property, including motor vehicles, bicycles, mopeds, and motorcycles.
  - Motorcycles and mopeds may be parked only on crossbars. Bicycles must be parked in existing bike racks only. Mopeds, bicycles, and/or motorcycles that are found chained or affixed to trees, buildings, or light posts are subject to having their chains cut and being removed to the Public Safety Department. Owners will be responsible for the cost of the lock or cut chain.

## Student Dress Code

Students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, or in the Student Center. Students are required to wear some type of shirt in addition to other normal apparel. State Health Department laws and college policy require that all students wear shoes. If, in the opinion of the faculty or staff member, any student's dress, manner, appearance, or conduct distracts, disrupts or interferes in any way with the classroom procedures or the educational processes, the violator may be asked to leave the classroom or the campus. The violator may not return until the condition is corrected or the case is reviewed by the Vice President of Student Affairs.

## Student Financial Services

The Student Financial Services office manages financial operations for the college, including tuition and fee collections, and provides financial accountability to funding agencies and individuals. Trained and qualified staff members also provide student assistance during both day and evening hours in the Coyote Center at the Pecos Campus and in Bluford Hall at the Williams Campus. Students and parents who have questions about their accounts, outside of financial aid issues, should call 480-732-7312 or e-mail at [askcashiers@cgcc.edu](mailto:askcashiers@cgcc.edu). Students can also visit [www.cgcc.edu/fiscal](http://www.cgcc.edu/fiscal) for additional information.

## Student Helpline

Support for student concerns, complaints and college wide issues in and out of the college classroom. Chandler-Gilbert Community College is committed to the development of our students. Students may need support to review and resolve complaints, concerns and issues that they face here at the college in and out of the classroom.

The following steps are recommended to any student who has a problem and need some guidance as to next steps. This support relates to any college issues related to classes, faculty, other students, college services, college staff and events and activities. We will also help direct students to personal and academic support. Our role is not to judge your complaint or concern but to help you resolve it in an appropriate manner.

If you need someone to help you figure out where to start with your complaint or concern, please follow the steps listed below.

1. Call 480-732-7322 for support. We will listen to your concern and help direct you through the appropriate process. We offer non-judgmental support to all CGCC students. This office serves as an advocate for any student issues at CGCC.
2. You can leave a recorded message on this line 24 hours a day. Please leave your name, your concern and a student advocate will return your call and help you with your issue, complaint or concerns.
3. Email [student-helpline@cgcc.edu](mailto:student-helpline@cgcc.edu) directly. Please explain what is happening, your name and the best way to contact you. Emails are responded to on a daily basis.

The VFSA's Office provides information on all student services and the following MCCCDC policies:

- Student Rights and Responsibilities
- Student Conduct and Grievances
- ADA Accommodations
- Sexual Harassment Issues
- 504 and Title IX

## Student Housing

Student residential living is available at the Williams Campus for those students who meet eligibility and criteria. Two-, three-, four-, and five bedroom houses and residential hall rooms and suites are available for rent. Housing at the Williams Campus is open to any student enrolled in the minimum number of credit hours at one of the Maricopa Community Colleges.

Verification of Continuing Students and Good Standing: Student status and eligibility to remain in residential living will be verified each term. To remain in good standing and continue residing on the Williams Campus, students need to be enrolled throughout the term(s) and meet all requirements of the housing agreement. Contact the Williams Campus Housing Office at 480-727-1700 for specific information, or visit [housing.asu.edu](http://housing.asu.edu)

## Student Identification Cards

Student identification (ID) cards are obtained from the Enrollment Services Office, located in the Coyote Center at the Pecos Campus, or in Bluford Hall at the Williams Campus. The first card is free and can be obtained after enrolling in courses. The card is used to access many of the services on campus including the Library and Fitness Center and should be kept from semester to semester. Replacement cards can be purchased for \$5 at Student Financial Services, located in the Coyote Center, at the Pecos Campus, or Bluford Hall at the Williams Campus.

## Student Immunization

Students who were born after January, 1957, and who were not immunized after 1968 are urged to seek immunization for measles/rubella to safeguard their health and to prevent illness that could interrupt their educational plans. Students transferring to one of the three state universities must have up-to-date immunization records. All Arizona state universities require immunization for admittance.

## Student Insurance

More information is available here. Or please visit or contact the Office of the Vice President of Student Affairs in the Pecos Campus; 480-732-7322.

## Student Life and Leadership

All students are encouraged to participate in programs and activities sponsored by the Office of Student Life and Leadership located in the Student Pavilion at the Pecos Campus and Bridget Hall at the Williams Campus. There are many opportunities to enhance classroom experience with co-curricular activities.

These include leadership development, community service programs, cultural events, and an opportunity to participate in one of the many student organizations. For additional information visit [www.cgcc.edu/student/life](http://www.cgcc.edu/student/life). To participate in campus, community service programs, or Service-Learning call the Office of Student Life and Leadership at 480-732-7104.

### Leadership Development

Getting Involved - Leadership Retreats and Leadership Activities Leadership retreats are organized to increase students' leadership skills during the fall and spring semesters. Interested students are encouraged to call the Office of Student Life and Leadership.

### Community Service and Volunteer Opportunities

Students are encouraged to serve and volunteer on campus and in the community in a variety of ways. Some of the activities that students participate in include:

### Coyote Cupboard

The Coyote Cupboard is a food pantry non-perishable and household items available to any CGCC student or employee. CGCC is in partnership with Matthew's Crossing Food Bank. See a staff member of Student Life for hours of operation during the week day. The pantry is available at the Pecos and Williams Campus.

## Service-Learning

This is an exciting program designed to integrate community service into the classroom. This program benefits everyone involved: students, faculty members, and the community. Students interested in participating in Service-Learning events or wanting further information are encouraged to stop by or call the Office of Student Life and Leadership at the Pecos Campus at 480-732-7069.

### Into the Streets

Each semester students are encouraged to participate in the Into the Streets program, which is designed to give students hands-on experience serving in some of CGCC's many community service agencies, such as the Boys and Girls Clubs, nursing homes, and homeless shelters.

### Adopt-A-Family Program

This program assists CGCC students with necessary food, clothing, and related resources. During the holidays, meals and gifts are provided as well. Students must complete an application or be referred by college employees.

## CGCC Student Organizations

The list of student organizations at CGCC grows each year. Listed below are the current, officially recognized groups. Student organizations may be formed for many purposes – social, service, athletic, professional, and religious. Current information is available in the Office of Student Life and Leadership. For more information about student organizations visit or contact the Student Life office.

- APIC - Asian Pacific Islander Club
- Business Professionals
- Educators Rising
- Engineering Club
- HELP - Hands Enriching Life Program
- HSO - Hispanic Student Organization
- IEC - Inter-cultural Exchange Club
- Kairos - Christian Club
- MEN - Male Empowerment Network
- One Voice
- Pre-Health Professionals Club
- Psychology Club
- PTK - Phi Theta Kappa
- Student Veterans Organization
- Women Rising



## How to Create a Student Organization

Student organizations can be created to meet the needs of a diverse student population. Students thinking of creating a new student organization should meet with the Director of Student Life and Leadership to learn the steps to take to have any group officially recognized at CGCC.

## Co-Curricular and Multicultural Programs

Co-curricular programs are fairly new programs that refers to activities, programs, events, and learning experiences that compliment what students at Chandler-Gilbert Community College are learning in the classroom. These Co-curricular opportunities connect to or mirror the academic curriculum. The office of Student Life and Leadership values diversity and inclusion by providing multicultural opportunities for students to attend heritage events and learn about different cultures. Students interested in participating in Co-curricular or Multicultural events on campus are encouraged to stop by or call the Office of Student Life and Leadership.

## College and Student Activities Budgets

CGCC allocates funds to a variety of college and students activities. These funds cover a host of special events, cultural celebrations, co-curricular activities, academic recognitions, service learning, and a variety of performing arts activities. Please contact the Vice President of Student Affairs' Office at 480-732-7322 for more information.

## Voter Registration

Students and community members have the opportunity to register to vote in the Office of Student Life and Leadership at CGCC. Voter registration is also available online at [www.azsos.gov](http://www.azsos.gov) or by calling 877-THE-VOTE [877-843-8683]. Contact the Office of Student Life and Leadership at 480-732-7104 or visit [www.azsos.gov](http://www.azsos.gov) for registration deadlines and election dates.

## Student Support and Disability Resources & Services

This department provides student-centered support services and programs for CGCC's diverse student population and those individuals with disabilities. The department is located on the Pecos campus in the Bradshaw building (BRD101). For more information, call 480-857-5188.

### Disability Resources & Services (DRS)

DRS provides access and ongoing support services to students who have a documented disability according to The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act. Students will apply for services and request academic adjustments through MCCC's DRS CONNECT system. All registered students must provide appropriate and current documentation that complies with the MCCC documentation policy and guidelines. DRS provides education and information regarding student rights and advocacy and academic adjustments that support student learning.

## Technical Support Services

Technical Support Services (TSS) is located on the second floor of the Library. Technical planning, design, integration, and ongoing operational support for computing and network services is provided by TSS staff. This includes technical support in the following areas:

- Enterprise Network and Systems Services
- Client/Network Support
- Computer Hardware Repair
- Desktop Software
- Telephone Support
- Student Information System (SIS)
- Web-based Applications

TSS provides technical support at the Pecos Campus, Williams Campus, Sun Lakes Center, and the Communiversity at Queen Creek. CGCC's intra-network design provides connectivity to a variety of network environments including the Internet and wireless, in support of cross-platform workstations running

Windows, Macintosh OS, and Unix. Trained, qualified staff members are available for delivering technical services, implementation, and support for instructional and administrative systems. For technical assistance or coordination of technical support issues please call the Technical Support Helpdesk at 480-732-7025 or visit [www.cgc.edu/tss](http://www.cgc.edu/tss)

## Travel by Students

Official college trips should be made in vehicles provided by the college or by commercial vehicles. College vehicles may be used for official college business only. See MCCCDCD policy on Operation and Insurance Coverage of District Owned and/or Leased Vehicles and Privately Owned Vehicular Usage for District Purposes. The college president may require an advisor(s) for college-sponsored student trips that involve out-of-county travel. No approved college organization, association or club that is financed out of the appropriate revenue fund budget shall travel out of state more than three (3) times during one (1) school year. Exceptions may be made for student officers who hold offices in national or regional organizations and tournaments. For travel out of the country, Governing Board approval is required. If campus financial support is requested for attending tournaments or club functions, students must obtain campus approval prior to running for national or regional organizations and/or officer positions.

## Trip Reduction Program

Full-time students are encouraged to participate in Maricopa County's Trip Reduction Program (TRP). Discounted bus passes, reserved carpool parking, free showers, and contests and prizes are available to qualified participants. Interested students should check with the Student Center information desk (SC100) or contact the college Trip Reduction Coordinator for details. Complete information about the program is available at [www.maricopa.edu/trip](http://www.maricopa.edu/trip).

## Veterans Services

CGCC recognizes and honors the sacrifices of all those who have served our country in the U.S. Armed Forces. The Veterans Services Office is located in Coyote Center at the Pecos Campus and in Bluford Hall at the Williams Campus, and provides the following services:

- GI Bill® benefits counseling and processing
- Referrals for personal, career, academic counseling, enrollment services, and financial aid
- Assistance with family and transition support
- Student Veterans Organization (SVO)

Students applying for veterans benefits for the first time should allow four to six weeks before receiving benefits. The amount of benefits awarded is based on the number of credit hours attending and chapter of benefits. Those students receiving benefits must be following the Veterans Administration (VA) academic progress policy to continue to receive benefits.

### Veterans Chapters Served

- Chapter 30 – Montgomery GI Bill®
- Chapter 31 – Vocational Rehabilitation (separately served through local VA Vocational Rehabilitation offices)
- Chapter 33 – Post 9/11 GI Bill®
- Chapter 35 – Survivors and Dependents of Deceased/100% Disabled Veterans
- Chapter 1606 – Selected Reserve GI Bill®

For additional information, contact the Veterans Services Office at 480-726-4122 at the Pecos Campus and 480-988-8177 at the Williams Campus. Information is also available at [www.cgc.maricopa.edu/veterans](http://www.cgc.maricopa.edu/veterans)

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 website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

# Approved FA Funding

## Airway Science Technology, Flight Emphasis (Track I and III)

Approved Funding for VA Flight Training for 2019-2020

Flight Standards District Office (FSDO)

Approved Minimum Times Per Part 141 Training Course Outlines

The following rates and flight hours have been approved for VA funding at the UND Aerospace FTC located at Mesa, AZ. VA will only fund minimum training requirements and students are required to cover additional costs. VA will only cover costs listed for each specific time requirement.

Costs are calculated according to the following hourly rates:

Hourly Rates and Instruction Rates					
Aircraft	Solo Rate/Dual Rate	ATD	Rate	Instructor	Rate
Cessna 172	\$140.00/\$200.00	Single Engine ATD (Dual Only)	\$139.00	Fixed Wing	\$60.00
Seminole	NA/\$339.00	Mentor ATD (Dual Only)	\$159.00		

FSDO-approved minimum times per part 141 training course outlines.

The above estimates represent minimum flight hours to meet Federal Aviation Administration requirements. Students may need additional flight hours to demonstrate competency.

## Commercial Instrument Pilot Airplane Single and Multi-Engine Land (SMEL) Course (Part 141)

This course is made up of three individual flight courses. The total flight time requirement is 155 hours of the combined courses. It is imperative that you meet each course requirement to satisfy the total time requirement.

AET210 - Instrument Commercial Flight I	59.5
AET220 - Instrument Commercial Flight II	70.5
AET240 - Multi-Engine Airplane Pilot Flight	25.0
	155.0

AET210 - Instrument Commercial Flight I (Lessons 1-35)		\$11,256.00
Solo C172	20.0	\$2,800.00
Dual C172	25.5	\$5,100.00
Dual SE FTD	14.0	\$1,946.00
Pre/Post & Ground Instruction	23.5	\$1,410.00

AET220 - Instrument Commercial Flight II (Lessons 36-68)		\$14,308.00
Solo C172	12.3	\$1,722.00
Dual C172	44.2	\$8,840.00
Dual SE FTD	14.0	\$1,946.00
Pre/Post & Ground Instruction	30.0	\$1,800.00

AET240 - Multi-Engine Systems & Proc (Lessons 69-94)		\$7,785.00
Dual Seminole	15.0	\$5,085.00
Dual ME FTD	10.0	\$1,590.00
Pre/Post & Ground Instruction	18.5	\$1,110.00

AET230 - Certified Flight Instructor: Airplane, Single Engine Land (Part 141)		
CFI Certification		<b>\$6,919.00</b>
Dual C172	24.5	\$4,900.00
Dual SE FTD	1.0	\$159.00
Pre/Post & Ground Instruction	31.0	\$1,860.00
	Totals	\$40,268.00

## 2019-2020 Projected Individual Flight Training Costs

These are the projected costs for flight courses for the school year based on anticipated rates (\*). Course costs are based on the average number of hours it takes a student to complete the course, and may vary from student to student according to their capability and motivation. Financial aid may be available to assist with these costs, but applying for aid must be done well in advance. Flight costs are in addition to tuition.

### Private Pilot

AET110 - Private Pilot Certification		\$12,662.00
Instructor Time	83 hrs	
S.E. Simulator	3 hrs	
Cessna 172	52 hrs	
FAA Written**	(1) hr	

### Instrument, Commercial and Multi-Engine

AET210 - Instrument Commercial Flight I (Lessons 1-35)		\$11,545.00
Instructor Time	70 hrs	
S.E. Simulator	15 hrs	
Cessna 172	44 hrs	

AET220 - Instrument Commercial Flight II (Lessons 36-68)		\$13,722.00
Instructor Time	82 hrs	
S.E. Simulator	8 hrs	
Cessna 172	56 hrs	
FAA Written**	(2)	

AET240 - Multi-Engine Systems & Procedures (Lessons 69-94)		\$11,865.00
Instructor Time	65 hrs	
M.E. Simulator	10 hrs	
Seminole	25 hrs	

### Flight Instructor

AET230 - Certified Flight Instructor Certification		\$7,669.00
Instructor Time	65 hrs	
Cessna 172	24 hrs	
S.E. Simulator	1 hr	
FAA Written**	(2)	

**Associate Degree program total flight cost: \$57,463.00.**

\*Does not include AET 270 CFII. Students using veterans' educational benefits will only be certified for the actual cost and required flight hours of the program as identified on page 28.

AET110 - Private Pilot Certification is a prerequisite.

\*\*FAA written price of \$165 is included in the budgeted total for each applicable course.

## Airway Science Technology, Flight Emphasis (Track II) Helicopter

Course	Course/Materials	Lab Fees-Fixed	Included Books & Materials
AET 210HH Commercial Pilot Flight Lab I (Instrument): Helicopter	Flight Time: 35 hours (35 dual IFR)  Individual Ground Training: 30 hours	\$ 28,000.00	<ul style="list-style-type: none"> <li>•IFR Pilot Manual</li> <li>•Part 141 Instrument Rating Syllabus</li> <li>•Practical Test Standards-IFR</li> <li>•Test Prep - IFR</li> <li>•Oral Test Guide - IFR</li> <li>•PV-5 IFR Plotter</li> <li>•GNS 430 Simulator CD</li> </ul>
AET 220HH Commercial Pilot Flight Lab II: Helicopter	Flight Time: 115 hours (30 dual VFR, 85 solo)  Individual Ground Training: 30 hours Pre and Post Flight: 30.5 hours	\$ 28,300.00	<ul style="list-style-type: none"> <li>•Test Prep - Commercial</li> <li>•Practical Test Standards - Commercial/CFI</li> <li>•Commercial Syllabus</li> <li>•Oral Test Guide - Commercial</li> </ul>
AET 230HH Certified Flight Instructor Lab: Helicopter	Flight Time: 25 hours (25 dual VFR)  Individual Ground Training: 40 hours  Pre and Post Flight: 11.5 hours	\$ 28,500.00	<ul style="list-style-type: none"> <li>•Aviation Instructors Handbook</li> <li>•Part 141 CFI Syllabus</li> <li>•Test Prep - CFI</li> <li>•Oral Test Guide - CFI</li> </ul>
<b>Program Total</b>			<b>\$84,800.00</b>
<p>Note: Prerequisite AET 110HH Private Pilot course is not covered by GI Bill® benefits and is not included in program total. Cost basis for all semesters includes: Written, oral and flight testing required for issuance of the certificate or rating that is applicable to the course.</p> <p>Not included: Costs associated with any re-testing necessary in the event of a failed FAA written, oral, or flight test. Medical exam, aviation kneeboard, and optional flight bag. Revisions to books and materials.</p>			

Costs are calculated according to the following hourly rates (tax = 7.8%):

Dual VFR	\$295.00/hour
Dual IFR	\$310.00/hour
Solo	\$250.00/hour plus tax
Ground Instruction	\$49.00/hour
Pre/Post Flight Instruction	\$49.00/hour
Checkride rental VFR	\$250.00/hour plus tax
Checkride rental IFR	\$280.00/hour plus tax

The estimates represent minimum flight hours to meet Federal Aviation Administration requirements. Students may need additional flight hours to demonstrate competency.

Students using veterans' educational benefits will only be certified for the actual cost and required flight hours of the 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/gibil>.



**MARICOPA COUNTY  
COMMUNITY  
COLLEGE DISTRICT  
COMMON  
POLICIES**

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# Maricopa County Community College District Common Policies

## Administrative Regulations

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 website: <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 gen.sica. 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 gen.sica. 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 gen.sica. 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 gen.sica.

### **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 gen.sica. Así mismo, todo los aplicantes y empleados estan 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 gen.sica. 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:

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

### **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.

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- 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 (CNMI) 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:

Average Student Expenses for 10 Months	
Tuition and Fees	\$8,010 <sup>(1)</sup>
Living Expenses	\$10,140 <sup>(2)</sup>
Books	\$800 <sup>(3)</sup>
Health Insurance	\$1400 <sup>(4)</sup>
<b>Total</b>	<b>\$20,350<sup>(5)</sup></b>

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.

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- (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.

## 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.
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 website 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 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 instate 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.

## 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 [2.2.7 Student Assessment and Course Placement](#).

## 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 <https://www.maricopa.edu/academics/prior-learning/exam-credit>.

- Advanced Placement (AP)
- College-Level Examination Program (CLEP)
- International Baccalaureate (IB) Diploma/Certificate

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

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- 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 AGECE. 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:
- training parallels a discipline area offered through the Maricopa Community Colleges, and
  - 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. MCCC College grants credit for college-level courses only.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

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 MCCC Instructional Councils (ICS). Disclaimer: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

### **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.

### 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](http://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](http://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. [aztransmac2.asu.edu/cgi-bin/WebObjects/CEG](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](http://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](http://www.azsunsystem.com).

## 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.
- B. 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.
- C. 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/AAAT15) 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 [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 [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.

### 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:

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

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](http://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>

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

The following is a tuition and fees schedule for 2018-2019 and is provided for reference. **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 below.

**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
Health Insurance	\$5.00 per clock hour

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:

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

- i. MCCCDC 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 MCCCDC 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 (MCCCDC) 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 MCCCDC 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

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

Length of Class	Official Withdrawal Deadlines for 100% Refund
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 MCCCDC 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.*

### 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 below.

#### **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](http://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](http://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

(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 bachelor's degree or higher earned will be considered to have exhausted maximum time frame 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. The 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.”

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- **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.

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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>.

### 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.asu.edu](https://transfer.asu.edu).

#### **Arizona Public Community Colleges and Universities**

Maricopa is a participant in the Arizona Statewide Transfer System. [aztransfer.com](https://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](https://aztransfer.com) is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions

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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://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: <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](http://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.aztransfer.com/sun](http://www.aztransfer.com/sun).

## 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.

### 2.9 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

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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 website 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](http://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 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

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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.

## 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

- 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.
- 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.
- 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.
- 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 websites.

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

*\*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 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class
Two Weeks (8 to 14 days)	3 <sup>rd</sup> Calendar Day	6 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	3 <sup>rd</sup> Calendar Day
Three Weeks (15 to 21 days)	6 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	1 <sup>st</sup> Day of Class	5 <sup>th</sup> Calendar Day
Four Weeks (22 to 28 days)	9 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	7 <sup>th</sup> Calendar Day
Five Weeks (29 to 35 days)	12 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	4 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	9 <sup>th</sup> Calendar Day
Six Weeks (36 to 42 days)	14 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	11 <sup>th</sup> Calendar Day
Seven Weeks (43 to 49 days)	17 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	12 <sup>th</sup> Calendar Day
Eight Weeks (50 to 56 days)	20 <sup>th</sup> Calendar Day	41 <sup>st</sup> Calendar Day	41 <sup>st</sup> Calendar Day	6 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	15 <sup>th</sup> Calendar Day
Nine Weeks (57 to 63 days)	23 <sup>rd</sup> Calendar Day	46 <sup>th</sup> Calendar Day	46 <sup>th</sup> Calendar Day	7 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day
Ten Weeks (64 to 70 days)	26 <sup>th</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	8 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	19 <sup>th</sup> Calendar Day
Eleven Weeks (71 to 77 days)	29 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	9 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	21 <sup>st</sup> Calendar Day
Twelve Weeks (78 to 84 days)	32 <sup>nd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day
Thirteen Weeks (85 to 91 days)	35 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	25 <sup>th</sup> Calendar Day
Fourteen Weeks (92 to 98 days)	38 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	11 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	27 <sup>th</sup> Calendar Day
Fifteen Weeks (99 to 105 days)	41 <sup>st</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	12 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	28 <sup>th</sup> Calendar Day
Sixteen Weeks or more (106 or more days)	End of the 7 <sup>th</sup> 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

Deadlines are based on calendar day and begin with the first day of class.

**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: 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.**

### 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 MCCCCD 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 MCCCCD 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.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

## **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:

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 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 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 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.

## 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  
Continued at a Public Community College  
Transferred to a University

Fall '05 (Active)  
Spring '06, Fall '06 (Active)  
Spring '07 (2005 or Any Subsequent Catalog)

**EXAMPLE B:**

Admitted & Earned Course Credit at a Public Community College  
or University  
Enrolled But Earned All Ws, Zs, or Fs  
Enrolled in Audit Courses Only  
Nonattendance  
Transferred to a University

Fall '02 (Active)  
Spring '03 (Inactive)  
Fall '03 (Inactive)  
Spring '04 (Inactive)  
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  
Nonattendance  
Readmitted & Earned Course Credit at a Public Community College  
Transferred to a University

Fall '02 (Active)  
Spring '03, Fall '03, Spring '04 (Inactive)  
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)  
Summer '03 (Active)  
Fall '03, Spring '04 (Inactive)  
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.

- 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 '04 (Active)
Continued at a Public Community College	Fall '04, Spring '05 (Active)
Nonattendance	Fall '05 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Spring '06 (Active)
Transferred to a University	Summer '06 (2004 or Any Subsequent Catalog)

- 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.

## 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

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>



subject to Constitutionally protected speech rights and principles of academic freedom. Questions about this Policy may be directed to the MCCCED 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 MCCCED 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 MCCCDC 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 1  
244 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](mailto:OCR.Denver@ed.gov)

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

### 5.1.9 Examples of Policy Violations

It shall be a violation of MCCC'D'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 MCCC'D property or in connection with any MCCC'D-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 MCCCC 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 MCCCC 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 MCCCC EEO/AA Office.
- B. The college/center/MCCCC 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/MCCCC.

## 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 MCCCC'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 MCCCC policy. Disciplinary action by MCCCC 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. MCCCC will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

### **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 (MCCCC), a member college or center, or their students or employees.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

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 MCCC'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 time frame, 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 MCCC-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 MCCCC 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 MCCCD 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 MCCCD's legal obligation to investigate and resolve issues of discrimination.

### **Retaliation Prohibited**

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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**

MCCCD encourages students to use the MCCCD 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](mailto:OCR_Denver@ed.gov)

## **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 MCCCD student organizations or employee groups.

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4. Activities of non-MCCCD-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 MCCCD 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 MCCCD 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.

#### 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 (MCCCD) will work in collaboration with the Sheriff's Department to identify convicted registered sex offenders enrolled as students at one of MCCCD's colleges or working at the District office or at any of the MCCCD colleges (in paid or unpaid positions).

#### General Information

- I. In accordance with the CSCPA, the MCCCD will provide a link on its Sex Offender Information website 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 MCCCDC 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 MCCCDC 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 MCCCDC 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 MCCCDC 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 MCCCDC 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, MCCCDC 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:** MCCCDC Public Safety will notify the Dean of Student Affairs (or designee) when a RSO has enrolled or expressed a desire to enroll at a MCCCDC 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:** MCCCDC Public Safety will notify District and college Human Resources (or designee) when an RSO has registered due to being offered employment with the MCCCDC 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:

- a. 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.
- b. 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.
- c. 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.
- d. Any criminal activity involving a registered sex offender should be reported to police.

**X. Administrative Oversight**

- a. 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.
- b. 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.

## 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

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- 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 MCCCCD 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 MCCCCD, 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 MCCCCD. 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

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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

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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 website?**

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, MCCCD 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

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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 MCCCC 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-MCCCC technology resources for communication of any type of MCCCC business is heavily discouraged because those records are less capable of being managed according to MCCCC's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCC employee who receives a communication allegedly from another MCCCC employee using a non-MCCCC 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 MCCCC's technology resources, including websites created by MCCCC employees and students, is limited to educational, research, service, operational and management purposes of the MCCCC and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCC's technology resources are limited to the same purposes.

Frequently, access to MCCCC's technology resources can be obtained only through use of a password known exclusively to the MCCCC employees, Governing Board members or students. It is those users' responsibility to keep a password confidential. While MCCCC 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 MCCCC 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 MCCCC employees are authorized to access information on an MCCCC 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 MCCCC technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCC employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCC ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCC employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violation 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](#)).

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## **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.

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### **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 MCCCDC website must display, or link to, the following disclaimer in a conspicuous manner: All information published online by MCCCDC is subject to change without notice. MCCCDC 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. MCCCDC 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 MCCCDC 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, MCCCDC may unilaterally delete any violative content and terminate the user's access to MCCCDC'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 MCCCDC's grievance procedures or resolution of controversy.

## **2.6 Hazing Prevention Regulation**

The Maricopa County Community College District (MCCCDC) 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 MCCCDCD 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 MCCCDCD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCDCD 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 MCCCDCD; 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 MCCCDCD 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 MCCCDCD policies, and local and state laws.

Alleged violations of the MCCCCD 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 MCCCCD 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 MCCCCD policies, and local and state laws.

Any MCCCCD faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCCD 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. REVOCATION: 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.

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## 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

MCCCD, 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 MCCCD 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 MCCCD property, the Director the culinary program shall assign an MCCCD 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 a 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.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

## General Eligibility Requirements

DRS applicants must be admitted or enrolled as an MCCCDC 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 MCCCDC 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. MCCCDC 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

## 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.

## 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 MCCCDC 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 MCCCDC 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 MCCCDC 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)(I)(B)(1) – (A)(1)(I)(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>.

**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 <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. MCCCDC 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](http://district.maricopa.edu) under consumer information.

### Directory (Public) Information at Maricopa County Community College District and its Associated Colleges

- Name
- Address
- Phone number
- MCCCDC 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

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

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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.

### **Appendix S-17: 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.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

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 county-wide 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 MCCCCD 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 MCCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

### **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).

### **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 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 MCCCDC uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCDC 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 MCCCDC’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 MCCCDC’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 MCCCDC 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**

MCCCDC has no obligation to make repeated attempts to place a student when the reason for MCCCDC’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**

MCCCDC may change its program admission requirements or background check requirements without notice at any time.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies, log on to <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>

### **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.

## 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.

### 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.

# DEGREE REQUIREMENTS

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

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](http://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.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

7. Have removed any indebtedness to any MCCCDC 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.

## 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 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:

- 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

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>

- 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

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 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 MCCCDC and the institutions to which MCCCDC 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 (MCCCDC) 2019-2020 General Academic Policies for Associate Degrees Designed for University Transfer

### Description

**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.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

- 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 MCCC’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 checksheets are maintained at [https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-degree-checklists-aa-as-abus-ags\\_](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, MCCC’s 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 MCCC’s 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 MCCC’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.

## 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 MCCC’s 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](https://curriculum.maricopa.edu/) for acceptable options to meet these requirements for individual degree programs.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

- 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](http://aztransfer.com), [curriculum.maricopa.edu](http://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 MCCC

- Credits transferred from outside of MCCC must be at a grade of “C” (2.0 on a 4.0 scale) or better.
- External courses evaluated either as equivalent to an MCCC 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 MCCC 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 MCCC 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 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 AGEC, and no more than 30 credits (including up to 20 toward AGEC) may be applied toward a degree.

## 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.
- While MCCCDC'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](http://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 (MCCCDC) 2019-2020 Catalog Under Which A Student Graduates

### Description

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

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>

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.

- 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)

- 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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## 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 AGECE) 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 AGECE transfers as a block without loss of credit.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

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 MCCCDC AGEC will apply to graduation requirements of the university major for which the AGEC was designed.

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

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>

Awareness Areas and MCCCDC's Additional Requirements may also be shared with AGECE 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 MCCCDC

- Credits transferred from outside of MCCCDC must be a grade of "C" (2.0 on a 4.0 scale) or better.
- External courses evaluated either as equivalent to an MCCCDC 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 AGECE 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 AGECE (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 MCCCDC direct equivalency to a course from another Arizona public college or university, applicability to AGECE and/or associate degree requirements will be based on the source institution's AGECE 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 AGECE and/or associate degree requirements based on the courses' evaluated MCCCDC 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 AGECE.

## 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.
- 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.

## AGECE Requirements

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

- [AGECE 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 MCCCDC 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 AGECE course requirements may be more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at [curriculum.maricopa.edu](https://curriculum.maricopa.edu) for specific degree and AGECE requirements. Consultation with an academic advisor about course selection is always recommended.

## Arizona General Education Curriculum-Arts (AGEC-A) Requirements

Credits

35 (min)

The AGECA requires a minimum of 35 credits, however, the AGECA 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 AGECA may be met with fewer than 35 credits within an associate degree provided that all requirements listed below are completed.

- A. Core Areas . . . . . 6
- 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). AGECA 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 [AGECA 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  
Students are encouraged to choose course work from more than one discipline.
  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 AGECA matrix for current course values.)
- a. Cultural Diversity in the United States [C] . . . . . (0-3)
  - b. Global Awareness [G] OR Historical Awareness [H] . . . . . (0-3)

## Arizona General Education Curriculum-Business (AGEC-B) Requirements

Credits

35 (min)

The AGECB requires a minimum of 35 credits, however, the AGECB 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 AGECB may be met with fewer than 35 credits within an associate degree provided that all requirements listed below 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). AGECA designations are subject to change. Courses may meet more than

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

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

## Arizona General Education Curriculum-Science (AGEC-S) Requirements Credits

36 (min)

The AGECE-S requires a minimum of 36 credits, however, the AGECE 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 AGECE-S may be met with fewer than 36 credits within an associate degree provided that all requirements listed below 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). 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 <a href="#">AGECE matrix</a> 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]. . . . .	0-3(0 only if shared with [HU] or [SB])
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	

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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.

3. Mathematical Applications [MA] . . . . . 4-5  
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.
4. Humanities, Arts and Design [HU] . . . . . 6  
For the AGECS, 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.)
5. Social-Behavioral Sciences [SB] . . . . . 6  
For the AGECS, 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.)
6. Natural Sciences [SQ/SC] . . . . . 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 AGECS 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

### 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.

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### **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 Studies [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 AGECE-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.

### **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.

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.

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# 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](http://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](http://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](http://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](http://maricopa.edu) and on each MCCCD college’s website.

### **Degree 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 <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums required for major-specific pathways within the degree. |                |
| II. Required Courses . . . . .   | .Number Varies |

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

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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](http://curriculum.maricopa.edu) for specific courses and credit minimums required for major-specific pathways within the degree.

III. Restricted Electives . . . . . Number Varies

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](http://curriculum.maricopa.edu) for specific courses and credit minimums required for major-specific pathways 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 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). 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 AND . . . . . (3)  
 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  
 Students are encouraged to choose course work from more than one discipline
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.)

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

V. MCCC 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)

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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 . . . . . 0-25  
 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](http://aztransfer.com.maricopa.edu/transfer/partners), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

**Associate in Arts Total Credits: 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.

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

### 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.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

## 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 MCCCDC college’s website.

<b>Degree Requirements</b>	<b>Credits</b>
<b>I. Required Courses.</b> . . . . .	<b>17</b>
EDU2221 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 requirement of the AGEC-A or to fulfill an Education Foundations requirement.

Content Area Electives: Select 5 credits from the following . . . . . (5)

- 1) Select one of the following ARH, DAH, MHL or THE courses:
  - 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)

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- 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 AND . . . . . (3)  
 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

\*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.)

1) Select one of the following ARH, DAH, MHL or THE courses (3)

- ARH100 Introduction to Art OR
- 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

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- 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

- 1) Select one of the following EDU, ENH or HUM courses (3)
  - 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. Social-Behavioral Sciences [SB]. . . . . 6

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.)

- 1) Select one of the following US History/Government courses\* (3)  
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

- 2) Select one of the following CFS, ECH, GCU, ECN, HIS or PSY courses (3)

- 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

7. Natural Sciences [SQ, SG] . . . . . 8

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
- 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 or SG from one of the following prefixes.(4)
- 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.

- B. Awareness Areas . . . . . 0-3
- a. Cultural Diversity in the United States [C] . . . . . (0)
- Met by EDU222 and EDU230 in Required Courses
- b. Global Awareness [G] OR Historical Awareness [H] . . . . . (0-3)
- 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. MCCCDC Additional Requirements . . . . . 0-3**

As noted below, courses in this area may also be applied toward AGEC-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 (MCCCDC) 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](http://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 [MCCCDC 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. MCCCDC Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.



## 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 MCCC 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](http://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](http://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](http://maricopa.edu) and on each MCCC college's website.

### Degree Requirements

### Credits

- |  |                      |
|--|----------------------|
| <b>I. Program Prerequisites</b> . . . . .  | <b>Number Varies</b> |
| Program prerequisites vary by type of Associate in Arts, Fine Arts degree, Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums required for major-specific pathways (Art, Dance, Music, Theatre) within the degree.  |                      |
| <b>II. Required Courses</b> . . . . .  | <b>Number Varies</b> |
| Required (major-specific) courses vary by type of Associate in Arts, Fine Arts degree. Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums required for major-specific pathways (Art, Dance, Music, Theatre) within the degree.  |                      |
| <b>III. Restricted Electives</b> . . . . .   | <b>Number Varies</b> |
| Restricted electives vary by type of Associate in Arts, Fine Arts degree. Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums required for major-specific pathways (Art, Dance, Music, Theatre) within the degree.   |                      |
| <b>IV. Arizona General Education Curriculum-Arts (AGEC-A)</b> . . . . .  | <b>up to 44</b>      |
| 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.   |                      |
| <b>A. Core Areas:</b> . . . . .  |                      |
| 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). 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 <a href="#">AGEC matrix</a> for each course's value(s) in the semester it is taken. |                      |
| 1. First-Year Composition [FYC] . . . . .  | 6                    |
| ENG101 OR ENG107 . . . . .   | (3)                  |

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>

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 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)

**V. MCCC Additional Requirements . . . . . 0-6**

As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements.

A. Oral Communication . . . . .	(0-3)
<ul style="list-style-type: none"> <li>• COM100 [SB] Introduction to Human Communication OR</li> <li>• COM110 [SB] Interpersonal Communication OR</li> <li>• COM225 [L] Public Speaking OR</li> <li>• COM230 [SB] Small Group Communication (3 credits) OR</li> <li>• COM100AA &amp; COM100AB &amp; COM100AC [SB] (3 credits) OR</li> <li>• COM110AA &amp; COM110AB &amp; COM110AC [SB] (3 credits)</li> </ul>	
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](http://aztransfer.com), [maricopa.edu/transfer/partners](http://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.

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

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Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>

## 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](http://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 MCCC college’s website.

<b>Degree Requirements</b>	<b>Credits</b>
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<b>I. Program Prerequisites</b> .....	Number varies
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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](http://curriculum.maricopa.edu) for specific courses and credit minimums required for major-specific pathways within the degree.

<b>II. Required Courses</b> .....	
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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](http://curriculum.maricopa.edu) for specific courses and credit minimums required for major-specific pathways within the degree. . . . .Number varies

<b>III. Restricted Electives</b> .....	
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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](http://curriculum.maricopa.edu) for specific courses and credit minimums required for major-specific pathways within the degree. . . . .Number varies

<b>IV. Arizona General Education Curriculum—Science (AGEC-S)</b> .....	
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The AGECS requires a minimum of 36 credits, however, prerequisite/required/restricted elective courses may also meet AGECS requirements and credits count once toward the total for the degree. Therefore, the AGECS may be met with fewer than 36 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 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). AGECS 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 . . . . .	(3)
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AND ENG102 OR ENG108 . . . . .	(3)
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2. Literacy and Critical Inquiry [L] . . . . .	0-3 (0 only if shared with HU or SB)
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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]). (AGECS designations are subject to change. See [AGEC matrix](#) for each course’s value(s) in the semester it is taken.)

3. Mathematical Applications [MA] . . . . .	4-5
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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.

4. Humanities, Arts and Design [HU] . . . . .	6
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Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

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.)

5. Social-Behavioral Sciences [SB] . . . . . 6

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.)

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 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)

**V. MCCCD Additional Requirements . . . . . 0-6**

As noted below, courses in this area may be used to satisfy both an MCCCD requirement and an AGEC-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 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](http://aztransfer.com), [maricopa.edu/transfer/partners](http://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.

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## 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.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

## Special Academic Policies that Govern the ABUS-GR Degree

- The ABUS-GR does not include any MCCCDC 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 MCCCDC college’s website.

<b><u>Degree Requirements</u></b>	<b><u>Credits</u></b>
<b>I. Required Courses.</b> . . . . .	<b>21-25</b>

Accounting . . . . .	(6-9)
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- 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 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
- ECN212 [SB] Microeconomic Principles
- GBS205 Legal, Ethical, and Regulatory Issues in Business
- GBS221 Business Statistics
- Quantitative Methods
  - GBS220 Quantitative Methods in Business OR
  - MAT217 or MAT218 Mathematical Analysis for Business

Note: Students planning to attend ASU W. P. Carey School of Business will be required to take MAT217 or MAT218

<b>II. Restricted Electives.</b> . . . . .	<b>0-6</b>
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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.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>

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

**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
ENG101 OR ENG107 AND . . . . .	(3)
ENG102 OR ENG108 . . . . .	(3)
2. Literacy and Critical Inquiry [L] . . . . .	3
3. Mathematical Applications [MA] . . . . .	3-6
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
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.

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.



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)

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: [ztransfer.com](http://ztransfer.com), [curriculum.maricopa.edu](http://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.

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## 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](#).

### 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

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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 MCCCDC 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 MCCCDC college’s website.

<b>Degree Requirements</b>	<b>Credits</b>
<b>I. Required Courses</b> . . . . .	<b>.27-31</b>

Accounting . . . . . (6-9)

- ACC111 Accounting Principles AND
- 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 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
- ECN212 [SB] Microeconomic Principles
- GBS205 Legal, Ethical, and Regulatory Issues in Business
- GBS221 Business Statistics
- CIS162AD C#: Level 1
- CIS250 Management of Information Systems
- Quantitative Methods
  - GBS220 Quantitative Methods in Business OR
  - MAT217 or MAT218 Mathematical Analysis for Business

Note: Students planning to attend ASU W. P. Carey School of Business will be required to take MAT217 or MAT218

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

The AGECE-B requires a minimum of 35 credits, however, Required and Restricted elective courses may also meet AGECE-B requirements and credits count once toward the total for the degree. Therefore, the AGECE-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). 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 AND . . . . .(3)
  - ENG102 OR ENG108 . . . . .(3)
- 2. Literacy and Critical Inquiry [L] . . . . . 0-3  
(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)
- 3. Mathematical Applications [MA]. . . . . 4-5
  - 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 AGECE matrix for current course values.)
- a. Cultural Diversity in the United States [C] . . . . . (0-3)
  - b. 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.

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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](http://aztransfer.com), [curriculum.maricopa.edu](http://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.

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## 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:

The Associate in Business-General Requirements 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

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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.

<b>I. MCCC General Education</b>	<b>34-47</b>
A. Core Areas . . . . .	12-18
1. First-Year Composition (FYC) . . . . .	6
ENG101 or ENG107 AND . . . . .	(3)
ENG102 OR ENG108 . . . . .	(3)
2. Mathematics . . . . .	3-5
3. Computer Usage . . . . .	.1
4. Oral Communication . . . . .	3
• COM100 Introduction to Human Communication OR	
• COM110 Interpersonal Communication OR	
• COM225 Public Speaking OR	
• COM230 Small Group Communication (3 credits) OR	
• COM100AA & COM100AB & COM100AC (3 credits) OR	
• COM110AA & COM110AB & COM110AC (3 credits)	
5. Critical Reading . . . . .	0-3
Students may demonstrate proficiency through assessment. CRE101 Critical Reading OR equivalent as indicated by assessment.	
 <b>Distribution Area</b>	 <b>22-29</b>
1. Humanities, Arts and Design . . . . .	9
Students are encouraged to choose course work from more than one discipline.	
2. Social-Behavioral Sciences . . . . .	6-9
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.	
3. Natural Sciences	7-8
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.	
4. Literacy and Critical Inquiry ...	0-3

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.

## II. General Electives

13-26

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

All courses listed meet AGS requirements as specified. Courses in Purple Italic Underline also meet Arizona General Education Curriculum AGECE 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, 122AA & 122AB&122AC, 140, 141, 142, 150, 151, 151AA & 151AB & 151AC & 151AD, 152, 172, 182, 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)

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

CTR Court Reporting 101, 102

DFT Drafting Technology [105AA\\*\\*](#), 251, 254AA, 256AA *\*\*Must be taken with CSC100AA or AB to meet AGEC value*

ECEarly 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](#)

METManufacturing 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](#)

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.

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](#)

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, 190AC, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA, 211AE, 212, 213, 214, 215, 216, 220, 245, 250, 251, 260, 261, 292, 295](#) (and 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), 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](#)

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](#)

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](#)

SWU Social Work [183](#)

TCM Telecommunications [107](#)

TEC Textiles and Clothing [105](#)

THE Theater [111, 220](#)

THF Theatre and Film [205, 206, 210](#)

THP Theater/Performance/Production [241](#)

WST Women's Studies [209, 284, 285, 290](#)

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>.



### **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 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](#)

EC 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](#)

IBS International Business [109](#)

IFS Research in Global Society [201, 210](#)

MCO Mass Communications 120

MGT Management [229, 230](#)

PAD Public Administration [200](#)

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](#)

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>

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), including [101](#), [110](#), [130](#), [141](#), [157](#), [180](#), [212](#), [220](#), [241](#), [251](#), [266](#), [270](#) (and 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](#)

### **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)**

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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.

- AIS American Indian Studies [213](#)
- COM Communication [222, 225, 241](#)
- CPDCounseling 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](#)
- 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](#)
- POSPolitical 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.

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# 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.

## 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 101/111/Equivalent as indicated by assessment

**Mathematics (3 credits)**

MAT Mathematics 103AA & 103AB/112/120/121/122/122AA/122AB/122AC/140/141/142/150/151/151AA/151AB/151AC/151AD/152/172/182/187/206/212/213/220/221/230/231/240/241/256/257/261/262/276/277/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
- 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

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- SPA Spanish 241/242/265/266
- SPH Spanish Humanities 241, 245
- SSH Sustainability/Social Sciences and Humanities 111
- STO Storytelling 292/294

**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)

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HON Honors 201

IBS International Business 109

IFS Information Studies 201, 210

MCO Mass Communications 120

MGT Management 229/230

PAD Public Administration 200

POSPolitical 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

**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

FORForensic Science 105/106/275

GLG Geology Any GLG course(s)

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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

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

### Purpose of the Academic Certificate

The Maricopa 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 degree, 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 website](#).

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## Maricopa Community Colleges (MCCCD) Allied Health or Nursing Program (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

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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 I 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 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

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- 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 relating to a 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 MCCCDC uses for the “pass fail” background check is subject to change at any time without notice. MCCCDC 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 MCCCDC’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 MCCCDC’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 MCCCDC 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

MCCCDC has no obligation to make repeated attempts to place a student when the reason for MCCCDC’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

MCCCDC may change its program admission requirements or background check requirements without notice at any time.

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## 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.

## Occupational Program Matrix

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 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.

### College Key

CG:	Chandler Gilbert Community College
PC:	Phoenix College
EM:	Estrella Mountain Community College
PV:	Paradise Valley Community College
GC:	Glendale Community College
RS:	Rio Salado College
GW:	GateWay Community College
SC:	Scottsdale Community College
MC:	Mesa Community College
SM:	South Mountain Community College

### Agriculture, Food & 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 & 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
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

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**Art, A/V Technology & Communication**

Alteration Specialist	MC
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
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

Journalism and New Media Studies	GC, MC, SC
Media Arts	PC
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 & 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
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	
Human Services-Specialist: Customer Service	RS
Human Services - Unemployment Insurance: Customer Service	RS
Insurance Studies	GC, MC, RS
International Trade	MC

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.....		PC, PV, RS, SC, SM
<b>Business, Management &amp; Administration</b>		
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	
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 Management	MC 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,	
Paralegal Studies		PC
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
.....		
<b>Education and Training</b>		
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,

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	MC, PV, SM, EM	Computed Tomography	GW
Foundations of Student Services	EM	Dental Assisting	PC
Gifted Education	EM	Dental Hygiene	PC, RS, MC
Infant and Toddler Development	RS, SM	Developmental Disabilities Specialist	GC
Instructional Assistance	MC, SM	Diagnostic Medical Sonography	GW
Reading Specialist	MC	Diagnostic Medical Sonography: Vascular Technology	GW
Senior Living Management	RS	Emergency Communications and Deployment	PC
Workforce Development and Community Re-Entry	RS	Exercise Science: Health, Fitness and Sports	
Workforce Development: Trim Plumbing	RS	Performance	CG, GC, MC, PV, SC, SM
.....		Fast Track Practical Nursing	GW
<b>Environmental Technology</b>		Health Care Insurance	RS
Environmental Science Technology	GW	Health Information: Long Term Care Settings	PC
Geospatial Technologies	MC	Health Information Technology	PC
Occupational Safety and Health Technology	GW	Health Services Management	GW
Safety, Health and Environmental Studies	PV	Health Unit Coordinating/Patient Care Associate	GW
Wastewater Treatment	GW	Healthcare Regulatory Compliance	GW
Water Resources Technologies	GW	Histologic Technology	PC
Water Treatment	GW	Hospital Central Service Technology	GW
.....		Integrated Public Health: Health Administration	PV
<b>Finance</b>		Integrated Public Health: Health Education	PV
Bank Account Management: Customer Service	RS	Integrated Public Health: Health Navigation	PV
Banking and Finance	PC	Integrated Public Health: Mobile Integrated Health	PV
Licensed Residential Appraiser	MC	Laboratory Assisting	PC
Real Estate: Prelicense	MC, SM	Magnetic Resonance Imaging	GW
Residential Appraisal Trainee	MC	Massage Therapy	PC
.....		Medical Assisting	PC
<b>Government and Public Administration</b>		Medical Billing and Coding: Physician-Based	PC
Public Administration	RS	Medical Coding: Hospital-Based	PC
Public Administration: Legal Services	RS	Medical Laboratory Sciences	PC
Tribal Development	SC	Medical Radiography	GW
.....		Musculoskeletal Sonography	GW
<b>Health Science</b>		Nurse Assisting	GW, EM, MC, PC, PV
Advanced Behavioral Health Sciences	GC, SM	Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Advanced Emergency Medical Technology (Paramedic)	PC, PV	Nursing Refresher	GW, MC
Basic Behavioral Health Sciences	GC, SM	Occupational Therapy Assistant	GW
Behavioral Sciences	GC, SM	Phlebotomy	PC
Community Dental Health Coordination	RS	Physical Therapist Assisting	GW
Community Emergency Response		Polysomnographic Technology	GW
Team (CERT): Level I	PC	Practical Nursing	CG, EM, GC, GW, MC, PV, SC
Computed Tomography	GW	Recovery Support	SM
Dental Assisting	PC	Respiratory Care	GW
Dental Hygiene	PC, RS, MC	Speech Language Pathology Assistant	EM
Developmental Disabilities Specialist	GC	Surgical Technology	GW

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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
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

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**Hospitality and Tourism**

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

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**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
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

Pending Governing Board Approval, 8/27/19. For the most current information regarding common policies degree requirements, log on to <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies>

.....		Information Security	GC
<b>Information Technology</b>		Information Security Technology	GC
Adobe Creative Suite in Business: Master Suite Applications Specialist	MC	Information Technology	CG
Adobe Creative Suite in Business: Print and Web Applications Specialist	MC, PV	Information Technology: Android/iOS Programming	SM
Adobe Creative Suite in Business: Production Applications Specialist	MC, SM	Information Technology: Cisco Networking	MC, SM
Adobe Foundations	GC, MC, PV, SM	Information Technology: Computer Applications Specialist	SM
Advanced Computer Usage and Applications	RS	Information Technology: Microsoft Programming	SM
Advanced Web Designer	MC	Information Technology: Network and Cyber Security	GW, SM
Applications in Geospatial Technologies	MC	Information Technology: Network Server	SM
Business Applications	CG	Information Technology: Programming and Mobile Development	SM
Business Applications Specialist	CG	Information Technology Support	SM
Business Office Computer Applications	GC	iOS Application Development	CG, EM, GC, MC, PC, PV, RS, SC, SM
Comic and Sequential Art	PC	IT and Power Systems Security	EM
Computer and Information Technologies	SM	Linux Associate	CG, EM, MC
Computer Applications: Microsoft Office Specialist/Advanced	MC	Linux Networking Administration	EM, GC, MC
Computer Applications: Microsoft Office Specialist/Basic	MC	Linux Professional	CG, EM, GC, GW, MC, PC, PV, SC, SM
Computer Applications Technology	EM	Media Arts: Computer Art/Illustration	CG, PC
Computer Hardware and Desktop Support	CG, EM	Media Arts: Digital Animation	PC
Computer Hardware and Network Support	SC	Media Arts: Digital Imaging	CG, PC
Computer Information Systems	GC, GW, PC	Media Arts: Web Design	PC
Computer Information Systems Technologies	SC	Microsoft Certified Information Technology Professional (MCITP) Administrator	GW
Computer Information Technology	PV	Microsoft Desktop Support Technology	EM, GC, PV
Computer Networking Technology	PV	Microsoft Networking Technology	EM, GC, GW
Computer Systems Maintenance	PV	Microsoft Technical Specialist	EM, GW
Computer Technology	RS	Microsoft Server Administration	EM, GC
Computer Usage and Applications	RS	Mobile Apps Programming	RS, SM
Data Analytics	SC	Motion Picture/Television Production	SC
Database Development	SC	Multimedia Technology	MC
Desktop Publishing	EM	Network Administration	SC
Digital Arts	MC	Network Administration: CISCO Network Professional	MC, SM
Digital Arts: Digital Illustration	MC	Network Administration: Microsoft Windows Server	CG, GW, MC, SM
Digital Arts: Digital Photography	MC	Network and Cyber Fundamentals	GW, SM
Digital Arts: Graphic Design	MC	Networking: Design and System Support	RS
Digital Cinema Arts	GC	Networking Administration: Cisco	CG, EM, GC, GW, MC, SM
Digital Design	RS	Networking System Administration	MC
Digital Media/Multimedia Technology	MC	Networking Technology: Cisco	CG, EM, GC, GW
Digital Photography	PC	Oracle Database Operations	CG
Editing	SC		
Game Technology	MC, GC		
Healthcare Technology Systems	GC, PV		

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Production Film	SC	Industrial Manufacturing and Emerging Technologies	EM
Production Television	SC	Industrial Robotics and Automation Technology	MC
Programming	RS, EM, SM	Instrumentation Systems Technology	EM
Programming and Systems Analysis	CG, EM, GC, MC, PC, PV, RS, SC	Lineman Technology Level I	RS
Programming and Systems Analysis Level I	CG, EM, GC, MC, PC, PV, RS, SC	Lineman Technology Level II	RS
Programming and Systems Analysis Level II	CG, EM, GC, MC, PC, PV, RS, SC	Lineman Technology Level III	RS
Screenwriting	SC	Lineman Technology Level IV	RS
Technical Theatre	PC, SC	Machining	MC
Web Application Development	SM	Mechanical Systems Technology	EM
Web Design	CG, EM, GC, PC, PV, SM	Mechatronics	EM
Web Design Technologies	SC	Meter Technology	CG
Web Design: User Interface	RS	Network Maintenance	GC
Web Designer	MC	Nuclear Power Technology	EM
Web Developer	GC, MC, PC, PV, EM	Production Technology	GW
Web Development	SC	Production Technology: CNC Technology	GW
Web Development and Graphic Design	SM, EM	Production Technology: Quality Assurance	GW
Web Server Administrator	MC	Welding	MC
.....		Workforce Development: Electrical Level I	RS
<b>Manufacturing</b>		Workforce Development: Electrical Level II	RS
Applied Electrical Technologies	RS	.....	
Automated Industrial Technology	EM, MC	<b>Marketing, Sales &amp; Service</b>	
Automated Industrial Technology I	EM, MC	Marketing	GC, GW, MC, PC, PV, SC, SM
Automated Industrial Technology II	EM, MC	Marketing and Sales	GC, GW, MC, PC, PV, SC
CAD Application	GC	.....	
CAD Fundamental	GC	<b>Law, Public Safety, Corrections &amp; Security</b>	
CAD Technology	GC	Administration of Justice	CG, EM, GC, MC, PC, PV, RS, SC, SM
CAM Systems Programming	MC	Administration of Justice Studies	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
CNC Machining I	MC	Advanced Corrections	RS
CNC Machining II	MC	Basic Corrections	RS
Computer and Networking Technology	GC	Corrections	CG, EM, GC, MC, PC, PV, RS, SC, SM
Drafting and Design Technology	MC	Crime Scene Investigation	CG, GC, MC, PC, PV, SC, SM
Electric Utility Technology	CG	Detention Services	RS
Electrical Technology - Commercial Wiring	GW	Domestic Preparedness and Homeland Security	PC
Electrical Technology - Industrial Wiring	GW	Driver Operator	GC, MC, PC, PV
Electrical Technology: Residential Wiring	GW	Emergency Management	MC, PV
Electrical Systems Technology	EM	Emergency Medical Technology	CG, GC, MC, PC, PV
Electronics Engineering Technology	MC	Emergency Response and Operations	GC, MC, PC, PV
Electronics Technology	MC	Fingerprint Identification and Photography	PC, SC
Energy and Industrial Technology	EM	Fire Academy	GC
Industrial Design Technology	GW	Fire Officer Leadership	GC, MC, PC, PV
Industrial Design Technology: Design Specialist:		Fire Science	GC, MC, PC, PV
SolidWorks	GW	Firefighter Operations	GC, MC, PC, PV
		Forensic Investigation	MC

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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
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

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
Transmissions and Power Trains	MC

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**Science, Technology, Engineering & 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
Food Science and Technology II	SM
Nanotechnology	RS
Powerplant Maintenance (Part 147)	CG
Unmanned Aircraft Systems	CG

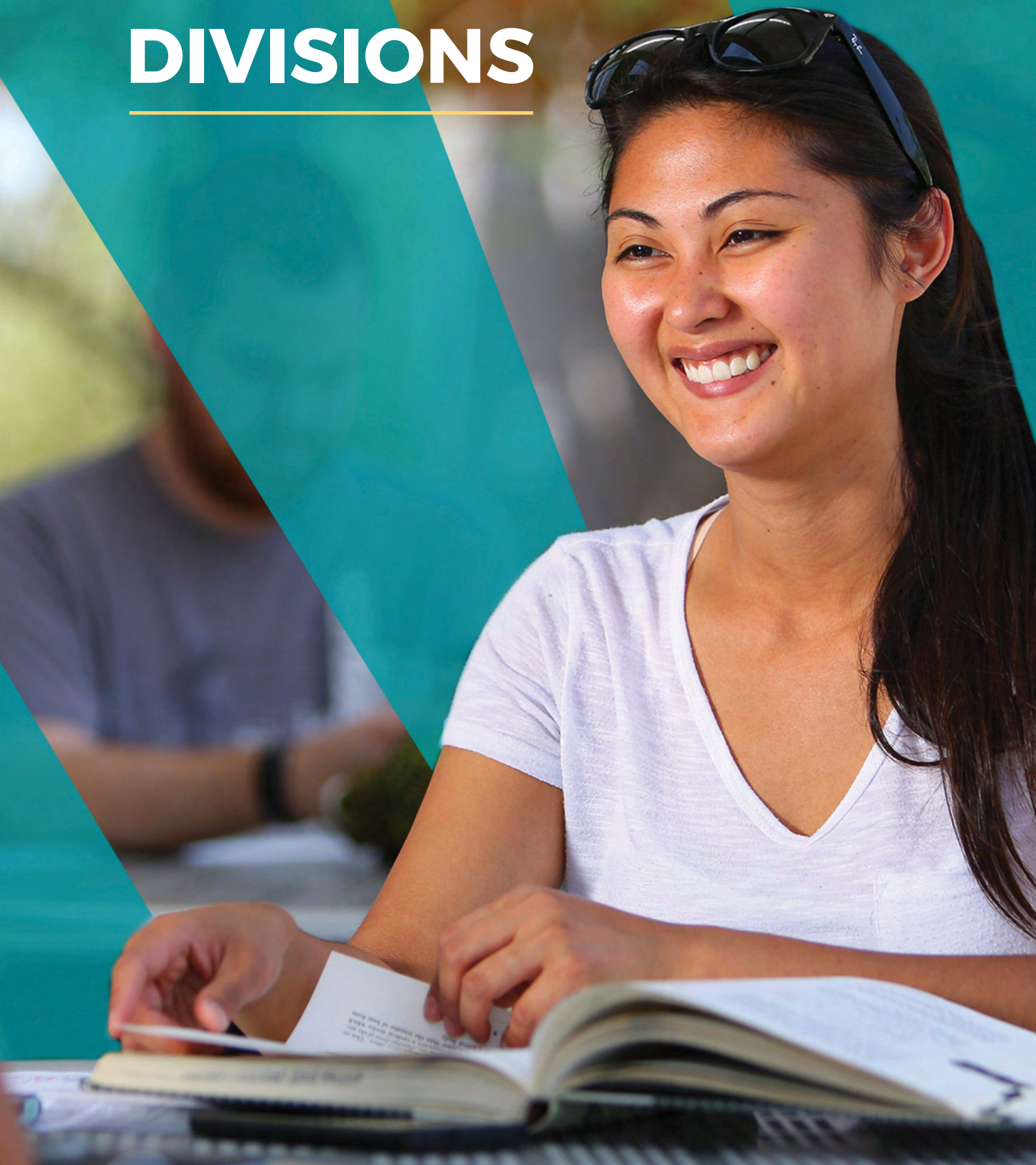
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**Transportation, Distribution, & Logistics**

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

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# ACADEMIC DIVISIONS

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# Academic Divisions

Courses offered at CGCC fall under one of 12 academic divisions. They include:

## Aviation & Applied Technology

Bill Julian, Division Chair

480-988-8759 | [william.julian.jr@cgcc.edu](mailto:william.julian.jr@cgcc.edu)

### Courses

- AET - Aeronautics
- AJS - Administration of Justice Studies
- AMT - Aircraft Maintenance Technology
- EUT - Electric Utility Technology
- PPT - Power Plant Technology

### Career Programs

- Administration of Justice
- Administration of Justice Studies
- Aircraft Maintenance Technology
- Aircraft Maintenance Technology (Part 147)
- Airframe Maintenance (Part 147)
- Airway Science Technology, Flight Emphasis
- Certified Flight Instructor Instrument Airplane Rating
- Corrections
- Crime Scene Investigation
- Electric Utility Technology
- Fingerprint Identification and Photography
- Flight Technology
- Forensic Science
- Homeland Security
- Law Enforcement
- Law Enforcement Training Academy
- Legal Studies
- Powerplant Maintenance (Part 147)
- Victimology

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## Biological Sciences

Kimberley Patterson, Division Chair

480-732-7083 | [kimberley.patterson@cgcc.edu](mailto:kimberley.patterson@cgcc.edu)

### Courses

- BIO - Biology
- SUS - Sustainability/Natural Sciences
- SSH - Sustainability Social Sciences

### Career Programs

- Sustainability

## Business & Computing Studies

Thomas Pearson, Division Chair

480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

### Courses

- ACC - Accounting
- BPC - Business-Personal Computers
- CIS - Computer Information Systems
- CNT - Cisco Network Technology
- CSC - Computer Science
- GBS - General Business
- IBS - International Business
- ITS - Information Technology Security
- MGT - Management
- MKT - Marketing
- MST - Microsoft Technology
- OAS - Office Automation Systems
- PAD - Public Administration
- SBS - Small Business Management
- SBU - Society and Business

### Career Programs

- Accounting
- Business Applications
- Business Applications Specialist
- Computer Hardware and Desktop Support
- General Business
- Information Technology
- iOS Application Development
- Linux Professional
- Network Administration: Microsoft Windows Server
- Networking Administration: Cisco
- Networking Technology: Cisco
- Oracle Database Operations
- Organizational Leadership
- Organizational Management
- Programming and Systems Analysis
- Programming and Systems Analysis Level I
- Programming and Systems Analysis Level II
- Retail Management

Small Business Management Level I  
Small Business Start-Up  
Social Media Marketing  
Web Design

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## Communication & Fine Arts

Vanessa Sandoval, Division Chair

480-732-7267 | [vanessa.sandoval@cgcc.edu](mailto:vanessa.sandoval@cgcc.edu)

### Courses

ARH - Art Humanities  
ART - Art  
COM - Communication  
DAH - Dance Humanities  
DAN - Dance  
MCO - Mass Communications  
MHL - Music: History/Literature  
MTC - Music: Theory/Composition  
MUC - Music: Commercial/Business  
MUE - Music: Education  
MUP - Music: Performance  
STO - Storytelling  
THE - Theatre  
THF - Theatre and Film  
THP - Theater Performance/Production

### Career Programs

Art: Computer Illustration Media Arts: Computer Art/Illustration  
Art: Digital Photography Media Arts: Digital Imaging  
Music Business

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## Composition, Creative Writing & Literature

Mary Zimmerer, Division Chair

480-857-5441 | [mary.zimmerer@cgcc.edu](mailto:mary.zimmerer@cgcc.edu)

### Courses

CRE - Critical Reading  
CRW - Creative Writing  
ENG - English  
ENH - English Humanities

HUM - Humanities  
JRN - Journalism  
RDG - Reading  
WAC - Writing Across Curriculum

### Career Programs

Creative Writing

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## Health Sciences

Kimberly McGee, Division Chair

480-726-4246 | [kimberly.mcgee@cgcc.edu](mailto:kimberly.mcgee@cgcc.edu)

### Courses

EMT - Emergency Medical Technology  
EXS - Exercise Science  
FON- Food and Nutrition  
HCC - Health Core Curriculum  
HCR - Health Care Related  
HES - Health Science  
MSP - Mortuary Science  
PED - Physical Education  
REC - Recreation  
WED - Wellness Education

### Career Programs

Emergency Medical Technology  
Exercise Science: Health, Fitness and Sports Performance  
Mortuary Science  
Personal Training Specialist

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## Library, Learning Center & Counseling

Christine Kilbridge, Division Chair

480-857-5138 | [christine.kilbridge@cgcc.edu](mailto:christine.kilbridge@cgcc.edu)

### Courses

AAA - Advancing Academic Achievement  
BHS - Behavioral Health Services Technology  
CPD - Counseling and Personal Development  
IFS - Information Studies

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## Mathematics

Linda Meng, Division Chair

480-857-5531

[linda.meng@cgcc.edu](mailto:linda.meng@cgcc.edu)

### Courses

MAT - Mathematics

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## Modern Languages & Humanities

Paul Petrequin, Division Chair

480-857-5256 | [paul.petrequin@cgcc.edu](mailto:paul.petrequin@cgcc.edu)

### Courses

ESL - English as a Second Language

GER - German

HIS - History

NAV - Navajo

PHI - Philosophy

REL - Religious Studies

SLG - Sign Language

SPA - Spanish

SPH - Spanish Humanities

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## Nursing

Karen Flanigan, Division Chair

480-988-8881 | [karen.flanigan@cgcc.edu](mailto:karen.flanigan@cgcc.edu)

### Courses

HCC - Health Core Curriculum

HCR - Health Care Related

NCE - Nursing Continuing Education

NUR - Nursing Science: Basic

### Career Programs

Nursing

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## Physical Sciences & Engineering

Angel G. Fuentes, Division Chair

480-732-7033 | [angel.fuentes@cgcc.edu](mailto:angel.fuentes@cgcc.edu)

### Courses

AST - Astronomy

CHM - Chemistry

ECE - Engineering Science

EEE - Electrical Engineering

GLG - Geology

GPH - Physical Geography

PHY - Physics

### Career Programs

Engineering Technology

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## Social & Behavioral Sciences

Darby Heath, Division Chair

480-857-5442 | [darby.heath@cgcc.edu](mailto:darby.heath@cgcc.edu)

### Courses

AIS - American Indian Studies

ASB - Anthropology

CFS - Child/Family Studies

ECH - Early Childhood Education

ECN - Economics

EDU - Education

EED - Early Education

GPH - Physical Geography

POS - Political Science

PSY - Psychology

SOC - Sociology

WST - Women's Studies

### Career Programs

Early Learning and Development

Foundations of Early Childhood Education

Women's Studies

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# EDUCATIONAL PROGRAMS

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Make it  
happen at  
Chandler-  
Gilbert

CHANDLER-GILBERT  
COMMUNITY COLLEGE  
MARICOPA COMMUNITY COLLEGE

## Educational Programs

The Chandler-Gilbert Community College (CGCC) mission statement calls for serving “students and its diverse communities by providing quality life-long learning opportunities in a learner-centered environment through effective, accessible educational programs and activities.” CGCC faculty, staff, and administration are committed to providing a “dynamic learning community reflecting collaboration, diversity, and student success through quality, enthusiastic teaching, learning, and serving.” CGCC students have several choices of educational programs to pursue:

- Degrees offered by all Maricopa Community Colleges and found in the Degree Requirements section of this catalog:
  - Associate in Arts; Associate in Arts in Elementary Education; Associate in Arts, Fine Arts in Art, Dance, and Theatre; Associate in Business; and Associate in Science degrees offered by all Maricopa Community Colleges and designed for students who may or may not know their majors but plan to transfer to one of Arizona’s public universities.
  - Associate in General Studies degree for students whose educational goals require flexibility and a broader choice of courses.
- Occupational programs offered at CGCC have several missions: preparing students for employment, upgrading students’ existing job skills, and assisting students in career changes. Students can choose from several alternatives:
  1. Associate in Applied Science degree programs – usually a two-year program of course work.
  2. Certificate Programs – a series of courses designed for concentrated proficiency in specialized career fields.
  3. Individual courses – designed to meet individual career or personal needs.

Because change is a constant factor in the employment picture, each occupational program has an advisory council. These councils are composed of local leaders in industry and provide valuable assistance to faculty as they continually adjust the courses and programs to meet community needs. With the support of the

advisory councils, highly qualified faculty, and up-to-date facilities, students are assured quality instruction in their future career field.

Students who choose to transfer to four-year institutions will find that many credits are transferable and provide a beginning foundation for completing a baccalaureate degree. The AAS degrees transfer as a “block” to the Bachelor of Applied Science at Arizona State University (Polytechnic and West campuses), and Northern Arizona University.

- Academic Certificates for students who wish to gain additional expertise in an academic area.
- Special programs include:
  - Continuing Education and Workforce Development
  - English as a Second Language
  - Fitness, Wellness, and Recreation
  - Honors Program
  - Performing Arts

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## OCCUPATIONAL PROGRAMS

### Aviation & Applied Technology

#### Administration of Justice Studies

##### **Associate in Applied Science: AAS 3181**

##### **62-68 Credits**

##### **Program Contact**

[Lisa Ruschak 480-726-4078 | lisa.ruschak@cgc.edu](mailto:lisa.ruschak@cgc.edu)

##### **Program 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 as well as one of four Certificates of Completion in Corrections, Law Enforcement, Legal Studies, and Victimology, and/or a transfer option.

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).



**Program Notes**

Students must earn a grade of “C” or better for all courses required within the program. + indicates course has prerequisites and/or corequisites.

++ indicates any suffixed courses. Overall program minimum GPA = 2.00.

**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 OR	Victimology and Crisis Management (3)	
AJS200	Current Issues in Criminal Justice (3)	3
AJS260	Procedural Criminal Law	3
CIS105	Survey of Computer Information Systems (3) OR	
BPC110	Computer Usage and Applications (3) OR	
AJS++++	Students may choose course in the Administration of Justice Studies area not listed under Required Courses area (3) 3	

**Restricted Electives: 9-10 Credits**

AJS113	Criminal Justice Crime Control Policies and Practices (Fulfills ASU transfer requirement)	3
AJS119	Computer Applications in Justice Studies (Fulfills NAU transfer requirement)	3
AJS162	Domestic Violence (Fulfills Victimology certificate requirement)	3
AJS201	Rules of Evidence (Fulfills Legal Studies certificate requirement)	3
AJS205	Effective Communication and Report Writing in Criminal Justice (3) OR (Fulfills Corrections, Law Enforcement and Legal Studies certificate requirement)	3
AJS210	Constitutional Law (Fulfills Legal Studies certificate requirement and NAU transfer requirement)	3

AJS255	Crime, Law, and Mental Health (Fulfills Corrections and Victimology certificate requirement)	3
AJS270	Community Relations (Fulfills GCU transfer requirement)	3
AJS275	Criminal Investigation I (Fulfills Corrections and Law Enforcement certificate requirement and GCU transfer requirement)	3
AJS290BN	Courtroom Testimony Seminar (Fulfills Legal Studies certificate requirement)	1
CIS114DE	Excel Spreadsheet (Fulfills NAU transfer requirement)	3
PSY101	Introduction to Psychology (3) OR	
SOC101	Introduction to Sociology (3) (Fulfills ASU transfer requirement)	3
REC120	Leisure and the Quality of Life (Fulfills ASU transfer requirement)	3
SWU171	Introduction to Social Welfare (Fulfills ASU transfer requirement)	3

**Free Electives: 7 Credits**

Recommend the following for transfer:

FOR105	Forensic Science: Physical Evidence (4) OR	
FOR106	Forensic Science: Biological Evidence (4) OR any course with the [SQ] general education designation (4)	4

Recommend the following for transfer: Any course with an [HU] and [G] general education designation OR an [HU] and [H] general education designation 3

**General Education: 16-21 Credits****Core: 12-17 Credits****First-Year Composition**

+ENG101	First-Year Composition (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG108	First-Year Composition for ESL (3)	6

**Oral Communication**

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
+COM225	Public Speaking (3) OR	

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

COM230 Small Group Communication (3) 3  
 Recommend COM225 for students intending to transfer

**Critical Reading**

+CRE101 College Critical Reading and  
 Critical Thinking (3) OR Equivalent  
 as indicated by assessment 0-3

**Mathematics**

+MAT140 College Mathematics (5) OR  
 +MAT141 College Mathematics (4) OR  
 +MAT142 College Mathematics (3) OR  
 Higher course in the Mathematical  
 Applications [MA] area (3-5) 3-5

**Distribution: 4 Credits**

**Humanities and Fine Arts**

Met by AJS123 in the Required Courses area 0

**Social and Behavioral Sciences**

Met by AJS/EMT/FSC/SWU258 or AJS200 in Required  
 Courses area 0

**Natural Sciences**

Any approved general education course from the Natural  
 Sciences area. Recommend FOR105 or FOR106 in Electives  
 area 4

**Administration of Justice**

**Certificate of Completion: CCL 5007N**

**15 Credits**

**Program Contact**

Lisa Ruschak 480-726-4078 | [lisa.ruschak@cgcc.edu](mailto:lisa.ruschak@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in the 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.

**Program Notes**

This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of “C” or better for all courses required within the program. ++ indicates any suffixed courses. Overall program minimum GPA = 2.00.

**Required Courses: 15 Credits**

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

**Aircraft Maintenance Technology**

**Associate in Applied Science: AAS 3670**

**86-92 Credits**

**Program Contact**

Bill Julian 480-988-8759 | [william.julian.jr@cgcc.edu](mailto:william.julian.jr@cgcc.edu)

**Program Description**

The Associate in Applied Science (AAS) in Aircraft Maintenance Technology degree is designed to provide students with strong General Education skills in support of their aviation maintenance knowledge. The technical requirements of this degree can be met through the appropriate Part 147 certificates or Part 5 courses. The Part 65 courses are designed for students who wish to gain knowledge and skills in the aircraft maintenance field or are pursuing FAA certification under FAR Part 65.77. Permission of the Department or Division is required and acceptance for the Part 65 courses is on a first-come, first-served, space-available basis only.

**Program Notes**

Students must earn a grade of “C” or better in all courses within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00.

**Admission Criteria**

Students wishing to enroll in this Aircraft Maintenance Technology program must complete an application process before being officially accepted into the program.

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**Program Prerequisites: 25-29 Credits**

+ENG091	Fundamentals of Writing (3) OR Equivalent as indicated by assessment	3
+MAT091	Introductory Algebra (4) OR	
+MAT092	Introductory Algebra (3) OR Equivalent as indicated by assessment	3-4
+RDG100	Successful College Reading (3) OR Equivalent as indicated by assessment	3
+AMT124	Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations (5) AND	
+AMT126	Fundamentals of Mathematics and Electricity (9) AND	
+AMT128	Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings (5) AND Permission of the Department or Division	19

**Required Courses: 65 Credits**

Certificate of Completion in Airframe Maintenance (Part 147) (32) AND Certificate of Completion in Powerplant Maintenance (Part 147) (33) OR Certificate of Completion in Aircraft Maintenance Technology (Part 147) (33).	65
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**General Education: 21-27 Credits****Core: 12-17 Credits****First-Year Composition**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical Writing (3)	6

**Oral Communication**

Any approved general education course in the Oral Communication area	3
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**Critical Reading**

+CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment	0-3
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**Mathematics**

+MAT120	Intermediate Algebra (5) OR	
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+MAT122	Intermediate Algebra (3) OR Equivalent as indicated by assessment	3-5
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**Distribution: 9-10 Credits****Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area	2-3
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**Social and Behavioral Sciences**

Any approved general education course in the Social and Behavioral Sciences area	3
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**Natural Sciences**

+PHY101	Introduction to Physics	4
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**Aircraft Maintenance Technology (Part 147)****Certificate of Completion: CCL 5670****65 Credits****Program Contact**

Bill Julian 480-988-8759 | [william.julian.jr@cgcc.edu](mailto:william.julian.jr@cgcc.edu)

**Program Description**

The Certificate of Completion in Aircraft Maintenance Technology (Part 147) Program is designed for individuals who want to prepare for the FAA Airframe and Powerplant Certificates but are limited by funding agencies to a single continuing program of study. This program of study normally requires four semesters to complete if the prerequisites have been met. The program prerequisites normally require one or more semesters to complete.

**Program Notes**

Students must earn a grade of "C" or better in all courses within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00.

**Admission Criteria**

Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

**Program Prerequisites: 25-29 Credits**

+ENG091	Fundamentals of Writing (3) OR Equivalent as indicated by assessment	3
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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

+MAT091	Introductory Algebra (4) OR	
+MAT092	Introductory Algebra (3) OR	
	Equivalent as indicated by assessment	3-4
+RDG100	College Reading Skills I (3) OR	
	Equivalent as indicated by assessment	
	AND	3
+AMT124	Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations	5
+AMT126	Fundamentals of Mathematics and Electricity	9
+AMT128	Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings AND Permission of the Department or Division	5

**Required Courses: 65 Credits**

+AMT220	Fundamentals of Aircraft Wood Structures, Covering and Finishing and Bonded Structures	3
+AMT222	Atmosphere Control, Fire Detection, Ice and Rain Protection Systems	4
+AMT224	Aircraft Sheet Metal	5
+AMT226	Aircraft Landing Gear, Hydraulic, Pneumatic, Fuel, Position and Warning Systems	7
+AMT228	Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems	7
+AMT230	Airframe Assembly, Inspection, and Welding	6
+AMT263	Aircraft Turbine Engines	5
+AMT264	Aircraft Reciprocating Engines	7
+AMT266	Engine Fuel System, Fuel Metering and Induction System	6
+AMT268	Engine Electrical, Ignition and Starter Systems	6
+AMT270	Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems	5
+AMT272	Propeller Systems and Engine Inspections	4

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**Airframe Maintenance (Part 147)**

**Certificate of Completion: CCL 5668**

**32 Credits**

**Program Contact**

Bill Julian 480-988-8759 | [william.julian.jr@cgcc.edu](mailto:william.julian.jr@cgcc.edu)

**Program Description**

The Certificate of Completion in Airframe Maintenance (Part 147) Program is designed for individuals who hold an FAA Powerplant Certificate or who desire to specialize in areas of structural maintenance or repair. This certificate provides the necessary knowledge to continue into areas of avionics, composites, or heavy structures specializations. This program of study normally requires two semesters to complete if the prerequisites have been met. The program prerequisites normally require one or more semesters to complete.

**Program Notes**

Students must earn a grade of "C" or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00.

**Admission Criteria**

Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

**Program Prerequisites: 25-29 Credits**

+ENG091	Fundamentals of Writing (3) OR	
	Equivalent as indicated by assessment	3
+MAT091	Introductory Algebra (4) OR	
+MAT092	Introductory Algebra (3) OR	
	Equivalent as indicated by assessment	3-4
+RDG100	Successful College Reading (3) OR	
	Equivalent as indicated by assessment	
	AND	3
+AMT124	Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations	5
+AMT126	Fundamentals of Mathematics and Electricity	9

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 Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

+AMT128	Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings OR Hold a valid FAA Powerplant Certificate and pass an Aviation General Subject exam with a minimum score of 70 percent AND Permission of the Department or Division.	5
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**Required Courses: 32 Credits**

+AMT220	Fundamentals of Aircraft Wood Structures, Covering and Finishing and Bonded Structures	3
+AMT222	Atmosphere Control, Fire Detection, Ice and Rain Protection Systems	4
+AMT224	Aircraft Sheet Metal	5
+AMT226	Aircraft Landing Gear, Hydraulic, Pneumatic, Fuel, Position and Warning Systems	7
+AMT228	Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems	7
+AMT230	Airframe Assembly, Inspection, and Welding	6

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## Airway Science Technology, Flight Emphasis

**Associate in Applied Science: AAS 3707**

**61-72.5 Credits**

**Program Contact**

Bashir Khalil 480-988-8112 | [bashir.khalil@cgcc.edu](mailto:bashir.khalil@cgcc.edu)

**Program Description**

The Associate in Applied Science (AAS) in Airway Science Technology, Flight Emphasis program is designed to prepare students to apply technical knowledge and skills to the flying of commercial, agricultural, public service, corporate, or private aircraft, and to prepare students to sit for the following Federal Aviation Administration (FAA) written and practical examinations:

**Track I:** Commercial Pilot Certificate with Single Engine Airplane Land Rating; Instrument Rating; and the Multiengine Rating as well as the Flight Instructor Certificate with the Single Engine Airplane Land Rating.

**Track II:** Commercial Pilot Certificate with Helicopter Rating; Instrument Rating as well as the Flight Instructor Certificate with the Helicopter Rating.

**Track III:** Commercial Pilot Certificate with Single Engine Airplane Land Rating; Instrument Rating; and the Multiengine Rating as well as the Flight Instructor Certificate with the Single Engine Airplane Land Rating. Students will also have experience in the actual or simulated operations of a small Unmanned Aircraft Systems (sUAS) as permitted by Federal Regulations.

**Job Description**

The Associate in Applied Science in Airway Science Technology, Flight Emphasis program is designed to prepare students with the required Federal Aviation Administration certificates for initial employment as aircraft pilots in a wide variety of entry-level, flight-related occupations. Depending on which track students select, such occupations may include flight instructor, banner tow pilot, jump plane pilot, corporate transportation, mineral exploration and production, public service, etc. In some instances, additional specialized training will be required. Students aspiring to employ with airlines can elect to use their flight instructor certificate to help build flight time in an economical manner.

**Job Opportunities**

While the aviation industry is cyclic, affected by both economic and military implications, indicators point to an increase in pilot hiring through 2030. Job mobility within the aviation industry increases as flight experience increases. The experienced pilot who demonstrates quality flight techniques, willingness to learn, organizational skills, reliability, and good communication skills will find opportunities to advance into larger aircraft operations, or other positions within the industry such as management, business owner, sales, corporate jet operator, or systems trainer.

**Flight Policies**

Flight and simulator training costs are the responsibility of the student. They are determined on an hourly basis for aircraft and flight instruction, and are in addition to tuition, fees, and other registration expenses. Once students have been accepted into the CGCC Airway

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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

Science, Flight Emphasis program, they will not receive college credit for flight instruction received at flight schools other than the school or schools with which Maricopa County Community College District has currently contracted for such instruction.

Ground school courses must be taken concurrently with the appropriate flight courses. Attendance is mandatory in the aviation ground school courses in accordance with Federal Aviation Regulation Part 141, Appendices A and D. Failure to meet these attendance requirements will disqualify the student for FAA pilot certification.

**Transfer of Pilot Ratings**

Students with a Private Pilot Certificate obtained without college credit must complete the flight lessons contained in the Federal Aviation Regulations Part 141 Private Pilot Test Course before enrolling in any 200-level ground or flight courses.

Students holding Commercial Pilot or Flight Instructor Certificates obtained without college credit are required to take the appropriate ground school courses, and complete the flight lessons contained in the Federal Aviation Regulations Part 141 Commercial Pilot Test Course.

Aviation and related courses from other colleges and universities will not automatically transfer to CGCC. All aviation transfer courses, flight or non-flight, are reviewed by the Aviation Division for transferability. Students with pilot certification obtained with college credit at other institutions must demonstrate proficiency of each certificate and associated ratings before credit will be accepted to satisfy CGCC curriculum requirements. In all cases, it is the responsibility of the student to initiate the process.

**Medical Certificates**

A current medical certificate is required for all students planning to begin flight training. The physical examination must be performed by a medical doctor who is a designated FAA Medical Examiner. Students are advised to obtain their medical certificates well in advance of beginning the flight program. This will ensure that medical problems or physical limitations that may alter career plans can be addressed before entering flight courses.

There are three types of medical certificates – Class III, Class II, and Class I. Students are advised to obtain a Class I certificate if they are planning a career in professional flight. Students must have at least a Class II medical before beginning 200-level flight courses.

**Program Notes**

Students must earn a grade of “C” or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.50.

**Admission Criteria**

Students must apply for acceptance into the Associate in Applied Science in Airway Science Technology, Flight Emphasis program before enrolling in any 200-level courses by completing an application available from the Aviation Division.

Due to the International Traffic in Arms Regulations requirements surrounding UAS Operations, certain courses, materials, and instruction may be restricted to United States citizens only.

**Program Prerequisites: 0-15 Credits**

Students must consult with a program advisor as the program prerequisites may be waived as requirements to the program for those students who have FAA Private Pilot Certificates and/or have course equivalents as indicated by assessment.

+CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment	0-3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR Equivalent as indicated by assessment OR Satisfactory completion of a higher-level mathematics course.	0-5

**Track I: Multiengine Aircraft**

Students must select one (1) of three (3) tracks:

+AET107	Private Pilot Ground School (5) AND	
+AET110	Private Pilot Flight (2) OR A division/program-approved FAA Pilot Certificate (0)	0-7

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**Track II: Helicopters**

+AET107HH	Private Pilot Ground School: Helicopter (5) AND	
+AET110HH	Private Pilot Flight: Helicopter (2) OR FAA Private Pilot Certificate (0)	0-7

**Track III: UAS Operations**

+AET107	Private Pilot Ground School (5) AND	
+AET110	Private Pilot Flight (2) OR A division/program-approved FAA Pilot Certificate (0)	0-7

**Required Courses: 38-48.5 Credits**

Students must select one (1) of three (3) tracks:

**Track I: Multi-Engine Aircraft Credits: 45.5**

AET115	Aviation Meteorology	3
+AET203	Basic Airplane Systems	3
+AET205	Aircraft Structures, Systems, and Maintenance	4
+AET207	Attitude Instruments and Navigation	3
+AET210	Instrument Commercial Flight I	2
+AET213	Aerodynamics and Performance	3
+AET215	Aircraft Powerplants	4
+AET217	Instrument Procedures	3
+AET220	Instrument Commercial Flight II	2
+AET225	Advanced Aircraft Systems	4
+AET227	Certified Flight Instructor: Airplane, Single Engine Land Ground School	5
+AET230	Certified Flight Instructor: Airplane, Single Engine Land	1
+AET237	Multiengine Airplane Pilot Ground School	2
+AET240	Multi-Engine Airplane Pilot Flight	0.5
+AET257	Readings in Aviation	3
CIS105	Survey of Computer Information Systems	3

**Track II: Helicopters: Credits: 38**

AET115	Aviation Meteorology	3
+AET203HH	Basic Helicopter Systems	2
+AET205	Aircraft Structures, Systems, and Maintenance	4
+AET207HH	Attitude Instruments and Navigation: Helicopter	2
+AET210HH	Instrument Flight: Helicopter	2
+AET213HH	Aerodynamics and Performance: Helicopter	2
+AET215	Aircraft Powerplants	4

+AET217HH	Instrument Procedures: Helicopter	2
+AET220HH	Commercial Flight: Helicopter	2
+AET225	Advanced Aircraft Systems	4
+AET227HH	Certified Flight Instructor: Helicopter Ground School	4
+AET230HH	Certified Flight Instructor: Helicopter	1
+AET257	Readings in Aviation	3
CIS105	Survey of Computer Information Systems	3

**Track III: UAS Operations: 48.5**

AJS101	Intro. to Criminal Justice	3
AET115	Aviation Meteorology	3
UAS107	Unmanned Aircraft Systems Operator Certification	3
UAS101	Introduction to Unmanned Aircraft Systems Operation	2
AJS/DPR/ FSC147	Emergency Preparedness	3
+AET203	Basic Airplane Systems	3
+AET207	Attitude Instruments and Navigation	3
+AET208	Aviation Safety	3
+AET210	Instrument Commercial Flight I	2
+AET213	Aerodynamics and Performance	3
+AET217	Instrument Procedures	3
+AET220	Instrument Commercial Flight II	2
+AET227	Certified Flight Instructor: Airplane, Single Engine Land Ground School	5
+AET230	Certified Flight Instructor: Airplane, Single Engine Land	1
+AET228	Public Safety Aviation	3
+AET260	Public Safety Aviation Applications in Unmanned Aircraft Systems Flight Lab	1
+AET229	Crew Resource Management	3
+AET237	Multi-Engine Airplane Pilot Ground School	2
+AET240	Multi-Engine Airplane Pilot Flight	0.5

**Restricted Electives: none**

**General Education: 23-24 Credits**

**Core: 14 Credits**

**First-Year Composition**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical and Professional Writing (3)	6

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**Oral Communication**

+COM225 Public Speaking 3

**Critical Reading**

Met by CRE101 in Program Prerequisites area 0

**Mathematics**

+MAT187 Precalculus (5) OR Equivalent as indicated by assessment OR Satisfactory completion of a higher level mathematics course 5

**Distribution: 9-10 credits**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area 2-3

**Social and Behavioral Sciences**

ECN212 Microeconomic Principles 3

**Natural Sciences**

+PHY111 General Physics I 4

**Certified Flight Instructor Instrument Airplane Rating**

**Certificate of Completion: CCL 5825N**

**4 Credits**

**Program Contact**

Bashir Khalil 480-988-8112 | bashir.khalil@cgcc.edu

**Program Description**

The Certificate of Completion (CCL) in Certified Flight Instructor Instrument Airplane Rating program in Airway Science Technology, Flight Emphasis is designed to prepare students to apply technical knowledge and skills to the flying of airplanes as a Certified Flight Instructor-Instrument Rated, and to prepare students to sit for the Federal Aviation Administration (FAA) written and practical examinations.

**Program Notes**

Students must earn a grade of "C" or better in all courses within the program. This program is not eligible for Title IV Federal Financial Aid. + indicates course has prerequisites and/or corequisites.

**Required Courses: 4 Credits**

+AET258 Certified Flight Instructor: Instrument Airplane Ground School 3
+AET270 Certified Flight Instructor: Instrument Airplane Flight 1

**Corrections**

**Certificate of Completion: CCL 5776N**

**15 Credits**

**Program Contact**

Lisa Ruschak 480-726-4078 | lisa.ruschak@cgcc.edu

**Program Description**

The Certificate of Completion (CCL) in the 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.

**Program Notes**

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

**Required Courses: 15 Credits**

AJS101 Introduction to Criminal Justice 3
AJS123 Ethics and the Administration of Justice (3) OR 3
AJS255 Crime, Law, and Mental Health (3) 3
AJS212 Juvenile Justice Procedures 3
AJS240 The Correction Function 3
AJS205 Effective Communication and Report Writing in Criminal Justice (3) OR 3
AJS275 Criminal Investigation (3) 3

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to www.maricopa.edu/academic/ccta.



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## Crime Scene Investigation

**Certificate of Completion: CCL 5964**

**16-18 Credits**

**Program Contact**

Lisa Ruschak 480-726-4078 | [lisa.ruschak@cgcc.edu](mailto:lisa.ruschak@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

**Program Notes**

This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisites and/or corequisites. Program minimum GPA = 2.00.

**Required Courses: 16-18 Credits**

AJS213	Evidence Technology/Fingerprints (3) OR	
AJS243	Crime Scene Reconstruction (3)	3
AJS215	Criminalistics: Physical Evidence (3) OR	
AJS219	Crime Scene Technology: Physical Evidence (3) OR	
FOR105	ForensicScience: Physical Evidence (4)	3-4
AJS216	Criminalistics: Biological Evidence (3) OR	
FOR106	Forensic Science: Biological Evidence (4)	3-4
AJS214	Evidence Technology Photography	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

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## Electric Utility Technology

**Associate in Applied Science: AAS 3855**

**61-64 Credits**

**Program Contact**

Mark Weaver 480-988-8255 | [mark.weaver@cgcc.edu](mailto:mark.weaver@cgcc.edu)

**Program Description**

The Associate in Applied Science (AAS) in Electric Utility Technology program is designed to prepare the student for the position of an apprentice-level line worker who is familiar with the use of tools, materials, and the equipment of the electric utility industry. Students will be trained in power line installation and maintenance, pole climbing and use of tools, truck and equipment operation, and overhead and underground distribution, construction, and maintenance of electrical lines.

**Program Notes**

Students must earn a grade of "C" or better in all courses within the program. + indicates course has prerequisites and/or corequisites.

**Admission Criteria**

Formal application and admission into the Electric Utility Technology program.

**Program Prerequisites: 0-8 Credits**

Students must obtain a Commercial Drivers' License valid in the state of Arizona prior to completion of the Required Courses.

+ENG091	Fundamental of Writing (3) OR Appropriate English placement test score	3
+MAT090	Developmental Algebra (5) OR	
+MAT091	Introductory Algebra (4) OR	
+MAT092	Introductory Algebra (3) OR	
+MAT093	Introductory Algebra/Math Anxiety Reduction (5) OR Satisfactory score on District placement exam	0-5

**Required Courses: 33 Credits**

Students must obtain First Aid/Cardiopulmonary Resuscitation (CPR) certification by the completion of EUT215.

+ ENG101	First-Year Composition	3
+ ENG111	Technical and Professional Writing (3) OR	

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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

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+ ENG102	First-Year Composition (3)	3
EUT103	Introduction to Rigging	2
EUT104	Equipment Safety and Operation	2
EUT110	Line Work I	2
+ EUT112	Basic Electricity: AC and DC	4
+ EUT115	Field Training I	4
+ EUT210	Line Work II	2
+ EUT211	Electrical Apparatus	4
+ EUT215	Field Training II	4
+ MAT122	Intermediate Algebra	3

**Restricted Electives: 15 Credits**

Selection must be from a minimum of 2 different course prefixes. Selected courses will not apply in both the Required and Restricted Electives areas.

ACC+++++	Any ACC Accounting courses
BPC+++++	Any BPC Business-Personal Computer courses
CAD+++++	Any CAD Computer-Aided Drafting courses
CIS+++++	Any CIS Computer-Information Systems courses
COM+++++	Any COM Communication courses
DFT+++++	Any DFT Drafting courses
EEE+++++	Any EEE Electrical Engineering courses
ELE+++++	Any ELE Electronic courses
ELT+++++	Any ELT Electronics Technology
EMT+++++	Any EMT Emergency Medical Technology courses
HES+++++	Any HES Health Science courses
GBS+++++	Any GBS General Business courses
MET+++++	Any MET Manufacturing Technology courses
NET+++++	Any NET Networking Technology courses
PED+++++	Any PED Physical Education courses
PHY+++++	Any PHY Physics courses
PPT+++++	Any Power Plant Tech. courses
SPA+++++	Any Spanish Courses

**General Education: 13-16 Credits**

**Core: 3-6 Credits**

**First-Year Composition**

Met by ENG101 AND ENG102 OR ENG111 in Required Courses area 0

**Oral Communication**

Any approved general education course in the Oral Communication area. 3

**Critical Reading**

+CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment 3

**Mathematics**

Met by MAT122 in Required Courses area 0

**Distribution: 10 Credits**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area. 3

**Social and Behavioral Sciences**

Any approved general education course in the Social and Behavioral Sciences area. 3

**Natural Sciences**

Any approved general education course in the Natural Sciences area. 4

**Electric Utility Technology**

**Certificate of Completion: CCL 5055**

**30 Credits**

**Program Contact**

Mark Weaver 480-988-8255 | [mark.weaver@cgc.edu](mailto:mark.weaver@cgc.edu)

**Program Description**

The Certificate of Completion in Electric Utility Technology program is designed to prepare the student for the position of an apprentice-level line worker who is familiar with the use of tools, materials, and the equipment of the electric utility industry. Students will be trained in power line installation and maintenance, pole climbing and use of tools, truck and equipment operation, and overhead and underground distribution, construction, and maintenance of electrical lines.

**Program Notes**

Students must earn a grade of "C" or better in all courses within the program. + indicates course has prerequisites and/or corequisites.

Student must provide an Arizona Department of Transportation Medical Certification to the Division

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

Office of Aviation and Applied Technology prior to the first class period for EUT115.

Students must obtain a Commercial Drivers™ License valid in the state of Arizona prior to completion of the Required Courses.

Students must obtain First Aid/Cardiopulmonary Resuscitation (CPR) certification by the completion of EUT215.

**Admission Criteria**

Math assessment: Placement into MAT090 or higher on District placement exam OR

Satisfactory completion of MAT090 Developmental Algebra (5) OR

Satisfactory completion of a higher level mathematics course OR

Permission of Department or Division 0-5

English assessment: Current English assessment reflecting eligibility for ENG101 OR ENG107 OR

Satisfactory completion of:

+ENG101 First-Year Composition (3) OR

+ENG107 First-Year Composition for ESL (3) OR

Permission of Department or Division 0-3

**Required Courses: 30 Credits**

EUT103	Introduction to Rigging	2
EUT104	Equipment Safety & Operation	2
EUT110	Line Work I	2
+EUT112	Basic Electricity: AC and DC	4
+EUT115	Field Training I	4
+EUT210	Line Work II	2
+EUT211	Electrical Apparatus	4
+EUT215	Field Training II	4
+MAT122	Intermediate Algebra	3
PPT120	Energy Industry Fundamentals	3

**Fingerprint Identification and Photography**

**Certificate of Completion: CCL 5010N**

**10 Credits**

**Program Contact**

Lisa Ruschak 480-726-4078 | [lisa.ruschak@cgcc.edu](mailto:lisa.ruschak@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Fingerprint Identification and Photography is designed to prepare students for entry level positions in the field of fingerprint classification and identification. It is one pathway to the Associate in Applied Science (AAS) in Forensic Science.

**Program Notes**

This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of “C” or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Program minimum GPA = 2.00.

**Required Courses: 10 Credits**

AJS101	Introduction to Criminal Justice	3
AJS213	Evidence Technology/Fingerprints	3
AJS214	Evidence Technology/Photography	3
AJS290BN	Courtroom Testimony Seminar	1

**Flight Technology**

**Certificate of Completion: CCL 5707**

**33.5 Credits**

**Program Contact**

Bashir Khalil 480-988-8112 | [bashir.khalil@cgcc.edu](mailto:bashir.khalil@cgcc.edu)

**Program Description**

The Certificate of Completion in Flight Technology curriculum is designed to prepare students to apply technical knowledge and skills to aircraft flying and to prepare them to sit for the Federal Aviation Administration (FAA) written and practical examinations for Commercial Pilot Certificate with Single Engine Airplane, Land Rating, Instrument Rating, and Multiengine Rating. Instruction includes aircraft design, systems, flight operations and procedures, radio communication and navigation, and governmental rules and regulations pertaining to aircraft operations.

**Job Description**

This program is designed to prepare students with the required Federal Aviation Administration certificates

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

for initial employment as airplane pilots in a wide variety of entry-level, flight-related occupations such as flight instructor, banner tow pilots, jump plane pilots, etc. In some instances, additional specialized training will be required.

**Flight Policies**

Flight and simulator training costs are the responsibility of the student. They are determined on an hourly basis for aircraft and flight instruction, and are in addition to tuition, fees, and other registration expenses. Once students have been accepted into the CGCC Flight Technology program, they will not receive college credit for flight instruction received at flight schools other than the school or schools with which Maricopa County Community College District has currently contracted for such instruction.

Ground school courses must be taken concurrently with the appropriate flight courses. Attendance is mandatory in the aviation ground school courses in accordance with Federal Aviation Regulation Part 141, Appendices A and D. Failure to meet these attendance requirements will disqualify the student for FAA pilot certification.

**Transfer of Pilot Ratings**

Students with a Private Pilot Certificate obtained without college credit must demonstrate proficiency and knowledge before enrolling in any 200-level ground or flight courses.

Students holding Commercial Pilot or Flight Instructor Certificates obtained without college credit are required to take the appropriate ground school courses, and complete the flight lessons contained in the Federal Aviation Regulations Part 141 Commercial Pilot Test Course.

Aviation and related courses from other colleges and universities will not automatically transfer to CGCC. All aviation transfer courses, flight or nonflight, are reviewed by the Aviation Division for transferability. Students with pilot certificates obtained with college credit at other institutions must demonstrate proficiency of each certificate and associated ratings before credit will be accepted to satisfy CGCC curriculum requirements. In all cases, it is the responsibility of the student to initiate the process.

**Medical Certificates**

A current medical certificate is required for all students planning to begin flight training. The physical examination must be performed by a medical doctor who is a designated FAA Medical Examiner. Students are advised to obtain their medical certificates well in advance of beginning the flight program. This will ensure that medical problems or physical limitations that may alter career plans can be addressed before entering flight courses.

There are three types of medical certificates – Class III, Class II, and Class I. Students are advised to obtain a Class I certificate if they are planning a career in professional flight. Students must have at least a Class II medical before beginning 200-level flight courses.

**Program Notes**

Students must earn a grade of “C” or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.50.

**Admission Criteria**

Students must apply for acceptance into the Flight Technology program before enrolling in any 200-level flight courses by completing an application available from the Aviation Division. Due to the International Traffic in Arms Regulations requirements surrounding UAS Operations, certain courses, materials, and instruction may be restricted to United States Citizens only.

**Program Prerequisites: 0-15 Credits**

Students must consult with a program advisor as the program prerequisites may be waived as requirements to the program for those students who have FAA Pilot Certificates and/or have course equivalents as indicated by assessment.

+AET107	Private Pilot Ground School (5) AND	
+AET110	Private Pilot Flight (2) OR A division/program approved FAA Private Pilot Certificate	0-7
+CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment	0-3

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR Equivalent as indicated by assessment OR Satisfactory completion of a higher-level mathematics course	0-5

**Required Courses: 33.5 Credits**

AET115	Aviation Meteorology	3
+AET203	Basic Airplane Systems	3
AET205	Aircraft Structures, Systems and Maintenance	4
+AET207	Attitude Instruments and Navigation	3
+AET210	Instrument Commercial Flight I	2
+AET213	Aerodynamics and Performance	3
+AET215	Aircraft Powerplants	4
+AET217	Instrument Procedures	3
+AET220	Instrument Commercial Flight II	2
+AET225	Advanced Aircraft Systems	4
+AET237	Multi-Engine Airplane Pilot Ground School	2
+AET240	Multi-Engine Airplane Pilot Flight	0.5

**Forensic Science**

**Associate in Applied Science AAS 3183**

**60-65 Credits**

**Program Contact**

Lisa Ruschak 480-726-4078 | [lisa.ruschak@cgc.edu](mailto:lisa.ruschak@cgc.edu)

**Program Description**

The Associate in Applied Science (AAS) in Forensic Science provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an important knowledge base for investigative specialization in a wide range of disciplines and careers. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

**Program Notes**

Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00. Required Courses: 31-41 Credits

**Required Courses: 31-41 Credits**

AJS101	Introduction to Criminal Justice	3
AJS123	Ethics and the Administration of Justice	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1
AJS215	Criminalistics: Physical Evidence (3) OR	
AJS219	Crime Scene Technology: Physical Evidence (3) OR	
FOR105	Forensic Science: Physical Evidence (4)	3-4
AJS216	Criminalistics: Biological Evidence (3) OR	
FOR106	Forensic Science: Biological Evidence (4)	3-4

Students should select courses from one of the following emphasis based on career goals.

**Crime Scene (15 credits)**

AJS109	Substantive Criminal Law	3
AJS210	Constitutional Law	3
AJS213	Evidence Technology/ Fingerprints	3
AJS214	Evidence Technology/Photography	3
AJS260	Procedural Criminal Law	3

**Lab Science (23 credits)**

ASM/FOR275	Forensic Anthropology	4
+CHM151	General Chemistry I	3
+CHM151LL	General Chemistry I Laboratory	1
+CHM152	General Chemistry II	3
+CHM152LL	General Chemistry II Laboratory	1
+PHY111	General Physics I	4
+PHY112	General Physics II	4
	Any course with the HU, C and G general education designations (3) OR	
	Any course with the HU, C and H general education designations (3)	3

**Restricted Electives: 3 Credits**

Students must complete 3 credits of restricted electives.

**Students interested in the Crime Scene Emphasis**

CIS105	Survey of Computer Information Systems (3) OR	
BPC110	Computer Usage and Applications (3) OR	

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

AJS++++ Any AJS Administration of Justice Studies course not listed in the required courses area (3) 3

**Students interested in the Lab Science Emphasis**

CIS105 Survey of Computer Information Systems (3) OR  
 BPC110 Computer Usage and Applications (3) 3

**Free Electives: 0-10 Credits**

Students must choose zero (0) to ten (10) additional credits of general elective courses. Total number of general electives required will largely depend upon emphasis selected.

**General Education Requirements: 12-24 Credits**

**General Education Core: 12-20 Credits**

**First Year Composition: 6 Credits**

+ENG101 First-Year Composition (3) OR  
 +ENG107 First-Year Composition for ESL (3) AND  
 +ENG102 First-Year Composition (3) OR  
 +ENG108 First-Year Composition for ESL (3)

**Oral Communication: 3 Credits**

+COM225 Public Speaking 3

**Critical Reading: 0-3 Credits**

+CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent by assessment

**Mathematics: 3-8 Credits**

**Crime Scene Emphasis**

+MAT140 College Mathematics (5) OR  
 +MAT141 College Mathematics (4) OR  
 +MAT142 College Mathematics (3) OR higher course with an [MA] general education designation 3-5

**Lab Science Emphasis**

+MAT150 College Algebra/Functions (5) OR  
 +MAT151 College Algebra/Functions (4) OR  
 +MAT152 College Algebra/Functions (3) AND  
 +MAT182 Plane Trigonometry (3) OR  
 +MAT187 Precalculus (5) OR higher course with an [MA] general education designation 3-8

**General Education Distribution: 0-4 Credits**

**Humanities, Arts and Design: 0 Credits**

Met by AJS123 in Required Courses area

**Social-Behavioral Sciences: 0 Credits**

Met by AJS101 in Required Courses area

**Natural Sciences: 0-4 Credits**

Recommended Courses for Crime Scene Emphasis:

- +CHM130 Fundamental Chemistry (3) AND
  - +CHM130LL Fundamental Chemistry Laboratory (1) OR
  - +CHM151 General Chemistry I (3) AND
  - +CHM151LL General Chemistry I Laboratory (1) OR
  - FOR105 Forensic Science: Physical Evidence (4) OR
  - FOR106 Forensic Science: Biological Evidence (4) 0-4
- Lab Science Emphasis met by CHM151 and CHM151LL

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**Forensic Science**

**Certificate of Completion: CCL 5326**

**18 Credits**

**Program Contact**

Lisa Ruschak 480-726-4078 | [lisa.ruschak@cgcc.edu](mailto:lisa.ruschak@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Forensic Science is designed to provide students with the technical skills and knowledge necessary to evaluate and process a crime scene for items of evidentiary value, document crime scene evidence, and collect and retain items consistent with forensic procedures.

**Program Notes**

Students must earn a grade of C or better in all courses within the program. Overall program minimum GPA = 2.00.

**Required Courses: 18 Credits**

AJS201	Rules of Evidence	3
AJS213	Evidence Technology/Fingerprints	3
AJS215	Criminalistics: Physical Evidence	3
AJS216	Criminalistics: Biological Evidence	3
AJS241	Police Photography	3
AJS275	Criminal Investigation I	3

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 Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

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## Homeland Security

**Certificate of Completion: CCL 5322N**

**12 Credits**

**Program Contact**

Lisa Ruschak 480-726-4078 | [lisa.ruschak@cgcc.edu](mailto:lisa.ruschak@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Homeland Security program is designed to provide students with the knowledge and skills needed to conduct a homeland security evaluation and to assess, investigate and respond to terrorism incidents. It also provides criminal justice practitioners with an opportunity for academic growth and the development of specialized skills in homeland security.

**Program Notes**

Students must earn a grade of "C" or better for all courses required within the program. Overall program minimum GPA = 2.00. This program is not eligible for Title IV Federal Financial Aid.

**Required Courses: 12 Credits**

AJS/DPR/ FSC139	Emergency Response to Terrorism	3
AJS/DPR/ FSC147	Emergency Preparedness	3
AJS/DPR/ FSC148	Fundamentals of Emergency Management	3
AJS195	International and Domestic Terrorism	3

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## Law Enforcement

**Certificate of Completion: CCL 5987N**

**15 Credits**

**Program Contact**

Lisa Ruschak 480-726-4078 | [lisa.ruschak@cgcc.edu](mailto:lisa.ruschak@cgcc.edu)

**Program 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. The 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.

**Program Notes**

This program is not eligible for Title IV Federal Financial Aid. + indicates course has prerequisites and/or corequisites. Students must earn a grade of C or better in all courses within the program. Overall program minimum GPA = 2.00.

**Required Courses: 15 Credits**

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

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## Law Enforcement Training Academy

**Certificate of Completion: CCL 5485**

**30 Credits**

**Program Contact**

Margaret Zuccaro 480-988-8755

[margaret.zuccaro@cgcc.edu](mailto:margaret.zuccaro@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Law Enforcement Training Academy is designed for students wishing to pursue a law enforcement career as a law enforcement officer. The student will develop skills in eight functional areas: Introduction to Law Enforcement, Law and Legal Matters, Patrol Procedures, Traffic Control, Crime Scene Management, Community and Police Relations, Report Writing, and Police Proficiency Skills. At the conclusion of this program the student will have completed all requirements of the Arizona Peace Officer Standards and Training (AzPOST) Board standards established to certify police officers in the state of Arizona.

**Program Notes**

Students must earn a grade of "C" or better for all courses required within the program. + indicates course has prerequisites and/or corequisites.

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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

### Admission Criteria

Must meet AzPOST minimum requirements for a law enforcement officer and meet any physical requirements by the Academy Director.

### Required Courses: 30 Credits

+AJS/LEO102	Peace Officer Certification I	17
+AJS/LEO202	Peace Officer Certification II	13

## Legal Studies

### Certificate of Completion: CCL 5966N

#### 15 Credits

#### Program Contacts

Lisa Ruschak 480-726-4078 | [lisa.ruschak@cgc.edu](mailto:lisa.ruschak@cgc.edu)

#### Program 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 Associate of Applied Science (AAS) in Administration of Justice.

#### Program Notes

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

#### Required Courses: 16 Credits

AJS109	Substantive Criminal Law	3
AJS201	Rules of Evidence	3
AJS123	Ethics and the Administration of Justice (3) OR	
AJS205	Effective Communication and Report Writing in Criminal Justice (3) OR	3
AJS210	Constitutional Law	3
AJS260	Procedural Criminal Law	3

## Powerplant Maintenance (Part 147)

### Certificate of Completion: CCL 5669

#### 33 Credits

#### Program Contact

Bill Julian 480-988-8759 | [william.julian.jr@cgc.edu](mailto:william.julian.jr@cgc.edu)

### Program Description

The Certificate of Completion in Powerplant Maintenance (Part 147) Program is designed for individuals who hold an FAA Airframe Certificate or who desire to specialize in areas of engine maintenance or repair. This program of study normally requires two semesters to complete if the prerequisites have been met. The program prerequisites normally require one or more semesters to complete.

### Program Notes

Students must earn a grade of "C" or better in all courses within the program.+ indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00.

### Admission Criteria

Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

### Program Prerequisites: 25-29 Credits

+ENG091	Fundamentals of Writing (3) OR Equivalent as indicated by assessment	3
+MAT091	Introductory Algebra (4) OR	
+MAT092	Introductory Algebra (3) OR Equivalent as indicated by assessment	3-4
+RDG100	Successful College Reading (3) OR Equivalent as indicated by assessment	
	AND	3
+AMT124	Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations	5
+AMT126	Fundamentals of Mathematics and Electricity	9
+AMT128	Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings OR	5
	Hold a valid FAA Airframe Certificate and pass an Aviation General Subject exam with a minimum score of 70 percent AND Permission of the Department or Division	

### Required Courses: 33 Credits

+AMT263	Aircraft Turbine Engines	5
+AMT264	Aircraft Reciprocating Engines	7

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).



+AMT266	Engine Fuel System, Fuel Metering and Induction System	6
+AMT268	Engine Electrical, Ignition and Starter Systems	6
+AMT270	Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems	5
+AMT272	Propeller Systems and Engine Inspections	4

## Victimology

### Certificate of Completion: CCL 5392N

#### 15 Credits

#### Program Contacts

Lisa Ruschak 480-726-4078 | [lisa.ruschak@cgcc.edu](mailto:lisa.ruschak@cgcc.edu)

#### Program Description

The Certificate of Completion (CCL) in Victimology is designed for students who are interested in pursuing a course of study specifically focused on crisis intervention, community services, and victim rights. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

#### Program Notes

This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. program minimum GPA = 2.00.

#### Required Courses: 15 Credits

AJS101	Introduction to Criminal Justice	3
AJS162	Domestic Violence	3
AJS225	Criminology	3
AJS255	Crime, Law and Mental Health	3
AJS/EMT/		
FSC/SWU258	Victimology and Crisis Management	3

## Biological Sciences

### Sustainability

#### Academic Certificate: AC 6240N

#### 15-18 Credits

#### Program Contact

Chris Schnick 480-732-7274 | [chris.schnick@cgcc.edu](mailto:chris.schnick@cgcc.edu)

#### Program Description

The Academic Certificate (AC) in Sustainability is interdisciplinary and builds a strong academic expertise within a student's desired focus area of Sustainability. The focus areas are established within and among the foundational pillars of Sustainability (social / environmental / economic).

#### Program Notes

This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00.

#### Required Courses: 6 Credits

SSH111	Sustainable Cities	3
SUS110	Sustainable World	3

#### Restricted Electives: 9-12 Credits

Students must select three focus area classes

ASM104	Bones, Stones, and Human Evolution	4
BIO105	Environmental Biology	4
CHM107	Chemistry and Society (3) and	
+CHM107LL	Chemistry and Society Laboratory (1)	4
COM263	Elements of Intercultural Communication	3
FON135	Sustainable Cooking	3
ECN212	Microeconomic Principles	3
EPS150	Introduction to Entrepreneurship	3
ENV101	Introduction to Environmental Science	4
GLC110	Geological Disasters and the Environment (3) and	
GLC111	Geological Disasters and the Environment Lab (1)	4
GPH113	Introduction to Physical Geography	4
PHI216	Environmental Ethics	3
PSY132	Psychology and Culture	3
SBU200	Society and Business	3
SUS100	Introduction to Sustainability	3
SCT100	Introduction to Sustainable Built Environments	3

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

# Business & Computing Studies

## Accounting

### Associate in Applied Science: AAS 3149

60-65 Credits

#### Program Contacts

Matt Fisher 480-857-5538 | [matt.fisher@cgc.edu](mailto:matt.fisher@cgc.edu)

#### Program Description

The Associate in Applied Science (AAS) in Accounting 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.

#### 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.

+ indicates course has prerequisites and/or corequisites.

#### Prerequisites: 3 Credits

+CRE101 College Critical Reading and Critical Thinking (3)  
OR Equivalent as indicated by assessment. 3

#### Required Courses: 29-32 Credits

ACC111	Accounting Principles I (3) AND	
+ACC230	Uses of Accounting Information I (3) AND	
+ACC240	Uses of Accounting Information II (3) OR	
ACC111	Accounting Principles I (3) AND	
+ACC112	Accounting Principles II (3) AND	
+ACC212	Managerial Accounting (3) OR	
ACC211	Financial Accounting (3) AND	
+ACC212	Managerial Accounting (3)	6-9
ACC105	Payroll, Sales and Property Taxes	3
+ACC115	Computerized Accounting	2
ACC121	Income Tax Preparation (3) OR	
+ACC221	Tax Accounting (3)	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

#### Restricted Electives: 9 Credits

ACC++++	Any ACC Accounting course(s) except courses used to satisfy Required Courses area	9
CIS117DM	Microsoft Access: Database Management	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3)	3
GBS131	Business Calculations	3
GBS207	Business Law (General Corporate)	3
+GBS220	Quantitative Methods in Business	3

#### General Education: 22-24 Credits

##### Core: 12-14 Credits

##### First-Year Composition

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	6

##### Oral Communication

Any approved general education course in the Oral  
Communication area 3

##### Critical Reading

Met by CRE101, College Critical Reading and Critical  
Thinking OR Equivalent as indicated by assessment in  
Program Prerequisites area. 0

##### Mathematics

+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR Satisfactory completion of a higher level mathematics course	3-5

##### Distribution: 10 Credits

##### Humanities and Fine Arts

Any approved general education course in the Humanities  
and Fine Arts area 3

##### Social and Behavioral Sciences

ECN211 Macroeconomic Principles (3) OR

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

ECN212 Microeconomic Principles (3) OR SBU200 Society and Business (3)	3
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**Natural Sciences**

Any approved general education course in the Natural Sciences area	4
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Accounting

**Certificate of Completion: CCL 5665**

**23-26 Credits**

**Program Contacts**

Matt Fisher 480-857-5538 | [matt.fisher@cgcc.edu](mailto:matt.fisher@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Accounting is 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.

**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. + indicates course has prerequisites and/or corequisites.

**Required Courses: 23-26 Credits**

ACC111	Accounting Principles I (3) AND	
+ACC230	Uses of Accounting Information I (3) AND	
+ACC240	Uses of Accounting Information II (3) OR	
ACC111	Accounting Principles I (3) AND	
+ACC112	Accounting Principles II (3) AND	
+ACC212	Managerial Accounting (3) OR	
ACC211	Financial Accounting (3) AND	
+ACC212	Managerial Accounting (3)	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

Business Applications

**Associate in Applied Science: AAS 3548**

**60-64 Credits**

**Program Contact**

Lana Short 480-732-7191 | [lane.short@cgcc.edu](mailto:lane.short@cgcc.edu)

**Program Description**

The Associate in Applied Science (AAS) in Business Applications is designed to provide the skills needed for those students who are interested in becoming part of the support system in almost any workplace configuration in a wide variety of business areas. This program prepares students to use common business computer applications for professional and personal computing. Other business skills, including accounting, effective communication, management, marketing, and business law basic principles are integrated in the program. Courses in the program prepare for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS).

**Program Notes**

Students must earn a grade of “C” or better in all courses within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00.

**Required Courses: 31 Credits**

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
CIS113DE	Microsoft Word: Word Processing	3
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS118DB	Desktop Presentation: Powerpoint	3
CIS121AE	Windows Operating System: Level 1	1
CIS133DA	Internet/Web Development Level 1	3
CIS224	Project Management Microsoft Project for Windows	3
GBS151	Introduction to Business	3
+GBS233	Business Communication	3

**Restricted Electives: 7-8 Credits**

Students choose two (2) 3-credit courses and one (1) 1- or 2-credit course from the following in a consultation with a program advisor:

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

BPC/OAS111AA	Computer Keyboarding I	1
BPC/OAS111AB	Computer Keyboarding II	1
ACC115	Computerized Accounting	2
GBS205	Legal, Ethical and Regulatory Issues in Business	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
MGT229	Management and Leadership I	3
MGT251	Human Relations in Business	3
MGT253	Owning and Operating a Small Business	3
MGT271	Principles of Marketing	3
CIS102	Interpersonal and Customer Service Skills for IT Professional	1
CIS290AA	Computer Information Systems Internship I	1
+CIS213DE	Advanced Microsoft Word: Word Processing	3
+CIS214DE	Advanced Excel Spreadsheet: Level II	3
+CIS217AM	Advanced Microsoft Access: Database Management	3

**General Education: 22-25 Credits**

**Core: 12-15 Credits**

**First-Year Composition**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	6

**Oral Communication**

COM100	Introduction to Human Communication (3) OR	
+COM230	Small Group Communication (3)	3

**Critical Reading**

+CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment	3
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**Mathematics**

Any approved general education course from the Mathematics area 3

**Distribution: 10 Credits**

**Humanities and Fine Arts**

Any approved general education course from the Humanities and Fine Arts area 3

**Social and Behavioral Sciences**

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
SBU200	Society and Business (3)	3

**Natural Sciences**

Any approved general education course from the Natural Sciences area 4

**Business Applications Specialist**

**Certificate of Completion: CCL 5644**

**20 Credits**

**Program Contact**

Lana Short 480-732-7191 | [lane.short@cgcc.edu](mailto:lane.short@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Business Applications Specialist emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. Courses provide students with skills to work in various settings, such as administrative assistant, accountant, small business owner, and managers at all levels. This certificate is designed to provide preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS).

**Program Notes**

Students must earn a grade of "C" or better for all courses required within the program.+ indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00. Currently not Title IV Federal Financial Aid eligible.

**Required Courses: 13 Credits**

CIS113DE	Microsoft: Word Processing	3
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access Database Management	3
CIS118DB	Desktop Presentation Powerpoint	3
CIS121AE	Windows Operating Systems Level 1	1

**Restricted Electives: 7 Credits**

Students choose two (2) 3-credit courses and one (1) 1-credit course from the following:

BPC/OAS111AA	Computer Keyboarding II	1
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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

BPC/OAST111AB	Computer Keyboarding II	1
ACC111	Accounting Principles	3
CIS133DA	Internet/Web Development Level 1	3
CIS224	Project Management Microsoft Project for Windows	3

## Computer Hardware and Desktop Support

### Certificate of Completion: CCL 5026

#### 20-25 Credits

#### Program Contact

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

#### Program Description

The Certificate of Completion in Computer Hardware and Desktop Support 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.

#### Program Notes

Students must earn a grade of “C” or better in all courses within the program. + indicates course has prerequisites and/or corequisites. ++ indicates any module/suffixed courses. Overall program minimum GPA = 2.00.

#### Required Courses: 21-22 Credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
CIS121AH	Microsoft PowerShell/Command Line Operations (3) OR	
CIS126DL	Linux Operating System (3)	3
+BPC170	Computer Maintenance: A+ Exam Prep Level I	3
+BPC270	A+ Exam Prep: Operating System Configuration and Support	3
CIS102DA	Customer User Support (3) OR	
CIS102	Interpersonal and Customer Service Skills for IT Professionals (1)	1-3
+CIS190	Introduction to Networks (3) OR	
CNT140AA	Introduction to Networks (4) OR	
MST140	Microsoft Networking Essentials (3)	3-4
MST150++	Microsoft Windows (any suffixed course)	3

### Restricted Electives: 1-3 Credits

+BPC171	Recycling Used Computer Technology	3
+CIS290AA-AC	Computer Information Systems Internship	1-3
+MST141	Enterprise Desktop Support Technician	3

## General Business

### Associate in Applied Science: AAS 3148

#### 61-66 Credits

#### Program Contact

Nicki Lynn 480-732-7394 | [nicki.lynn@cgcc.edu](mailto:nicki.lynn@cgcc.edu)

#### Program Description

The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student’s business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution. A Certificate of Completion (CCL) is also available.

#### Program Notes

+ indicates course has prerequisites and/or corequisites. Students must earn a grade of “C” or better in all courses within the program. Overall program minimum GPA = 2.00.

#### Required Courses: 21 Credits

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT175	Business Organization and Management (3) OR	
MGT251	Human Relations in Business (3)	3
GBS151	Introduction to Business	3

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

GBS205	Legal, Ethical, and Regulatory Issues in Business	3
+GBS233	Business Communication	3
MKT271	Principles of Marketing	3

**Restricted Electives: 18 Credits**

Students should select eighteen (18) credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

ACC+++++	Any ACC Accounting course(s)	
GBS+++++	Any GBS General Business course(s)	
MGT+++++	Any MGT Management course(s)	
MKT+++++	Any MKT Marketing course(s)	
EPS+++++	Any EPS Entrepreneurial Studies course(s)	
IBS+++++	Any IBS International Business course(s)	
REA+++++	Any REA Real Estate course(s)	
SBS+++++	Any SBS Small Business Management course(s)	
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS133DA	Internet/Web Development Level I	3

**General Education: 22-27 Credits**

**Core: 12-17 Credits**

**First-Year Composition**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	6

**Oral Communication**

Any approved general education course in the Oral Communication area 3

**Critical Reading**

+CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent by Assessment	0-3
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**Mathematics**

+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4)	
+MAT122	Intermediate Algebra (3)	3-5

**Distribution: 10 Credits**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area 3

**Social and Behavioral Sciences**

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
SBU200	Society and Business (3)	3

**Natural Sciences**

Any approved general education course in the Natural Sciences area 4

**General Business**

**Certificate of Completion: CCL 5683**

**21 Credits**

**Program Contact**

Nicki Lynn 480-732-7394 | [nicki.lynn@cgc.edu](mailto:nicki.lynn@cgc.edu)

**Program Description**

The Certificate of Completion (CCL) in General Business is designed to provide business training for various entry-level positions in business. The courses include an introduction to business concepts, accounting and computer principles, and legal issues related to business. An Associate in Applied Science (AAS) is also available.

**Program Notes**

+ indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better in all courses required within the program.

**Required Courses: 12 Credits**

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical and Regulatory Issues in Business	3

**Restricted Electives: 9 Credits**

Students should select nine (9) credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

ACC+++++	Any ACC Accounting course(s)	
GBS+++++	Any GBS General Business course(s)	
MGT+++++	Any MGT Management course(s)	
MKT+++++	Any MKT Marketing course(s)	
IBS+++++	Any IBS International Business course(s)	
REA+++++	Any REA Real Estate course(s)	
SBS+++++	Any SBS Small Business Management course(s)	
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS133DA	Internet/Web Development Level I	3
EPS+++++	Any EPS Entrepreneurial Studies course(s)	1-3

## Information Technology

### Associate in Applied Science: AAS 3023

#### 60 Credits

#### Program Contacts

Patricia Baker 480-732-7392 | [patricia.baker@cgcc.edu](mailto:patricia.baker@cgcc.edu)

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

#### Program Description

The Associate in Applied Science (AAS) in Information Technology program is designed to provide students with skills to meet the changing employment needs of the information technology (IT) industry. With the flexibility of elective course offerings in this degree, students are able to custom design a program that prepares them for depth of understanding in distinct IT areas or prepares them for a breadth of understanding across an IT field. A variety of opportunities also exist to complete course work that will prepare students for industry-recognized examinations and certifications. Students are encouraged to work closely with the division chair to plan their programs of study.

#### Program Notes

Students must earn a grade of "C" or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00. CCL 5183N, 5969N and 5204N are not eligible for Title IV Federal Financial Aid.

#### Program Prerequisites: 0-3 Credits

+CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as

indicated by assessment 0-3

#### Required Courses: 15-28 Credits

CIS224 Project Management Microsoft Project for Windows 3

Complete one of the following certificates. Some certificates may contain additional course requirements.

Certificate of Completion in Network Administration: Microsoft Windows Server (5124) 18

Certificate of Completion in Oracle Database Operations (5183) 12

Certificate of Completion in Computer Hardware and Desktop Support (5026) 20-25

Certificate of Completion in Networking Administration: Cisco (5969) 14-18

Certificate of Completion in Linux Professional (5204) 12

Certificate of Completion in Programming and Systems Analysis Level I (5048) 24

Certificate of Completion in Web Design (5159) 18

#### Restricted Electives: 9-27 Credits

Students must choose 9-27 specific IT elective credits approved by the division chair. Selected courses will not apply in both Required Courses and Restricted Electives area.

#### General Education: 22 Credits

#### Core: 12 Credits

#### First-Year Composition

+ENG101 First-Year Composition (3) AND  
 +ENG102 First-Year Composition (3) OR  
 +ENG107 First-Year Composition for ESL (3) AND  
 +ENG108 First-Year Composition for ESL (3) 6

#### Oral Communication

Any approved general education course in the Oral Communication area 3

#### Critical Reading

Met by CRE101 in the Program Prerequisites area 0

#### Mathematics

Any approved general education course in the Mathematics area 3

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**Distribution: 10 Credits**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area 3

**Social and Behavioral Sciences**

Any approved general education course in the Social and Behavioral Sciences area 3

**Natural Sciences**

Any approved general education course in the Natural Sciences area 4

**iOS Application Development**

**Certificate of Completion: CCL 5914N**

**9-12 Credits**

**Program Contact**

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

**Program 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.

**Program Notes**

This program is not eligible for Title IV Federal Financial Aid. + indicates course has prerequisite and/or corequisites. Students must earn a grade of C or better for all courses required within the program.

**Required Courses: 9-12 Credits**

CIS105	Survey of Computer Information Systems (3) 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

**Linux Professional**

**Certificate of completion: CCL 5204N**

**12 Credits**

**Program Contact**

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

**Program 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.

**Program Notes**

Students must earn a grade of “C” or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. ++ indicates any module/suffixed courses. Overall program minimum GPA = 2.00. This program is not eligible for Title IV Federal Financial Aid.

**Required Courses: 6 Credits**

CIS126DL	Linux Operating System OR	3
CIS126RH	Red Hat System Administration I (3)	3
+CIS238DL	Linux System Administration 3 OR	
CIS238RH	Red Hat System Administration II (3)	3

**Restricted Electives: 6 Credits**

+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	4
CIS121AH	Microsoft PowerShell/Command Line Operations	3
+CIS226AL	Internet/Intranet Server Administration- Linux	3
+CIS239DL	Linux Shell Scripting	3

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).



+CIS240DL	Linux Network Administration	3
+CIS270	Essentials of Network and Information Security	3
+CIS271DL	Linux Security	3
+CIS190	Introduction to Networks (3) OR	
CNT140AA	Introduction to Networks (4) OR	
MST140	Microsoft Networking Essentials (3)	3-4
+CNT150AA	Cisco - Routing and Switching Essentials	4
MST150++	Microsoft Windows (any suffixed course)	3
CIS280	Current Topics in Computing	3
+CIS290++	Computer Information Systems Internship (any suffixed course)	1-3

## Network Administration: Microsoft Windows Server

**Certificate of Completion: CCL 5124**

**18-19 Credits**

### Program Contact

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

### Program Description

The Certificate of Completion (CCL) in Network Administration: Microsoft Windows Server program provides students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. This program also prepares students to complete the required certification tests for Microsoft Administrator.

### Program Notes

Students must earn a grade of "C" or better for all courses within the program. + indicates course has prerequisites and/or corequisites. ++ indicates any module/suffixed courses. The Network core courses will also prepare students towards certification in Microsoft and Novell. Overall program minimum GPA = 2.00.

### Program Prerequisites: None

### Required Courses: 15 Credits

+MST150++	Microsoft Windows Operating Systems (any suffixed course) (3)	3
+MST155++	Windows Server Network (any suffixed course)	4
+MST157++	Windows Server (any suffixed course)	4

+MST158++	Windows Server (any suffixed course)	4
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### Restricted Electives: 3-4 Credits

Students must select three (3) credits from the following courses:

+CIS126++	Linux Operating System (any suffixed course)	1-3
+CIS197	VMware ESXI Server Enterprise	3
+CIS238++	UNIX/Linux System Administration (any suffixed course)	3
CNT++++	Any CNT Cisco Network Technology course	1-4
MST++++	Any MST Microsoft Technology course except courses used to satisfy Required Courses area	1-4

## Networking Administration: Cisco

**Certificate of Completion: CCL 5969**

**16 Credits**

### Program Contact

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

### Program Description

The Certificate of Completion (CCL) in Networking Administration: Cisco provides training for those interested in working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and switches, and configure 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.

### Program Notes

Students must earn a grade of "C" or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. The Certificate of Completion in Networking Administration: Cisco is currently not Title IV Federal Financial Aid eligible.

### Required Courses: 16 Credits

CNT140AA	Introduction to Networks (4)	4
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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

+CNT150AA	Cisco - Routing and Switching Essentials (4)	4
+CNT160AA	Scaling Networks (4)	3-4
+CNT170AA	Cisco - Connecting Networks (4)	3-4

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**Networking Technology: Cisco**

**Associate in Applied Science: AAS 3816**

**60-63 Credits**

**Program Contact**

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

**Program 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 is 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.

**Program Notes**

Students must earn a grade of “C” or better for each course listed in the Required Courses area. + indicates course has prerequisites and/or corequisites. ++ indicates any module. A course cannot be used to satisfy both the Required Course and Restricted Electives area.

**Required Courses: 22 Credits**

+BPC170A+	Exam Prep: Computer Hardware Configuration and Support	3
CIS126++	UNIX/Linux Operating System any course (3) OR	3
MST150++	Microsoft Windows any course (3)	3
CNT140AA	Introduction to Networks	4
+ CNT150AA	Cisco - Routing and Switching Essentials	4
+ CNT160AA	Scaling Networks	4
+ CNT170AA	Cisco - Connecting Networks	4

**Restricted Electives: 16 Credits**

Student may select sixteen (16) credits from any of the following courses, except courses used to satisfy Required Courses area:

CIS105	Survey of Computer Information Systems (3)	3
CIS126++	Any UNIX/Linux Operating System course (3) OR	
MST150++	Any Microsoft Windows Operating System course (3)	3
+ CIS190	Introduction to Networking (3) OR	
MST140	Microsoft Networking Essentials (3)	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
+ CIS296++	Any Cooperative Education course(s)	1-4 OR
CIS298AA++	Any Special Projects course(s)	1-3
CIS121AB	Microsoft Command Line Operations	1

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 Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

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 CNT course(s)	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(s)	1-3
+ ITS240	Ethical Hacking and Network Defense	3
+ CIS197	VMware ESXI Server Enterprise	3

**General Education: 22-25 Credits**

**Core: 12-15 Credits**

**First-Year Composition**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical and Professional Writing (3)	3

**Oral Communication**

Any approved general education course in the Communication area 3

**Critical Reading**

+CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment 0-3

**Mathematics**

Any approved general education course with a MAT subject 3

**Distribution: 10 Credits**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area 3

**Social and Behavioral Sciences**

Any approved general education course in the Social and Behavioral Sciences area 3

**Natural Sciences**

Any approved general education course in the Natural Sciences area 4

**Networking Technology: Cisco**

**Certificate of Completion: CCL 5967**

**22 Credits**

**Program Contact**

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Networking Technology: Cisco 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 switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various hardware and software configurations and perform administrative tasks in a network. The courses in the program are also designed to help prepare students for the Cisco Certified Networking Associate (CCNA) examination and are taught by Cisco Certified

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

Professionals using the Cisco Networking Academy program curriculum.

**Program Notes**

Students must earn a grade of “C” or better for all courses required within the program. + indicates course has prerequisite and/or corequisites.

**Required Courses: 22 Credits**

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

**Oracle Database Operations**

**Certificate of Completion: CCL 5183N**

**12 Credits**

**Program Contact**

Prema Rayappa 480-732-7230 | [prema.rayappa@cgcc.edu](mailto:prema.rayappa@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Oracle Database Operations program provides training for students seeking professional positions in designing, creating, and maintaining databases; also creating application code that can be shared by multiple forms, reports, and data management tools. Chandler-Gilbert Community College, an Oracle Academic Initiative institution, offers programs designed to prepare students for industry-recognized certifications. Courses in the program also help prepare students wanting to pursue Oracle Application Developer Certified Associate and Oracle Database Administrator Certified Associate industry-certified examinations (Oracle Corporation OCA certifications).

**Job Description**

Oracle Certified Associates are professionals who are required to perform various job tasks such as enterprise database planning and design; creating and maintaining the database and its objects; and storing, retrieving, and

manipulating data utilizing SQL. Oracle Certified Associates are also responsible for resolving technical issues and providing application and user support; as well as creating PL/SQL application code that can be shared by multiple forms, reports, and data management applications.

**Program Notes**

Students must earn a grade of “C” or better for all courses within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00.

**Program Prerequisites: 3 Credits**

In lieu of the course listed below, students with experience in the information technology field may meet this program prerequisite requirement with the permission of the division.

CIS105	Survey of Computer Information Systems (3) OR Permission of the Division	0-3
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**Required Courses: 12 Credits**

+ CIS119DO	Introduction to Oracle: SQL	3
+ CIS119DP	Oracle: Database Administration	3
+ CIS154	Database Modeling and Design	3
+ CIS164AB	Oracle: PL/SQL Programming	3

**Organizational Leadership**

**Certificate of Completion: CCL 5731**

**18 Credits**

**Program Contact**

Beth Nuneviller 480-857-5134 | [beth.nuneviller@cgcc.edu](mailto:beth.nuneviller@cgcc.edu)

**Program 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 an Associate in Applied Science (AAS) in Organizational Management.

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**Program Notes**

Students must earn a grade of "C" or better in all courses within the program. + indicates course has prerequisite and/or corequisites. Overall program minimum GPA = 2.00.

**Required Courses: 18 Credits**

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

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## Organizational Management

**Associate in Applied Science: AAS 3727****60-65 Credits****Program Contact**

Beth Nuneviller 480-857-5134 | [beth.nuneviller@cgcc.edu](mailto:beth.nuneviller@cgcc.edu)

**Program Description**

The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student's 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.

**Program Notes**

Students must earn a grade of "C" or better for all courses required within the program. + indicates course has prerequisite and/or corequisites. Overall program minimum GPA = 2.00.

**Required Courses: 18 Credits**

Certificate of Completion in Organizational Leadership (5731) 18

**Restricted Electives: 20 Credits**

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.

**General Education: 22-27 Credits****Core: 12-17 Credits****First-Year Composition**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	
	AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	6

**Oral Communication**

Any approved general education course from the Oral Communication area 3

**Critical Reading**

+CRE101	College Critical Reading and Critical Thinking (3) OR	
	Equivalent by assessment	0-3

**Mathematics**

Any approved general education course from the Mathematics area 3-5

**Distribution: 10 Credits****Humanities and Fine Arts**

Any approved general education course from the Humanities and Fine Arts area 3

**Social and Behavioral Sciences**

Any approved general education course from the Social and Behavioral Sciences area 3

**Natural Science**

Any approved general education course in the Natural Science area 4

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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

## Programming and Systems Analysis

### Associate in Applied Science: AAS 3844

61-67 Credits

#### Program Contact

Patricia Baker 480-732-7392 | [patricia.baker@cgc.edu](mailto:patricia.baker@cgc.edu)

#### Program 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 AAS includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. Certificate of Completions (CCL) in Programming and Systems Analysis Level I and Level II and iOS Application Development are also available.

#### Program Notes

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any suffixed courses.

Consultation with an Academic Advisor is recommended for course selection.

#### Required Courses: 33-34 Credits

GBS151	Introduction to Business	3
CIS105	Survey of Computer Information Systems	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) OR	
+ MST150++	Any Microsoft Windows course (3)	3
CIS133DA	Internet/Web Development Level I	3

Students interested in pursuing an iOS Certificate of Completion (CCL) are recommended to take

CIS150AB		
+ CIS150	Programming Fundamentals (3) OR	
+ CIS150AB	Object-Oriented Programming Fundamentals (3)	3
+ CIS166++	Any Web Scripting course(s)	3
+ CIS190	Introduction to Networks (3) OR	
CNT140AA	Introduction to Networks (4) OR	
+ MST140	Microsoft Networking Essentials (3)	3-4

+ CIS225	Business Systems Analysis and Design (3) OR	
+ CIS225AB	Object-Oriented Analysis and Design (3) OR	
+ CIS250	Management of Information Systems (3)	3
+ CIS119	DO Introduction to Oracle: SQL (3) OR	
+ CIS276DA	MySQL Database (3) OR	
+ CIS276DB	SQL Server Database (3)	3

Select a programming language from below that best aligns with academic and professional goals (2 courses for a total of 6 credits) in one of the following areas:

+ CIS159	Visual Basic Programming I (3) AND	
+ CIS259	Visual Basic Programming II (3) OR	
+ CIS162++	Any C Programming: Level I course (3) AND	
+ CIS262++	Any C Programming: Level II course (3) OR	
+ CIS163AA	Java Programming: Level I (3) AND	
+ CIS263AA	Java Programming: Level II (3) OR	
+ CIS165++	Any Mobile Application Development course (3) AND	
+ CIS265	Advanced iOS Application Development (3)	6

#### Restricted Electives: 6

Students may not use courses from the Required Courses Area.

CIS224	Project Management Microsoft Project for Windows	3
+ CIS151	Computer Game Development-Level I	3
+ CIS156	Python Programming: Level I	3
+ CIS159	Visual Basic Programming I	3
+ CIS162++	Any C Programming: Level I course	3
+ CIS163AA	Java Programming: Level I	3
+ CIS165++	Any Mobile Application Development course	3
+ CIS251	Computer Game Development-Level II	3
+ CIS259	Visual Basic Programming II	3
+ CIS262++	Any C Programming: Level II course	3
+ CIS263AA	Java Programming: Level II	3
+ CIS265	Advanced iOS Application Development	3
GBS211	Legal, Ethical and Regulatory Issues of the Internet Studies	3

#### General Education: 22-27 Credits

#### Core: 12-17 Credits

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

### First-Year Composition

+ ENG101	First-Year Composition (3)	OR	
+ ENG107	First-Year Composition for ESL (3)	AND	
+ ENG102	First-Year Composition (3)	OR	
+ ENG108	First-Year Composition for ESL (3)		6

### Oral Communication

Any approved general education course in the Oral Communication area.			3
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### Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3)		
OR Equivalent by assessment			0-3

### Mathematics

+ MAT150	College Algebra/Functions (5)	OR	
+ MAT151	College Algebra/Functions (4)	OR	
+ MAT152	College Algebra/Functions (3)	OR	
Any MAT course that is equivalent or higher			3-5

### Distribution: 10 credits

#### Humanities and Fine Arts

Any approved general education courses in the Humanities, Arts and Design [HU] area.			3
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#### Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3)	OR	
ECN212	Microeconomic Principles (3)	OR	
SBU200	Society and Business (3)		3

#### Natural Sciences

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SC] area.			4
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## Programming and Systems Analysis Level I

### Certificate of Completion: CCL 5048

#### 24 Credits

#### Program Contact

Patricia Baker 480-732-7392 | [patricia.baker@cgcc.edu](mailto:patricia.baker@cgcc.edu)

#### Program Description

The Certificate of Completion (CCL) in Programming and Systems Analysis Level I provides an exploration of different computer language and technical skills. The CCL 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 are also available.

#### Program Notes

Students must earn a grade of "C" or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Consultation with an academic advisor is recommended for course selection.

#### Required Courses: 24 Credits

CIS105	Survey of Computer Information Systems	3
CIS133DA	Internet/Web Development Level I	3
GBS151	Introduction to Business	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) OR	
+MST150++	Any Microsoft Windows course (3)	3
+CIS150	Programming Fundamentals (3) OR	
+CIS150AB	Object-Oriented Programming Fundamentals (3)	3
+CIS166++	Any Web Scripting course(s)	3
+CIS119DO	Introduction to Oracle: SQL (3) OR	
+CIS276DA	MySQL Database (3) OR	
+CIS276DB	SQL Server Database (3)	3

Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas:

+CIS159	Visual Basic Programming I (3) OR	
+CIS162++	Any C Programming: Level I course (3) OR	

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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

+CIS163AA	Java Programming: Level I (3) OR	
+CIS165++	Any Mobile Application Development course (3)	3

## Programming and Systems Analysis Level II

### Certificate of Completion: CCL 5962

**36-37 Credits**

#### Program Contact

Patricia Baker 480-732-7392 | [patricia.baker@cgcc.edu](mailto:patricia.baker@cgcc.edu)

#### Program Description

The Certificate of Completion (CCL) in Programming and Systems Analysis Level II provides an in-depth exploration of different computer language and technical skills. This CCL includes, but is not limited to the following: local area networks, team roles, and dynamics. A Certificate of Completion (CCL) in iOS Application Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are available.

#### Program Notes

Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. ++ indicates any suffixed courses. Consultation with an Academic Advisor is recommended for course selection. Currently not Title IV Federal Financial Aid eligible.

#### Required Courses: 33-34 Credits

The following courses are required and included in CCL Programming and Systems Analysis Level I

CIS105	Survey of Computer Information Systems	3
CIS133DA	Internet/Web Development Level I	3
GBS151	Introduction to Business	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) OR	
+MST150++	Any Microsoft Windows course (3)	3
+CIS150	Programming Fundamentals (3) OR	
+CIS150AB	Object-Oriented Programming Fundamentals (3)	3
+CIS166++	Any Web Scripting course(s)	3
+CIS119DO	Introduction to Oracle: SQL (3) OR	
+CIS276DA	MySQL Database (3) OR	
+CIS276DB	SQL Server Database (3)	3

+CIS159	Visual Basic Programming I OR (3)	
+CIS162++	Any C Programming: Level I course OR (3)	
+CIS163AA	Java Programming: Level I OR (3)	
+CIS165++	Any Mobile Application Development course (3)	3

The following courses are required for CCL Programming and Systems Level II

+CIS190	Introduction to Local Area Networks (3) OR	
CNT140AA	Introduction to Networks (4) OR	
+MST140	Microsoft Networking Essentials (3) 3-4	
+CIS225	Business Systems Analysis and Design (3) OR	
+CIS225AB	Object-Oriented Analysis and Design (3) OR	
+CIS250	Management of Information Systems (3)	3

Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas:

+CIS259	Visual Basic Programming II (3) OR	
+CIS262++	Any C Programming: Level II course (3) OR	
+CIS263AA	Java Programming: Level II (3) OR	
+CIS265	Advanced iOS Application Development (3)	3

#### Restricted Electives: 3 Credits

Restricted Electives Detail: Select one of the courses below that best aligns with academic and professional goals for a total of 3 credits. Students may not choose courses they have taken from the required courses area.

CIS224	Project Management Microsoft Project for Windows	3
+CIS151	Computer Game Development-Level I	3
+CIS156	Python Programming: Level I	3
+CIS159	Visual Basic Programming I	3
+CIS162++	Any C Programming: Level I course	3
+CIS163AA	Java Programming: Level I	3
+CIS165++	Any Mobile Application Development course	3
+CIS251	Computer Game Development-Level II	3
+CIS259	Visual Basic Programming II	3
+CIS262++	Any C Programming: Level II course	3
+CIS263AA	Java Programming: Level II	3
+CIS265	Advanced iOS Application Development	3
GBS211	Legal, Ethical and Regulatory Issues of the Internet Studies	3

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).



## Retail Management

### Associate in Applied Science: AAS 3048

61-63 Credits

#### Program Contact

Beth Nuneviller 480-857-5134 | [beth.nuneviller@cgcc.edu](mailto:beth.nuneviller@cgcc.edu)

#### Program Description

The Associate in Applied Science (AAS) in Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers.

#### Program Notes

Students must earn a grade of "C" or better in all courses within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00.

#### Required Courses: 24-27 Credits

Choose one of the following three accounting sequences:

ACC111	Accounting Principles I (3) AND	
+ACC230	Uses of Accounting Information I (3) AND	
+ACC240	Uses of Accounting Information II (3) OR	
ACC111	Accounting Principles I (3) AND	
+ACC112	Accounting Principles II (3) AND	
+ACC212	Managerial Accounting (3) OR	
ACC211	Financial Accounting (3) AND	
+ACC212	Managerial Accounting (3)	6-9
BPC110	Computer Usage and Applications (3) OR	
CISI05	Survey of Computer Information Systems (3)	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3)	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3)	3

MGT179	Utilizing the Human Resources Department (3) OR	
MGT276	Personnel/Human Resources Management (3)	3
MKT268	Merchandising (3) OR	
MGT180	Retail Management (3)	3
MKT271	Principles of Marketing	3

#### Restricted Electives: 9-15 Credits

Student must complete additional nine (9) to fifteen (15) credits from GBS, MGT, and/or MKT prefixed courses (except courses used to satisfy Required Courses area nor excluded below) to complete a minimum of 61 total program credits. Must include at least one MKT course.

GBS++++	Any GBS General Business course(s)	0-12
MGT++++	Any MGT Management course(s) except MGT180	0-12
MKT++++	Any MKT Marketing course(s) except MKT268	3-15

#### General Education: 22-27 Credits

##### Core: 12-17 Credits

##### First-Year Composition

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical Writing (3)	6

ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.

##### Oral Communication

COM100	Introduction to Human Communication	3
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##### Critical Reading

+CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment	3
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##### Mathematics

	Any approved general education course from the Mathematics area	3-5
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##### Distribution: 10 Credits

##### Humanities and Fine Arts

	Any approved general education course from the Humanities, Arts and Design area.	3
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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**Social and Behavioral Sciences**

SBU200 Society and Business 3

**Natural Sciences**

Any approved general education course from the Natural Sciences area. 4

Retail Management

**Certificate of Completion: CCL 5286**

**24 Credits**

**Program Contact**

Beth Nuneviller 480-857-5134 | [beth.nuneviller@cgcc.edu](mailto:beth.nuneviller@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Retail Management 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.

**Program Notes**

Students must earn a grade of "C" or better for all courses required within the program. + indicates course has a prerequisite and/or corequisites. Overall program minimum GPA = 2.00.

**Required Courses: 24 Credits**

ACC111 Accounting Principles I (3) OR  
 ACC211 Financial Accounting (3) 3  
 BPC110 Computer Usage and Applications (3) OR  
 CIS105 Survey of Computer Information Systems (3) 3  
 COM100 Introduction to Human Communication 3  
 GBS110 Human Relations in Business and Industry (3) OR  
 MGT251 Human Relations in Business (3) 3  
 MGT180 Retail Management (3) OR  
 GBS270AC Business Internship (3) OR  
 GBS296WC Cooperative Education (3) OR  
 GBS298AC Special Projects (3) 3  
 MGT101 Techniques of Supervision (3) OR

MGT229 Management and Leadership I (3) 3  
 MGT179 Utilizing the Human Resources Department (3) OR  
 MGT276 Personnel/Human Resources Management (3) 3  
 MKT271 Principles of Marketing 3

Small Business Management Level 1

**Certificate of Completion: CCL 5153N**

**10-12 Credits**

**Program Contact**

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

**Program 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. Prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business.

**Program Notes**

Students must earn a grade of C or better required for all courses within the program. This program is not eligible for Title IV Federal Financial Aid. + indicates course has prerequisites and/or corequisites.

**Required Courses: 10-12 Credits**

EPS195 Business Start-Up and Planning (2) OR  
 +SBS216 Planning for a Small Business (2) OR  
 MGT253 Owning and Operating a Small Business (3) 2-3  
 SBS200 Small Business Operations 2  
 SBS202 Small Business Bookkeeping and Tax Preparation (1) AND  
 SBS203 Financing and Cash Management for a Small Business (1) OR  
 SBS230 Financial and Tax Management for Small Business (2) 2  
 SBS204 Small Business Marketing and Advertising (2) OR  
 SBS220 Internet Marketing for Small Business (2) OR  
 MKT271 Principles of Marketing (3) 2-3  
 SBS213 Hiring and Managing Employees 1

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

SBS214 Small Business Customer Relations 1

## Small Business Start-Up

**Certificate of Completion: CCL 5706N**

**12 Credits**

### Program Contact

Tom Pearson 480-726-4131 | [tom.pearson@cgcc.edu](mailto:tom.pearson@cgcc.edu)

### Program Description

The Certificate of Completion (CCL) in Small Business Start-Up program is designed to meet the needs of individuals who wish to become entrepreneurs. Courses provide a background in marketing, management, finance, and a capstone course in which students complete a business plan. The goal of the Small Business Start-Up certificate is to create a foundation for prospective small business owners and contribute to the long-term success of the business community.

### Program Notes

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

### Required Courses: 12 Credits

MGT253	Owning and Operating a Small Business	3
MKT271	Principles of Marketing	3
SBS213	Hiring and Managing Employees	1
SBS214	Small Business Customer Relations	1
SBS220	Internet Marketing for Small Business	2
SBS230	Financial and Tax Management for Small Business	2

## Social Media Marketing

**Certificate of Completion: CCL 5830**

**17-20 Credits**

### Program Contacts

Nicki Lynn 480-732-7394 | [nicki.lynn@cgcc.edu](mailto:nicki.lynn@cgcc.edu)

### Program Description

The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social

media, digital communications, integrated marketing, media relations, and brand management.

### Program Notes

Students must earn a grade of “C” or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Overall program minimum GPA = 2.00.

### Program Prerequisites: 0-3 Credits

+ENG101	First-Year Composition (3) OR
+ENG107	First-Year Composition for ESL (3) OR
	Permission of Department or Division (0) 0-3

### Required Courses: 17 Credits

CIS103	Introduction to Social Media	3
+GBS233	Business Communication (3) OR	
+JRN203	Writing for Online Media (3)	3
MKT271	Principles of Marketing	3
MKT110	Marketing and Social Networking	3
+MKT111	Applied Marketing and Social Networking	3
+GBS282AB	Volunteerism General Business: Service Learning Experience (2) OR	
+MKT280AB	Marketing Internship (2) OR	
+MKT296WB	Cooperative Education (2) OR	
+MKT298AB	Special Projects (2)	2

## Web Design

**Certificate of Completion: CCL 5159**

**18 Credits**

### Program Contact

Prema Rayappa (480)-732-1230 | [prema.rayappa@cgcc.edu](mailto:prema.rayappa@cgcc.edu)

### Program 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.

### Program Notes

Students must earn a grade of “C” or better in all courses required within the program. + indicates course has prerequisites and/or corequisites. ++ indicates any module/suffixed courses. Overall program minimum GPA = 2.00.

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**Required Courses: 18 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

## Communication & Fine Arts

### Media Arts: Computer Art/Illustration

**Certificate of Completion: CCL 5881**

**16 Credits**

**Program Contact**

Communication/Fine Arts Division Office  
480-732-7232

<https://www.cgcc.edu/Academics/comm-arts/visual>

**Program Description**

The Certificate of Completion (CCL) in Media Arts: Computer Art/Illustration is designed for the student who wishes to develop an area of specialization in Computer Art/Illustration. The program acquaints the student with art principles and assists the students in developing their abilities to solve design and compositional problems as related to the art. It allows for the development of an individual's personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Employment opportunities are included in multimedia such as illustrator, artist, designer, paste-up artist, freelance artist-designer, graphic design artist, or multimedia artist.

**Program Notes**

+ indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better in all courses within the program. Overall program minimum GPA = 2.00.

**Required Courses: 16 Credits**

+ADA/ART169	Two-Dimensional Computer Design	3
+ADA/ART177	Computer-Photographic Imaging (3) OR	
+ART173	Computer Art (3)	3

+ADA/ART289	Computer Illustration	3
ART100	Introduction to Computer Graphic Art	1
ART111	Drawing I	3
ART116	Life Drawing I	3

### Media Arts: Digital Imaging

**Certificate of Completion: CCL 5879**

**16 Credits**

**Program Contact**

Ryan Sullivan 480-726-4154 | [ryan.sullivan@cgcc.edu](mailto:ryan.sullivan@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Media Arts: Digital Imaging program is designed for the student who wishes to develop marketable skills in the area of photography and digital imaging. The program is designed to provide the student with an understanding of film, cameras, and film equipment; a knowledge of photography terminology; and digital imaging tools and processes.

This curriculum is designed to prepare students for employment and upgrades the skills of persons already employed in this field. Knowledge and skills can be applied to such occupational areas as media production, marketing, graphic production, desktop publishing, multimedia, service bureau and customer service, and web page production. Job titles may include artist, photographer, designer, and freelance artist-designer. An Associate in Applied Science (AAS) is also available.

**Program Notes**

+ indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better in all courses within the program. Overall program minimum GPA = 2.00.

**Required Courses: 16 Credits**

+ADA/ART177	Computer-Photographic Imaging	3
ART100	Introduction to Computer Graphic Art	1
ART131	Photography I	3
+ART132	Photography II (3) OR	
+ART143	Intermediate Digital Photography (3)	3
ART142	Introduction to Digital Photography	3

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

+ART270 Intermediate Computer Photographic Imaging 3

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**Music Business**

**Associate in Applied Science: AAS 3017**

**60-63 Credits**

**Program Contact**

Ted Goddard 480-857-5182 | [ted.goddard@cgcc.edu](mailto:ted.goddard@cgcc.edu)

**Program Description**

The Associate in Applied Science (AAS) in Music Business program is an innovative curriculum designed to prepare students for today’s music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

**Program Notes**

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

+ indicates course has prerequisite and/or corequisites.,  
 ++ indicates any module/suffixed courses. Overall program minimum GPA = 2.00.

**Required Courses: 14 Credits**

MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
MUC293	Self Promotion for Music	1
+MUC209	Music Industry Entrepreneurship (3) OR	
MGT253	Owning and Operating a Small Business (3)	3
+MUC290AA	Music Business Internship (1) OR	
+MUC296WA	Cooperative Education (1)	1
MHL+++++	Any MHL Music: History/Literature course	3

**Restricted Electives: 12 Credits**

Students must select twelve (12) credits from the approved list of Restricted Elective courses to specialize in Music Production, Disc Jockey Techniques, Songwriting,

Performance, Marketing, Business, or Communications. Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

**Free Electives: 12 Credits**

Students should choose twelve (12) credits from the following list of courses except courses used to satisfy the Restricted Electives area.

ACC111	Accounting Principles I	3
BPC128	Introduction to Desktop Publishing	1
CIS131AA	Doing Business on the Internet	1
GBS151	Introduction to Business	3
+GBS233	Business Communication	3
MKT110	Marketing and Social Networking	3
MKT271	Principles of Marketing	3
MTC101	Introduction to Music Theory (3) OR	
MTC105	Music Theory I (3) OR	
MTC103	Introduction to Aural Perception (1) OR	
MTC106	Aural Perception I (1)	1-3
MTC113	Songwriting Techniques	1
+MUC111	Digital Audio Workstation I (DAWI)	3
MUC135	Introduction to Disc Jockey Techniques	3
MUC145	Recording Studio Business Operations	2
+MUC180	Computer Literacy for the Music Business	3
MUC195	Studio Music Recording I (3)	
	OR	
MUC195AA	Studio Music Recording I (3)	3
+MUC210	Advanced Industry Topics: Concert Promotion and Training	3
+MUC211	Advanced Industry Topics: Artist Management and Talent Development	3
MUC215	Music Industry Seminar: Innovation in Music Technology	1
+MUC240	Creative Music Production	4
+MUC241	Business Principles of Music Production	3
MUC274	Music Industry Study Tour	2
+MUC294	Portfolio for Music	1
+MUC298AA	Special Projects	1
+MUC298AB	Special Projects	2
+MUC298AC	Special Projects	3
SBS230	Financial and Tax Management for Small Business	2

.....  
 Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**General Education: 22-25 Credits**

**Core: 12-15 Credits**

**First-Year Composition**

- + ENG101 First-Year Composition (3) OR
- + ENG107 First-Year Composition for ESL (3) AND
- + ENG102 First-Year Composition (3) OR
- + ENG108 First-Year Composition for ESL (3) OR
- + ENG111 Technical and Professional Writing (3)

**Oral Communication**

Any approved general education course from the Oral Communication area 3

**Critical Reading**

CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

**Mathematics**

+Any approved general education course from the Mathematics area 3

**Distribution: 10 Credits**

**Humanities and Fine Arts**

Any approved general education course from the Humanities and Fine Arts area 3

**Social and Behavioral Sciences**

Any approved general education course from the Social and Behavioral Sciences area 3

**Natural Sciences**

Any approved general education course from the Natural Sciences area 4

**Music Business**

**Certificate of Completion: CCL 5258**

**26 Credits**

**Program Contact**

Ted Goddard 480-857-5182 | [ted.goddard@cgcc.edu](mailto:ted.goddard@cgcc.edu)

**Program Description**

The Certificate of Completion (CCL) in Music Business program is an innovative curriculum designed to prepare students for today’s music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the

business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

**Program Notes**

Students must earn a grade of “C” or better for all courses within the program. + indicates course has prerequisite and/or corequisites. Overall program minimum GPA = 2.00.

**Required Courses: 11 Credits**

MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
MUC293	Self Promotion for Music	1
+MUC209	Music Industry Entrepreneurship (3) OR	
MGT253	Owning and Operating a Small Business (3)	3
+MUC290AA	Music Business Internship (1) OR	
+MUC296WA	Cooperative Education (1)	1

**Restricted Electives: 15 Credits**

Students must select fifteen (15) credits from the approved list of Restricted Elective courses to specialize in Music Production, Disc Jockey Techniques, Songwriting, Performance, Marketing, Business or Communications. Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

**Composition, Creative Writing & Literature**

**Creative Writing**

**Academic Certificate: AC 6224N**

**24 Credits**

**Program Contact**

Patrick Finn 480-857-5543 | [patrick.finn@cgcc.edu](mailto:patrick.finn@cgcc.edu)

**Program 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

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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.

### Program Notes

This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of “C” or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. ++ indicates any suffixed course.

### Admission Criteria

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

### Required Courses: 21 Credits

ENG210 may be substituted for CRW150 with permission of the Program Director.

CRW150	Introduction to Creative Writing	3
CRW200 must be repeated for a total of (2) two credits		
+CRW200	Readings for Writers (1)	2
+CRW201	Portfolio	1

Students must complete six (6) credits from Series I and nine (9) credits from Series II in consultation with a Program Director.

### Series I: Credits: 6

Students must complete two (2) of the following courses for a total of six (6) 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	Intro to Writing Nonfiction	3

CRW190	Introduction to Screenwriting	3
THE118	Playwriting	3

### Series II: Credits: 9

Students must complete three (3) of the following courses for a total of nine (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

### Restricted Electives: 3 Credits

+CRW++++	Any CRW Creative Writing prefixed course not listed under Required Courses area	1-3
ENG235	Magazine Article Writing	3
ENG/THE260	Film Analysis	3
+ENH++++	Any ENH English Humanities prefixed course	3
HUM/THF210	Contemporary Cinema	3

## Health Sciences

### Emergency Medical Technology

### Certificate of Completion: CCL 5643N

#### 9-10 Credits

#### Program Contact

Sherrick Bader 480-988-8101 | [sherrick.bader@cgc.edu](mailto:sherrick.bader@cgc.edu)

#### Program Description

The Certificate of Completion (CCL) in Emergency Medical Technology program includes techniques of emergency care, stabilization, and immobilization of victims of illness and injury. Recognition and documentation of signs and symptoms of illness and injury, intervention, and evaluation of the intervention, techniques for assessment, administration of oxygen, use of specific immobilization

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

devices, and preparation for transportation are other areas of the program. This program is a prerequisite to other emergency response programs.

**Program Notes**

Students must earn a grade of “C” or better in all courses within the program. + indicates course has prerequisites and/or corequisites. EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario based experience. Depending on the college, this may be completed through EMT104AB or program director-approved rotation. Overall program minimum GPA = 2.00. This program is not eligible for Title IV Federal Financial Aid.

**Required Courses: 9-10 Credits**

EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) OR Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) OR Permission of Program Director(0)	0-0.50
+EMT/FSC104	Emergency Medical Technology (9) AND +EMT/	
FSC104AB	Applied Practical Studies for Emergency Medical Technology (0.5) OR	
+EMT/FSC104	Emergency Medical Technology (9)	9-9.5

**Exercise Science: Health, Fitness and Sports Performance**

**Associate in Applied Science: AAS 3059**

**63-72.5 Credits**

**Program Contact**

Dr. Kim McGee, ACSM (EP-C) 480-726-4246  
kimberly.mcgee@cgcc.edu

**Program Description**

The Associate in Applied Science (AAS) in Exercise Science: Health, Fitness and Sports Performance prepares students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM) and the American Council on Exercise (ACE) personal

trainer certifications. The curriculum is designed to prepare students for employment in entry-level positions such as personal training within health and fitness clubs, wellness centers, and public and private recreation facilities. This curriculum also provides good preparation for transfer to a four-year bachelor program.

**Program Notes**

Students must earn a grade of “C” or better required for all courses within the program. + indicates course has prerequisite and/or corequisites. Overall program minimum GPA = 2.00.

Students can achieve the AGEC-A by completing the following:

An additional course with the Humanities, Arts and Design general studies designation	3
An additional course with the Natural Science general studies designation	4
Recommend BIO202 Human Anatomy and Physiology II	4
An additional course with the Computer/Statistics/Quantitative Applications general studies designation	3
Recommend MAT206 Elements of Statistics	3
OR PSY230 Introduction to Statistics	3

**Required Courses: 44-48.5 Credits**

EXS101	Introduction to Exercise Science	3
EXS125	Introduction to Exercise Physiology	3
EXS210	Assessment and Program Design: Muscular Fitness	2
EXS211	Assessment and Program Design: Flexibility and Balance	2
EXS212	Assessment and Program Design: Cardiorespiratory Fitness	2
EXS213	Assessment and Program Design: Weight Management and Motivation	2
+EXS214	Instructional Competency: Flexibility and Mind Body Exercises	2
+EXS216	Instructional Competency: Muscular Strength and Conditioning	2
+EXS218	Instructional Competency: Cardiorespiratory Exercises and Activities	2
EXS290	Introduction to Evidence Based Practice	3
EXS239	Practical Applications of Personal Training Skills and Techniques Internship (3) OR	

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EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship (1) AND	
EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship (2)	3
HES100	Healthful Living	3
HES210	Cultural Aspects of Health and Illness	3
HES106	Cardiopulmonary Resuscitation (CPR)/ Automated External Defibrillator (AED) (0.5) OR	
EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) OR Current Basic Life Support (BLS) Health Care Provider/ Professional Rescuer certification (0)	0-0.5
FON100	Introductory Nutrition (3) OR	
FON241	Principles of Human Nutrition (3)	3
PSY101	Introduction to Psychology	3
+BIO181	General Biology (Majors) I (4) OR 1 year of high school biology AND	
RDG100	Successful College Reading (3) or higher level Reading course OR	
CRE101	College Critical Reading and Critical Thinking (3) OR Eligibility by reading test score (0)	0-4
+BIO201	Human Anatomy and Physiology I	4
PED101ST	Strength Training	1
PED101GF	Group Fitness/Aerobics (1) OR	
PED101KB	Kickboxing (1) OR	
PED101PS	Pilates (1) OR	
PED101TC	Tai Chi (1) OR	
PED101YH	Hatha Yoga (1) OR	
PED101YO	Yoga (1) OR	
PED101YP	Power Yoga (1) OR	
PED101YR	Restorative Yoga (1) OR	
PED101BS	Body Sculpting (1) OR	
PED101PC	Physical Conditioning (1) OR	
PED101BC	Boot Camp (1) OR	
PED101ZU	Zumba Fitness (1) OR	
PED101SR	Stretch and Relaxation (1) OR	
PED101CY	Cycling - Indoor (1) OR	
PED101YG	Gentle Yoga (1) OR	
PED101TX	Suspension Training (1)	1

**Free Electives: 4 Credits**

Students must choose four (4) additional credits of general elective courses. (CHM130 AND CHM130LL), OR (CHM151 and CHM151LL) OR BIO202 are recommended for students who intend to transfer.

**General Education: 15-20 Credits**

**Core: 12-17 Credits**

**First Year Composition**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	6

**Oral Communication**

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
+COM225	Public Speaking (3) OR	
COM230	Small Group Communication (3)	3

**Critical Reading**

+CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment	0-3
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**Mathematics**

+MAT150	College Algebra/Functions (5) OR	
+MAT151	College Algebra/Functions (4) OR	
+MAT152	College Algebra/Functions (3)	3-5

**General Education Distribution: 3 Credits**

**Humanities and Fine Arts**

Any approved general education course from the Humanities, Arts and Design area. 3

**Social and Behavioral Sciences**

Met by HES100 in Required Courses. 0

**Natural Sciences**

Met by BIO201 in Required Courses. 0

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## Mortuary Science

### Associate in Applied Science: AAS 3765

#### 69-70 Credits

#### Program Contact

Donna G. Backhaus 480-988-8503

[donna.backhaus@cgcc.edu](mailto:donna.backhaus@cgcc.edu)

#### Program Description

The Associate in Applied Science (AAS) in Mortuary Science program includes studies in public health; business management; natural sciences; legal, ethical and regulatory concerns; and clinical requirements associated with the mortuary field. The curriculum combines coursework in mortuary science with a general education component. The AAS degree in Mortuary Science offered at Chandler-Gilbert Community College is accredited by the American Board of Funeral Service Education (ABFSE) 992 Mantua Pike, Suite 108, Woodbury Heights, N. J., 08097, 816-233-3747, [www.abfse.org](http://www.abfse.org). Completion of the courses in program prepares the student to sit for the National Board examination and begin state internship requirements.

#### Program Notes

+ indicates course has prerequisite and/or corequisites.  
Overall program minimum GPA = 2.00.

During the fall semester embalming lab, the student must provide his or her own transportation to preceptor-site embalming experiences at local funeral homes.

The nationally accredited Mortuary Science Program AAS degree at CGCC and students scores from the National Board Examination are transferable to states other than Arizona. The examination offered by the International Conference of Funeral Service Examining Boards (ICFSEB) has a fee of \$500 and is the responsibility of the student. Scores remain valid for life, even if students wait to practice in the funeral service profession. Licensure is on a state-by-state basis since each state does its own licensing.

#### Admission Criteria

Students must have completed all first year course work with a minimum GPA of 2.5, and must have proof of high school graduation or GED or permission of Program Director.

#### Program Prerequisites: 10-11 Credits

ACC107	Bookkeeping Theory and Practice (4) OR	
ACC111	Accounting Principles I (3)	3-4
BPC/CIS++++	Any BPC/CIS Business-Personal Computers or Computer Information Systems course	1
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT253	Owning and Operating a Small Business	3

#### Required Courses: 34 Credits

MSP101	Orientation to Funeral Service I	
MSP201	History and Sociology of Funeral Service	3
MSP202	Embalming 4	
MSP203	Microbiology for Funeral Service	3
MSP204	Chemistry for Funeral Service 3	
MSP205	Mortuary Administration I	3
MSP206	Mortuary Administration II	3
MSP207	Restorative Art 4	
MSP208	Legal, Regulatory, and Ethical Issues in Funeral Service	3
MSP209	Pathology for Funeral Service	3
MSP210	Counseling for Funeral Service	2
MSP211	Compendium for Funeral Service	2

#### Free Electives: 0-3 Credits

Students should choose zero (0) to three (3) credits from Free Electives. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

#### General Education: 22-25 Credits

#### Core: 12-15 Credits

#### First-Year Composition: 6 credits

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	
	AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical and Professional Writing (3)	6

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### Oral Communication

Any approved general education course in the Oral Communication area.

### Critical Reading

Any approved general education course in the Critical Reading area or equivalent as indicated by assessment. If test exempt, students must complete a (3) credit course from the Free Electives area with a C or better.

### Mathematics

+ Any approved general education course from the Mathematics area with a C or better.

### Distribution: 10 Credits

#### Humanities and Fine Arts

Any approved general education course in the Humanities, Arts and Design area. REL100 is recommended 3

#### Social and Behavioral Sciences

PSY101 Introduction to Psychology (3) OR  
PSY156 Understanding Death and Dying (3) 3

#### Natural Sciences

BIO160 Introduction to Human Anatomy and Physiology 4

## Personal Training Specialist

### Certificate of Completion: CCL 5445

31-31.5 Credits

#### Program Contact

Dr. Kim McGee, ACSM (EP-C) 480-726-4246  
[kimberly.mcgee@cgc.edu](mailto:kimberly.mcgee@cgc.edu)

#### Program Description

The Certificate of Completion (CCL) in Personal Training Specialist program prepares students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM) and the American Council on Exercise (ACE) personal trainer certifications. The curriculum is designed to prepare students for employment in entry-level personal training positions within the fitness industry.

### Program Notes

+ indicates course has prerequisites and/or corequisites.  
++ indicates any module/suffixed courses. Students must earn a grade of "C" or better in all courses within the program. Overall program minimum GPA = 2.00.

#### Required Courses: 31-31.5 Credits

EXS101	Introduction to Exercise Science	3
EXS125	Introduction to Exercise Physiology	3
EXS210	Assessment and Program Design: Muscular Fitness	2
EXS211	Assessment and Program Design: Flexibility and Balance	2
EXS212	Assessment and Program Design: Cardiorespiratory Fitness	2
EXS213	Assessment and Program Design: Weight Management and Motivation	2
EXS214	Instructional Competency: Flexibility and Mind-Body Exercises	2
EXS216	Instructional Competency: Muscular Strength and Conditioning	2
EXS218	Instructional Competency: Cardiorespiratory Exercises and Activities	2
EXS239	Practical Applications of Personal Training Skills and Techniques Internship (3) OR	
EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship (1) AND	
EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship (2)	3
HES100	Healthful Living	3
HES106	Cardiopulmonary Resuscitation (CPR)/ Automated External Defibrillator (AED) (0.5) OR	
EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) OR Current Basic Life Support (BLS) Health Care Provider/ Professional Rescuer certification (0) 0-0.5	
FON100	Introductory Nutrition (3) OR	
FON241	Principles of Human Nutrition (3)	3
PED101ST	Strength Training	1
PED101GF	Group Fitness/Aerobics (1) OR	
PED101KB	Kickboxing (1) OR	
PED101PS	Pilates (1) OR	
PED101TC	Tai Chi (1) OR	

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PED101YH	Hatha Yoga (1) OR	
PED101YO	Yoga (1) OR	
PED101YP	Power Yoga (1) OR	
PED101YR	Restorative Yoga (1) OR	
PED101BS	Body Sculpting (1) OR	
PED101PC	Physical Conditioning (1) OR	
PED101BC	Boot Camp (1) OR	
PED101ZU	Zumba Fitness (1) OR	
PED101SR	Stretch and Relaxation (1) OR	
PED101CY	Cycling - Indoor (1) OR	
PED101YG	Gentle Yoga (1) OR	
PED101TX	Suspension Training (1)	1

## Nursing

### Nursing

#### Associate in Applied Science: AAS 3812

#### 62-75 Credits

#### Program Contacts

Director of Nursing

Karen Flanigan 480-988-8884 | [karen.flanigan@cgcc.edu](mailto:karen.flanigan@cgcc.edu)

Nursing Advisor

Maria Dela Torre 480-988-8880 | [chuy.delatorre@cgcc.edu](mailto:chuy.delatorre@cgcc.edu)

Nursing Office

teresa hull 480-988-8881 | [teresa.hull@cgcc.edu](mailto:teresa.hull@cgcc.edu)

#### Program 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.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404-975-5000); email: [info@acennursing.org](mailto:info@acennursing.org)

#### Program offerings

This program is offered at the following sites:

- Chandler-Gilbert Community College
- Estrella Mountain Community College
- Gateway Community College
- Glendale Community College
- Mesa Community College
- Paradise Valley Community College
- Phoenix College
- Scottsdale Community College

#### Waiver of Licensure/Certification Guarantee

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCCD Healthcare/ Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

#### Health Declaration

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness

or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

### **Health & Safety Requirements for the Maricopa Nursing Program**

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCC background check policy.

### **University Transfer Students**

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

## **Registered Nurse Pathway**

### **Associate in Applied Science Degree in Nursing Program**

The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community-based healthcare settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

### **Program Notes**

Students must earn a grade of "C" or better in all courses required within the program. + indicates course has prerequisites and/or corequisites.

### **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, Systems-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 Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED completion'. In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed

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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 of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (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.

**Program Prerequisites: 10-20 Credits**

The credit hour range is subject to change depending on the student's educational experience.

+BIO156	Introductory Biology for Allied Health (4) OR	
+BIO181	General Biology (Majors) I (4) OR	
	One year of high school biology	0-4
+BIO201	Human Anatomy and Physiology I	4
+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry Laboratory (1) OR	
	One year of high school chemistry	0-4
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
+MAT140	College Mathematics (5) OR	
+MAT141	College Mathematics (4) OR	
+MAT142	College Mathematics (3) OR Satisfactory completion of higher level math course	3-5

**Required Courses: 36 Credits**

+NUR152	Nursing Theory and Science I	9
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+NUR172	Nursing Theory and Science II	9
+NUR252	Nursing Theory and Science III	9
+NUR283	Nursing Theory and Science IV	9

**General Education: 16-19 Credits**

**Core: 3-6 Credits**

**First-Year Composition**

Three (3) credits of First Year Composition are met by ENG101 or ENG107 in Program Prerequisites area.

+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	3

**Oral Communication**

Waived		0
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**Critical Reading**

CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent by assessment	0-3
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**Mathematics**

Met by MAT140, OR MAT141, OR MAT142 OR Satisfactory completion of higher level mathematics course in Program Prerequisites area		0
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**Distribution: 13 Credits**

**Humanities and Fine Arts**

Any approved general education course in the Humanities, Arts and Design area		2
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**Social and Behavioral Sciences**

PSY101	Introduction to Psychology	3
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**Natural Sciences**

+BIO202	Human Anatomy and Physiology II (4) AND	
+BIO205	Microbiology (4)	8

**Physical Sciences & Engineering**

**Engineering Technology**

**Associate in Applied Science: AAS 3228**

**63-93 Credits**

**Program Contact**

Bassam Matar 480-732-7139 | [b.matar@cgc.edu](mailto:b.matar@cgc.edu)

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

### Program 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 a well-rounded curriculum.

### Program Notes

+ indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better for all courses required within the program. Overall program minimum GPA = 3.00.

### Program prerequisites: 0-17 Credits

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 one year of high school physics with a grade of C or better.

+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR Equivalent by assessment 0-5	
+MAT187	Precalculus (5) OR	
+MAT150	College Algebra/Functions (5) OR	
+MAT151	College Algebra/Functions (4) OR	
+MAT152	College Algebra/Functions (3) AND	
+MAT182	Plane Trigonometry (3) OR Equivalent by assessment	0-8
CHM130	Fundamental Chemistry (3) AND	
CHM130LL	Fundamental Chemistry Lab (1) OR	
CHM130AA	Fundamental Chemistry with Lab (4) OR One year of high school chemistry with a grade of "C" or better taken within the last five years	0-4

### Required courses: 32-38

+ECE102	Engineering Analysis Tools and Techniques (2) OR	
+ECE102AA	Engineering Analysis Tools and Techniques (2)	2
+ECE103	Engineering Problem Solving and Design (2) OR	

+ECE103AB	Engineering Problem Solving and Design (2) OR	
+ECE103EP	Engineering Problem Solving and Design (EPICS projects) (2)	2
+EEE202	Circuits and Devices	5
+MAT220	Calculus with Analytic Geometry I (5) OR	
+MAT221	Calculus with Analytic Geometry I (4)	4-5
+MAT230	Calculus with Analytic Geometry II (5) OR	
+MAT231	Calculus with Analytic Geometry II (4)	4-5
+MAT240	Calculus with Analytic Geometry III (5) OR	
+MAT241	Calculus with Analytic Geometry III (4)	4-5
+MAT276	Modern Differential Equations (4) OR	
+MAT277	Modern Differential Equations (3)	3-4
+PHY115	University Physics I (5) OR	
+PHY121	University Physics I: Mechanics (4)	4-5
+PHY116	University Physics II (5) OR	
+PHY131	University Physics II: Electricity and Magnetism (4)	4-5

### Restricted Electives: 16-20

Students should select 16-20 credits from the following list of electives based on their area of Engineering and interests. Consultation with Program Director is recommended particularly for students considering transfer to the university so that they optimize their transferable course work.

+BIO181	General Biology (Majors) I	4
+BIO182	General Biology (Majors) II	4
+CHM150	General Chemistry I (4) OR	
+CHM151	General Chemistry I (3) AND	
+CHM151LL	General Chemistry I Laboratory (1) OR	
+CHM150AA	General Chemistry I (5) OR	
+CHM151AA	General Chemistry I (5)	4-5
+CHM152	General Chemistry II (3) AND	
+CHM152LL	General Chemistry II Laboratory (1) OR	
+CHM152AA	General Chemistry II (4)	4
+CHM230	Fundamental Organic Chemistry (3) AND	
+CHM230LL	Fundamental Organic Chemistry Laboratory (1) OR	
+CHM235	General Organic Chemistry I (3) AND	
+CHM235LL	General Organic Chemistry I Laboratory (1)	4
+CHM236	General Organic Chemistry IIA (3) OR	
+CHM238	General Organic Chemistry IIB (3)	3
+CSC100	Introduction to Computer Science (C++) (3) OR	

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

+CSC100AA	Introduction to Computer Science (C++) (3) OR	
+CSC100AB	Introduction to Computer Science (C++) (4) OR	
+CSC110	Introduction to Computer Science (Java) (3) OR	
+CSC110AB	Introduction to Computer Science (Java)(4)	3-4
+CSC205	Object Oriented Programming and Data Structures (3) OR	
+CSC205AB	Object Oriented Programming and Data Structures (4)	3-4
+CSC/EEE120	Digital Design Fundamentals (4) OR	
+ECE216	Computer-Aided Engineering (2) AND	
+ECE216LL	Computer-Aided Engineering Laboratory (1)	3-4
ECE104	EPICS Gold I	2
ECE105	MATLAB Programming	1
ECE111	Bioengineering Systems	3
+ECE211	Engineering Mechanics- Statics	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

**General education: 15-18 Credits**

**Core: 9-12 Credits**

**First-Year Composition**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	6

**Oral Communication**

Any approved general education course from the Oral Communication area	3
COM100 or COM110 or COM230 recommended.	

**Critical Reading**

+CRE101	College Critical Reading and Critical Thinking (3) OR
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**Mathematics**

Met by Any Mathematics course listed in the Required Courses area. 0

**Distribution: 6 credits**

**Humanities and Fine Arts**

Any approved general studies course in the Humanities and Fine Arts Area 3

**Social and Behavioral Sciences**

Any approved general studies course in the Social and Behavioral Sciences Area 3

**Natural Sciences**

Met by PHY115 or PHY121 in the Required Courses Area 0

**Social & Behavioral Sciences**

Early Learning and Development

**Associate in Applied Science: AAS 3124**

**63-68 Credits**

**Program Contact**

Jennifer Peterson 480-857-5535

[jennifer.peterson@cgc.edu](mailto:jennifer.peterson@cgc.edu)

**Program Description**

The Associate in Applied Science (AAS) in Early Learning and Development program is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field to upgrade and expand their skills. The program emphasizes the roles of early care and education professionals, families and the wider society as they together meet the contemporary needs of young children. Course work includes the principles of developmental science, professionalism in early childhood work, philosophies and methods of early learning, and the impact of standards on practice. To apply planning, management and evaluation skills, students will observe, participate, and intern in state licensed early childhood programs.

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).



**Program Notes**

Students must earn a grade of “C” or better in all courses within the program. + indicates course has prerequisites and/or corequisites. ++ indicates any module/suffixed courses.

**Program Prerequisites: None****Required Courses: 32 Credits**

ECH128	Early Learning: Play and the Arts	3
EED200	Foundations of Early Childhood Education	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
EED245	Early Learning: Language Acquisition and Literacy Development	3
+EED255	Portfolio Development and Writing for the Profession	3
+EED260	Early Childhood Infant/Toddler Internship	1
+EED261	Early Childhood Preschool Internship	1
+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

**Restricted Electives: 9 Credits**

Students must complete one of the following blocks:

**Block One: Infant and Toddler Development**

ITD200	The Physical Child: Birth to Age Three	3
ITD210	Early Attachments, Relationships and Families: Birth to Age Three	3
ITD220	Cognition and Communication: Birth to Age Three	3

**Block Two: Family Child Care Management**

CFS163	Family Child Care: Introduction to Business Management	3
CFS164	Family Child Care: Curriculum and Environment	3
CFS207	Organization and Community Leadership in Child and Family Organizations	3

**Block Three: Early Childhood Business Management**

CFS206	Child and Family Organizations: Management and Administration	3
CFS207	Organization and Community Leadership in Child and Family Organizations	3
CFS208	Child and Family Organizations: Fiscal Management and Grant Writing	3

**Block Four: Any CFS, ECH, EED, ITD or FCS prefixed courses not listed in the Required Courses Area**

CFS++++	Any CFS Child/Family Studies course(s)	1-9
ECH++++	Any ECH Early Childhood Education course(s) except courses used to satisfy Required Courses area	1-9
EED++++	Any EED Early Education course(s) except courses used to satisfy Required Courses area	1-9
ITD++++	Any ITD Infant/Toddler Development course(s)	1-9
FCS++++	Any FCS Family and Consumer Science course(s)	1-9

**General Education: 22-27 Credits****Core: 12-17 Credits****First-Year Composition**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	6

**Oral Communication**

Any approved General Education course in the Oral Communication area	3
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**Critical Reading**

+CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment	0-3
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**Mathematics**

Any approved General Education course in the Mathematics area	3
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**Distribution: 10 Credits****Humanities and Fine Arts**

Any approved General Education course in the Humanities and Fine Arts area	3
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Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**Social and Behavioral Sciences**

CFS/ECH176	Child Development (3) OR	
EED205	The Developing Child: Prenatal to Age Eight (3) OR	
CFS235	Developing Child: Theory into Practice, Prenatal - Age 8 (3)	3

**Natural Sciences**

Any approved General Education course in the Natural Sciences area		4
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**Foundations of Early Childhood Education**

**Certificate of Completion: CCL 5710**

**16 Credits**

**Program Contact**

Jennifer Peterson 480-857-5535  
[jennifer.peterson@cgcc.edu](mailto:jennifer.peterson@cgcc.edu)

**Program 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.

**Program Notes**

A grade of C or better is required for all courses within the program.

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

**Required Courses: 16 Credits**

CFS/ECH176	Child Development (3) OR	
CFS235	Developing Child: Theory into Practice, Prenatal-Age 8 (3) OR	
EED205	The Developing Child: Prenatal to Age Eight (3)	3
EED200	Foundations of Early Childhood Education	3

EED212	Guidance, Management and the Environment (3) OR	
ECH282	Discipline/Guidance of Child Groups (1) AND	
CFS/ECH271	Arranging the Environment (1) AND	
CFS282	Mainstreaming The Young Child with A Disability (1)	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness (3) OR	
CFS123	Health and Nutrition in Early Childhood (1) AND	
CFS125	Safety in Early Childhood Settings (1) AND	
ECH280	Food Experiences With Young Children (1)	3
EED220	Child, Family, Community and Culture (3) OR	
CFS157	Marriage and Family Life (3)	3
+EED260	Early Childhood Infant/Toddler Internship (1) OR	
+EED261	Early Childhood Preschool Internship (1)	1

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**Women’s Studies**

**Academic Certificate: AC 6225N**

**15 Credits**

**Program Contact**

Donna Thompson 480-857-5534  
[donna.thompson@cgcc.edu](mailto:donna.thompson@cgcc.edu)

**Program Description**

The Academic Certificate (AC) in Women’s Studies is an intensive interdisciplinary liberal arts certificate program, provides students with tools and opportunities to discuss and critique historical and contemporary theories and practices of feminism(s). The curriculum enables students to write well, think critically and analyze problems effectively. Students complete a variety of courses focusing on women’s experiences and perspectives, exploring topics such as history, culture, class, race, ethnicity, sexuality and gender in order to help bring about equality, understanding, and peace. These courses are culturally responsive to the diversity of

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 Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

one half of the world's people, their work, and their impact on multicultural societies.

**Program Notes**

Students must earn a grade of "C" or better in all courses required within the program. + indicates course has prerequisites and/or corequisites. ++ indicates any module/suffixed courses. This program is not eligible for Title IV Federal Financial Aid. Overall program minimum GPA = 2.00.

**Required Courses: 3 Credits**

WST100	Introduction to Women's and Gender Studies	3
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**Restricted Electives: 12 Credits**

ASB211	Women in Other Cultures	3
ENH/WST284	19th Century Women Writers	3
ENH/WST285	Contemporary Women Writers	3
HIS201	History of Women in America	3
HLR/WST286	Women and Health: Body/Mind/Spirit/Connection	3
HUM/WST209	Women and Films	3
+PSY235	Psychology of Gender	3
REL/WST290	Women and World Religion	3
SOC212	Gender and Society	3
WST120	Gender, Class, and Race	3
WST128	Law and Violence Against Women	3
WST160	Women and the Early American Experience	3
WST161	American Women Since 1920	3
WST200	Essential Feminist Writing	3

**Special Programs**

**Continuing Education and Workforce Development**

Chandler-Gilbert Community College offers life-long learning opportunities through non-credit courses. The Continuing Education Department offers courses designed to enhance personal and professional development through classroom instruction as well as online learning.

Workforce development at CGCC brings together employers, employees and education. Instruction is

either at the company, at the college, or online. Students can enroll in CTE programs or take courses to learn skills needed by current or future employers.

To continue learning with flexible courses year-round, call 480-857-5500.

**English as a Second Language**

CGCC is committed to a partnership in learning with students who are non-native English speakers. The English as a Second Language (ESL) courses are designed to help foreign speakers from a variety of countries learn English by emphasizing four skill areas: listening, speaking, reading, and writing.

Students enrolling in ESL courses should be tested. Based on test scores, students are placed in the appropriate-level conversation, grammar, and writing courses. Call 480-732-7159 to schedule an appointment for ESL testing.

Call 480-857-5010 for more information about CGCC's ESL program or visit <http://www.cgc.maricopa.edu/Academics/ESL/Pages/ESL.aspx>.

**Fitness, Wellness and Recreation**

CGCC offers a variety of fitness, wellness, and recreation opportunities on the Pecos and Williams Campus.

**Fitness Center**

The Pecos Fitness Center features state-of-the-art cardiovascular training equipment, Life Fitness and Cybex weight training machines, and a complete free-weight area with Olympic style platforms and bumper plates. The Fitness Center is equipped with TRX trainers, plyometric boxes, medicine balls, stability balls, bands and hurdles for complete performance training. Whether you are an elite athlete or a week-end warrior we have all of the equipment that you need.

All members of the Pecos Fitness Center are offered personalized instruction, a complete fitness assessment, and body composition analysis from our degreed and certified instructors. Fitness Center members also have access to amenities such as locker rooms and shower facilities.

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

To use the Fitness Center, all students must be enrolled in a credit (PED115) or non-credit (Fitness 600-100) Lifetime Fitness course. PED115 students also have access to Group Fitness Courses. Additional information is available by calling the Pecos Campus Fitness Center at 480-732-7200.

### Group Fitness Classes

Chandler-Gilbert also has a wide variety of group fitness classes open to students. All Group Fitness classes are 1-credit classes and have the PED101 prefix. Students may choose from Boot Camp Fitness, Zumba, Pilates, Yoga, Restorative Yoga, Stretch and Relaxation, Tai Chi, Karate and other classes.

To see a complete list of group fitness classes being offered this semester, please see the current schedule of classes.

Students, faculty, staff, and community members interested in using the Fitness Center or taking a group fitness class can contact the Pecos Campus Fitness Center at 480-732-7200 for more information.

### Honors Program

The CGCC Honors Program provides the opportunity for academically advanced students to participate in challenging and rewarding educational experiences. The purpose of the Honors Program is to foster greater depth of thought in reading, writing, and discussion with faculty and guest lecturers, which will better prepare Honors students to complete baccalaureate degrees or to begin their careers. A variety of academic scholarships are available to eligible Honors Program students.

Honors students enjoy:

- Scholarships
- Special recognition on transcripts and diplomas
- Cultural and social activities, such as the HonorsForum Lecture Series and other experiential learning activities
- Enhanced intellectual growth through Honors courses and projects

Students with a cumulative grade point average of 3.25 or higher and have earned at least 12 credit hours of Maricopa Community College coursework are invited to apply as an Honors Achievement Scholar. Recent high school graduates with a 3.0 GPA from attending an accredited Maricopa County high school are invited to apply to the Honors Program as a Presidents' Scholar. Other requirements may apply at the time of application.

For full details and specific requirements about the Honors Program or Honors scholarships, visit [www.cgcc.edu/honors](http://www.cgcc.edu/honors) or contact the Honors Office at 480-732-7252.

### Performing Arts

The Performing Arts Program at CGCC offers an integrated approach to dance, theatre, and music. The classes, while separate, are coordinated within the area to provide students a broader base and more versatility in their performing arts education.

Students can explore all aspects of the performing arts at CGCC. The department offers a transfer program to four-year institutions in music performance, music education, music theory, dance education, dance performance, theater education, theater performance, technical theater and musical theater. Two-year degrees are offered in dance, theater and music business as well as a certificate of completion in music business. Preparing for life after CGCC is the focus of the program and student success is the goal of the dedicated faculty. There are many opportunities for students to develop skills leading to work in the performing arts, and related areas.

The Arnette Scott Ward Performing Arts Center (the PAC) is home to the CGCC's music, theatre, and dance faculty and staff. It houses a costume shop, scene shop, and its heart, a 299-seat performance venue. In addition, the program has brand new teaching facilities including two new dance studios, a revitalized black box theater, a new instrumental music room, choir room, music library, rehearsal rooms and studio recording space.

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

For more information on performing arts at CGCC, visit

[www.cgc.edu/arts](http://www.cgc.edu/arts) or call:

Dance and Musical Theatre	480-732-7136
Instrumental Music	480-732-7290
Music Business	480-857-5182
Theatre	480-732-7040
Vocal Music and Musical Theatre	480-732-7144

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

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# COURSE DESCRIPTIONS

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## Course Descriptions

All courses offered by the Maricopa Community Colleges appear in a standardized format using six common course elements. Students are encouraged to become familiar with the course elements included in a course description. Please see “How to Read Course Descriptions”.

The courses that follow are offered at Chandler-Gilbert Community College (CGCC). Not all courses in this section will necessarily be offered during any given school year. Not all courses listed in the required courses and/or restricted elective areas of shared occupational programs are offered at CGCC. Please check the current class schedule for course availability. The intent of the Course Description section is to enable students to review courses that are available at CGCC.

### How to Read Course Descriptions

All courses offered at the Maricopa Community Colleges are identified by a three-letter abbreviation of the academic subject plus a three-digit number (e.g., ENG101 identifies an English course). Course descriptions are listed alphabetically and in ascending numerical order. Each course listing has six common elements:

1. **Course Prefix:** Three-letter subject code abbreviation indicating discipline or area of study (e.g., ENG for English).
2. **Course Number:** Three-digit number assigned to indicate sequence and academic level. Numbers range from 001-299. Courses numbered below 100 are offered for the purpose of strengthening skills and knowledge and cannot be applied toward degrees awarded by Maricopa Community Colleges. These courses cannot be transferred to four-year institutions. First-year courses are generally identified with 100-level numbers. Second-year courses are generally identified with 200-level numbers.
3. **Course Title:** Identifying name of the course. May also indicate course level (e.g., College Mathematics or Beginning Spanish Conversation I).
4. **Course Description:** Brief statement describing the content of the course. Each instructor’s course

syllabus gives additional information, including objectives and grading criteria.

5. **Course Credit Hours:** College credit hours awarded for satisfactory completion of the course.
6. **Course Prerequisites and/or Corequisites:** Requirements that must be met before or, in the case of corequisites, at the same time as enrollment in a course. Not all courses have prerequisites or corequisites.
7. **Shared Unique Number (SUN) System:** 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.

#### EXAMPLE:

- (1) = Course Prefix
- (2) = Course Number
- (3) = Course Title
- (4) = Course Description
- (5) = Course Credits
- (6) = Course Prerequisites and/or Corequisites
- (7) = Shared Unique Number (SUN) System
- \* = Periods: Weekly time in class during a typical 16-week semester; 50 minutes = 1 period.

**(1) ENG (2)101 / (5) 3 CREDITS / \* 3 PERIODS**

(7)  SUN ENG 1101

(3) First-Year Composition

(4) Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total.

(6) Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are also listed. For the most current information regarding degree requirements, log on to [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

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## AAA – Advancing Academic Achievement

**AAA115 / 1 CREDIT / 1 PERIOD**

### Creating College Success

Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. Prerequisites: None.

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## ACC – Accounting

**ACC105 / 3 CREDITS / 3 PERIODS**

### Payroll, Sales and Property Taxes

Tax reporting for payroll, sales, and personal property. Prerequisites: None.

**ACC111 / 3 CREDITS / 3 PERIODS**

### Accounting Principles I

Fundamental theory of accounting principles and procedures. Prerequisites: None.

**ACC112 / 3 CREDITS / 3 PERIODS**

### Accounting Principles II

Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements. Prerequisites: ACC111 with a grade of "C" or better, or permission of department or division.

**ACC115 / 2 CREDITS / 3 PERIODS**

### Computerized Accounting

Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107 or ACC111 or ACC211 or ACC230, or permission of Instructor.

**ACC211 / 3 CREDITS / 3 PERIODS**

### Income Tax Preparation

Preparation of and practical experience in preparing individual federal income tax returns using computer software. Prerequisites: None.

**ACC211 / 3 CREDITS / 3 PERIODS**

 ACC2201

### Financial Accounting

Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

**ACC212 / 3 CREDITS / 3 PERIODS**

 ACC2202

### Managerial Accounting

Development and analysis of accounting information for managerial planning and control. Prerequisites: A grade of "C" or better in ACC111 and ACC112, or ACC211, and CIS105 or permission of department or division.

**ACC219 / 3 CREDITS / 3 PERIODS**

### Intermediate Accounting I

Theory and practice applicable to determination of asset values, liabilities, and related problems of income determination. Prerequisites: ACC212 or ACC240 with a grade of "C" or better, or permission of Department/Division.

**ACC220 / 3 CREDITS / 3 PERIODS**

### Intermediate Accounting II

Continuation of the theory and practice applicable to liabilities and owner's equity; special problems and financial reporting. Prerequisites: ACC219 with a grade of "C" or better, or permission of Department/Division.

**ACC230 / 3 CREDITS / 3 PERIODS**

### Uses of Accounting Information I

Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of "C" or better in ACC111 or ACC211, or a grade of "C" or better in



(ENG101 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.

**ACC240 / 3 CREDITS / 3 PERIODS**

### Uses of Accounting Information II

Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230.

**ACC296WA / 1 CREDIT / 5 PERIODS**

### Cooperative Education

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

## AET - Aeronautics

**AET100 / 1 CREDIT / 1 PERIOD**

### Aviation Orientation

Exploration of career options and employment practices in the aviation industry, including topics such as academic requirements, employment requirements, regulatory issues, and airport procedures. Prerequisites: None.

**AET107 / 5 CREDITS / 5 PERIODS**

### Private Pilot Ground School

Ground school in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate written examination. Includes aerodynamics, airplane systems, airports, airspace, communications, Federal Air Regulations, navigation, airplane performance, flight planning, and flight physiology. Requires passing a written exam similar to the FAA Private Pilot written

exam. Prerequisites: None. Corequisite: AET110.

**AET107HH / 5 CREDITS / 5 PERIODS**

### Private Pilot Ground School: Helicopter

Ground school in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate written examination. Includes aerodynamics, helicopter systems, airports, airspace, communications, Federal Air Regulations, navigation, helicopter performance, flight planning, and flight physiology. Requires passing a written exam similar to the FAA Private Pilot written exam. Prerequisites: None. Corequisites: AET110HH.

**AET110 / 2 CREDITS / 5 PERIODS**

### Private Pilot Flight

Flight course in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate practical examination. Includes preflight preparation and planning, ground operations, airport operations, departures, navigation, basic instrument flight, night flight, slow flight, ground reference maneuvers, emergency operations, and arrivals. Approximately 50 hours airplane flight experience at student's expense required. Requires passing check ride similar to the FAA Private Pilot check ride. Prerequisites: None. Corequisites: AET107.

**AET110HH / 2 CREDITS / 5 PERIODS**

### Private Pilot Flight: Helicopter

Flight course in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate practical examination. Includes preflight preparation, preflight procedures, airport and heliport operations, hovering maneuvers, takeoffs, landings, and go-rounds, performance maneuvers, navigation, emergency operations, night operations, and post-flight procedures. Approximately 75-85 hours helicopter flight experience at student's expense required. Requires passing check ride similar to the FAA Private Pilot check ride. Prerequisites: None. Corequisites: AET107HH.

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**AET112 / 2 CREDITS / 5 PERIODS**

### Private Pilot Flight-Test Course

Flight course in preparation for transition into continued AET course work. Includes preflight preparation and planning, ground operations, airport operations, departures, navigation, basic instrument flight, slow flight, ground reference maneuvers, emergency operations, and arrivals. Requires passing check ride similar to the Federal Aviation Administration Private Pilot check ride. Prerequisites: FAA Private Pilot Airplane Single-Engine Land or advanced certification. Corequisites: AET107.

**AET115 / 3 CREDITS / 3 PERIODS**

### Aviation Meteorology

Meteorology for professional pilots. Includes atmosphere, air mass circulation, cloud type identification, weather hazards, and high altitude, Arctic, and tropical weather systems. Basic forecasting, use of Direct User Access Terminal (DUAT) systems and reading and interpreting weather charts. Prerequisites: None.

**AET203 / 3 CREDITS / 3 PERIODS**

### Basic Airplane Systems

Beginning commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examination. Discussions will include, but not be limited to reciprocating engines, engine systems, airplane systems, altitude systems, and commercial regulations. Prerequisites: AET207, AET217 and AET210 or permission of instructor. Corequisites: AET220 and AET213.

**AET203HH / 2 CREDITS / 2 PERIODS**

### Basic Helicopter Systems

Beginning commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examination. Discussions will include, but not be limited to reciprocating engines, engine systems,

helicopter systems, altitude systems, and commercial regulations. Prerequisites: AET207HH, AET217HH and AET210HH or permission of Instructor. Corequisites: AET220HH and AET213HH.

**AET205 / 4 CREDITS / 4 PERIODS**

### Aircraft Structures, Systems, and Maintenance

Survey of airframe structures, systems, and maintenance regulations for pilots. Includes aircraft and airfoil design and construction, and electrical, instrumentation, and automatic flight control systems. Maintenance privileges and limitations, and forms and records. Prerequisites: Private Pilot Certificate or permission of instructor.

**AET207 / 3 CREDITS / 3 PERIODS**

### Attitude Instruments and Navigation

Beginning instrument pilot ground course in preparation for the Federal Aviation Administration (FAA) Instrument Pilot Rating and Instrument rating written examinations. Includes preflight preparation, flight instruments, basic attitude instrument flying, radio navigation systems, and technically advanced aircraft systems. Prerequisites: AET110 or permission of instructor. Corequisites: AET217 and AET210.

**AET207HH / 2 CREDITS / 2 PERIODS**

### Attitude Instruments and Navigation: Helicopter

Beginning instrument pilot ground course in preparation for the Federal Aviation Administration (FAA) Instrument Pilot Rating and Instrument rating written examinations. Includes preflight preparation, flight instruments, basic attitude instrument flying, radio navigation systems, and technically advanced helicopter systems. Prerequisites: AET110HH, or permission of Instructor. Corequisites: AET210HH and AET217HH.

**AET208 / 3 CREDITS / 3 PERIODS**

### Aviation Safety

Introduction to aviation safety, including aviation safety programs, risk management, pilot psychology, physiology, human factors, and accident review and investigation. Prerequisites: AET100.

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**AET210 / 2 CREDITS / 5 PERIODS**

### Instrument Commercial Flight I

Initial flight course in preparation for the Federal Aviation Administration (FAA) Instrument rating practical examination. Emphasis on night and instrument operations. Student must fly approximately 60 hours at own expense. Requires passing operational phase checks. Prerequisites: AET110 or permission of instructor. Corequisites: AET217 and AET207.

**AET210HH / 2 CREDITS / 5 PERIODS**

### Instrument Flight: Helicopter

Initial helicopter flight course in preparation for the Federal Aviation Administration (FAA) Instrument rating practical examination. Emphasis on helicopter instrument operations. Student must fly approximately 75 hours at own expense. Requires passing operational phase checks. Prerequisites: AET110HH or permission of Instructor. Corequisites: AET207HH and AET217HH.

**AET213 / 3 CREDITS / 3 PERIODS**

### Aerodynamics and Performance

Advance instrument and commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examinations. Includes discussion of aerodynamic factors including lift, weight, drag, and thrust. Discussions will include, but are not limited to aerodynamics, performance, safe and efficient airplane operations, airplane stability and control, stalls and spins. Prerequisites: AET207, AET217, and AET210. Corequisites: AET203 and AET220.

**AET213HH / 2 CREDITS / 2 PERIODS**

### Aerodynamics and Performance: Helicopter

Advance commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examinations. Includes discussion of aerodynamic factors including lift, weight, drag, and thrust. Discussions will include, but are

not limited to aerodynamics, performance, and safe and efficient helicopter operations. Prerequisites: AET207HH, AET217HH, and AET210HH. Corequisites: AET220HH and AET203HH.

**AET215 / 4 CREDITS / 4 PERIODS**

### Aircraft Powerplants

Survey of engines and engine systems for pilots. Includes theory and analysis of reciprocating and turbine aircraft engines. Lubrication, ignition, fuel control, cooling, exhaust, and propellers. Prerequisites: AET205 or permission of instructor.

**AET217 / 3 CREDITS / 3 PERIODS**

### Instrument Procedures

Advance instrument pilot ground school course in preparation for the Federal Aviation Administration (FAA) Instrument pilot rating and Instrument rating written examinations. Include Federal Aviation Regulations, instrument approach procedures, and instrument enroute considerations. Requires passing written exam similar to the Instrument pilot rating and Instrument rating written exams. Prerequisites: AET110 or permission of instructor. Corequisites: AET210 and AET207.

**AET217HH / 2 CREDITS / 2 PERIODS**

### Instrument Procedures: Helicopter

Advance helicopter instrument pilot ground school course in preparation for the Federal Aviation Administration (FAA) Instrument pilot rating and Instrument rating written examinations. Includes Federal Aviation Regulations, instrument approach procedures, and instrument enroute considerations. Requires passing written exams similar to the Instrument pilot rating and Instrument rating written exams. Prerequisites: AET110HH or permission of Instructor. Corequisites: AET210HH and AET207HH.

**AET220 / 2 CREDITS / 5 PERIODS**

### Instrument Commercial Flight II

Advanced flight course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot practical examinations. Emphasis on commercial and high performance operations. Student must fly approximately 60 hours at own expense. Requires passing instrument

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ration and commercial pilot stage checks similar to the FAA check rides. Prerequisites: AET210, AET207 and AET217. Corequisites: AET203 and AET213.

**AET220HH / 2 CREDITS / 5 PERIODS**

### Commercial Flight: Helicopter

Advanced flight course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot practical examination. Emphasis on commercial and high performance helicopter operations. Student must fly approximately 60 hours at own expense. Requires passing instrument rating and commercial pilot stage checks similar to the FAA check rides. Prerequisites: AET210HH, AET207HH and AET217HH. Corequisites: AET203HH and AET213HH.

**AET225 / 4 CREDITS / 4 PERIODS**

### Advanced Aircraft Systems

Advanced aircraft systems for pilots. Pressurization, cabin atmosphere, ice control, rain control, fire detection and extinguishing, hydraulic, landing gear, anti-skid systems, and weight and balance for transport category airplanes. Prerequisites: AET215 or permission of instructor.

**AET227 / 5 CREDITS / 5 PERIODS**

### Certified Flight Instructor: Airplane, Single Engine Land Ground School

Ground school in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor and Fundamentals of Instruction written examinations. Includes fundamentals of instruction, aerodynamics, airplane performance, systems, operations, weight and balance, weather, federal regulations, navigation, maneuvers, pilot physiology, ethics, and aeronautical decision making. Requires passing written exams similar to the FAA Certified Flight Instructor: Airplane, and Fundamentals of Instruction written exams. Prerequisites: AET240 or FAA Commercial Pilot Certificate with instrument rating. Corequisite: AET230.

**AET227HH / 4 CREDITS / 4 PERIODS**

### Certified Flight Instructor: Helicopter Ground School

Ground school in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor and Fundamentals of Instruction written examinations. Includes fundamentals of instruction, aerodynamics, helicopter performance, systems, operations, weight and balance, weather, federal regulations, navigation, maneuvers, pilot physiology, ethics, and aeronautical decision making. Requires passing written exams similar to the FAA Certified Flight Instructor: Helicopter, and Fundamentals of Instruction written exams. Prerequisites: FAA Commercial Pilot Certificate. Corequisites: AET230HH.

**AET228 / 3 CREDITS / 3 PERIODS**

### Public Safety Aviation

Organization, operations, tactics and techniques related to air support operations within law enforcement, fire protection and resource protection agencies. Includes Use of Unmanned Aircraft System (UAS) within the United States, Airborne law enforcement patrol, surveillance, special operations and Special Weapons and Tactics (SWAT); fire operations including fire chemistry and behavior, fire department organization and tactics, airborne firefighting equipment, fire extinguishment tactics and air ambulance operations; and, resource protection air operations including wildlife surveys, hunting and fishing enforcement patrols, search and rescue, and operations from unimproved landing sites and seaplane operations. Prerequisites: AET107 and AET110. Corequisites: AET260. Course Notes: International Traffic in Arms Regulations (ITAR) Defined: U.S. State Department regulations that govern the export of restricted technology to foreign states. United States Munitions List (USML) of restricted articles and services. ITAR Compliance: Due to the ITAR requirements surrounding the UAS Operations, only United States citizens will have access to the operating system, simulators, related documentation, and Learning Management System (LMS). Students/Instructors must not disclose ITAR sensitive information or materials to any foreign person at any time whether in the U.S. or

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abroad. A Foreign Person is defined by ITAR as any natural person who is not a lawful permanent resident as defined by 8 U.S.C.1101(a)(20) or who is not a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the United States, as well as international organizations, foreign governments and any agency or subdivision of foreign governments (e.g. diplomatic missions).Export control violations can result in civil and criminal personal liability of up to \$100,000 per violation, imprisonment, or fines and imprisonment. If the violation is determined to be knowingly or willfully committed the personal liability is up to \$250,000 per violation, imprisonment, or fines and imprisonment.

**AET229 / 3 CREDITS / 3 PERIODS**

### Crew Resource Management

Crew communications, teamwork, leadership, “followership,” decision-making, and situational awareness; also the benefits of diversity, and the role diversity plays in the modern aerospace industry. Emphasis on utilization of all available resources in order to conduct a safe and efficient flight. Prerequisites: AET217.

**AET230 / 1 CREDIT / 3 PERIODS**

### Certified Flight Instructor: Airplane, Single Engine Land

Flight course in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor: Airplane practical examination. Emphasis on demonstration and analysis of flight maneuvers. Includes preflight, ground operations, airport operations, takeoffs, climbs, flight fundamentals, stalls, spins, slow flight, basic instrument operations, performance maneuvers, ground reference maneuvers, emergency operations, approaches, landings, and postflight procedures. Requires approximately 25 hours of flight that includes high performance operations at student’s expense. Also requires passing check ride similar to the FAA Certified Flight Instructor check ride. Prerequisites: AET240 or FAA Commercial Pilot Certificate with instrument rating. Corequisite: AET227.

**AET230HH / 1 CREDIT / 3 PERIODS**

### Certified Flight Instructor: Helicopter

Flight course in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor: Helicopter practical examination. Emphasis on demonstration and analysis of flight maneuvers. Includes preflight procedures, airport and heliport operations, hovering maneuvers, takeoffs, landings, and go-arounds, fundamentals of flight, performance maneuvers, emergency operations, special operations, and postflight procedures. Requires approximately 60 hours of flight at student’s expense. Also requires passing check ride similar to the FAA Certified Flight Instructor check ride. Prerequisites: FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET227HH.

**AET237 / 2 CREDITS / 2 PERIODS**

### Multiengine Airplane Pilot Ground School

Aeronautical knowledge necessary to meet requirements for a multiengine airplane rating including orientation, aerodynamics, airplane systems, airplane performance, flight planning, and emergency procedures. Prerequisites: AET220 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET240.

**AET240 / .5 CREDIT / 1.5 PERIODS**

### Multiengine Airplane Pilot Flight

Flight course in preparation for the Federal Aviation Administration (FAA) Multiengine Airplane practical examination. Approximately 15 hours of flight experience at the student’s expense and passing check ride similar to the FAA Multiengine check ride are required. Prerequisites: AET220 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET237.

**AET257 / 3 CREDITS / 4 PERIODS**

### Readings in Aviation

Critical inquiry of a particular aviation theme from a wide variety of sources. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. International data communication facilities and equipment made available

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for student use. Prerequisites: ENG102 or ENG111, and permission of instructor.

**AET258 / 3 CREDITS / 3 PERIODS**

### Certified Flight Instructor: Instrument Airplane Ground School

Aeronautical knowledge and practical teaching ability necessary to obtain an Instrument Flight Instructor Certificate with an Airplane-Single-Engine rating and necessary to satisfactorily pass the Flight Instructor Instrument knowledge test. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of airplane used in the course; and Flight Instructor Certificate-Airplane. Corequisites: AET270.

**AET258HH / 3 CREDITS / 3 PERIODS**

### Certified Flight Instructor: Instrument Helicopter, Ground School

Aeronautical knowledge and practical teaching ability necessary to obtain an Instrument Flight Instructor Certificate with a Helicopter rating and necessary to satisfactorily pass the Helicopter Flight Instructor Instrument knowledge test. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of helicopter used in the course; and Flight Instructor Certificate-Helicopter. Corequisites: AET270HH.

**AET260 / 1 CREDIT / 3 PERIODS**

### Public Safety Aviation Applications in Unmanned Aircraft Systems Flight Lab

Knowledge and skills needed to safely employ small unmanned aircraft systems. Includes aircraft operating software, launch and recovery operations, payload operations, normal and emergency procedures, and mission planning and execution. Emphasis on use of small Unmanned Aircraft Systems (UAS) operations conducted by non-military governmental organizations, such as law enforcement and resource protection agencies. Students must complete the appropriate flight lessons to satisfactorily complete the course.

Prerequisites: AET126. Corequisites: AET228. Course Notes: Due to U.S. State Department regulations that govern the export of restricted technology to foreign states, only United States citizens will have access to the operating systems, simulators, and related documentation. Students/Instructors must not disclose sensitive information or materials to any foreign person at any time whether in the U.S. or abroad. A Foreign Person is defined as any natural person who is not a lawful permanent resident as defined by 8 U.S.C.1101(a)(20) or who is not a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the United States, as well as international organizations, foreign governments and any agency or subdivision of foreign governments (e.g. diplomatic missions). Export control violations can result in civil and criminal personal liability of up to \$100,000 per violation, imprisonment, or fines and imprisonment. If the violation is determined to be knowingly or willfully committed the personal liability is up to \$250,000 per violation, imprisonment, or fines and imprisonment.

**AET270 / 1 CREDIT / 3 PERIODS**

### Certified Flight Instructor: Instrument Airplane Flight Lab

Flight experience in an airplane to meet flight proficiency and aeronautical experience requirements necessary to add an Instrument Airplane Rating to an existing Flight Instructor-Airplane certificate. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of airplane used in the course; and Flight Instructor Certificate-Airplane. Corequisites: AET258.

**AET270HH / 1 CREDIT / 3 PERIODS**

### Certified Flight Instructor: Instrument Helicopter Lab

Flight experience in a helicopter designed to provide flight proficiency and aeronautical experience requirements necessary to pursue adding an Instrument Helicopter Rating to an existing Flight Instructor-Helicopter

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certificate. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of helicopter used in the course; and Flight Instructor Certificate-Helicopter. Corequisites: AET258HH.

**AET273 / 2 CREDITS / 2 PERIODS**

### Multi-Engine Flight Instructor: Airplane-Ground School

Aeronautical knowledge and practical teaching necessary for the addition of a multi-engine rating Flight Instructor Certificate, as set forth in the current Private and Commercial Multi-Engine and Flight Instructor Multi-Engine Practical Test Standards. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of airplane used in the course; and Flight Instructor Certificate-Airplane. Corequisites: AET280.

**AET280 / 1 CREDIT / 3 PERIODS**

### Multi-Engine Flight Instructor: Airplane-Flight Lab

Flight experience in an airplane to meet flight proficiency and aeronautical experience requirements necessary to add a multi-engine rating to an existing Flight Instructor-Airplane certificate. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of airplane used in the course; and Flight Instructor Certificate-Airplane. Corequisites: AET273

## AIS – American Indian Studies

**AIS105 / 3 CREDITS / 3 PERIODS**

### Introduction to American Indian Studies

Introduction to political, economic, and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact, and the influence of

western social systems on tribal nations. Prerequisites: None.

**AIS110 / 3 CREDITS / 3 PERIODS**

### Navajo Government

Addresses and examines major historical developments of the Navajo People with a focus on government, law, society, livelihood, tradition, and culture. Includes the major components and operation of Navajo government and related tribal laws, such as Title II and Title VII of the Navajo Nation Code, as well as the significance of the Treaty of 1868. Federal Indian policies and their impact on Navajo society and government, the importance of federal and tribal citizenship and related federal and tribal laws, and the role of the Navajo clanship system and other relevant cultural concepts addressed. Prerequisites: None.

## AJS – Administration of Justice Studies

**AJS101 / 3 CREDITS / 3 PERIODS**

 AJS 1101

### Introduction to Criminal Justice

An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None.

**AJS102 / 17 CREDITS / 30 PERIODS**

### Peace Officer Certification I

Training program for limited authority peace officers, leading to certification by the Arizona Peace Officer Standards and Training Board (AzPOST – The statutory agency for certifying peace officers – all person with arrest powers – in Arizona.) Includes introduction to Law Enforcement, Law and legal matters, patrol procedures, traffic control, and police proficiency skills. Prerequisites:

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Student must comply with AzPOST employment standards for peace officers.

**AJS109 / 3 CREDITS / 3 PERIODS**

### Substantive Criminal Law

Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

**AJS113 / 3 CREDITS / 3 PERIODS**

### Criminal Justice Crime Control Policies and Practices

Focus on changing the distribution of crime opportunities rather than offender motivation. Topics include application of situational crime prevention strategies, problem-oriented crime control approaches, hot spots policing, defensible space, and crime prevention through defensible space. Prerequisites: None.

**AJS119 / 3 CREDITS / 4 PERIODS**

### Computer Applications in Justice Studies

Provides literacy in microcomputer applications in major areas of the criminal justice system. Examines availability and uses of current software packages in criminal justice work. Provides hands-on experience with appropriate integrated software packages pertaining to justice studies. Prerequisites: None.

**AJS123 / 3 CREDITS / 3 PERIODS**

### Ethics and the Administration of Justice

Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Encourages critical thinking and value decision making in criminal justice system situations. Prerequisites: None.

**AJS139 / 3 CREDITS / 3 PERIODS**

### Emergency Response to Terrorism

Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. Prerequisites: None.

**AJS195 / 3 CREDITS / 3 PERIODS**

### International and Domestic Terrorism

An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it. Prerequisites: None.

**AJS200 / 3 CREDITS / 3 PERIODS**

### Current Issues in Criminal Justice

Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.

**AJS201 / 3 CREDITS / 3 PERIODS**

### Rules of Evidence

A practical insight into the rules of evidence to include how to recognize evidence: the general rules governing admissibility of evidence; the "hearsay" rule and its exceptions; the use of documentary evidence, written memoranda, photographs, and recordings; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges. Required in AJS curriculum. Prerequisites: None.

**AJS202 / 13 CREDITS / 22.5 PERIODS**

### Peace Officer Certification II

A continuation of the basic, entry-level training program leading to full authority peace officer certification as required by the Arizona Peace Officer Standards and Training Board I (AzPOST). Subjects to include: Patrol Procedure, Accident Investigation, Records and Report Writing, Community Relations, Criminal Investigations,

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and Officer Survival. Prerequisites: Grade of "C" or better in AJS/LEO102 or AzPOST Limited Authority Peace Officer certification.

**AJS205 / 3 CREDITS / 3 PERIODS**

### Effective Communication and Report Writing in Criminal Justice

Overview of effective communication for criminal justice agencies. Covers the communication process and flow. Written communication emphasized with report writing, including characteristics of reports and field notes, and the importance and uses of each. Form, style, and procedures for writing various reports, including elements of composition, required substance, proper and improper conclusions, and descriptions of persons and property.

**AJS212 / 3 CREDITS / 3 PERIODS**

### Juvenile Justice Procedures

Examines the history and development of juvenile justice theories, procedures, and institutions. Prerequisites: None.

**AJS213 / 3 CREDITS / 3 PERIODS**

### Evidence Technology/Fingerprints

Fundamental principles and processes of fingerprints to include identification, interpretation, and classification. In addition, students will apply fingerprinting latent fingerprint developing, preservation of evidence and the chain of custody. Prerequisites: None.

**AJS215 / 3 CREDITS / 3 PERIODS**

### Criminalistics: Physical Evidence

The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

**AJS216 / 3 CREDITS / 3 PERIODS**

### Criminalistics: Biological Evidence

The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers, and topics of special interest in criminalistics. Prerequisites: None.

**AJS225 / 3 CREDITS / 3 PERIODS**

### Criminology

Study of deviance, society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum. Prerequisites: None.

**AJS230 / 3 CREDITS / 3 PERIODS**

### The Police Function

Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None.

**AJS240 / 3 CREDITS / 3 PERIODS**

### The Correction Function

Examines the history and development of correctional theories and institutions. Prerequisites: None.

**AJS241 / 3 CREDITS / 3 PERIODS**

### Police Photography

Emphasis on proper procedure for photographing crime scenes, accident scenes, and laboratory specimens. Discussion of photographic techniques, equipment, lighting techniques, aerial photography, video and motion pictures, macro and micro photography, filters, and preparation for court presentation using selected simulations. Prerequisites: None.

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**AJS258 / 3 CREDITS / 3 PERIODS**

### Victimology and Crisis Management

Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system. Prerequisites: None.

**AJS260 / 3 CREDITS / 3 PERIODS**

### Procedural Criminal Law

Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system. Prerequisites: None.

**AJS270 / 3 CREDITS / 3 PERIODS**

### Community Relations

Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior, victimology, conflict and communication; ethnic and minority cultures and environments; the community and relationships with the criminal justice system. Prerequisites: None.

**AJS275 / 3 CREDITS / 3 PERIODS**

### Criminal Investigation I

Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. Prerequisites: None.

## AMT - Aircraft Maintenance Technology

**AMT124 / 5 CREDITS / 9 PERIODS**

### Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations

Federal Aviation maintenance publications, forms and records. Overview of technician's privileges and limitations. Perform aircraft weight and balance, aircraft ground operations and fuel servicing techniques. Drawings, symbols and schematic diagrams. Prerequisites: ENG071, RDG091, (MAT091 or MAT092), and permission of the Department or Division.

**AMT126 / 9 CREDITS / 12 PERIODS**

### Fundamentals of Mathematics and Electricity

Mathematical computation of fundamental electrical circuit parameters. Basic definitions, laws, and concepts. Schematic, wiring, and parts placement diagrams. Test and troubleshoot electrical and electronic components and circuits. Prerequisites: ENG071, RDG091, (MAT091 or MAT092), and permission of the Department or Division.

**AMT128 / 5 CREDITS / 9 PERIODS**

### Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings

Basic concepts of motion, fluid dynamics, heat and sound, aerodynamics, aircraft structure and theory of flight. Fluid lines and fittings, component identification, function, inspection, and installation. Cleaning and corrosion control, materials and processes, non-destructive testing, and precision measurement techniques. Prerequisites: ENG071, RDG091, (MAT091 or MAT092), and permission of the Department or Division.

**AMT220 / 3 CREDITS / 6 PERIODS**

### Fundamentals of Aircraft Wood Structures, Covering and Finishing, and Bonded Structures

Theories and techniques of aircraft wood structures. Inspection, test and repair of aircraft fabric and wood structures. Aircraft structural design and methods of working with selected materials. Characteristics of composites, inspections and repairs. Prerequisites: Admission to the program.

**AMT220AA / 3 CREDITS / 6 PERIODS**

### Fundamentals of Aircraft Wood Structures, Covering and Finishing, and Bonded Structures: Part 65

Theories and techniques of aircraft wood structures. Inspection, test and repair of aircraft fabric and wood structures. Aircraft structural design and methods of working with selected materials. Characteristics of composites, inspections and repairs. Prerequisites: Permission of Program Director.

**AMT222 / 4 CREDITS / 6 PERIODS**

### Atmosphere Control, Fire Detection, Ice and Rain Protection Systems

Operation and maintenance of aircraft auxiliary systems. Inspection, servicing, troubleshooting and repair of environmental control, ice and rain control, fire protection and warning systems. Prerequisites: Admission to the program.

**AMT222AA / 4 CREDITS / 6 PERIODS**

### Atmosphere Control, Fire Detection, Ice and Rain Protection Systems: Part 65

Operation and maintenance of aircraft auxiliary systems. Inspection, servicing, troubleshooting and repair of environmental control, ice and rain control, fire protection and warning systems. Prerequisites: Permission of Program Director.

**AMT224 / 5 CREDITS / 11 PERIODS**

### Aircraft Sheet Metal

Inspection, fabrication, and repair techniques of aircraft structural and nonstructural components. Sheet metal heat-treating techniques. Prerequisites: Admission to the program.

**AMT224AA / 5 CREDITS / 11 PERIODS**

### Aircraft Sheet Metal: Part 65

Inspection, fabrication, and repair techniques of aircraft structural and nonstructural components. Sheet metal heat-treating techniques. Prerequisites: Permission of Program Director.

**AMT226 / 7 CREDITS / 12 PERIODS**

### Aircraft Landing Gear, Hydraulic, Pneumatic, Fuel, Position and Warning Systems

Identification, inspection, repair, and troubleshooting techniques of aircraft landing gear, hydraulic, fuel, pneumatic, and position and warning system components. Prerequisites: Admission to the program.

**AMT226AA / 7 CREDITS / 12 PERIODS**

### Aircraft Landing Gear, Hydraulic, Pneumatic, Fuel, Position and Warning Systems: Part 65

Identification, inspection, repair, and troubleshooting techniques of aircraft landing gear, hydraulic, fuel, pneumatic, and position and warning system components. Prerequisites: Permission of Program Director.

**AMT228 / 7 CREDITS / 12 PERIODS**

### Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems

Proper operation, inspection, servicing and troubleshooting of DC (Direct Current) and AC (Alternating Current) sources, systems, and components. Mechanical and electrical sensing and information display systems. Fuel indicator system inspections, repairs, and troubleshooting. Transmitter and receiver

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fundamentals. Avionics installation, inspection and testing. Prerequisites: Admission to the program.

**AMT228AA / 7 CREDITS / 12 PERIODS**

**Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems: Part 65**

Proper operation, inspection, servicing and troubleshooting of DC (Direct Current) and AC (Alternating Current) sources, systems, and components. Mechanical and electrical sensing and information display systems. Fuel indicator system inspections, repairs, and troubleshooting. Transmitter and receiver fundamentals. Avionics installation, inspection and testing. Prerequisites: Permission of Program Director.

**AMT230 / 6 CREDITS / 11 PERIODS**

**Airframe Assembly, Inspection and Welding**

Aircraft assembly and rigging. Flight control balancing and rigging. Airframe inspection techniques, reporting procedures, and aircraft jacking. Welding techniques, theory, and materials identification. Prerequisites: Admission to the program.

**AMT230AA / 6 CREDITS / 11 PERIODS**

**Airframe Assembly, Inspection and Welding: Part 65**

Aircraft assembly and rigging. Flight control balancing and rigging. Airframe inspection techniques, reporting procedures, and aircraft jacking. Welding techniques, theory, and materials identification. Prerequisites: Permission of Program Director.

**AMT263 / 5 CREDITS / 9 PERIODS**

**Aircraft Turbine Engines**

Historical development and application of turbine engines. Theory of thrust and the design and environmental factors which influence thrust. Turbine engine troubleshooting, inspection, service, repair and overhaul. Operational characteristics and engine test techniques on the aircraft and in test cells. Prerequisites: Admission to the program.

**AMT263AA / 5 CREDITS / 9 PERIODS**

**Aircraft Turbine Engines: PART65**

Historical development and application of turbine engines. Theory of thrust and the design and environmental factors which influence thrust. Turbine engine troubleshooting, inspection, service, repair and overhaul. Operational characteristics and engine test techniques on the aircraft and in test cells. Prerequisites: Permission of Program Director.

**AMT264 / 7 CREDITS / 11 PERIODS**

**Aircraft Reciprocating Engines**

Historical development and application of reciprocating engines, theory, design, and operations. Techniques used in troubleshooting, overhaul, inspection, and repair of opposed and radial engines. Prerequisites: Admission to the program.

**AMT264AA / 7 CREDITS / 11 PERIODS**

**Aircraft Reciprocating Engines: Part 65**

Historical development and application of reciprocating engines, theory, design, and operations. Techniques used in troubleshooting, overhaul, inspection, and repair of opposed and radial engines. Prerequisites: Permission of Program Director.

**AMT266 / 6 CREDITS / 9 PERIODS**

**Engine Fuel Systems, Fuel Metering and Induction System**

Inspection, servicing, troubleshooting, overhaul, and repair of aircraft fuel systems and components, fuel metering devices, injection systems, turbochargers, and superchargers. Induction system principles of operation and design. Prerequisites: Admission to the program.

**AMT266AA / 6 CREDITS / 9 PERIODS**

**Engine Fuel Systems, Fuel Metering and Induction System: PART65**

Inspection, servicing, troubleshooting, overhaul, and repair of aircraft fuel systems and components, fuel metering devices, injection systems, turbochargers, and superchargers. Induction system principles of operation and design. Prerequisites: Permission of Program Director.

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**AMT268 / 6 CREDITS / 12 PERIODS**

### Engine Electrical, Ignition and Starter Systems

Inspect, service, troubleshoot, overhaul, and repair of engine electrical, ignition, starter systems, and components. Prerequisites: Admission to the program.

**AMT268AA / 6 CREDITS / 12 PERIODS**

### Engine Electrical, Ignition and Starter Systems: Part 65

Inspect, service, troubleshoot, overhaul, and repair of engine electrical, ignition, starter systems, and components. Prerequisites: Permission of Program Director.

**AMT270 / 5 CREDITS / 8 PERIODS**

### Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems

Operation, maintenance, servicing, inspection, repair, and troubleshooting of engine instruments, fire detection and extinguishing, engine lubrication, cooling, and exhaust systems. Prerequisites: Admission to the program.

**AMT270AA / 5 CREDITS / 8 PERIODS**

### Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems: Part 65

Operation, maintenance, servicing, inspection, repair, and troubleshooting of engine instruments, fire detection and extinguishing, engine lubrication, cooling, and exhaust systems. Prerequisites: Permission of Program Director.

**AMT272 / 4 CREDITS / 8 PERIODS**

### Propeller Systems and Engine Inspections

Historical development, operation, disassembly, inspection, repair, and maintenance of propellers. Reciprocating and turbine engine inspection and documentation. Prerequisites: Admission to the program.

**AMT272AA / 4 CREDITS / 8 PERIODS**

### Propeller Systems and Engine Inspections: PART65

Historical development, operation, disassembly, inspection, repair, and maintenance of propellers. Reciprocating and turbine engine inspection and documentation. Prerequisites: Admission to the program.

## ARH - Art Humanities

**ARH100 / 3 CREDITS / 3 PERIODS**

### Introduction to Art

Understanding and enjoyment of art through study of painting, sculpture, architecture design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

**ARH101 / 3 CREDITS / 3 PERIODS**

 **ART 1101**

### Prehistoric Through Gothic Art

History of art from prehistoric through medieval period. Prerequisites: None.

**ARH102 / 3 CREDITS / 3 PERIODS**

 **ART 1102**

### Renaissance Through Contemporary Art

History of art from around the world from the Renaissance through contemporary period. Prerequisites: None.

**ARH109 / 3 CREDITS / 3 PERIODS**

### History of American Art

Development and variety of American Art. Presentation of architecture, sculpture, painting and decorative objects. Prerequisites: None

**ARH112 / 3 CREDITS / 3 PERIODS**

### History of Modern Art

Development and significant aspects of modern art, including comparisons of relationships in expressionism, abstractions, fantasy, and art since mid-century. Prerequisites: None.

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**ARH145 / 3 CREDITS / 3 PERIODS**

### History of American Indian Art

Survey of American Indian Art from precontact to present. Reviews the impact of these art forms on contemporary American society, other world societies and on the visual arts. Explores characteristics, cultural influences and concerns represented in various art forms past and present. Features field trips to galleries and collections Prerequisites: None.

**ARH203 / 3 CREDITS / 3 PERIODS**

### Art of Ancient Egypt

The art and culture of ancient Egypt from prehistoric through the Greco-Roman period. Prerequisites: None.

**ARH204 / 3 CREDITS / 3 PERIODS**

### Roman Art and Architecture

Detailed examination of the art and architecture of ancient Rome from the monarchical period to the late empire, with emphasis on the visual culture and artifacts of the civilization. Prerequisites: None.

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## ART - Art

**ART100 / 1 CREDIT / 2 PERIODS**

### Introduction to Computer Graphic Art

Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

**ART106 / 3 CREDITS / 6 PERIODS**

### Gallery Operations

Operation of an art gallery. Includes organization, publicity, evaluation of artwork, selection and installation of exhibits. Prerequisites: Permission of Instructor. Course Notes: ART106 may be repeated for a total of six (6) credit hours.

**ART111 / 3 CREDITS / 6 PERIODS**

 ART 1111

### Drawing I

Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

**ART112 / 3 CREDITS / 6 PERIODS**

 ART 1112

### Two-Dimensional Design

Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

**ART113 / 3 CREDITS / 6 PERIODS**

### Color

Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: None.

**ART115 / 3 CREDITS / 6 PERIODS**

 ART 1115

### Three-Dimensional Design

Fundamental principles of three-dimensional design. Prerequisites: None.

**ART116 / 3 CREDITS / 6 PERIODS**

### Life Drawing I

Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. Prerequisites: None.

**ART117 / 3 CREDITS / 6 PERIODS**

### Life Drawing II

Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.

**ART122 / 3 CREDITS / 6 PERIODS**

### Drawing and Composition II

Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

**ART131 / 3 CREDITS / 6 PERIODS**

### Photography I

Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society. Prerequisites: None. Course Note: Camera required.

**ART132 / 3 CREDITS / 6 PERIODS**

### Photography II

Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

**ART142 / 3 CREDITS / 6 PERIODS**

### Introduction to Digital Photography

Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Prerequisites: None. Course Note: Digital camera required.

**ART143 / 3 CREDITS / 6 PERIODS**

### Intermediate Digital Photography

Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output. Prerequisites: ART142 or permission of instructor.

**ART151 / 3 CREDITS / 6 PERIODS**

### Sculpture I

Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites: None.

**ART161 / 3 CREDITS / 6 PERIODS**

### Ceramics I

Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel. Prerequisites: None.

**ART162 / 3 CREDITS / 6 PERIODS**

### Ceramics II

Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

**ART165 / 3 CREDITS / 6 PERIODS**

### Watercolor Painting I

Transparent and Gouache watercolor painting. Prerequisites: (ART111 and ART112), or permission of instructor.

**ART166 / 3 CREDITS / 6 PERIODS**

### Watercolor Painting II

Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.

**ART167 / 3 CREDITS / 6 PERIODS**

### Painting I

Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of instructor.

**ART168 / 3 CREDITS / 6 PERIODS**

### Painting II

Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.

**ART169 / 3 CREDITS / 6 PERIODS**

### Two-Dimensional Computer Design

Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods. Prerequisites or Corequisites: ART100 or permission of instructor.

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**ART173 / 3 CREDITS / 6 PERIODS**

### Computer Art

Introduction to the multiple elements of paint software programs using the microcomputer. Basic foundation in the use of computer techniques including color paint programs for the production of computer images. Use of electronic input and output devices. Prerequisites: ART100, or permission of instructor.

**ART177 / 3 CREDITS / 6 PERIODS**

### Computer-Photographic Imaging

Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of instructor.

**ART190 / 3 CREDITS / 6 PERIODS**

### Art of Web Site Design

Introduction to design production for websites. Layout, typography and presentation style for HTML (Hyper Text Markup Language). Design of mock-ups using digital design software to produce artistic form and content for the Web using Hyper Text Markup Language (HTML), digital text, and graphics. Discussion of color, proportion, typography and Web-specific design principles. Emphasizes design of cross-browser compatible interfaces that optimize usability, accessibility and browser interoperability. Prerequisites: ART100, or permission of Instructor. CIS133DA recommended.

**ART255AA / 1 CREDIT / 1 PERIOD**

### Self Promotion

Career goals, presentation of artist, communication skills, keeping files and records, developing self-promotional materials. Prerequisites: None.

**ART255AB / 1 CREDIT / 1 PERIOD**

### The Portfolio

Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: ART182, or ART/MMT185, or ART255AA, or permission of Instructor.

**ART255AC / 1 CREDIT / 1 PERIOD**

### Marketing Fine Art

Exhibitions and galleries, establishing a studio, alternative markets. Prerequisites: ART255AB or permission of Instructor.

**ART270 / 3 CREDITS / 6 PERIODS**

### Intermediate Computer Photographic Imaging

Intermediate microcomputer-based photographic imaging techniques. Refinement of aesthetic awareness and personal expression. Prerequisites: ART177 or (ART177AA and ART177AB).

**ART274 / 3 CREDITS / 6 PERIODS**

### Advanced Computer Photographic Imaging

Advanced microcomputer-based photographic imaging techniques. Advanced manipulation techniques of photographic images. Continued development of aesthetic awareness and personal expression. Prerequisites: ART270.

**ART289 / 3 CREDITS / 6 PERIODS**

### Computer Illustration

Introduction to the multiple elements of commercial illustration using the microcomputer. Basic foundation in the use of computer techniques including color paint and draw programs for the production of commercial illustrations for publications and printed matter. Use of input and output devices. Prerequisites or Corequisites: ART100 or permission of instructor.

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**ART290AA / 1 CREDIT / PERIODS**

**ART290AB / 2 CREDITS / 4 PERIODS**

**ART290AC / 3 CREDITS / 6 PERIODS**

### Studio Art

Studio course for art majors allowing continuation in a subject field. Prerequisites: Permission of instructor. Course Notes: ART290AC students must have completed advanced courses in the subject field.

**ART290BC / 3 CREDITS / 6 PERIODS**

### Studio Art: Drawing

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART111 or permission of Instructor. Course Notes: ART290BC may be repeated for credit.

**ART290BC / 3 CREDITS / 6 PERIODS**

### Studio Art: Life Drawing

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART117 or permission of Instructor. Course Notes: ART290DC may be repeated for credit.

**ART290EC / 3 CREDITS / 6 PERIODS**

### Studio Art: Photography

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART132 or permission of Instructor. Course Notes: ART290EC may be repeated for credit.

**ART290GC / 3 CREDITS / 6 PERIODS**

### Studio Art: Ceramics

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART162 or permission of Instructor. Course Notes: ART290GC may be repeated for credit.

**ART290JC / 3 CREDITS / 6 PERIODS**

### Studio Art: Color

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART113 or permission of Instructor. Course Notes: ART290JC may be repeated for credit.

**ART290MC / 3 CREDITS / 6 PERIODS**

### Studio Art: Digital Photography

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART143 or permission of Instructor. Course Notes: ART290MC may be repeated for credit.

**ART290PC / 3 CREDITS / 6 PERIODS**

### Studio Art: Painting

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART168 or permission of Instructor. Course Notes: ART290PC may be repeated for credit.

**ART295EC / 3 CREDITS / 6 PERIODS**

### Art Workshop/Seminar: Painting

Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.

**ART295GA / 1 CREDIT / 2 PERIODS**

### Art Workshop/Seminar: Ceramics

Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.

**ART295GB / 2 CREDITS / 4 PERIODS**

### Art Workshop/Seminar: Ceramics

Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in

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specific field or permission of Department or Division Chair.

**ART295HA / 1 CREDIT / 2 PERIODS**

### Art Workshop/Seminar: Mixed Media

Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field, or permission of Department/Division Chair.

**ART295LB / 2 CREDITS / 4 PERIODS**

### Art Workshop/Seminar: Glazing Techniques

Advanced level workshop seminar in art disciplines. Prerequisites: Permission of Instructor.

**ART295LC / 3 CREDITS / 6 PERIODS**

### Art Workshop/Seminar: Glazing Techniques

Advanced level workshop seminar in art disciplines. Prerequisites: Permission of Instructor.

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## ASB - Anthropology

**ASB102 / 3 CREDITS / 3 PERIODS**

### Introduction to Cultural Anthropology

Principles of cultural anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None.

**ASB104 / 4 CREDITS / 4 PERIODS**

### Bones, Stones and Human Evolution

The study of human evolution and variation; including fossil hominids and their tools, primate anatomy and behavior, human genetics, and the environment and human biology.

**ASB211 / 3 CREDITS / 3 PERIODS**

### Women in Other Cultures

Cross-cultural analysis of the economic, social, political, and religious factors that affect women's status in traditional and modern societies. Prerequisites: None.

**ASB214 / 3 CREDITS / 3 PERIODS**

### Magic, Witchcraft, and Healing: An Introduction to Comparative Religion

Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture. Prerequisites: None.

**ASB222 / 3 CREDITS / 3 PERIODS**

### Buried Cities and Lost Tribes: Old World

Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. Prerequisites: None.

**ASB223 / 3 CREDITS / 3 PERIODS**

### Buried Cities and Lost Tribes: New World

Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North America, Central America, and South America. Prerequisites: None.

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**ASB253 / 3 CREDITS / 3 PERIODS**

### Death and Dying Across Cultures

Responses to death and dying in cultures around the world. Explanations for particular cultural responses to death and dying. Examples drawn from ancient and contemporary cultures. Prerequisites: None

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## AST - Astronomy

**AST101 / 4 CREDITS / 6 PERIODS**

### Survey of Astronomy

Survey of astronomy for the nontechnical student. The history, content, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology. Prerequisites: None. Note: General Education Designation: Natural Sciences (General) - [SG]

**AST102 / 1 CREDITS / 3 PERIODS**

### Survey of Astronomy Laboratory

Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101. Note: General Education Designation: Natural Sciences (General) - [SG] in combination with: legacy AST101 (3-credit lecture)

**AST111 / 4 CREDITS / 6 PERIODS**

### Introduction to Solar System Astronomy

Introduction to astronomy for the non-science major. The scientific method, properties of light, astronomical instruments, our Solar System and solar systems around other stars. Includes hands-on astronomical observations and laboratory exercises. Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory score on district placement exam. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

**AST112 / 4 CREDITS / 6 PERIODS**

### Introduction to Stars, Galaxies, and Cosmology

Introduction to astronomy for the non-science major. Structure and evolution of stars; supernovae, black holes, and quasars; nebulae; star clusters; galaxies; cosmology, including the birth and death of the universe. Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory score on district placement exam. Course Notes: Note that AST111 is not a prerequisite for this course. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

**AST113 / 1 CREDIT / 3 PERIODS**

### Introduction to Solar System Astronomy Laboratory

Hands-on astronomical observations and exercises to supplement AST111. Prerequisites: A grade of C or better in AST111 and permission of Instructor or Department or Division. AST113 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCC students should enroll in AST111 only. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with legacy AST111 (3-credit lecture)

**AST114 / 1 CREDIT / 3 PERIODS**

### Introduction to Stars, Galaxies, and Cosmology Laboratory

Hands-on astronomical observations and exercises to supplement AST112. Prerequisites: A grade of C or better in AST112 and permission of Instructor or Department or Division. AST114 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCC students should enroll in AST112 only. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with legacy AST112 (3-credit lecture)

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**AST294 / 3 CREDIT / 3 PERIODS**

### Special Topics in Astronomy

Conceptual, experimental, and computational aspects of a special topic in astronomy. Prerequisites: Permission of Department or Division. Course Notes: AST294 may be repeated for credit.

**AST294AA / 2 CREDITS / 2 PERIODS**

### Special Topics in Astronomy

Conceptual, experimental, and computational aspects of a special topic in astronomy. Prerequisites: Permission of Department or Division. Course Notes: AST294AA may be repeated for credit.

**AST294AB / 1 CREDIT / 1 PERIOD**

### Special Topics in Astronomy

Conceptual, experimental, and computational aspects of a special topic in astronomy. Prerequisites: Permission of Department or Division. Course Notes: AST294AB may be repeated for credit.

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## BIO - Biology

**BIO100 / 4 CREDITS / 6 PERIODS**

### Biology Concepts

Introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Requisites: Prerequisites: None. Course Notes: Field trips may be required at students' expense. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

**BIO105 / 4 CREDITS / 6 PERIODS**

### Environmental Biology

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

**BIO108 / 4 CREDITS / 6 PERIODS**

### Plants and Society

A global study of plants in relation to humans; as a source of food, fiber, drugs, and other products; for aesthetic value, survival, and energy. Prerequisites: None.

**BIO156 / 4 CREDITS / 6 PERIODS**

### Introductory Biology for Allied Health

An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: A grade of "C" or better in RDG091 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one-semester of college level chemistry is strongly recommended.

**BIO160 / 4 CREDITS / 6 PERIODS**

### Introduction to Human Anatomy and Physiology

Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Requisites: Prerequisites: None. Course Attributes: General Education Designation: Natural Sciences (General) - [SC]

**BIO181 / 4 CREDITS / 6 PERIODS**

 BIO 1181

### General Biology (Majors) I

The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics. Requisites: Prerequisites: A grade of C or better in RDG100 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one semester of college-level biology and chemistry is strongly recommended. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

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**BIO182 / 4 CREDITS / 6 PERIODS**

 BIO 1182

## General Biology (Majors) II

The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. Requisites: Prerequisites: A grade of C or better in BIO181 or BIO181XT. Course Notes: BIO182 may require field trips. Course Attributes: General Education Designation: Natural Sciences (General) – [SG]

**BIO201 / 4 CREDITS / 6 PERIODS**

 BIO 2201

## Human Anatomy and Physiology I

Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Requisites: Prerequisites: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 or higher or eligibility for CRE101 as indicated by reading placement test score. CHM130 or higher or one year of high school chemistry suggested but not required. Course Attributes: General Education Designation: Natural Sciences (General) – [SG]

**BIO202 / 4 CREDITS / 6 PERIODS**

 BIO 2202

## Human Anatomy and Physiology II

Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: A grade of C or better in BIO201 or BIO201XT. Course Attributes: General Education Designation: Natural Sciences (General) – [SG]

**BIO205 / 4 CREDITS / 6 PERIODS**

 BIO 2205

## Microbiology

Study of microorganisms and their relationship to health, ecology, and related fields. Requisites: Prerequisites: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade

of C or better in RDG100 or higher or eligibility for CRE101 as indicated by reading placement test score. CHM130 or higher or one year of high school chemistry suggested but not required. Course Attributes: General Education Designation: Natural Sciences (General) – [SG]

**BIO220 / 4 CREDITS / 6 PERIODS**

## Biology of Microorganisms

Detailed study of microbial cells, their structure, genetics, physiology and taxonomy. Prerequisites: BIO181 Corequisites: (CHM152 and CHM152LL) or (CHM154 and CHM154LL)

## BHS – Behavioral Health Sciences

**BHS101 / 1 CREDIT / 2 PERIODS**

### Introduction to Ethical Counseling Issues

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

## BPC – Business-Personal Computers

**BPC110 / 3 CREDITS / 4 PERIODS**

### Computer Usage and Applications

Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None.

**BPC111AA / 1 CREDIT / 1.7 PERIODS**

### Computer Keyboarding I

Mastery of essential microcomputer keyboarding skills.

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Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

**BPC111AB / 1 CREDIT / 1.7 PERIODS**

### Computer Keyboarding II

Further development of microcomputer keyboard speed and accuracy. Emphasis on touch typing with speed and accuracy development of numerals as related to preparation and handling of documents. Prerequisites: BPC/OAS111AA or permission of instructor.

**BPC115AA / 1 CREDIT / 2 PERIODS**

### Personal Finance Software: Quicken – Level I

Introduction to the basic features of Quicken, a computerized personal finances software program. Prerequisites: None.

**BPC128 / 1 CREDIT / 2 PERIODS**

### Introduction to Desktop Publishing

Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

**BPC128AF / 1 CREDIT / 2 PERIODS**

### Introduction to Desktop Publishing: MS Publisher

Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

**BPC170 / 3 CREDITS / 4 PERIODS**

### A+ Exam Prep: Computer Hardware Configuration and Support

Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks.

Emphasis placed on hardware installation, maintenance, mobile devices, and hardware troubleshooting. Helps prepare students for the CompTIA A+ examinations. Prerequisites: A grade of “C” or better in CIS105 or permission of Instructor.

**BPC171 / 1 CREDIT / 2 PERIODS**

### Recycling Used Computer Technology

Use of hardware maintenance knowledge and skills to refurbish used computers. May be repeated for a total of three (3) credits. Prerequisites or Corequisites: BPC270 or permission of instructor.

**BPC270 / 3 CREDITS / 4 PERIODS**

### A+ Exam Prep: Operating System Configuration and Support

Explore advanced technical aspects of maintaining and servicing computers. Emphasis placed on OS installation, maintenance, mobile devices, security, software troubleshooting, and on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations. Prerequisites: A grade of “C” or better in CIS105 or permission of Instructor.

## CFS – Child/Family Studies

**CFS176 / 3 CREDITS / 3 PERIODS**

### Child Development

Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None

## CHM – Chemistry

**CHM107 / 3 CREDITS / 3 PERIODS**

### Chemistry and Society

A survey of chemistry and its impact on the environment. Completion of CHM107LL required to meet the Natural Science requirement. Prerequisites: None.

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**CHM107LL / 1 CREDIT / 3 PERIODS**

### Chemistry and Society Laboratory

Laboratory experience in support of CHM107.

Prerequisites or Corequisites: CHM107.

**CHM130 / 3 CREDITS / 3 PERIODS**

 CHM 1130

### Fundamental Chemistry

A survey of the fundamentals of general chemistry.

Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. Prerequisites: A grade of C or better in [CHM090 or MAT090 or MAT091 or MAT092 or (MAT103AA and MAT103AB) or higher level mathematics course or satisfactory score on math placement exam] and [RDG100 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score], or permission of the Instructor, or Department or Division Chair. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

**CHM130AA / 4 CREDIT / 3 PERIODS**

### Fundamental Chemistry with Lab

A survey of the fundamentals of general chemistry.

Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. Prerequisites: A grade of C or better in [CHM090 or MAT090 or MAT091 or MAT092 or (MAT103AA and MAT103AB) or higher level mathematics course or satisfactory score on math placement exam] and [RDG100 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score], or permission of the Instructor, or Department or Division Chair. Course Notes: Student may receive credit for only one of the following: CHM130 and CHM130LL, or

CHM130AA. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

**CHM130LL / 1 CREDIT / 3 PERIODS**

 CHM 1130

### Fundamental Chemistry Laboratory

Laboratory experience in support of CHM130. Prerequisites or Corequisites: A grade of "C" or better in CHM130.

**CHM138 / 3 CREDITS / 3 PERIODS**

### Chemistry for Allied Health

Elements of fundamental and organic chemistry. Includes the general chemical behavior of inorganic matter and the structure of organic and biochemical systems. Course designed for specific allied health programs at MCCD. May not be applicable to other allied health programs or transferable. Prerequisites: A grade of C or better in [CHM090 or MAT090 or MAT091 or MAT092 or (MAT103AA and MAT103AB) or higher or satisfactory score on math placement exam], or one year of high school chemistry taken within the last five years with a grade of C or better, or permission of the Instructor, or Department or Division Chair.

**CHM138LL / 1 CREDIT / 3 PERIODS**

### Chemistry for Allied Health Lab

Laboratory experience in support of CHM138, Chemistry for Allied Health. Prerequisites: None. Corequisites: CHM138.

**CHM151 / 3 CREDITS / 3 PERIODS**

 CHM 1151

### General Chemistry I

Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (a grade of C or better in MAT151 or higher level mathematics course, or satisfactory score on placement exam), or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of all prerequisites within the last two years is recommended. Student may receive credit for only one of the following: CHM150 and

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CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM151LL

**CHM151AA / 4 CREDIT / 6 PERIODS**

### General Chemistry I

Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (a grade of C or better in MAT151 or higher level mathematics course, or satisfactory score on placement exam), or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of all prerequisites within the last two years is recommended. Student may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

**CHM151LL / 1 CREDIT / 3 PERIODS**

 CHM 1151

### General Chemistry I Laboratory

Laboratory experience in support of CHM150 or CHM151. Prerequisites: A grade of C or better in CHM150 or CHM151 or Co-requisites: CHM150 or CHM151.

**CHM152 / 3 CREDITS / 3 PERIODS**

 CHM 1152

### General Chemistry II

A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Prerequisites: A grade of C or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended. Completion of CHM152LL required to meet the Natural Science requirement. Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

**CHM152AA / 4 CREDIT / 6 PERIODS**

### General Chemistry II

A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Prerequisites: A grade of C or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair. Completion of prerequisites within the last two years recommended. Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA.

**CHM152LL / 1 CREDIT / 3 PERIODS**

 CHM 1152

### General Chemistry II Laboratory

Laboratory experience in support of CHM152. Prerequisites or Corequisites: A grade of "C" or better in CHM152. Course Notes: Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA.

**CHM230 / 3 CREDITS / 3 PERIODS**

 CHM 2230

### Fundamental Organic Chemistry

Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: A grade of C or better in (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL), or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended. CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education among others. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM230LL

**CHM230LL / 1 CREDIT / 3 PERIODS**

 CHM 2230

### Fundamental Organic Chemistry Laboratory

Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

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**CHM235 / 3 CREDITS / 3 PERIODS** CHM 2235**General Organic Chemistry I**

Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: A grade of C or better in (CHM152 and CHM152LL), or CHM152AA, or (CHM154 and CHM154LL), or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended.

**CHM235LL / 1 CREDIT / 4 PERIODS** CHM 2235**General Organic Chemistry I Laboratory**

Laboratory experience in support of CHM235. Prerequisites or Corequisites: A grade of "C" or better in CHM235. Completion of prerequisites within the last two years recommended.

**CHM236 / 3 CREDITS / 3 PERIODS** CHM 2236**General Organic Chemistry IIA**

Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: A grade of C or better in CHM235 and CHM235LL, or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended.

**CHM236LL / 1 CREDIT / 4 PERIODS** CHM 2236**General Organic Chemistry IIA Laboratory**

Laboratory experience in support of CHM236. Prerequisites or Corequisites: A grade of "C" or better in CHM236. Completion of prerequisites within the last two years recommended.

**CHM260 / 3 CREDITS / 3 PERIODS****Fundamental Biochemistry**

Structures, properties, and functions of proteins, enzymes, nucleic acids, carbohydrates and lipids; the utilization and synthesis of these materials by living systems and the

relationship of the processes to energy production and utilization. Prerequisites: A grade of C or better in (CHM230 and CHM230LL) or (CHM235 and CHM235LL), or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended. Designed for students in agriculture, dental hygiene, home economics, nursing, and physical therapy.

**CHM260LL / 1 CREDIT / 3 PERIODS****Fundamental Biochemistry Laboratory**

Laboratory experience in support of CHM260. Prerequisites or Corequisites: A grade of "C" or better in CHM260. Completion of prerequisites within the last two years recommended.

**CHM298AA / 1 CREDIT / 1 PERIOD****Special Projects**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or Instructor

**CIS - Computer Information Systems****CIS102DA / 3 CREDIT / 4 PERIODS****Customer User Support**

Examines skills, tools and strategies necessary for becoming a computer help-desk or end-user support professional. Prerequisites: None.

**CIS103 / 3 CREDITS / 4 PERIODS****Introduction to Social Media**

Identify and explain social media and Web 2.0 technologies for personal, academic, professional, and business applications. Create and maintain accounts on

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various sites to socialize, write, and share multimedia, while understanding the related ethics, privacy and security issues. Prerequisites: None.

**CIS105 / 3 CREDITS / 4 PERIODS**

 CIS 1120

### Survey of Computer Information Systems

Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies. Prerequisites: None.

**CIS113DE / 3 CREDITS / 4 PERIODS**

### Microsoft Word: Word Processing

Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents. Prerequisites: None.

**CIS114DE / 3 CREDITS / 4 PERIODS**

### Excel Spreadsheet

Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None. Course Notes: CIS114DE may be repeated for a total of nine (9) credit hours.

**CIS117DM / 3 CREDITS / 4 PERIODS**

### Microsoft Access: Database Management

Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None CIS117DM combines the contents of CIS117AM, CIS117BM and CIS117CM. Course Notes: CIS114DE may be repeated for a total of nine (9) credit hours.

**CIS118DB / 3 CREDITS / 5 PERIODS**

### Desktop Presentation: PowerPoint

Use of PowerPoint to produce professional-quality presentation visuals with animation and sound. Prerequisites: None

**CIS119DO / 3 CREDITS / 4 PERIODS**

### Introduction to Oracle: SQL

Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing, creating, and maintaining database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques. Prerequisites: CIS105 or permission of instructor.

**CIS119DP / 3 CREDITS / 4 PERIODS**

### Oracle: Database Administration

Basic administrative tasks performed by a database administrator (DBA). Conceptual understanding and hands-on applications of the Oracle database architecture and interaction of its components. Prerequisites: CIS119DO and (CIS126++ or CIS121++ or MST152++), or permission of Instructor.

**CIS120DP / 3 CREDITS / 4 PERIODS**

### Adobe Acrobat Pro: Portable Document Format (PDF) Files

Introduction to creating PDF (Portable Document Format) files using Adobe Acrobat for web viewing and printing. Addresses creation of interactive PDF documents including security settings, navigation links, and form fields. Prerequisites: None.

**CIS120DB / 3 CREDITS / 4 PERIODS**

### Computer Graphics: Adobe Illustrator

Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art,

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graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file. Prerequisites: None.

**CIS120DC / 3 CREDITS / 4 PERIODS**

### Adobe Animate: Digital Animation

Focuses on entry-level skill expectations for digital animation using Adobe Animate. Covers basic animation techniques used in the creation, manipulation, and editing of animation graphics. Helps students prepare for the Adobe certifications related to Adobe Animate. Prerequisites: None.

**CIS120DF / 3 CREDITS / 4 PERIODS**

### Computer Graphics: Adobe Photoshop

Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, for graphic design and image correction. Prerequisites: None.

**CIS121AB / 1 CREDIT / 2 PERIODS**

### Microsoft Command Line Operations

Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

**CIS121AE / 1 CREDIT / 2 PERIODS**

### Windows Operating System: Level I

Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving online help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.

**CIS121AH / 3 CREDIT / 4 PERIODS**

### Microsoft PowerShell/Command Line Operations

Day-to-day command line administration tasks of Microsoft Windows. PowerShell used to create scripts to

administer Microsoft windows environment. Prerequisites: None. MST150 recommended but not required.

**CIS126DL / 3 CREDITS / 4 PERIODS**

### Linux Operating System

Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry-level industry certification covered. Prerequisites: A grade of C or better in CIS120DA or CIS120DK or permission of Instructor.

**CIS133DA / 3 CREDITS / 4 PERIODS**

### Internet/Web Development Level I

Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery, and information retrieval tools. Web page development also included. Prerequisites: None.

**CIS150AB / 3 CREDITS / 4 PERIODS**

### Object-Oriented Programming Fundamentals

Structured and Object-Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105, or permission of instructor.

**CIS151 / 3 CREDITS / 4 PERIODS**

### Computer Game Development – Level I

Introduction to object-oriented game development, game design, and game theory. Use of computer software to demonstrate and teach concepts using an appropriate game development platform to model real-time simulations and create computer games using object oriented tools. Introduction to developing PC games, educational software, and training software using windows based object oriented developments tools. Prerequisites: CIS105 or permission of Instructor.

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**CIS154 / 3 CREDITS / 4 PERIODS**

### Database Modeling and Design

Top-down, systematic approach to defining a database design based on analysis of business information and requirements. Identifying and evaluating standard data model and design patterns. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design and revising for complex entities, attributes, and relationships Prerequisites: CIS105 or permission of Instructor.

**CIS159 / 3 CREDITS / 4 PERIODS**

### Visual Basic Programming I

Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105, or permission of instructor.

**CIS162AB / 3 CREDITS / 4 PERIODS**

### C++: Level I

Introduction to C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

**CIS162AD / 3 CREDITS / 4 PERIODS**

### C#: Level I

Introduction to C# programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

**CIS163AA / 3 CREDITS / 4 PERIODS**

### Java Programming: Level I

Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. Prerequisites: CIS105.

**CIS164AB / 3 CREDITS / 4 PERIODS**

### Oracle: PL/SQL Programming

Writing PL/SQL procedures, functions, and packages. Creating and managing PL/SQL program units and database triggers in Oracle development environment. Managing dependencies and manipulating large objects. Prerequisites: CIS119DO, or permission of the instructor.

**CIS165DA / 3 CREDITS / 4 PERIODS**

### Android Mobile Device Programming

Beginning with an overview of Android features, this class explores the required software tools and programming techniques for developing Android device applications from creating the user interface, working with activities, intents and views, to using databases, providing data persistence, accessing device features and services, to debugging and publishing applications. Prerequisites: CIS163AA, or permission of Instructor.

**CIS166 / 3 CREDITS / 4 PERIODS**

### Web Scripting/Programming

Software development for websites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

**CIS166AA / 3 CREDITS / 4 PERIODS**

### Introduction to JavaScripting

Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

**CIS190 / 3 CREDITS / 4 PERIODS**

### Introduction to Networks

Overview of networks. Emphasis on the elements of a network, current issues and products, and use of a network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Helps prepare students for the CompTIA Network+ examination.

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**CIS213DE / 3 CREDITS / 4 PERIODS**

### Advanced Microsoft Word: Word Processing

Using advanced word processing software features to perform tasks such as mail merge, collaboration, web pages, math functions, macros, photo enhancements, graphics, tables, forms and manage long documents. Prerequisites: CIS113DE or (CIS113AE and CIS113BE and CIS113CE) or permission of Instructor.

**CIS214DE / 3 CREDITS / 4 PERIODS**

### Advanced Excel Spreadsheet: Level II

Advanced Excel spreadsheet features including formatting techniques, macros and Visual Basic for applications. Templates, built-in functions and lists as well as analysis tools including Pivot Tables and Goal Seek covered. Import and export data, workgroup collaboration and Internet features of Excel emphasized. Prerequisites: CIS114DE or permission of Instructor.

**CIS217AM / 3 CREDITS / 4 PERIODS**

### Advanced Microsoft Access: Database Management

Advanced database concepts including database design, primary and secondary key selection and relationships between tables. Queries, sub forms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: CIS117CM or CIS117DM.

**CIS225AB / 3 CREDITS / 4 PERIODS**

### Object-Oriented Analysis and Design

Methodologies and notations for fundamental object-oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object-oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any programming language or permission of Instructor.

**CIS233DA / 3 CREDITS / 4 PERIODS**

### Internet/Web Development Level II

Design and create pages on the World Wide Web with a variety of markup languages, programming languages,

scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents.

Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

**CIS235 / 3 CREDITS / 4 PERIODS**

### e-Commerce

Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

**CIS238DL / 3 CREDITS / 4 PERIODS**

### Linux System Administration

Managing Linux Operating Systems including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. Preparation for industry certifications such as the CompTIA's Linux+, the Red Hat certified system administrator (RHCSA), the Red Hat Certified Engineer (RHCE), and the Linux Professional Institute (LPIC-I). Prerequisites: A grade of "C" or better in CIS126DL or CIS126RH or Permission of instructor.

**CIS239DL / 3 CREDITS / 4 PERIODS**

### Linux Shell Scripting

Linux Shell Scripting syntax and methods including the automation of system tasks as well as interpreted user-level programming. Course includes the Linux Borne Again Shell (BASH) as well as a variety of industry competitors. Prerequisites: CIS126DL or CIS126RH or permission of Instructor.

**CIS240DL / 3 CREDITS / 4 PERIODS**

### Linux Network Administration

In depth networking based on Linux servers and the

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Transmission Control Protocol/Internet Protocol (TCP/IP) protocol suite. Integrating Linux servers and workstations into a network environment with multi-platform network operating systems including a variety of open-standard and proprietary protocols. Preparation for industry certifications such as the CompTIA's Linux+, the Red Hat certified system administrator (RHCSA), the Red Hat Certified Engineer (RHCE), and the Linux Professional Institute (LPIC-I) Prerequisites: A grade of "C" or better in CIS126DL or CIS126RH or permission of instructor.

**CIS250 / 3 CREDITS / 4 PERIODS**

### Management of Information Systems

The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

**CIS259 / 3 CREDITS / 4 PERIODS**

### Visual Basic Programming II

Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor.

**CIS263AA / 3 CREDITS / 4 PERIODS**

### Java Programming: Level II

Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of the instructor.

**CIS271DL / 3 CREDITS / 4 PERIODS**

### Linux Security

Implementing in-depth security methods and techniques in a Linux-based network environment. Utilize programs, utilities and configuration techniques to provide user-level, file system, and network security. Gain knowledge in a variety of security cracking

techniques and how to guard against them. In all aspects of security, the standard of practicing professional ethics seriously emphasized. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS240DL or Permission of Instructor.

**CIS280 / 3 CREDITS / 4 PERIODS**

**CIS280AA / 1 CREDIT / 2 PERIODS**

### Current Topics in Computing

Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

**CIS290AA / 1 CREDIT / 6 PERIODS**

**CIS290AB / 2 CREDITS / 12 PERIODS**

**CIS290AC / 3 CREDITS / 18 PERIODS**

### Computer Information Systems Internship

Work experience in business or industry. Prerequisites: Permission of instructor.

**CIS296WA / 1 CREDIT / 5 PERIODS**

**CIS296WB / 2 CREDITS / 10 PERIODS**

**CIS296WC / 3 CREDITS / 15 PERIODS**

### Cooperative Education

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

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## CNT – Cisco Network Technology

**CNT140AA / 4 CREDITS / 6 PERIODS**

### Introduction to Networks

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for Cisco certification examination. Prerequisites: None.

**CNT150AA / 4 CREDITS / 6 PERIODS**

### Cisco – Routing and Switching Essentials

Architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Configuration and troubleshooting routers and switches and resolving common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Preparation for Cisco certification examination. Prerequisites: CNT140AA or permission of Instructor.

**CNT160AA / 4 CREDITS / 6 PERIODS**

### Scaling Networks

Architecture, components, and operations of routers and switches in large and complex networks. Configuring routers and switches for advanced functionality. Configuring and troubleshooting routers and switches and resolving common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Developing the knowledge and skills needed to implement a WLAN in a small-to-medium network. Preparation for Cisco certification examination. Prerequisites: CNT150AA or permission of Instructor.

**CNT170AA / 4 CREDITS / 6 PERIODS**

### Cisco – Connecting Networks

Wide Area Network (WAN) technologies and network services required by converged applications in a complex network. Criteria selection of network devices and WAN technologies to meet network requirements. Configuring and troubleshooting network devices, and resolving common issues with data link protocols issues, and developing the knowledge and skills needed to implement Internet Protocol Security (IPSec) and Virtual Private Network (VPN) operations. Preparation for Cisco certification examination. Prerequisites: CNT160AA or permission of Instructor.

**CNT185 / 4 CREDITS / 5 PERIODS**

### Cisco Network Security

Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, firewall and secure router design, installation, configuration and maintenance, AAA (Authentication, Authorization, and Accounting) and VPN (Virtual Private Network) implementation using firewalls and routers. Preparation for the MCNS (Managing Cisco Network Security, security technologies, products and solutions, secure firewall design, installation, configuration and maintenance, Authentication, Authorization, and Accounting (AAA), Failover, and Virtual Private Network (VPN) implementation using firewalls. Prerequisites: CNT170 or permission of Instructor.

**CNT200 / 4 CREDITS / 6 PERIODS**

### CCNP ROUTE: Implementing Cisco IP Routing

Development of knowledge and skills needed to manage Internet Protocol (IP) traffic and access, understand scalable internetworks configure advanced routing protocols Border Gateway Protocol [BGP], Enhanced Interior Gateway Routing Protocol [EIGRP], Open Shortest Path First [OSPF], as well as Internet Protocol (IPv6), and configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs

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emphasize hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170AA, or CCNA industry certification, or permission of Instructor. Corequisites: CNT220. Course Notes: Preparation for Cisco Certified Network Professional (CCNP exam).

**CNT202 / 4 CREDITS / 5 PERIODS**

### Cisco Secure Firewall Appliance Configuration

Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, secure firewall design, installation, configuration and maintenance, Authentication, Authorization, and Accounting (AAA), Failover, and Virtual Private Network (VPN) implementation using firewalls. Prerequisites: CNT170AA or permission of Instructor.

**CNT205 / 4 CREDITS / 6 PERIODS**

### Cisco Certified Network Associate Security

Associate-level knowledge and skills required to secure Cisco networks. Development of a security infrastructure, identification of threats and vulnerabilities to networks. Mitigation of security threats. Core security technologies. Installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Competency in the technologies that Cisco uses in its security structure. Prerequisites: CNT170 or CNT170AA or Certified Cisco Networking Associate (CCNA) certification or permission of Instructor.

**CNT206 / 4 CREDITS / 6 PERIODS**

### Cisco Certified Network Associate Wireless

Associate-level knowledge and skills required in Cisco wireless networks. Includes comprehensive hands-on labs to design, plan, implement, operate, secure, and troubleshoot wireless networks. Prerequisites: CNT170, or CNT170AA, or permission of Instructor. Course Notes: Prepares students to earn Cisco Certified Network Associate Wireless (CCNA Wireless) designation by taking the Implementing Cisco Unified Wireless Networks Essentials (IUWNE) exam.

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**CNT220 / 4 CREDITS / 6 PERIODS**

### CCNP SWITCH: Implementing Cisco IP Switching

Development of knowledge and skills in building, monitoring, and maintaining switching in converged enterprise networks using advanced and multi-layer switching technologies. Planning, configuring, securing and verifying the implementation of complex enterprise switching solutions. Hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170AA, or CCNA industry certification, or permission of Instructor. Corequisites: CNT200. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

**CNT231 / 4 CREDITS / 6 PERIODS**

### CCNPT Shoot: Maintaining and Troubleshooting CISCO IP Networks

Development of knowledge and skills in monitoring and maintaining complex enterprise routed and switched Internet Protocol (IP) networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, in a systematic approach. Extensive labs emphasize hands-on learning and practice to reinforce configuration skills. Note: Preparation for Cisco Certified Network Professional (CCNP) exam. Prerequisites: A grade of C or better in CNT200 and CNT220, or permission of Instructor.

## COM - Communication

**COM095 / 3 CREDITS / 3 PERIODS**

### Basic Oral Communication Skills

Listening, speaking, and related academic performance skills, including note taking. Emphasis on activities designed to improve and synthesize these skills. Prerequisites: None.



**COM100 / 3 CREDITS / 3 PERIODS**

 COM 1100

### Introduction to Human Communication

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

**COM110 / 3 CREDITS / 3 PERIODS**

 COM 1110

### Interpersonal Communication

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.

**COM207 / 3 CREDITS / 3 PERIODS**

### Introduction to Communication Inquiry

Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. Prerequisites: ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of instructor. Course Note: Recommended for the communication major.

**COM225 / 3 CREDITS / 3 PERIODS**

### Public Speaking

Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENG101 or ENG107, or equivalent.

**COM230 / 3 CREDITS / 3 PERIODS**

 COM 2271

### Small Group Communication

Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: None.

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**COM250 / 3 CREDITS / 3 PERIODS**

### Introduction to Organizational Communication

Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations. Prerequisites: None.

**COM259 / 3 CREDITS / 3 PERIODS**

### Communication in Business and Professions

Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101, or ENG107, or equivalent.

**COM263 / 3 CREDITS / 3 PERIODS**

### Elements of Intercultural Communication

Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None

## CPD - Counseling and Personal Development

**CPD101 / 2 CREDITS / 2 PERIODS**

### Personal Development

Designed to assist students in developing confidence in making personal, social, and educational decisions. Examination and assessment of individual needs, interests, abilities and values to develop and strengthen interpersonal communication, enhance transitional skills and identify realistic life planning goals. Prerequisites: None.

**CPD102AB / 2 CREDITS / 2 PERIODS**

### Career Exploration

Designed to assist students make informed career decisions. Focuses on current occupational trends and outlook. Explores career-related interests, values, needs,

preferences, skills, and strengths with the use of various assessments. Aids in the development of individualized educational/career goals and action plan. Prerequisites: None. Course Notes: CPD102AB may be repeated for a total of six (6) credit hours.

**CPD102AF / 2 CREDITS / 2 PERIODS**

### Human Sexuality

Enables students to view their own sexuality as a normal aspect of personal development. Examination of masculine and feminine differences and/or conflicts in social roles, emotions, and physical development. Prerequisites: None.

**CPD102AH / 2 CREDITS / 2 PERIODS**

### Stress Management

Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

**CPD103BA / 2 CREDITS / 2 PERIODS**

### Women in Transition

Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring education/career/life options in terms of the realities of roles for women today. Prerequisites: None.

**CPD104 / 3 CREDITS / 3 PERIODS**

### Career and Personal Development

An overview of the holistic process of career/life planning through self-awareness and understanding of the world of work. Exploration and application of behavioral, social, and cultural factors leading to college, career, and personal success with emphasis on assessment, applied behavior management, motivation, self-care, and career development. Prerequisites: None.

**CPD150 / 3 CREDITS / 3 PERIODS**

### Strategies for College Success

Focus on increasing student success through college orientation and personal growth, study skills

development, and educational and career planning. Prerequisites: None.

**CPD150AA / 1 CREDIT / 1 PERIOD**

### College Orientation & Personal Growth

Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies. Prerequisites: None.

**CPD150AB / 1 CREDIT / 1 PERIOD**

### Study Skills Development

Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory, and critical and creative thinking. Prerequisites: None.

**CPD150AC / 1 CREDIT / 1 PERIOD**

### Educational and Career Planning

Emphasis on increasing student success through educational and career planning. Prerequisites: None.

**CPD160 / 3 CREDITS / 3 PERIODS**

### Introduction to Multiculturalism

Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Critical thinking skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures through written and oral discourse. Prerequisites: ENG101, or ENG107, or permission of Instructor.

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## CRE - Critical Reading

**CRE101 / 3 CREDITS / 3 PERIODS**

### College Critical Reading and Critical Thinking

Develop and apply critical thinking skills through critically reading varied and challenging materials.

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Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks. Prerequisites: (A grade of "C" or better in ENG101 or ENG107) and (appropriate reading placement test score or a grade of "C" or better in RDG091 or RDG095 or RDG100 or RDG111 or RDG112 or RDG113 or permission of Instructor). Also see Reading (RDG).

## CRW – Creative Writing

**CRW150 / 3 CREDITS / 3 PERIODS**

### Introduction to Creative Writing

Introduces the student to elements and techniques of creative writing in a variety of genres; teaches terminology and concepts needed for successful participation in writing workshops; facilitates writing practice and evaluation; offers individual guidance on the student's development as a writer. Prerequisites: None.

**CRW160 / 3 CREDITS / 3 PERIODS**

### Introduction to Writing Poetry

Prewriting (invention and discovery); writing; analyzing and evaluating (in workshop); and revising to practice manipulating various elements of poetry, critique one's own and the poetry of others, and produce a portfolio of finished, marketable poems. Prerequisites: None. CRW150 recommended but not required.

**CRW170 / 3 CREDITS / 3 PERIODS**

### Introduction to Writing Fiction

Practice in writing fiction through a process of prewriting (invention and discovery), writing, analysis and evaluation (in workshop), and revision; practice in manipulating various elements and forms of fiction. Prerequisites: None. CRW150 recommended but not required.

**CRW190 / 3 CREDITS / 3 PERIODS**

### Introduction to Screenwriting

Overview of screenwriting elements; introduction to screenwriting techniques. Prerequisites: None. CRW150 recommended but not required.

**CRW200 / 1 CREDIT / 1 PERIOD**

### Readings for Writers

Close analysis and interpretation of selected literary texts designed to strengthen the students' own writing by extending their familiarity with the genre in which they write and their knowledge of selected literary elements. One-on-one meetings between student and instructor. Prerequisites: CRW150, or permission of Instructor. Course Notes: CRW200 may be repeated for a total of six (6) credits.

**CRW201 / 1 CREDIT / 1 PERIOD**

### Portfolio

Close analysis of the creative writing portfolio culminating in selection, revision, editing, and compiling of the student's own literary work in a portfolio. Students meet individually with instructor to choose, prepare, and compile their work. Prerequisites: (Acceptance into Creative Writing Certificate Program and completion of at least nine (9) credit hours in creative writing (CRW)), or permission of Program Director. Course Notes: CRW201 may be repeated for a total of two (2) credit hours.

**CRW270 / 3 CREDITS / 3 PERIODS**

### Intermediate Fiction Writing

Writing original short stories; analysis of works of fiction; concentration on revising students' fiction through intensive workshoping. Prerequisites: CRW170.

**CRW272 / 3 CREDITS / 3 PERIODS**

### Planning and Structuring the Novel

Focus on planning, structuring, and beginning a novel; prewriting, writing, analysis, evaluation, and revision of novel plans and excerpts. Prerequisites: CRW150 or permission of instructor.

**CRW273 / 3 CREDITS / 3 PERIODS**

### Writing the Novel

Provides the beginning novelist with structure, support, and guidance vital to sustained writing; focus on establishing goals and using critique sessions with instructor and peers to draft a novel; open- and topic-

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focused in-class forums, novel writing, peer and instructor critiques. Prerequisites: CRW272 or permission of Instructor.

**CRW274 / 3 CREDITS / 3 PERIODS**

### Revising the Novel

Studio course workshop format. Requires a complete novel finished, in manuscript, ready for revision and polishing. Prerequisites: CRW273 or permission of Instructor.

**CRW290 / 3 CREDITS / 3 PERIODS**

### Intermediate Screenwriting

Drafting and revision of original screenplay; overview of marketing a screenplay. Prerequisites: A grade of C or better in CRW190 or permission of Instructor.

## CSC – Computer Science

**CSC100AA / 3 CREDITS / 4 PERIODS**

### Introduction to Computer Science (C++)

Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120, or MAT121, or MAT122.

**CSC110AA / 3 CREDITS / 4 PERIODS**

### Introduction to Computer Science (Java)

Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: MAT120 or MAT121 or MAT122.

**CSC110AB / 4 CREDITS / 4 PERIODS**

### Introduction to Computer Science (Java)

Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social

and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: MAT120 or MAT121 or MAT122

**CSC120 / 4 CREDITS / 6 PERIODS**

### Digital Design Fundamentals

Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: CSC100, or CSC110, or CSC181, or ELE181, or NET181, or equivalent, or permission of instructor.

**CSC180AB / 4 CREDITS / 4 PERIODS**

### Computer Literacy

Introduction to computers and technology and their impact on society. Explores technology, current topics in computing, applications and related issues. Students gain fluency in integrating technology to solve problems using computational thinking. Use of application software to create documents, spreadsheets, databases, e-mail and text files, and use of Internet browsers. Prerequisites: None.

**CSC181AA / 3 CREDITS / 4 PERIODS**

### Applied Problem Solving with Visual Basic

Introduction to systematic definition of problems, solution formulation, and testing. Visual BASIC programming language applied to problems in mathematics, science, and business. Prerequisites: None.

**CSC182AA / 3 CREDITS / 4 PERIODS**

### Principles of Programming with C#.NET

Introduction to object-oriented program analysis, design, and development using Visual C#.NET. Includes general concepts, data types, expressions, flow control, methods, classes, arrays, event-driven models, Windows applications, and Web applications. Prerequisites: None.

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**CSC205AA / 3 CREDITS / 4 PERIODS**

### Object Oriented Programming and Data Structures

Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms. Prerequisites: CSC110, or permission of Instructor.

**CSC220 / 4 CREDITS / 5 PERIODS**

### Programming for Computer Engineering

Introduction to procedural programming (C/C++) and hardware description language (VHDL). Prerequisites: ((EEE120 or CSC120) and CSC205) or permission of Instructor.

**CSC230 / 4 CREDITS / 5 PERIODS**

### Computer Organization and Assembly Language

Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: [(CSC100 or CSC110) and CSC/EEE120], or permission of instructor.

**CSC240 / 3 CREDITS / 5 PERIODS**

### Introduction to Different Programming Languages

Introduction to procedural (C/C++), applicative (LISP), and declarative (Prolog) languages. Prerequisites: CSC205 or permission of instructor.

## DAH - Dance Humanities

**DAH100 / 3 CREDITS / 3 PERIODS**

### Introduction to Dance

Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None.

**DAH190 / 1 CREDIT / 1 PERIOD**

### Discovering Dance Careers

An overview of the professional opportunities available in dance and dance related fields. Prerequisites: None.

**DAH201 / 3 CREDITS / 3 PERIODS**

### World Dance Studies

Exploration, analysis, synthesis, and evaluation of the role of dance in various cultures around the world. Prerequisites: None. DAH100 strongly suggested but not required.

## DAN - Dance

**DAN102AA / 1 CREDIT / 3 PERIODS**

### Hip Hop I

Theory and practice of Hip Hop dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN102AA may be repeated for credit.

**DAN102AB / 1 CREDIT / 3 PERIODS**

### Hip Hop II

Theory and practice of Hip Hop dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN102AA or permission of Instructor. Course Notes: DAN102AB may be repeated for credit.

**DAN115 / 1 CREDIT / 3 PERIODS**

### Dance Trends

Theory and practice of current social dance trends. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN115 may be repeated for credit.

**DAN120AA / 1 CREDIT / 3 PERIODS**

### World Dance: African Dance

Theory and practice of African dance. Development of movement quality and performance skills, individually or in a group setting. May include African, Caribbean or Afro-fusion dance. Prerequisites: None. Course Note: DAN120AA may be repeated for credit.

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**DAN120AB / 1 CREDIT / 3 PERIODS**

### World Dance: Flamenco

Theory and practice of Flamenco. Development of movement quality and performance skills, individually, with a partner or in a group setting. Prerequisites: None. Course Notes: DAN120AB may be repeated for credit.

**DAN120AC / 1 CREDIT / 3 PERIODS**

### World Dance: Irish Dance

Theory and practice of Irish Dance. Development of movement quality and performance skills, individually or in a group setting. Prerequisites: None. Course Notes: DAN120AC may be repeated for credit.

**DAN120AD / 1 CREDIT / 3 PERIODS**

### World Dance: Mexican Folkloric Dance

Theory and practice of Mexican Folkloric dance. Development of movement quality and performance skills, individually with a partner or in a group setting. Prerequisites: None. Course Notes: DAN120AD may be repeated for credit.

**DAN120AE / 1 CREDIT / 3 PERIODS**

### World Dance: Middle Eastern Dance

Theory and practice of Middle Eastern dance. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AE may be repeated for credit.

**DAN120AF / 1 CREDIT / 3 PERIODS**

### World Dance: Afro-Brazilian Dance

Theory and practice of Afro-Brazilian dance. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AF may be repeated for credit.

**DAN120AG / 1 CREDIT / 3 PERIODS**

### World Dance: East Indian Dance

Theory and practice of East Indian dance. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AG may be repeated for credit.

**DAN120AH / 1 CREDIT / 3 PERIODS**

### World Dance: Native American Dance

Theory and practice of Native American dance. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AH may be repeated for credit.

**DAN120AI / 1 CREDIT / 3 PERIODS**

### World Dance: European Folk Dance

Theory and practice of European Folk dance. Development of movement quality and performance skills individually or in a group setting. Prerequisites: None. Course Notes: DAN120AI may be repeated for credit.

**DAN120AJ / 1 CREDIT / 3 PERIODS**

### World Dance: Asian Dance Forms

Theory and practice of Asian Dance Forms. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AJ may be repeated for credit.

**DAN120AK / 1 CREDIT / 3 PERIODS**

### World Dance: Capoeira

Theory and practice of Capoeira. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AK may be repeated for credit.

**DAN129 / 1 CREDIT / 3 PERIODS**

### Musical Theatre Dance I

Introduction to the theory and practice of musical theatre dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN129 may be repeated for credit.

**DAN131 / 1 CREDIT / 3 PERIODS**

### Ballet I

Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN131 may be repeated for credit.

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**DAN132 / 1 CREDIT / 3 PERIODS**

### Modern Dance I

Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN132 may be repeated for credit.

**DAN132PA / .5 CREDITS / 1.5 PERIODS**

### Modern Dance Basic Level

Dance training for personal skill development and interest. Introduction to the theory and practice of modern dance at the basic level. Prerequisites: None. Prior dance experience suggested but not required. Course Notes: DAN132PA may be repeated for credit. Course is not intended for dance majors.

**DAN133 / 1 CREDIT / 3 PERIODS**

### Jazz Dance I

Introduction to the theory and practice of jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Corequisites: DAN138 for dance majors. Course Notes: DAN133 may be repeated for credit.

**DAN134 / 1 CREDIT / 3 PERIODS**

### Ballet II

Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN131 or permission of Instructor. Course Notes: DAN134 may be repeated for credit.

**DAN135 / 1 CREDIT / 3 PERIODS**

### Modern Dance II

Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN132 or permission of Instructor. Course Notes: DAN135 may be repeated for credit.

**DAN136 / 1 CREDIT / 3 PERIODS**

### Jazz Dance II

Theory and practice of jazz dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN133 or permission of Instructor. Course Notes: DAN136 may be repeated for credit.

**DAN138 / 1 CREDIT / 1 PERIOD**

### Dance Seminar I

Level I scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: None. Corequisites: Any ballet, modern dance, or modern jazz dance technique course.

**DAN140 / 1 CREDIT / 3 PERIODS**

### Tap Dance I

An introduction to the theory and practice of tap dance. Prerequisites: None. Course Notes: DAN140 may be repeated for credit.

**DAN141 / 1 CREDIT / 3 PERIODS**

### Dance Workshop

An intensive experience in the process of choreography, performance, and production elements. Prerequisites: None. Course Notes: DAN141 may be repeated for credit.

**DAN150 / 1 CREDIT / 3 PERIODS**

### Dance Performance I

An introduction to the process and practice of dance performance. Prerequisites: None. Course Notes: DAN150 may be repeated for credit.

**DAN155 / 1 CREDIT / 3 PERIODS**

### Dance Performance II

Continued study of the process and practice of dance performance at a level II. Prerequisites: DAN150 or permission of Instructor. Corequisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance. Course Notes: DAN155 may be repeated for credit.

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**DAN164 / 1 CREDIT / 3 PERIODS**

### Improvisation

An introduction to and an exploration of basic improvisational dance skills. Prerequisites: None. Course Notes: DAN164 may be repeated for credit.

**DAN210 / 3 CREDITS / 3 PERIODS**

### Dance Production I

Introduction to the elements of light, sound, and scenery as they relate to the art of dance. Prerequisites: None.

**DAN211 / 3 CREDITS / 3 PERIODS**

### Dance Production II

Introduction to the theory and practice of makeup and costuming as they relate to dance. Prerequisites: None.

**DAN221 / 3 CREDITS / 3 PERIODS**

### Rhythmic Awareness I

Exploration of rhythm in dance performance, choreography and pedagogy. Emphasis on the basic understanding of rhythm and cultivating awareness of rhythm in everyday life. Prerequisites: None.

**DAN222 / 3 CREDITS / 3 PERIODS**

### Rhythmic Awareness II

Study at the intermediate level of rhythm and how it can be applied in dance and choreography. Emphasis on awareness of rhythm in everyday life as well as creative practice in rhythm and movement. Prerequisites: DAN221 or permission of instructor.

**DAN231 / 1 CREDIT / 3 PERIODS**

### Ballet III

Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN134 or permission of Instructor. Course Notes: DAN231 may be repeated for credit.

**DAN232 / 1 CREDIT / 3 PERIODS**

### Modern Dance III

Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN135 or permission of Instructor. Course Notes: DAN232 may be repeated for credit.

**DAN232AA / 2 CREDITS / 5 PERIODS**

### Modern Dance III: Intensive

Theory and intensive practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN135 or permission of Instructor. Course Note: DAN232AA may be repeated for credit.

**DAN233 / 1 CREDIT / 3 PERIODS**

### Jazz Dance III

Theory and practice of jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN136 or permission of Instructor. Course Notes: DAN233 may be repeated for credit.

**DAN234 / 1 CREDIT / 3 PERIODS**

### Ballet IV

Theory and practice of ballet at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN231 or permission of Instructor. Course Notes: DAN234 may be repeated for credit.

**DAN235 / 1 CREDIT / 3 PERIODS**

### Modern Dance IV

Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232 or permission of Instructor. Course Note: DAN235 may be repeated for credit.

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**DAN235AA / 2 CREDITS / 5 PERIODS**

### Modern Dance IV: Intensive

Theory and intensive practice of modern dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232AA or permission of Instructor. Course Notes: DAN235AA may be repeated for credit.

**DAN236 / 1 CREDIT / 3 PERIODS**

### Jazz Dance IV

Theory and practice of jazz dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN233 or permission of Instructor. Course Notes: DAN236 may be repeated for credit.

**DAN238 / 1 CREDIT / 1 PERIOD**

### Dance Seminar II

Level II scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: DAN138 or permission of instructor. Corequisites: Any ballet, modern dance, or modern jazz dance technique course.

**DAN264 / 3 CREDITS / 3 PERIODS**

### Choreography I

Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. Prerequisites: None.

**DAN265 / 3 CREDITS / 3 PERIODS**

### Choreography II

Exploration of choreography at the intermediate level. Experimentation with the various approaches to creative practice as established by 20th and 21st century artists. Prerequisites: DAN264 or permission of Instructor.

**DAN280 / 2 CREDITS / 6 PERIODS**

### Dance Practicum

A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a

final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: Permission of instructor.

**DAN290AA / 1 CREDIT / 3 PERIODS**

**DAN290AB / 2 CREDITS / 6 PERIODS**

**DAN290AC / 3 CREDITS / 9 PERIODS**

### Dance Conservatory I

An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the beginning level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills. Prerequisites: None. Course Notes: DAN290AA may be repeated for a total of three (3) credit hours; DAN290AB may be repeated for a total of six (6) credit hours; DAN290AC may be repeated for a total of nine (9) credit hours.

**DAN291AA / 1 CREDIT / 3 PERIODS**

**DAN291AB / 2 CREDITS / 6 PERIODS**

**DAN291AC / 3 CREDITS / 9 PERIODS**

### Dance Conservatory II

An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the intermediate level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills. Prerequisites: (DAN131 and DAN132) or permission of instructor. Course Notes: DAN291AA may be repeated for a total of three (3) credit hours; DAN291AB may be repeated for a total of six (6) credit hours; DAN291AC may be repeated for a total of nine (9) credit hours.

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**DAN292AA / 1 CREDIT / 3 PERIODS**

**DAN292AB / 2 CREDITS / 6 PERIODS**

**DAN292AC / 3 CREDITS / 9 PERIODS**

### Dance Conservatory III

An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the advanced level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills.

Prerequisites: (DAN134 and DAN135) or permission of instructor. Course Notes: DAN292AA may be repeated for a total of three (3) credit hours; DAN292AB may be repeated for a total of six (6) credit hours; DAN292AC may be repeated for a total of nine (9) credit hours.

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## ECE - Engineering Science

**ECE102 / 2 CREDITS / 4 PERIODS**

 EGR 1102

### Engineering Analysis Tools and Techniques

Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: None. Co-Requisites: MAT182 or higher level mathematics course, or previously completed MAT182 or higher level mathematics course, OR permission of instructor OR permission of Department or Division Chair.

**ECE102AA / 2 CREDITS / 4 PERIODS**

 EGR 1102

### Engineering Analysis Tools and Techniques

Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or departmental approval. Corequisites: MAT151 or MAT182 or MAT187.

**ECE103 / 2 CREDITS / 4 PERIODS**

 EGR 1102

### Engineering Problem Solving and Design

Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. Prerequisites: A grade of C or better in ECE102 OR permission of instructor.

**ECE103AB / 2 CREDITS / 4 PERIODS**

 EGR 1102

### Engineering Problem Solving and Design

Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. Prerequisites: (ECE102 or ECE102AA) and (high school physics, or PHY111, or PHY111AA).

**ECE105 / 1 CREDIT / 2 PERIODS**

### MATLAB Programming

Use MATLAB to solve engineering problems. An overview of programming, including matrices, structures, strings, functions, control flow, file management, data analysis, graphing capabilities, and mathematical calculations. Prerequisites: [(MAT150 or MAT151 or MAT152) and MAT182] or MAT187 or higher level mathematics course.

**ECE111 / 3 CREDITS / 5 PERIODS**

### Bioengineering Systems

Introduction to biological concepts and application of engineering to biological and earth systems. Analysis of materials, structures, fluid mechanics, bioelectricity, and dynamics as applied to biological and environmental systems. Prerequisites: None.

**ECE211 / 3 CREDITS / 5 PERIODS**

### Engineering Mechanics-Statics

Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus.

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Prerequisites: A grade of C or better in (PHY115 or PHY121) or permission of instructor. Corequisites: A grade of C or better in (MAT230 or MAT231) or currently enrolled in (MAT230 or MAT231).

**ECE212 / 3 CREDITS / 5 PERIODS**

### Engineering Mechanics-Dynamics

Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. Prerequisites: A grade of C or better in ECE211 and PHY121. Corequisites: Currently enrolled in (MAT240 or MAT241) OR completed (MAT240 or MAT241).

**ECE214 / 4 CREDITS / 6 PERIODS**

### Engineering Mechanics

Foundations of engineering mechanics, including force systems, resultants, equilibrium of particles and rigid bodies, centroids and centers of mass, area and mass moments of inertia, friction, internal forces in structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles. Prerequisites: (ECE103 or ECE103AB), (MAT230 or MAT231), and (PHY115 or PHY121). Corequisites: MAT240 or MAT241.

**ECE215 / 3 CREDITS / 5 PERIODS**

### Mechanics of Materials

Designed to provide students with a strong fundamental foundation in the mechanics of solids. Includes the concepts of stress and strain applied to the analysis and design of members subjected to axial and torsional loads and members subjected to shear and bending, applications and transformation of plane stress and plane strain, deformation of beams, and elastic buckling of columns. Prerequisites: A grade of C or better in (ECE211 or ECE214).

**ECE216 / 2 CREDITS / 2 PERIODS**

### Computer-Aided Engineering

Introduction to engineering graphics, including tolerancing and fasteners, as well as creation and use of engineering drawings. Prerequisites: A grade of C or

better in (ECE103 or ECE103EP) OR permission of instructor. Co-Requisites: ECE216LL.

**ECE216LL / 1 CREDITS / 2 PERIODS**

### Computer-Aided Engineering Laboratory

Laboratory experience in support of ECE216. Prerequisites: A grade of C or better in (ECE103 or ECE103EP) OR permission of instructor Co-Requisites: ECE216.

**ECE294 / 3 CREDITS / 3 PERIODS**

### Special Topics in Engineering

Exploration and investigation of a focused topic in engineering. Prerequisites: Permission of Instructor, or Department or Division Chair. Course Notes: ECE294 may be repeated for credit.

**ECE294AA / 2 CREDITS / 2 PERIODS**

### Special Topics in Engineering

Exploration and investigation of a focused topic in engineering. Prerequisites: Permission of Instructor, or Department or Division Chair. Course Notes: ECE294AA may be repeated for credit.

**ECE294AB / 1 CREDIT / 1 PERIOD**

### Special Topics in Engineering

Exploration and investigation of a focused topic in engineering. Prerequisites: Permission of Instructor, or Department or Division Chair. Course Notes: ECE294AB may be repeated for credit.

**ECE294AC / .50 CREDITS / .50 PERIODS**

### Special Topics in Engineering

Exploration and investigation of a focused topic in engineering. Prerequisites: Permission of Instructor, or Department or Division Chair. Course Notes: ECE294AC may be repeated for credit.

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## ECH – Early Childhood Education

**ECH128 / 3 CREDITS / 3 PERIODS**

### Early Learning: Play and the Arts

Examines theory, research and practices relating to play and the creative arts in early childhood. Considers practical constraints and alternative perspectives. Prerequisites: None.

**ECH253 / 3 CREDITS / 3 PERIODS**

### National Credential Portfolio Development

Portfolio or resource file development, completion, and presentation. Self-assessment and credentialing planning, professional development, writing, and critical learning included. Prerequisites: Permission of Program Director.

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## ECN – Economics

**ECN211 / 3 CREDITS / 3 PERIODS**

 ECN 2201

### Macroeconomic Principles

A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

**ECN212 / 3 CREDITS / 3 PERIODS**

 ECN 2202

### Microeconomic Principles

Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None.

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## EDU – Education

**EDU220 / 3 CREDITS / 3 PERIODS**

### Introduction to Serving English Language Learners (ELL)

Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual/Dual Language Immersion (DLI). Includes SEI, ESL, and bilingual/DLI strategies. Prerequisites: None. Course Notes: Approved school-based practicum is required. EDU220 incorporates the 45-clock hour curricular framework for SEI endorsement through the Arizona Department of Education.

**EDU221 / 3 CREDITS / 3 PERIODS**

### Introduction to Education

Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. Prerequisites: None. Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

**EDU222 / 3 CREDITS / 3 PERIODS**

### Introduction to the Exceptional Learner

Overview of the exceptional learner with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mild disabilities, severe disabilities, emotional and behavioral disorders, intellectual disabilities, and students who are gifted. Prerequisites: None. EDU222 requires an approved field experience.

**EDU230 / 3 CREDITS / 3 PERIODS**

### Cultural Diversity in Education

Examination of the relationship of cultural values to the formation of self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural

incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

**EDU236 / 3 CREDITS / 3 PERIODS**

### Classroom Relationships

Analysis of K-12 classroom interactions, classroom environment, and classroom management skills from a teacher's point of view. Focus on classroom as a multidimensional environment in which principles of classroom design, communication, management, and resources determine effectiveness. Prerequisites: None. EDU221 suggested but not required. Course Note: Requires a 20-hour field experience in a K-12 classroom.

**EDU250 / 3 CREDITS / 3 PERIODS**

### Overview of the Community Colleges

The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Prerequisites: None.

**EDU291 / 3 CREDITS / 3 PERIODS**

### Children's Literature

Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

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## EED - Early Education

**EED205 / 3 CREDITS / 3 PERIODS**

### The Developing Child: Prenatal to Age Eight

Examination of process of physical, social, emotional, cognitive, language, and literacy development of typical and atypical young children; prenatal through age eight. Includes practical application and fieldwork experience. Prerequisites: None.

**EED212 / 3 CREDITS / 3 PERIODS**

### Guidance, Management and the Environment

Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age eight. Prerequisites: None.

**EED215 / 3 CREDITS / 3 PERIODS**

### Early Learning: Health, Safety, Nutrition and Fitness

Consideration of public health issues and safety procedures within early childhood settings, serving young children birth to age eight. Overview of nutritional needs and issues of physical fitness and well-being in young children. Includes field experiences. Prerequisites: None.

**EED220 / 3 CREDITS / 3 PERIODS**

### Child, Family Community and Culture

Examines family, community and cultural influences on development of the young child (birth to age eight). Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Prerequisites: None.

**EED261 / 1 CREDIT / 1 PERIOD**

### Early Childhood Preschool Internship

Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: EED261 may be repeated for a total of six (6) credit hours.

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## EEE - Electrical Engineering

**EEE120 / 4 CREDITS / 6 PERIODS**

### Digital Design Fundamentals

Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: None. Corequisites: CSC100 or CSC110 or permission of Instructor.

**EEE202 / 5 CREDITS / 7 PERIODS**

### Circuits and Devices

Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks. Prerequisites: A grade of C or better in PHY116 or PHY131. Corequisites: MAT276 or permission of Instructor.

**EEE220 / 4 CREDITS / 5 PERIODS**

### Programming for Computer Engineering

Introduction to procedural programming (C/C++) and hardware description language (VHDL). Prerequisites: ((EEE120 or CSC120) and CSC205) or permission of Instructor.

**EEE230 / 4 CREDITS / 5 PERIODS**

### Computer Organization and Assembly Language

Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: [(CSC100 or CSC110) and CSC/EEE120], or permission of instructor.

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## ELE - Electronics

**ELE111 / 4 CREDITS / 6 PERIODS**

### Circuit Analysis I

Direct current (DC) and Alternating current (AC) electric circuits. Ohm's law, Kirchoff's laws, series, parallel and series-parallel circuits, fundamentals of inductance and capacitance, and the transient behavior of circuits containing resistance and capacitance or resistance and inductance. Prerequisites: None. Corequisites: ELE105 or MAT120 or MAT121 or MAT122, or equivalent.

## ELT - Electronics Technology

**ELT100 / 3 CREDITS / 3 PERIODS**

### Survey of Electronics

An introduction to the field of electronics for those who may not intend to specialize in electronics. Essentially nonmathematical in nature; includes familiarization with a wide range of electronic components. Application to electronic systems, such as radio transmitters and receivers – both AM (amplitude modulation) and FM (frequency modulation), television transmitters and receivers, logic control, and computers. Application also to automotive electronics. Prerequisites: None.

## EMT - Emergency Medical Technology

**EMT101 / .5 CREDITS / .45 PERIODS**

### Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers

Designed to provide the allied healthcare provider with the knowledge and skills to perform Basic Life Support (BLS) according to current guidelines for emergency cardiovascular care (ECC). Prerequisites: None. Course Notes: EMT101 may be repeated for credit.

**EMT104 / 9 CREDITS / 11.4 PERIODS**

### Emergency Medical Technology

Techniques of Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations, IV monitoring, patient-assisted medication administration, automated external defibrillators (AEDs), and blood-glucose monitoring. Prerequisites: EMT101 or a current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer and (appropriate score on Reading placement test to demonstrate minimum tenth grade level reading or completion of an Associate's degree or higher from an accredited institution). Course Notes: Students are required to complete additional hours in a competency-based clinical, vehicular, and/or scenario based experience. This may be completed through EMT104AB or program director-approved rotation. Students must meet National Registry of EMTs requirements for certification. Additional information available at [nremt.org](http://nremt.org). EMT/FSC104 may be repeated for credit.

## ENG – English

**ENG081 / 3 CREDITS / 3 PERIODS**

### Preparatory Academic Writing II

Emphasizes preparation for college-level composition and related reading tasks with a focus on critical writing, reading, and thinking skills and processes. Prerequisites: Appropriate writing placement test score, or a grade of "C" or better in ENG071 or ESL077, or permission of Department or Division.

**ENG091 / 3 CREDITS / 3 PERIODS**

### Preparatory Academic Writing III

Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity. Prerequisites: Appropriate writing placement test score, or a grade of "C" or better in ENG081 or ESL087, or permission of Department or Division.

**ENG101 / 3 CREDITS / 3 PERIODS**

 ENG 1101

### First-Year Composition

Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

**ENG102 / 3 CREDITS / 3 PERIODS**

 ENG 1102

### First-Year Composition

Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG101.

**ENG107 / 3 CREDITS / 3 PERIODS**

### First-Year Composition for ESL

Equivalent of ENG 101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

**ENG108 / 3 CREDITS / 3 PERIODS**

### First-Year Composition for ESL

Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG107.

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**ENG111 / 3 CREDITS / 3 PERIODS**

### Technical Writing

Covers analyzing, planning, organizing, researching, and writing correspondence, reports, and presentations for specific work-related audiences. Includes integrating data and graphics into work-related documents and presentations. Prerequisites: ENG101 with a grade of “C”, or better, or permission of instructor.

**ENG200 / 3 CREDITS / 3 PERIODS**

### Reading and Writing About Literature

Emphasis on critical analysis of various genres of literature; includes study of necessary terminology, introduction to methods of literary criticism, and practice in interpretation and evaluation. Prerequisites: ENG102

**ENG216 / 3 CREDITS / 3 PERIODS**

### Persuasive Writing on Public Issues

Advanced course in techniques of analyzing and writing persuasive arguments addressing topics of current public interest. Papers research based. Prerequisites: ENG102.

**ENG217 / 3 CREDITS / 3 PERIODS**

### Personal and Exploratory Writing

Using writing to explore one’s self and the world one lives in; emphasis on journal writing as a source and inspiration for public writing. Prerequisites: ENG101 or ENG107 or equivalent.

**ENG270 / 3 CREDITS / 3 PERIODS**

### Workplace Writing

Emphasizes rhetoric and composition with a focus on adapting writing to meet the needs of very specific workplace objectives and audiences. Uses primary and secondary research practices to investigate a variety of workplace discourse communities. Prerequisites: Grade of C or better in ENG102 or ENG108. Course Notes: Develop advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total.

## ENH – English Humanities

**ENH110 / 3 CREDITS / 3 PERIODS**

### Introduction to Literature

Introduction to international literature through various forms of literary expression; e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans. Prerequisites: None.

**ENH114 / 3 CREDITS / 3 PERIODS**

### African-American Literature

Survey of major African-American writers from Colonial period through the present; analysis of trends and movements within African-American literary history; analysis of literary types and selected works. Prerequisites: None.

**ENH206 / 3 CREDITS / 3 PERIODS**

### Nature and Environmental Literature

Investigates major themes in nature and environmental writing. Explores relationship between humanity and the environment as expressed through fiction, non-fiction, and poetry. Examines how literature drives attitudes and policies. Prerequisites: None.

**ENH221 / 3 CREDITS / 3 PERIODS**

### Survey of English Literature Before 1800

Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. Prerequisites: (ENG101 or ENG107) or equivalent.

**ENH222 / 3 CREDITS / 3 PERIODS**

### Survey of English Literature After 1800

Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. Prerequisites: (ENG101 or ENG107) or equivalent.



**ENH241 / 3 CREDITS / 3 PERIODS**

### American Literature Before 1860

Includes literature written prior to 1860 in the United States. Prerequisites: None.

**ENH242 / 3 CREDITS / 3 PERIODS**

### American Literature After 1860

Includes literature written after 1860 in the United States. Prerequisites: None.

**ENH251 / 3 CREDITS / 3 PERIODS**

### Mythology

Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures. Prerequisites: None.

**ENH253 / 3 CREDITS / 3 PERIODS**

### Contemporary Global Literature and Film

Characteristics of literary and cinematic mediums. Challenges of adapting literature to film. Global examination of historical, religious, socio-economic, political, and colonial/post colonial themes depicted in Western and non-Western literature and film (e. g., Africa, Asia, and Latin America) outside the United States. Use of narrative in each medium and how it translates various global/international perspectives and cultural assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: ENG101.

**ENH254 / 3 CREDITS / 3 PERIODS**

### Literature and Film

Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101, or ENG107, or equivalent.

**ENH255 / 3 CREDITS / 3 PERIODS**

### Contemporary U.S. Literature and Film

Strengths and weaknesses of literature and film. Challenges of adapting literature to film. Addressing racial, ethnic, gender, class and religious differences between cultures and mediums. Use of narrative in each medium and how it translates various cultural values and assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: ENG101.

**ENH259 / 3 CREDITS / 3 PERIODS**

### American Indian Literature

Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. Prerequisites: None.

**ENH260 / 3 CREDITS / 3 PERIODS**

### Literature of the Southwest

Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None.

**ENH284 / 3 CREDITS / 3 PERIODS**

### 19th Century Women Writers

Investigates major themes in literature by women writing in the 19th century including the nature of women's lives in the family, in work situations, and in society. Poetry, prose, essays and drama are examined with an emphasis on common themes. Prerequisites: None.

**ENH285 / 3 CREDITS / 3 PERIODS**

### Contemporary Women Writers

Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. Prerequisites: None.

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**ENH291 / 3 CREDITS / 3 PERIODS**

### Children's Literature

Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

**ENH295 / 3 CREDITS / 3 PERIODS**

### Banned Books and Censorship

History, motivations, and effects of censorship in a democratic society. Censorship and book banning as a method of silencing diverse voices. Critical analysis of banned or challenged literature for children and adults. Prerequisites: None.

## ESL - English as a Second Language

**ESL001BB / 2 CREDITS / 2 PERIODS**

### Basic ESL I: Services & Employment

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to services and employment when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BA or permission of instructor.

**ESL001BC / 2 CREDITS / 2 PERIODS**

### Basic ESL I: Shopping & Everyday Life

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to shopping and everyday life when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BB or permission of instructor.

**ESL010 / 3 CREDITS / 3 PERIODS**

### English as a Second Language I: Grammar

First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of

six (6) credits. Prerequisites: Appropriate ESL placement test score.

**ESL011 / 3 CREDITS / 3 PERIODS**

### English as a Second Language I: Listening and Speaking

Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL002.

**ESL013 / 1 CREDIT / 1 PERIOD**

### Vocabulary for ESL I

Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. Prerequisites: Appropriate ESL placement test score or permission of Instructor. Course Notes: ESL013 may be repeated for a maximum of two (2) credits.

**ESL016 / 3 CREDITS / 3 PERIODS**

### Reading English as a Second Language I

Designed for students who are learning English as a second language. Skills needed to become proficient readers in English. Sound symbol relationships of the English alphabet. Essential vocabulary for daily communication both in isolation and context. Development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

**ESL020 / 3 CREDITS / 3 PERIODS**

### English as a Second Language II: Grammar

Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL010.

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**ESL021 / 3 CREDITS / 3 PERIODS**

### English as a Second Language II - Listening and Speaking

Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. Prerequisites: Appropriate ESL placement test score or ESL010 or ESL011 or ESL012 or RDG/ESL016. Course Notes: ESL021 may be repeated for a maximum of six (6) credits.

**ESL022 / 3 CREDITS / 3 PERIODS**

### ESL II-Writing with Oral Practice

Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL012, or permission of instructor.

**ESL026 / 3 CREDITS / 3 PERIODS**

### Reading English as a Second Language II

Designed for students who are learning English as a second language. Continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG016, or permission of Instructor.

**ESL030 / 3 CREDITS / 3 PERIODS**

### English as a Second Language III: Grammar

Third-level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL020. Course Notes: ESL030 may be repeated for a total of six (6) credit hours. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

**ESL031 / 3 CREDITS / 3 PERIODS**

### English as a Second Language III - Listening and Speaking

Emphasis on listening and speaking skills related primarily to academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. Prerequisites: Appropriate ESL placement test score or ESL020 or ESL021 or ESL022 or RDG/ESL026. Course Notes: ESL031 may be repeated for a total of six (6) credit hours.

**ESL032 / 3 CREDITS / 3 PERIODS**

### ESL III-Writing with Oral Practice

Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL022, or permission of instructor.

**ESL036 / 3 CREDITS / 3 PERIODS**

### Reading English as a Second Language III

Designed for students who are learning English as a second language. Instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG026, or permission of Instructor.

**ESL040 / 3 CREDITS / 3 PERIODS**

### English as a Second Language IV: Grammar

Fourth-level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL030. Course Notes: ESL040 may be repeated for a total of six (6) credit hours. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

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**ESL041 / 3 CREDITS / 3 PERIODS**

### English as a Second Language IV: Listening and Speaking

Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDC/ESL036. Course Notes: ESL041 may be repeated for a maximum of six (6) credits.

**ESL042 / 3 CREDITS / 3 PERIODS**

### ESL IV-Writing with Oral Practice

Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL032, or permission of instructor.

**ESL046 / 3 CREDITS / 3 PERIODS**

### Reading English as a Second Language IV

Developed for students of English as a second language. Development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG036, or permission of Instructor.

**ESL050 / 3 CREDITS / 3 PERIODS**

### Review Grammar For ESL

Review of grammatical concepts for ESL (English as a Second Language) students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of "C" or better in ESL040, or permission of instructor.

**ESL051 / 3 CREDITS / 3 PERIODS**

### Pronunciation Improvement for ESL Speakers

Individualized pronunciation practice and drills for English as a Second Language (ESL) speakers. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in (ESL020 or ESL021 or ESL022 or RDC/ESL026), or permission of instructor. Course Notes: ESL051 may be repeated for a total of six (6) credits.

**ESL071 / 3 CREDITS / 3 PERIODS**

### Advanced Pronunciation and Oral Reading for ESL

Pronunciation practice and review, spelling of English sounds, and oral reading for stress and intonation patterns in English. Prerequisites: A grade of C or better in ESL051, or permission of instructor.

**ESL087 / 3 CREDITS / 3 PERIODS**

### Preparatory Academic Writing II for ESL

Emphasizes preparation for college-level composition and related reading tasks with a focus on critical writing, reading, and thinking skills and processes. Prerequisites: Appropriate writing placement test score, or grade of C or better in ESL077 or ENG071, or permission of Department or Division.

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## EUT - Electric Utility Technology

**EUT110 / 2 CREDITS / 2 PERIODS**

### Line Work I

Overview of line work industry including its history, technological developments and current practices. Examines industry equipment and tools. Focuses on safety practices and procedures used in utility line work industry. Prerequisites: None.

**EUT112 / 4 CREDITS / 4 PERIODS**

### Basic Electricity: AC and DC

Reviews the basic principles of Alternating Current (AC) and Direct Current (DC) electricity. Examines the structure and function of AC and DC circuits including series, parallel and series-parallel circuits. Includes an overview of electric systems and their applications in the utility industry. Prerequisites: None. Corequisites: EUT110 and EUT115.

**EUT115 / 4 CREDITS / 12 PERIODS**

### Field Training I

Practice in the basics of climbing and working on utility poles. Focuses on apparatus and equipment, using ropes and rigging equipment, installations of single and double cross arms, pole framing and setting, use of hand line and building single-phase lines. Prerequisites: None. Corequisites: EUT110, EUT112.

**EUT210 / 2 CREDITS / 2 PERIODS**

### Line Work II

Overview of line work industry including its history, technological developments and current practices. Examines industry equipment and tools. Focuses on hot sticking, tag out and lock out procedures with emphasis on industry safety practices and procedures. Prerequisites: EUT110.

**EUT211 / 4 CREDITS / 4 PERIODS**

### Electrical Apparatus

Overview of transformers and how they operate. Reviews single and three-phase theory. Focuses on construction and hook-up of single-phase, three-phase, open Y and Delta transformer connections. Presents an overview of surge arresters, including applications and installation. Prerequisites: EUT110, EUT112 and EUT115. Corequisites: EUT215.

**EUT215 / 4 CREDITS / 12 PERIODS**

### Field Training II

Practice in the installation of electrical lines including transformers, reclosers, and service loops. Teaches

rubber gloving, hot sticking techniques, and trenching of underground lines. Practice in the safe set-up and operation of equipment used in the line industry with a focus on the development of entry-level skills as drivers and operators. Includes procedures and practice in pole-top and bucket-truck rescues. Prerequisites: EUT110, EUT112, and EUT115. Corequisites: EUT211.

## EXS - Exercise Science

**EXS101 / 3 CREDITS / 3 PERIODS**

### Introduction to Exercise Science

Introductory course that will provide the student with a general overview of the disciplines, professions and research areas associated with the field of Exercise Science. Basic history, philosophy, theory, educational pathways and career options will be examined. Prerequisites: None.

**EXS112 / 3 CREDITS / 3 PERIODS**

### Professional Applications of Fitness Principles

Basic principles of fitness for the prospective fitness professional and characteristics of quality communication and fitness leadership. Topics include behavior modification, enhancing motivation components of fitness, fitness assessment, risk stratification, exercise programming and modifications. Prerequisites: None.

**EXS125 / 3 CREDITS / 3 PERIODS**

### Introduction to Exercise Physiology

Principles of exercise science applied to teaching fitness/aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None. BIO160 recommended but not required.

**EXS130 / 3 CREDITS / 3 PERIODS**

### Strength Fitness-Physiological Principles and Training Techniques

Principles and techniques of strength training including strength physiology, performance factors, training

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recommendations, exercise techniques, and program design and management. Prerequisites: None.

**EXS132 / 3 CREDITS / 3 PERIODS**

### Cardiovascular Fitness: Physiological Principles and Training Techniques

Covers principles and techniques of aerobic training and the application of these to the development of aerobic training programs. Includes instructional techniques and safety, and stresses injury prevention. Prerequisites: None.

**EXS145 / 3 CREDITS / 4.5 PERIODS**

### Guidelines for Exercise Testing and Prescription

Follows the current ACSM guidelines for health appraisal, risk assessment, safety of exercise, exercise testing, and exercise prescription. Prerequisites: None.

**EXS214 / 2 CREDITS / 3 PERIODS**

### Instructional Competency: Flexibility and Mind- Body Exercises

Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites: (RDG100, or RDG111, or RDG112, or RDG113, or satisfactory score on District reading placement exam) and (EXS125 and HES100) or permission of Instructor.

**EXS215 / 3 CREDITS / 3 PERIODS**

### Fitness for Life

Lifetime health and skill-related components of fitness to achieve total wellness. Topics include health and skill- related components of fitness, guidelines for health and fitness assessment, exercise safety and precautions, nutrition, weight control, cardiovascular risk reduction, psychology of fitness and wellness, consumerism, and overall self-management of personal health and lifestyle habits to achieve the highest potential for well-being. Prerequisites: None.

**EXS216 / 2 CREDITS / 3 PERIODS**

### Instructional Competency: Muscular Strength and Conditioning

Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites: (RDG100, or RDG111, or RDG112, or RDG113, or satisfactory score on District reading placement exam) and (MAT120 or satisfactory score on District math placement exam) and (EXS125 and HES100) or permission of Instructor.

**EXS218 / 2 CREDITS / 3 PERIODS**

### Instructional Competency: Cardiorespiratory Exercises and Activities

Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites: (RDG100, or RDG111, or RDG112, or RDG113, or satisfactory score on District reading placement exam) and (MAT120 or satisfactory score on District math placement exam) and (EXS125 and HES100) or permission of Instructor.

**EXS230 / 3 CREDITS / 3 PERIODS**

### Introduction to Research Methods in Health and Exercise Science

Introduction to the general nature of research with specific application to accessing, reading, evaluating, and reporting research in health and exercise science. Introduce students to select, data-based literature in order to engender an appreciation for and ability to critically evaluate health/exercise science research. Prerequisites: (ENG101 or ENG107) and MAT082 or permission of Instructor.

**EXS239 / 3 CREDITS / 5.4 PERIODS**

### Practical Applications of Personal Training Skills and Techniques Internship

Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit.

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Prerequisites: Completion of nine (9) credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer), current CPR card, and permission of Department or Division. Course Notes: CPR certification must be current through the duration of the internship. EXS239 may be repeated for a maximum of six (6) credits.

**EXS285 / 3 CREDITS / 3 PERIODS**

### Exercise Program Design and Instruction

Business aspects of the fitness profession such as program administration, quality assurance, and effective communication skills for the professional personal trainer and/or strength and conditioning coach. Implementation of behavioral strategies, progression of program planning, and development of programs for populations with special physical/medical needs. Designing exercise programs in an internship setting. Prerequisites: EXS145 or permission of instructor.

**EXS290 / 3 CREDITS / 3 PERIODS**

### Introduction to Evidence-Based Practice

Introduction to best practices in the acquisition, analysis, synthesis, and potential application of research in the discipline of exercise science. Specific emphasis on the application of research-based evidence for applied problem solving in exercise science. Prerequisites: EXS101 and (ENG101 or ENG107), or permission of Instructor.

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## FON – Food and Nutrition

**FON100 / 3 CREDITS / 3 PERIODS**

### Introductory Nutrition

Introduction to the science of food and human nutrition. Current sustainable dietary recommendations and applications for maximizing well-being and minimizing risk of chronic disease throughout the life cycle. An overview of the nutrients, emphasizing the importance of energy and fluid balance, and optimal functioning of the digestive system. Understanding factors that influence food intake in different cultures. Methods for

evaluating credibility of nutrition claims, a focus on modern food safety and technology practices, and a worldview of nutrition are included. Emphasis is on personal dietary behavior change for a holistic life of wellness. Prerequisites: None.

**FON104 / 1 CREDIT / 1 PERIOD**

### Certification in Food Service Safety and Sanitation

Preparation for and certification in a national food sanitation and safety program. Emphasis on food from purchasing, receiving, and storing to preparation, holding, and serving. Focuses on safe and sanitary food service facilities and equipment, employee habits and personal hygiene, and role of management in safety and sanitation. Includes time-temperature principles, foodborne illnesses, pest control, accident prevention, standards for cleaning and sanitizing, and regional regulations and standards. Prerequisites: None.

**FON125 / 1 CREDIT / 1 PERIOD**

### Introduction to Professions in Food, Nutrition, and Dietetics

Overview and discussion of career opportunities in the fields of food, nutrition, and dietetics. Includes information about history, ethics, standards of practice, communication and counseling skills. Emphasis on how to become a Registered Dietitian Nutritionist or a Dietetic Technician Registered. Prerequisites: None.

**FON142AB / 3 CREDITS / 5 PERIODS**

### Applied Food Principles

Exploration and applications of scientific principles involved in food preparation; experiences with basic cooking methods; emphasis on the rationale of cooking techniques. Prerequisites: None.

**FON143 / 3 CREDITS / 3 PERIODS**

### Food and Culture

Understanding diet in the context of culture. Historical, religious, and socio-cultural influences on the development of cuisine, meal patterns, eating customs, cooking methods, and nutritional status of various

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ethnic groups. Traditional and contemporary food habits. Health and social impact of changes in diet. Preparation and serving of foods from many cultures. Prerequisites: None.

**FON207 / 3 CREDITS / 3 PERIODS**

### Introduction to Nutrition Services Management

Principles, knowledge, and techniques required for effective nutrition services management. Includes nutrition service issues in relation to health care trends, leadership skills, management theories and styles, food service manager responsibilities, and laws which pertain to nutrition service operations. Prerequisites: MAT092 or equivalent, or satisfactory score on district placement exam.

**FON225 / 3 CREDITS / 3 PERIODS**

### Research in Complementary and Alternative Nutrition Therapies

Introduction to basic research methods and statistics as applied to complementary and alternative nutrition therapies. Emphasis on the analysis and interpretation of health-related research. Prerequisites: MAT092 or equivalent, or satisfactory score on district placement exam.

**FON241 / 3 CREDITS / 3 PERIODS**

### Principles of Human Nutrition

Scientific principles of human nutrition. Emphasis on scientific literacy and the study of nutrients for disease prevention. Includes micro and macro nutrients, human nutrient metabolism and nutrition's role in the health of the human body throughout the life cycle. Addresses nutrition principles for prevention of nutrition-related health conditions. Prerequisites: None

**FON241LL / 1 CREDIT / 3 PERIODS**

### Principles of Human Nutrition Laboratory

Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, and dietary analysis. Includes the use of qualitative and quantitative

methodology to determine nutritional status and evaluate methodological applications. Prerequisites or Corequisites: A grade of C or better in FON241 and BIO160.

**FON242 / 3 CREDITS / 3 PERIODS**

### Introduction to Medical Nutrition Therapy

Introduction to fundamental principles of medical nutrition therapy. Emphasis on development and analysis of diets that fit an individual's personal and therapeutic needs. Includes strategies to promote dietary adherence and the development of educational programs for a diverse adult population. Prerequisites: A grade of C or better in FON241 and BIO160.

**FON244AA / 2 CREDITS / 2 PERIODS**

### Food Service Management Practicum

Classroom preparation and training, under the instruction and supervision of a registered dietitian. Understanding of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Comprehension of nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling, and education in health promotion and disease prevention. Competencies in the classroom met prior to their application in supervised practice settings during the practicum lab (FON245AB). Prerequisites: A grade of C or better in FON104, FON125, FON142AB, FON207 and FON242. Students must be in compliance with the Maricopa Community Colleges Allied Health Program Student Policies. Permission of Program Director required. Corequisites: FON244AB.

**FON244AB / 2.5 CREDITS / 10 PERIODS**

### Food Service Management Practicum Laboratory

Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge, and skills required in the delivery of nutrition services for food service management including food service operations, quantity food production, procurement, organizing and management principles, facility design

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and equipment, financial management, food safety and sanitation, menu planning, and marketing. Prerequisites: A grade of C or better in FON125, FON242, HCC145AA, and MAT092 or equivalent, or satisfactory score on district placement exam. Students must be in compliance with the Maricopa Community Colleges Allied Health Program Student Policies. Permission of Program Director required. Corequisite: FON245AB.

**FON245AA / 2 CREDITS / 2 PERIODS**

### Medical Nutrition Therapy Practicum

Classroom preparation and training, under the instruction and supervision of a registered dietitian. Understanding of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Comprehension of nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling, and education in health promotion and disease prevention. Prerequisites: FON125, FON242, HCE103 or equivalent, and MAT092 or equivalent, or satisfactory score on district placement exam. Corequisites: FON245AB.

**FON245AB / 2.5 CREDITS / 10 PERIODS**

### Medical Nutrition Therapy Practicum Laboratory

Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Perform nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling, and education in health promotion and disease prevention. Prerequisites: A grade of C or better in FON125, FON242, HCC145AA, and MAT092 or equivalent, or satisfactory score on district placement exam. Students must be in compliance with the Maricopa Community Colleges Allied Health Program Student Policies. Permission of Program Director required. Corequisite: FON245AA.

**FON246AA / 2 CREDITS / 2 PERIODS**

### Community Nutrition Practicum

Classroom preparation and training, under the instruction of a registered dietitian. Understanding of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes knowledge and understanding of nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds. Competencies in the classroom met prior to their application in supervised practice settings during the practicum lab (FON246AB). Prerequisites: A grade of C or better in FON125 and FON242. Students must be in compliance with the Maricopa Community Colleges Allied Health Program Student Policies. Permission of Program Director required. Corequisites: FON246AB.

**FON246AB / 2 CREDITS / 10 PERIODS**

### Community Nutrition Practicum Laboratory

Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds. Prerequisites: A grade of C or better in FON125 and FON242. Students must be in compliance with the Maricopa Community Colleges Allied Health Program Student Policies. Permission of Program Director required. Corequisite: FON246AA.

**FON247 / 3 CREDITS / 3 PERIODS**

### Weight Management Theory

Comprehensive study of genetic, physiological, psychological, metabolic, and environmental influences on body weight. In- depth study of the theories of body weight with emphasis on distinguishing between

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behavioral and biological approaches. Focus on discovering successful healthful long-term weight management strategies. Prerequisites: FON100 or FON241 or permission of instructor.

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## GBS – General Business

**GBS131 / 3 CREDITS / 3 PERIODS**

### Business Calculations

Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups. Prerequisites: None.

**GBS132 / 3 CREDITS / 3 PERIODS**

### Personal and Family Financial Security

Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting and general principles of consumerism. Prerequisites: None.

**GBS151 / 3 CREDITS / 3 PERIODS**

### Introduction to Business

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

**GBS205 / 3 CREDITS / 3 PERIODS**

### Legal, Ethical, and Regulatory Issues in Business

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

**GBS220 / 3 CREDITS / 3 PERIODS**

### Quantitative Methods in Business

Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of "C" or better in MAT150, or MAT151, or MAT152) or equivalent, or satisfactory score on district placement exam.

**GBS221 / 3 CREDITS / 3 PERIODS**

 BUS2201

### Business Statistics

Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. Prerequisites: Grade of C or better in GBS220.

**GBS233 / 3 CREDITS / 3 PERIODS**

### Business Communication

Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission of department/division.

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## GER – German

**GER101 / 4 CREDITS / 4 PERIODS**

### Elementary German I

Basic grammar, pronunciation and vocabulary of the German language. Includes the study of German culture, practice of listening, speaking, reading and writing skills. Prerequisites: None.

**GER102 / 4 CREDITS / 4 PERIODS**

### Elementary German II

Continued study of grammar and vocabulary of the German language along with the study of German culture. Emphasis on German language skills. Prerequisites: GER101, or GER101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required

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## GLG – Geology

**GLG101 / 3 CREDITS / 3 PERIODS**

 GLG 1101

### Introduction to Geology I – Physical Lecture

Introduction to Earth's materials, surface and internal

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geologic processes, plate tectonics and geologic time.  
Prerequisites: None.

**GLG102 / 3 CREDITS / 3 PERIODS**

### Introduction to Geology II – Historical Lecture

The origin and history of the Earth, its dynamic geographic and climatic changes. Evolution and sequence of life recorded in the fossil record; tectonic evolution of major continents through time. Prerequisites: None.

**GLG103 / 1 CREDIT / 3 PERIODS**

 **GLG 1101**

### Introduction to Geology I – Physical Lab

May accompany GLG101. Includes practical experience in rock and mineral identification, topographic maps, and applied problems in geology. Prerequisites: None.

**GLG104 / 1 CREDIT / 3 PERIODS**

### Introduction to Geology II – Historical Lab

May accompany GLG102. The study of minerals, rocks, fossils, geologic maps and structures. Prerequisites: None.

**GLG110 / 3 CREDITS / 3 PERIODS**

### Geologic Disasters and the Environment

Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as earthquakes, volcanoes, floods and landslides. Examines environmental impact and use of mineral and energy resources. Prerequisites: None.

**GLG111 / 1 CREDIT / 3 PERIODS**

### Geological Disasters and the Environment Lab

May accompany GLG110. Introduction to geological processes and concepts. Application of basic geologic knowledge to evaluate, interpret and propose solutions for a variety of current and past geology-related environmental disasters and hazards. Prerequisites: None.

**GLG229AA / 1 CREDIT / 5 PERIODS**

### Field Studies for Educators

Field trips to selected geological areas in Arizona in order to collect and/or observe geological phenomena. Designed for pre-college teachers. Prerequisites: None.

**GLG230AA / 1 CREDIT / 5 PERIODS**

### Field Geology of the Southwest

Field trips to selected areas in the Southwest, such as Arizona, Utah, California, and Sonora to observe and interpret various geological features and phenomena. Prerequisites: None. GLG103 suggested but not required. Course Notes: GLG230AA may be repeated for a total of four (4) credit hours.

**GLG298AA / 1 CREDIT / 1 PERIOD**

### Special Projects

Service-learning field experience within human service organizations, government offices, public schools, or hospitals. Requisites: Prerequisites: Permission of Program Director or Instructor. Course Notes: May be repeated for a total of six (6) GLG282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog

## GPH – Physical Geography

**GPH111 / 4 CREDITS / 6 PERIODS**

### Introduction To Physical Geography Lecture

Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None. Course Attributes: General Education Designation: Natural Sciences (Quantitative) – [SQ] in combination with: GPH112

**GPH112 / 1 CREDIT / 3 PERIODS**

### Introduction to Physical Geography LAB

Laboratory experience in support of GPH111. Prerequisites or Corequisites: GPH111. Course Attributes: General Education Designation: Natural Sciences (Quantitative) – [SQ] in combination with GPH111.

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**GPH212 / 3 CREDITS / 3 PERIODS**

### Introduction to Meteorology I

Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture  
Requisites: None. Course Attributes: General Education  
Designation: Natural Sciences (Quantitative) – [SQ] in combination with: GPH214

**GPH214 / 1 CREDIT / 3 PERIODS**

### Introduction to Meteorology Laboratory I

Basic meteorological and climatological measurements.  
Requisites: None. Corequisites: GPH212. Course Attributes: General Education  
Designation: Natural Sciences (Quantitative) – [SQ] in combination with: GPH212

## HCC – Health Core Curriculum

**HCC130 / 3 CREDITS / 3 PERIODS**

### Fundamentals in Health Care Delivery

Overview of current and recent development of health care professions, including career and labor market information, health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate inter-professional teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

**HCC145AA / 1 CREDIT / 1 PERIOD**

### Medical Terminology for Health Care Professionals I

Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing selected terms using basic word parts. Selected medical abbreviations and symbols and term spelling.

**HCC145AB / 1 CREDIT / 1 PERIOD**

### Medical Terminology for Health Care Professionals II

Selected medical terms used in health care. Body systems approach to more detailed terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing selected terms using standard word parts. Selected abbreviations and symbols and term spelling.

## HCR – Health Care Related

**HCR210 / 3 CREDITS / 3 PERIODS**

### Clinical Health Care Ethics

An introduction to health care ethics with emphasis on analysis and ethical decision making at both the clinical and health policy levels for health care professionals. Theoretical foundation of bioethics reviewed within historical and contemporary contexts. Prerequisites: ENG102 or ENG108 or permission of Instructor.

**HCR220 / 3 CREDITS / 3 PERIODS**

### Introduction to Nursing and Health Care Systems

Introduction to the social, political, and economic contexts of the nursing profession and health care systems in the United States. Prerequisites: Grade of “C” or better in ENG102 or ENG108.

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**HCR230 / 3 CREDITS / 3 PERIODS**

### Culture and Health

Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices. Prerequisites: None.

**HCR240 / 4 CREDITS / 4 PERIODS**

### Human Pathophysiology

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205, or permission of Instructor.

## HES - Health Science

**HES100 / 3 CREDITS / 3 PERIODS**

### Healthful Living

Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.

**HES210 / 3 CREDITS / 3 PERIODS**

### Cultural Aspects of Health and Illness

Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S. Prerequisites: None.

**HES271 / 3 CREDITS / 3 PERIODS**

### Prevention and Treatment of Athletic Injuries

Prevention and care of athletic injuries, emphasizing use of modern training techniques and support materials. Utilization of preventive taping, strapping, bandaging, cardiopulmonary resuscitation, massage, cryotherapy,

hydrotherapy, and practical application of muscle reconditioning. Prerequisites: None.

## HIS - History

**HIS102 / 3 CREDITS / 3 PERIODS**

### History of Western Civilization 1789 to Present

Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

**HIS103 / 3 CREDITS / 3 PERIODS**

 HIS 1131

### United States History to 1865

The political, economic, and social development of the United States from the Pre-Columbian period through the end of the Civil War (1865). Prerequisites: None.

**HIS104 / 3 CREDITS / 3 PERIODS**

 HIS 1132

### United States History 1865 to Present

The political, economic, and social development of the United States from 1865 to the present time. Prerequisites: None.

**HIS106 / 3 CREDITS / 3 PERIODS**

### Southwest History

Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None.

**HIS108 / 3 CREDITS / 3 PERIODS**

### United States History 1945 to the Present

Survey of American history from 1945 to the present. Focuses on the political, social, economic and cultural history of the United States from the end of World War II to the present time. Includes domestic developments and foreign policy. Prerequisites: None.

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**HIS109 / 3 CREDITS / 3 PERIODS**

### Mexican-American History and Culture

Examination of origins and development of Spanish-American and Mexican- American peoples and their contribution to culture, history and development of United States. Emphasis on Mexican-American War and its impact on educational, social, and economic conditions of the Mexican-Americans of the southwest. Prerequisites: None.

**HIS110 / 3 CREDITS / 3 PERIODS**

### World History to 1500

Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500. Prerequisites: None.

**HIS111 / 3 CREDITS / 3 PERIODS**

### World History 1500 to the Present

Survey of the economic, social, cultural, and political elements of world history from 1500 to the present. Prerequisites: None.

**HIS113 / 3 CREDITS / 3 PERIODS**

### History of Eastern Civilizations to 1850

An examination of the characteristics and development of civilizations, religions and philosophies of the Middle East, India, Far East, and Southeast Asia. From ancient times to the mid-nineteenth century. Prerequisites: None.

**HIS140 / 3 CREDITS / 3 PERIODS**

### American Indian History

Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None.

**HIS201 / 3 CREDITS / 3 PERIODS**

### History of Women in America

Introduction to women's history from the colonial period to the present. Deals chronologically with changes and developments which have influenced the lives of women. Prerequisites: None.

**HIS203 / 3 CREDITS / 3 PERIODS**

### African-American History to 1865

History and cultural heritage of African-Americans from their beginnings in Ancient Africa through the experience of chattel slavery in the Americas to their eventual emancipation and participation in the American Civil War. Prerequisites: None.

**HIS204 / 3 CREDITS / 3 PERIODS**

### African-American History 1865 to Present

Multifaceted experiences of African-American people from the post-Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self-determination in the United States. Prerequisites: None.

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**HUM - Humanities**

**HUM107 / 3 CREDITS / 3 PERIODS**

### Humanities Through the Arts

Introduction to humanities including film, drama, music, literature, painting, sculpture, and architecture. Prerequisites: None.

**HUM108 / 3 CREDITS / 3 PERIODS**

### Contemporary Humanities

An exploration of human expression in contemporary arts and sciences. Prerequisites: None.

**HUM201 / 3 CREDITS / 3 PERIODS**

### Humanities: Universal Themes

Study of worldviews in a variety of historical and contemporary world cultures, including analysis of origin

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and creation myths, artistic expression, spirituality, and the natural environment. Prerequisites: None.

**HUM205 / 3 CREDITS / 3 PERIODS**

### Introduction to Cinema

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

**HUM209 / 3 CREDITS / 3 PERIODS**

### Women and Films

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None

**HUM213 / 3 CREDITS / 3 PERIODS**

### Hispanic Film

Analysis of Hispanic film as art form and as social commentary. Prerequisites: None.

**HUM245 / 3 CREDITS / 3 PERIODS**

### Introduction to Holocaust Studies

Introduction to essential information about the Holocaust. Provides theological, social and political background to establish contexts of anti-Semitism, especially in 19th and 20th centuries, with particular attention to National Socialist ideologies. Ghetto and camp life, including resistance, are explored. Emphasis is on texts of the Holocaust, including historical documents, participant testimonies, fiction, creative non-fiction, and poetry, much of which involves theological and moral debate. Includes analysis of supplementary visual material and some performing arts. Prerequisites: None. CRE101, or equivalent as indicated by appropriate reading placement test score recommended but not required.

**HUM250 / 3 CREDITS / 3 PERIODS**

### Ideas and Values in the Humanities

An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101.

**HUM251 / 3 CREDITS / 3 PERIODS**

### Ideas and Values in the Humanities

An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including Western and Non-Western cultures. Prerequisites: ENG101.

## IBS - International Business

**IBS101 / 3 CREDITS / 3 PERIODS**

### Introduction to International Business

A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications. Prerequisites: None.

## IFS - Information Studies

**IFS201 / 3 CREDITS / 3 PERIODS**

### Information in a Post-Truth World

Development of critical thinking skills in using information. Exploration of how information can be used as a tool or a weapon. Explanation of the role of information as a consumer and creator. Recognition of the impact of culture and worldview on how information is understood, created, and disseminated. Prerequisites: A grade of "C" or better in ENG101 or ENG107.

**IFS210 / 3 CREDITS / 3 PERIODS**

### Research in a Global Society

A comparative study focused on access to digital information in a global environment. Explore the global culture developing around the Internet and the impact of local, national and global cultures as well as economic and social factors related to the flow of information in a global society. Examine emerging technologies to produce and distribute information across cultures in a global society in an ethical manner. Prerequisites: None. Course Notes: IFS210 may be repeated for a total of six (6) credit hours.

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# ITS - Information Technology Security

**ITS100 / 1 CREDIT / 2 PERIODS**

## Information Security Awareness

Computer and network security topics, including network communication. Includes security policy, implementation of basic security measures, the importance of backups and the value of protecting intellectual property. Real-life examples and practical projects to reinforce the need for computer security. Prerequisites: None.

**ITS110 / 3 CREDITS / 4 PERIODS**

## Information Security Fundamentals

Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, Public Key Infrastructure (PKI), network attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration. Prerequisites: CIS126DA, or CIS126DL, or permission of Program Director. Prerequisites or Corequisites: Any MST150++ course.

**ITS120 / 3 CREDITS / 3 PERIODS**

## Legal, Ethical and Regulatory Issues

Exploration of legal and ethical issues unique to information security. Analysis of professional ethical codes and their application to information security practitioners. Federal and state laws as they relate to information security. Prerequisites: ITS110 or permission of instructor.

**ITS130 / 3 CREDITS / 4 PERIODS**

## Operating System Security

In-depth examination of operating system security including Transmission Control Protocol/Data Encryption Standard (DES), Triple Data Encryption Standard (3DES), Advanced Encryption Standard (AES), Pretty Good Privacy (PGP), and other encryption technologies (TCP/IP), Internet Protocol Security (IPSec) and Cisco Internetwork Operating System (IOS), Microsoft Windows, Linux and Mac OSX Security. Procedures to defend networks against attacks and recovery from network disasters. Web server security. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and MS Windows and Linux Administration. Prerequisites: ITS110 or permission of instructor.

**ITS140 / 3 CREDITS / 4 PERIODS**

## Network Security

Examination of techniques used to defend network security. Design and implementation of devices including firewalls and Intrusion Detection Systems (IDSs) and Virtual Private Networks (VPNs). Risk analysis and security policies methodologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and MS Windows and Linux Administration. Prerequisites: (ITS110 and ITS130) or permission of instructor.

**ITS150 / 3 CREDITS / 4 PERIODS**

## Building Trusted Networks in the Enterprise

Design of a trusted network to secure electronic transactions. Techniques to secure electronic transactions to include cryptography, digital signatures, digital certificates and strong authentication. Computer forensics techniques and legislative issues. Emphasis on



hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and MS Windows and Linux Administration. Prerequisites: ITS110, ITS130 and ITS140, or permission of instructor.

## JRN - Journalism

**JRN201 / 3 CREDITS / 5 PERIODS**

 JRN 2201

### News Writing

Writing and producing news for the media. Associated Press editing style, writing skills, and organizational structure for news. Prerequisites: ENG101 or ENG107.

## MAT - Mathematics

**MAT053 / 1 CREDIT / 1 PERIOD**

### Multiplicative and Proportional Reasoning

Primary emphasis on conceptual understanding of and solving problems involving fractions and percentages. Focus on additive and multiplicative reasoning. Prerequisites: A grade of "C" or better, or satisfactory Math Diagnostic Assessment Score for MAT051 and MAT052.

**MAT054 / 1 CREDIT / 1 PERIOD**

### Geometry

Primary emphasis on conceptual understanding of and solving problems involving angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Prerequisites: A grade of "C" or better, or satisfactory Math Diagnostic Assessment Score for MAT051, MAT052 and MAT053. Corequisites: MAT055, or MAT056, or MAT057.

**MAT055 / 1 CREDIT / 1 PERIOD**

### Algebraic Structures

Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and

multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Prerequisites: A grade of "C" or better, or satisfactory Math Diagnostic Assessment score for MAT051, MAT052, and MAT053.

**MAT056 / 1 CREDIT / 1 PERIOD**

### Functions I

Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Prerequisites: A grade of "C" or better, or satisfactory Math Diagnostic Assessment score for MAT051, MAT052, MAT053, and MAT055.

**MAT057 / 1 CREDIT / 1 PERIOD**

### Functions II

Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change. Prerequisites: A grade of "C" or better, or satisfactory Math Diagnostic Assessment score for MAT051, MAT052, MAT053, MAT055, and MAT056.

**MAT108AA / 1 CREDIT / 1 PERIOD**

### Tutored Mathematics

Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. Prerequisites: None. Corequisites: MAT072, or MAT081, or MAT082, or MAT083, or MAT090, or MAT091, or MAT092, or MAT093, or MAT120, or MAT121, or MAT122, or MAT140, or MAT141, or MAT142, or MAT150, or MAT151, or MAT152, or permission of Department Chair. Course Notes: MAT108AA may be repeated for a total of ten (10) credit hours.

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**MAT112 / 3 CREDITS / 3 PERIODS**

### Mathematical Concepts and Applications

A problem solving approach to mathematics as it applies to real-life situations. Development, use and communication of mathematical concepts and applications that relate to measurement, percentage, practical geometry, statistics, finance, and unit conversions. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057).

**MAT121 / 4 CREDITS / 4 PERIODS**

### Intermediate Algebra

Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057). Course Notes: Students may receive credit for only one of the following: MAT120, MAT121, or MAT122.

**MAT122 / 3 CREDITS / 3 PERIODS**

### Intermediate Algebra

Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. Prerequisites: An appropriate mathematics placement score, OR a grade of "B" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "B" or better in each of the following courses: MAT055, MAT056, and MAT057). Course Notes: Students may receive credit for only one of the following: MAT120, MAT121, or MAT122.

**MAT141 / 4 CREDITS / 4 PERIODS**

### College Mathematics

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: An appropriate district placement, or a grade of C or better in (MAT055, MAT056, and MAT057), or MAT085, or MAT09+.

**MAT142 / 3 CREDITS / 3 PERIODS**

 MAT 1142

### College Mathematics

College-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Requisites: Prerequisites: An appropriate district placement, or a grade of C or better in (MAT055, MAT056, and MAT057), or MAT085, or MAT09+.

**MAT151 / 4 CREDITS / 4 PERIODS**

 MAT 1151

### College Algebra/Functions

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, modeling and solving real world problems, and defining and illustrating sequences and series. Prerequisites: A grade of "C" or better in MAT120, or MAT121, or MAT122, or satisfactory score on District placement exam. Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

**MAT152 / 3 CREDITS / 3 PERIODS**

### College Algebra/Functions

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, modeling and solving real

world problems, and defining and illustrating sequences and series. Prerequisites: A grade of "B" or better in MAT120, or MAT121, or MAT122, or satisfactory score on District placement exam. Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

**MAT182 / 3 CREDITS / 3 PERIODS**

### Plane Trigonometry

A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive credit for only one of the following: MAT182 or MAT187. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, MAT152, or satisfactory score on District placement exam.

**MAT187 / 5 CREDITS / 5 PERIODS**

 MAT 1187

### Precalculus

A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "B" or better in MAT120, MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. Course Notes: Strongly recommended that students have some knowledge of trigonometry.

**MAT206 / 3 CREDITS / 3 PERIODS**

 MAT 1160

### Elements of Statistics

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: A grade of C or better in MAT14+, or MAT15+, or MAT187, or equivalent, or satisfactory District placement, or permission of Department or Division Chair.

**MAT212 / 3 CREDITS / 3 PERIODS**

 MAT 2212

### Brief Calculus

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213.

**MAT213 / 4 CREDITS / 4 PERIODS**

### Brief Calculus

Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213.

**MAT217 / 3 CREDITS / 3 PERIODS**

### Mathematical Analysis for Business

An introduction to the mathematics required for the study of business. Includes multivariable optimization, language multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. Prerequisites: Grade of C or better in MAT212 or MAT213.

**MAT220 / 5 CREDITS / 5 PERIODS**

 MAT 2220

### Calculus with Analytic Geometry I

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT220 or MAT221.

**MAT221 / 4 CREDITS / 4 PERIODS**

### Calculus with Analytic Geometry I

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. Course Notes: Student may receive credit for only one of the following: MAT220 or MAT221.

**MAT225 / 3 CREDITS / 3 PERIODS**

### Elementary Linear Algebra

Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of "C" or better in MAT212 or MAT220, or MAT221, or equivalent.

**MAT227 / 3 CREDITS / 3 PERIODS**

 **MAT 2227**

### Discrete Mathematical Structures

Introduction to lattices, graphs, Boolean algebras, and groups. Emphasis on topics relevant to computer science. Prerequisites: A grade of "C" or better in (CSC100 or CSC110) and (MAT220 or MAT221) or permission of Instructor.

**MAT230 / 5 CREDITS / 5 PERIODS**

 **MAT 2230**

### Calculus with Analytic Geometry II

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent. Course Note: Student may receive credit for only one of the following: MAT230 or MAT231.

**MAT231 / 4 CREDITS / 4 PERIODS**

### Calculus with Analytic Geometry II

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220, or MAT221, or equivalent. Course

Notes: MAT231 students may receive credit for only one of the following: MAT230 or MAT231.

**MAT240 / 5 CREDITS / 5 PERIODS**

### Calculus with Analytic Geometry III

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration, and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. Course Note: Student may receive credit for only one of the following: MAT240 or MAT241.

**MAT241 / 4 CREDITS / 4 PERIODS**

 **MAT 2241**

### Calculus with Analytic Geometry III

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. Course Note: Student may receive credit for only one of the following: MAT240 or MAT241.

**MAT256 / 3 CREDITS / 3 PERIODS**

### Investigating Quantity: Number, Operations and Numeration Systems

Explore number, numeration systems and operations on numbers. Techniques of problem solving with an emphasis on exploring a variety of strategies. Use a variety of visualization techniques to develop a conceptual understanding of these topics. Prerequisites: A grade of "C" or better in (MAT150 or MAT151 or MAT152 or higher), or a grade of "C" or better in [(MAT120 or MAT121 or MAT122) and (MAT140 or MAT141 or MAT142 or higher)], or [a grade of "C" or better in (MAT140 or MAT141 or MAT142) and satisfactory score on District placement exam to permit enrollment in (MAT150 or MAT151 or MAT152 or higher)]. Course Notes: MAT256 is designed to meet requirements for prospective elementary education teachers.

**MAT257 / 3 CREDITS / 3 PERIODS**

### Investigating Geometry, Probability and Statistics

Explores geometry, measurement, probability and

statistics. Uses visualization, technologies, problem solving, reasoning and proof to develop a conceptual understanding of these topics. Prerequisites: MAT256 or permission of Instructor. Course Notes: MAT257 is designed to meet the requirements for prospective elementary education teachers.

**MAT276 / 4 CREDITS / 4 PERIODS**

### Modern Differential Equations

Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. Prerequisites: Grade of "C" or better in MAT230, or MAT231, or permission of Department or Division. Course Notes: Students may receive credit for only one of the following: MAT276 or MAT277.

**MAT277 / 3 CREDITS / 3 PERIODS**

### Modern Differential Equations

Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. Prerequisites: Grade of C or better in MAT230 or MAT231 or permission of Department or Division.

**MAT290 / 1 CREDIT / 1 PERIOD**

### Mathematics Professional Development

Expand subject matter content knowledge and pedagogical content knowledge of the mathematics taught at the community college and beyond through an in-depth study of at least one mathematical concept; e.g. positional numeration system or mathematical properties, and the progression of the selected concept(s) through the courses offered at the community college level and beyond. Use of a variety of instructional strategies including student-centered lesson design, inquiry-based learning, problem-based learning, review of relevant literature and so forth as well as classroom observations during which the concept is taught. Prerequisites: None. Course Notes: MAT290 may be repeated for credit.

**MAT295 / 1 CREDIT / 1 PERIOD**

### Special Topics in Mathematics

Conceptual and computational aspects of a special topic in modern mathematics. Prerequisites: Permission of Instructor.

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## MCO – Mass Communications

**MCO120 / 3 CREDITS / 3 PERIODS**

### Media and Society

Study of historical and contemporary roles of media and its pervasiveness in society as it relates to culture, politics and education. Prerequisites: ENG101 or ENG107.

## MGT – Management

**MGT101 / 3 CREDITS / 3 PERIODS**

### Techniques of Supervision

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

**MGT175 / 3 CREDITS / 3 PERIODS**

### Business Organization and Management

Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility. Prerequisites: None.

**MGT229 / 3 CREDITS / 3 PERIODS**

### Management and Leadership I

Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None.

**MGT251 / 3 CREDITS / 3 PERIODS**

### Human Relations in Business

Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101 or MGT175 or MGT229 suggested, but not required.

**MGT253 / 3 CREDITS / 3 PERIODS**

### Owning and Operating a Small Business

Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None.

**MGT276 / 3 CREDITS / 3 PERIODS**

### Personnel/Human Resources Management

Human resource planning, staffing, training, compensating, and appraising employees in labor management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

## MHL - Music: History/Literature

**MHL140 / 3 CREDITS / 3 PERIODS**

### Survey of Music History

Study of composers, compositions, styles, and periods in music history. Prerequisites: None.

**MHL143 / 3 CREDITS / 3 PERIODS**

### Music in World Cultures

Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None.

**MHL145 / 3 CREDITS / 3 PERIODS**

### American Jazz and Popular Music

The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800's to present. Prerequisites: None.

**MHL146 / 3 CREDITS / 3 PERIODS**

### Survey of Broadway Musicals

Survey of Broadway musicals traced from their origins to the present viewed in their cultural, political, and socio-economic contexts. Emphasis on stylistic periods,

composers, lyricists, directors, and choreographers. Prerequisites: None.

**MHL153 / 3 CREDITS / 3 PERIODS**

### Rock Music and Culture

History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None.

**MHL155 / 3 CREDITS / 3 PERIODS**

### Survey of American Music

History of the music of North America from the earliest American Indian music to the present. Introduction to the musical trends, composers, socioeconomic developments and trends, musical forms and styles that influence our modern American musical sense. Prerequisites: None.

**MHL241 / 3 CREDITS / 3 PERIODS**

### Music History and Literature to 1750

In-depth study of music history from the primitive era through the Baroque period. Prerequisites or Corequisites: MTC155 and MTC156, or permission of Instructor.

**MHL242 / 3 CREDITS / 3 PERIODS**

### Music History and Literature 1750 to Present

In-depth study of music history from the Classical period through the Contemporary period. Prerequisites: MHL241 or permission of instructor.

## MKT - Marketing

**MKT110 / 3 CREDITS / 3 PERIODS**

### Marketing and Social Networking

Theory and practice in the use of social media in marketing. Topics may include a history of social media, preparation for social marketing, the power of collective influence, and how to engage with social media. Reviews social mediums, social networks, platforms and other marketing tools used to create a social media campaigns. Prerequisites: None.

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**MKT111 / 3 CREDITS / 3 PERIODS**

## Applied Marketing and Social Networking

Examination of the strategic use of digital and social media marketing platforms and tools for global communication and networking, including analysis of various digital and social media platforms and tools for developing brands, creating professional networks and creating engaging content. Hands-on use of social media platforms and tools to conduct research, develop strategies for creating, integrating, and evaluating social media marketing campaigns, and development of metrics to measure effectiveness. Prerequisites: MKT110.

**MKT263 / 3 CREDITS / 3 PERIODS**

## Advertising Principles

Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT271 suggested, but not required.

**MKT268 / 3 CREDITS / 3 PERIODS**

## Merchandising

Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required.

**MKT271 / 3 CREDITS / 3 PERIODS**

## Principles of Marketing

An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. Prerequisites: None.

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# MSP – Mortuary Science

**MSP101 / 1 CREDIT / 1 PERIOD**

## Orientation to Funeral Service

Designed to orient prospective students to funeral service and its history, philosophy, educational requirements, apprenticeship, licensure examination,

job descriptions for funeral directors and embalmers, employment outlook. Prerequisites: None.

**MSP201 / 3 CREDITS / 3 PERIODS**

## History and Sociology of Funeral Service

Survey of history of funeral service from ancient to modern times. Sociological aspects of how various cultures deal with death. Prerequisites: Admission to the Mortuary Science Program.

**MSP202 / 4 CREDITS / 5 PERIODS**

## Embalming

Study of the disinfection, preservation and restoration of the deceased human body by chemical means for the specific purpose of funeralization. Prerequisites: Admission to the Mortuary Science Program.

**MSP203 / 3 CREDITS / 3 PERIODS**

## Microbiology for Funeral Service

Survey of the microbiological world as it pertains to the funeral service profession. Knowledge of those organisms that can cause death and safety precautions. Prerequisites: Admission to the Mortuary Science Program.

**MSP204 / 3 CREDITS / 3 PERIODS**

## Chemistry for Funeral Service

Basic principles of chemistry related to funeral service. Chemical principles of embalming, disinfection and public health. Sanitation practices regarding potentially harmful chemicals. Prerequisites: Admission to the Mortuary Science Program.

**MSP205 / 3 CREDITS / 3 PERIODS**

## Mortuary Administration I

Funeral directing and professional relationships with members of the clergy. Introductory information about the establishment of a funeral home. Prerequisites: Admission to the Mortuary Science Program.

**MSP206 / 3 CREDITS / 3 PERIODS**

## Mortuary Administration II

Operation of the established funeral home and product

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knowledge in the area of funeral service merchandising.  
Prerequisites: MSP205.

**MSP207 / 4 CREDITS / 5 PERIODS**

### Restorative Art

Care and restoration of the deceased human body to create natural form and appearance. Includes anatomical aspects and color theory. Prerequisites: Admission to the Mortuary Science Program.

**MSP208 / 3 CREDITS / 3 PERIODS**

### Legal, Regulatory, and Ethical Issues in Funeral Service

Mortuary law regulation by the Federal Trade Commission, and ethical issues in funeral service. Individual State Laws as they pertain to the regulation of funeral establishments and funeral service personnel. Prerequisites: Admission to the Mortuary Science Program.

**MSP209 / 3 CREDITS / 3 PERIODS**

### Pathology for Funeral Service

Pathologic conditions which require special treatment and terminology associated with the causes of death. Prerequisites: Admission to the Mortuary Science Program.

**MSP210 / 2 CREDITS / 2 PERIODS**

### Counseling for Funeral Service

Knowledge for facilitating the mourning process after the death of a loved one and for referring bereaved persons to other sources of professional assistance. Prerequisites: Admission to the VV Program.

**MSP211 / 2 CREDITS / 2 PERIODS**

### Compendium for Funeral Service

Analysis of tasks performed on a more-or-less day-to-day basis by funeral service personnel. Capstone experience based on all previous course work. Prerequisites: Admission to the Mortuary Science Program.

## MST - Microsoft Technology

**MST141 / 3 CREDITS / 4 PERIODS**

### Enterprise Desktop Support Technician

Troubleshooting and repairing problems with Microsoft Windows desktop operating systems. Basic knowledge of system architecture and security as needed to provide skills required to support users. Prerequisites: (CIS102 or any CIS102++ course) and CIS105, or permission of Instructor. Prerequisites or Corequisites: MST150, or any MST150++ course, or permission of Instructor. Course Notes: Preparation for Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP) certification examination, 70-685.

**MST150WT / 3 CREDITS / 4 PERIODS**

### Installing and Configuring Microsoft Windows 10

In-depth exploration of how to effectively install and configure Windows 10. Includes features of Windows 10, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 10 certification examination. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not required.

**MST155 / 3 CREDITS / 4 PERIODS**

### Implementing Windows Network Infrastructure

Knowledge and skills to install, configure, maintain, and support a Microsoft Windows network infrastructure. Prerequisites: or Corequisites: MST150, or any MST150++ course, or permission of Instructor. Course Notes: Preparation for Microsoft certification examination.



**MST155DB / 4 CREDITS / 5 PERIODS**

### Configuring Advanced Windows Server Services

In-depth exploration of how to effectively install and configure Windows Server. Designed to prepare students for the Microsoft Configuring Advanced Windows Server Services examination (70-412). Prerequisites: MST158++ or permission of Instructor. Course Notes: Recommend that prerequisite course completed was for the same version of Windows server as will be taught in this course.

**MST157 / 3 CREDITS / 4 PERIODS**

### Implementing Windows Directory Services

Knowledge and skills to install, configure, and administer Microsoft Windows Active Directory directory services. Prerequisites: Any MST+++ or any MST+++++ Microsoft Technology course, or permission of Instructor. Course Notes: Preparation for Microsoft certification examination.

**MST157DB / 4 CREDITS / 5 PERIODS**

### Administering Windows Server

In-depth exploration of how to effectively manage Windows Server. Designed to prepare students for the Administering Microsoft Windows Server examination (70-411). Prerequisite: MST158++ or permission of Instructor. Course Notes: Recommend that prerequisite course completed was for the same version of Windows server as will be taught in this course.

**MST158DB / 4 CREDITS / 5 PERIODS**

### Installing and Configuring Windows Server

In-depth exploration of how to effectively install and configure Windows Server. Includes roles and features of Server, virtualization with Hyper-V, core network services, Active Directory, and Group Policy. Designed to prepare students for the corresponding Microsoft Windows Server Installation and Configuration examination (70-410). Prerequisites: (MST140 or CNT140++) and MST150++, or permission of Instructor.

## MTC – Music: Theory/Composition

**MTC101 / 3 CREDITS / 3 PERIODS**

### Introduction to Music Theory

Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

**MTC103 / 1 CREDIT / 2 PERIODS**

### Introduction to Aural Perception

An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music. Prerequisites: None. Course Notes: MTC103 may be repeated for a total of two (2) credit hours.

**MTC105 / 3 CREDITS / 3 PERIODS**

### Music Theory I

The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100, or MTC101, or permission of instructor. Corequisites: MTC106.

**MTC106 / 1 CREDIT / 2 PERIODS**

### Aural Perception I

The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Corequisites: MTC105.

**MTC130 / 3 CREDITS / 3 PERIODS**

### Jazz Theory

Develop written and aural theory skills necessary in the jazz idiom. Prerequisites: (MTC101 and MTC103), or permission of Instructor. Course Notes: MTC130 is recommended for students taking jazz improvisation, jazz composition and jazz combo.

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**MTC155 / 3 CREDITS / 3 PERIODS**

### Music Theory II

A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105. Corequisites: MTC156.

**MTC156 / 1 CREDIT / 2 PERIODS**

### Aural Perception II

A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

**MTC205 / 3 CREDITS / 3 PERIODS**

 MUS 2222

### Music Theory III

The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206.

**MTC206 / 1 CREDIT / 2 PERIODS**

 MUS 2222

### Aural Perception III

A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Corequisites: MTC205.

**MTC240 / 3 CREDITS / .6 PERIODS**

### Composition

Introduction to the basics of music composition, stressing techniques and procedures for developing original ideas. May be repeated for total of twelve (12) credit hours. Prerequisites: (MTC105 and MTC106, or equivalent), and permission of instructor.

**MTC255 / 3 CREDITS / 3 PERIODS**

 MUS 2223

### Music Theory IV

A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256.

**MTC256 / 1 CREDIT / 2 PERIODS**

 MUS 2223

### Aural Perception IV

A continuation of Aural Perception III, including extended chords. Prerequisites: None. Corequisites: MTC255.

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## MUC - Music: Commercial/ Business

**MUC109 / 3 CREDITS / 3 PERIODS**

### Music Business: Merchandising and the Law

Operation, scope, and career opportunities in the music business. Focuses on music in the marketplace, songwriting, publishing, copyright procedures, and business affairs, agents, artist management, and concert production. Prerequisites: None.

**MUC110 / 3 CREDITS / 3 PERIODS**

### Music Business: Recording and Mass Media

The operation, scope, and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications, and film; and career options. Prerequisites: None.

**MUC111 / 3 CREDITS / 5 PERIODS**

### Digital Audio Workstation I (DAW I)

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC195, or MUC195AA, or TCM/VPT105, or permission of Instructor.

**MUC112 / 3 CREDITS / 5 PERIODS**

### Digital Audio Workstation II (DAW II)

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC111, and (MUC195 or MUC195AA).

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**MUC195 / 3 CREDITS / 5 PERIODS**

### Studio Music Recording I

Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

**MUC196 / 3 CREDITS / 5 PERIODS**

### Studio Music Recording II

Emphasis on signal-processing equipment, mixing consoles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session. Prerequisites: MUC195 or MUC195AA.

**MUC290AA / 1 CREDIT / 1 PERIOD**

### Music Business Internship

Music Business Internship work experience. Perform a variety of activities, to fulfill the routines and responsibilities of the department or business where the internship is served. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: MUC290AA may be repeated for a total of twelve (12) credit hours.

**MUC293 / 1 CREDIT / 1 PERIOD**

### Self Promotion for Music

Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. Prerequisites: None.

**MUC297AB / 2 CREDITS / 2 PERIODS**

### Music Internship

Music Internship work experience in a business or industry eighty (80) hours of designated work per credit. A maximum of 12 credits allowed. Prerequisites: MUC110.

## MUE – Music: Education

**MUE108 / 1 CREDIT / 3 PERIODS**

### Percussion Methods I

Practical class with emphasis on techniques of playing and teaching percussion instruments including hand position, rudiments, stick control, and elements of reading rhythms. Prerequisites: None.

## MUP – Music: Performance

**MUP101 / 1 CREDIT / .6 PERIOD**

**MUP151 / 1 CREDIT / .6 PERIOD**

**MUP201 / 1 CREDIT / .6 PERIOD**

**MUP251 / 1 CREDIT / .6 PERIOD**

### Private Instruction: Euphonium

Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: None.

**MUP102 / 2 CREDITS / 1.2 PERIODS**

**MUP152 / 2 CREDITS / 1.2 PERIODS**

**MUP202 / 2 CREDITS / 1.2 PERIODS**

**MUP252 / 2 CREDITS / 1.2 PERIODS**

### Private Instruction

Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola,

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violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: None.

**MUP131 / 1 CREDIT / 3 PERIODS**

### Class Piano I

Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonizations including the I, IV, V7 chords. Prerequisites: None.

**MUP132 / 1 CREDIT / 3 PERIODS**

### Class Piano II

Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP131 or permission of instructor.

**MUP133 / 1 CREDIT / 3 PERIODS**

### Class Voice I

Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

**MUP134 / 1 CREDIT / 3 PERIODS**

### Class Voice II

Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of instructor.

**MUP150 / 1 CREDIT / 3 PERIODS**

### Community Chorus

A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

**MUP153 / 1 CREDIT / 5 PERIODS**

### Concert Choir

A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester. Prerequisites: None. Course Notes: Auditions may be required. MUP153 may be repeated for credit.

**MUP154AA / 1 CREDIT/3 PERIODS**

### Jazz Vocal Ensemble

Practical and performing experience in vocal jazz. Includes music from the 1920's through the present. Prerequisites: Auditions required or permission of instructor. Course Note: May be repeated for up to three (3) credits.

**MUP159 / 1 CREDIT / 3 PERIODS**

### Community Orchestra

Emphasis on college/community participation and the preparation of orchestral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

**MUP161 / 1 CREDIT / 3 PERIODS**

### Community Band

Emphasis on college/community participation and the preparation of band literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

**MUP162 / 1 CREDIT / 5 PERIODS**

### Band

A class designed to emphasize instrumental techniques and the preparation of all styles of band literature. Public performances are scheduled during the year. Auditions may be required. Prerequisites: None. Course Notes: MUP162 may be repeated for credit.

**MUP163 / 1 CREDIT / 3 PERIODS**

### Jazz Ensemble

Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

**MUP164 / 2 CREDITS / 3 PERIODS**

### Jazz Improvisation I

Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: None.

**MUP181 / 1 CREDIT / 2 PERIODS**

### Chamber Music Ensembles

Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. Prerequisites: None.

**MUP182 / 1 CREDIT / 3 PERIODS**

### Chamber Singers

Practical and performance experience in various styles of vocal music. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

**MUP209 / 2 CREDITS / 2 PERIODS**

### Elements of Conducting

Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles. Prerequisites: None.

**MUP217 / 2 CREDITS / 3 PERIODS**

### Music Theatre: Broadway Solos

Study and in-class performance of scenes and solos from Broadway musical literature. Prerequisites: None. Course Notes: MUP217 may be repeated for credit.

**MUP225 / 1 CREDIT / 3 PERIODS**

### Class Guitar I

Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions. Prerequisites: None.

**MUP226 / 1 CREDIT / 3 PERIODS**

### Class Guitar II

Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of instructor.

**MUP227 / 1 CREDIT / 3 PERIODS**

### Class Guitar III

Additional fingerboard positions. Ensemble techniques and performance. Prerequisites: MUP226 or permission of instructor.

**MUP228 / 1 CREDIT / 3 PERIODS**

### Class Guitar IV

Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. Prerequisites: MUP227 or permission of instructor.

**MUP231 / 1 CREDIT / 3 PERIODS**

### Class Piano III

Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: MUP132 or permission of instructor.

**MUP232 / 1 CREDIT / 3 PERIODS**

### Class Piano IV

Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. Prerequisites: MUP231 or permission of instructor.

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**MUP233 / 1 CREDIT / 3 PERIODS**

### Class Voice III

Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. Prerequisites: MUP134.

**MUP234 / 1 CREDIT / 3 PERIODS**

### Class Voice IV

Emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. Prerequisites: MUP233 or permission of instructor.

**MUP270 / 2 CREDITS / 5 PERIODS**

### Musical Theatre Workshop

Workshop in the study and performance of Musical Theatre repertoire. Including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. May be repeated for credit. Prerequisites: None.

## NAV – Navajo

**NAV115 / 3 CREDITS / 3 PERIODS**

### Beginning Navajo Conversation I

Beginning conversational Navajo with emphasis on basic listening and speaking skills, including basic pronunciation, vocabulary, sentence structure, and cultural awareness. Prerequisites: None.

## NCE – Nursing Continuing Education

**NCE214MI / .5 CREDITS / .5 PERIODS**

### Math and Medications for Intermediate Nursing Students

Focus on basic mathematical concepts to calculate metric- apothecary conversion, dosage problems, intravenous flow rates using the ratio/proportion and dimensional analysis methods. These calculations will

focus application to acute care, long-term care, and pediatric specialty areas. Prerequisites: Current student in Nursing program or permission of Department or Division.

## NUR – Nursing Science: Basic

**NUR104AB / 1 CREDIT / 1 PERIOD**

### Structured Nursing Review

Structured nursing tutorial assistance and nursing study skills to help students achieve success in their respective block of nursing courses. Nursing process and critical thinking application skills emphasized. Prerequisites: None. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair. Course Notes: Course offered as Credit (P) No credit (Z) basis. NUR104AB may be repeated for a total of eight (8) credits.

**NUR152 / 9 CREDITS / 19 PERIODS**

### Nursing Theory and Science I

Introduction of Nurse of the Future competencies as a foundational framework for development of the professional nurse. Basic care concepts and the nursing process are utilized to meet the needs of adult and older adult patients. Prerequisites: Admission into the Nursing Program.

**NUR172 / 9 CREDITS / 16 PERIODS**

### Nursing Theory and Science II

Utilization of Nurse of the Future competencies to develop knowledge, skills, and attitudes to provide safe, quality patient care across the wellness-illness continuum in selected medical-surgical and mental health patients. Prerequisites: (BIO202 and NUR152) or permission of Nursing Department Chair.

**NUR252 / 9 CREDITS / 16 PERIODS**

### Nursing Theory and Science III

Application of critical thinking strategies related to holistic care of the newborn and childbearing patients. Integration of concepts related to holistic care of adults and older adult patients with selected acute and chronic alterations in health. Integration of professional nursing

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standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: (CRE101 and NUR172 and PSY101) or permission of Nursing Department Chair.

**NUR283 / 9 CREDITS / 16 PERIODS**

### Nursing Theory and Science IV

Applies Nurse of the Future competencies to practice and manage care for the child/family unit and adults requiring complex care throughout the wellness/illness continuum, and prepare for transition from student to professional nurse. Prerequisites: (BIO205 and NUR252) or permission of Nursing Department Chair.

## OAS – Office Automation Systems

**OAS108 / 3 CREDITS / 3 PERIODS**

### Business English

Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization, and number style mechanics in a business context. Prerequisites: None.

## PAD – Public Administration

**PAD100 / 3 CREDIT / 3 PERIODS**

### 21st Century Public Policy and Service

Introduction to topics pertaining to public policy and public service in the 21st century. Includes formation, implementation, and evaluation procedures for public policy, as well as roles and agendas of policy makers and public administrators. Also covers careers in public service/administration and an evaluation of essential skills necessary for a career in public service. Prerequisites: None.

## PED – Physical Education

**PED101 / 1 CREDIT / 2 PERIODS**

### Physical Activities: Basic

Individual, dual, or team sports activities at the basic level. Prerequisites: None. Course Notes: PED101 may be repeated for credit.

**PED102 / 1 CREDIT / 2 PERIODS**

### Physical Activities: Intermediate

Individual, dual, or team sports activities at the intermediate level. Prerequisites: None. Prior experience recommended.

**PED103 / .5 CREDITS / 1 PERIOD**

### Physical Activities: Basic

Individual, dual, or team sports activities at the basic level. Prerequisites: None. Course Notes: PED103 may be repeated for credit.

**PED115 / 2 CREDITS / 4 PERIODS**

### Lifetime Fitness

Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable. Prerequisites: None. Course Note: PED115 may be repeated for a total of eight (8) credit hours.

**PED117 / 2 CREDITS / 4 PERIODS**

### Weight Training for Wellness

Strength training and muscular fitness activity to help develop a lifetime of regular exercise and muscular strength maintenance. Development of full body strength and stability of the body's core musculature, translating to increased power, balance, and functional

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movement ability including assessment of current strength and goal-specific program design to increase strength and muscular fitness. Prerequisites: None. Course Notes: PED117 may be repeated for a maximum of eight (8) credits.

**PED120AF / 2 CREDITS / 4 PERIODS**

### Special Emphasis Activities: Weight Training

Intensive experience in weight training. May be repeated for a total of 8 credits. Prerequisites: None.

**PED121 / 1 CREDIT / 2 PERIODS**

### Physical Conditioning for Massage Therapists

Physical fitness necessary for current and prospective massage therapists. Includes physical fitness and workout techniques as related to performing massage therapy; individual conditioning strategies, and basic nutritional guidelines. Prerequisites: None.

**PED124 / 2 CREDITS / 4 PERIODS**

### Strength and Conditioning for Sport Performance: Basic

Introduction to the principles and training techniques of strength and conditioning for sport performance. Emphasis is placed on beginning instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity. Prerequisites: None. Course Notes: PED124 may be repeated for a total of eight (8) credit hours.

**PED125 / 2 CREDITS / 4 PERIODS**

### Strength and Conditioning for Sport Performance: Intermediate

Principles and training techniques of strength and conditioning for sport performance. Emphasis is placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity. Prerequisites: PED124. Course Notes: PED125 may be repeated for a total of eight (8) credit hours.

**PED133 / 2 CREDITS / 4 PERIODS**

### Olympic Style Weight Lifting

Advanced study of the science, strategy, and techniques of Olympic Style Weightlifting. For the fitness professional who is interested in competing, or is seeking to incorporate advanced strength and conditioning modalities. Addresses current topics, theories and techniques. Prerequisites: None.

**PED201 / 1 CREDIT / 2 PERIODS**

### Physical Activities: Advanced

Individual, dual, or team sports activities at the advanced level. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED201 may be repeated for credit.

**PED224 / 2 CREDITS / 4 PERIODS**

### Strength and Conditioning for Sport Performance: Advanced

Principles and training techniques of strength and conditioning for sport performance. Emphasis placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity; and injury prevention. Prerequisites: PED124 and PED125. Course Notes: PED224 may be repeated for a total of eight (8) credit hours.

**PED225 / 2 CREDITS / 4 PERIODS**

### Strength and Conditioning for Sport Performance: Elite

Principles and training techniques of strength and conditioning for sport performance. Emphasis placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity; injury prevention; and assessment techniques. Prerequisites: PED124, PED125, and PED224. Course Notes: PED225 may be repeated for a total of eight (8) credit hours.

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## PHI- Philosophy

**PHI101 / 3 CREDITS / 3 PERIODS**

 PHI 1101

### Introduction to Philosophy

General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

**PHI103 / 3 CREDITS / 3 PERIODS**

 PHI 1103

### Introduction to Logic

Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent.

**PHI104 / 3 CREDITS / 3 PERIODS**

### World Philosophy

Examination of questions such as the meaning of life and death, social justice, appearance and reality, human nature, the identity of the self freedom and destiny, the ethical life, and the relationship of science and religion. Comparative analysis of diverse Eastern and Western viewpoints. Prerequisites: None.

**PHI105 / 3 CREDITS / 3 PERIODS**

 PHI 1105

### Introduction to Ethics

A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories. Prerequisites: None.

**PHI214 / 3 CREDITS / 3 PERIODS**

### Business Ethics

Philosophical consideration of moral problems arising in business practice, including corporate responsibility, government regulation, hiring practices, and advertising. Application to both the United States and other countries. Prerequisites: ENG101, or ENG107, or equivalent.

**PHI216 / 3 CREDITS / 3 PERIODS**

### Environmental Ethics

Philosophical consideration of diverse theories and perspectives on the environment, and application of these theories to global moral issues such as animal rights, preservation of wilderness and species, population, world hunger and poverty, and air and water pollution. Prerequisites: None.

**PHI218 / 3 CREDITS / 3 PERIODS**

### Philosophy of Sexuality

Philosophical examination of sexuality in human life. Historical and critical survey of philosophical and theological views. Comparison and evaluation of contemporary theories about the nature of sexual desire and sexual acts. Implications of theories for contemporary moral problems. Prerequisites: ENG101, or ENG107, or permission of Instructor Student must be 18 years or older.

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## PHY- Physics

**PHY101 / 4 CREDITS / 6 PERIODS**

### Introduction to Physics

A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math Placement exam.

**PHY111 / 4 CREDITS / 6 PERIODS**

 PHY 1111

### General Physics I

Includes motion, energy, and properties of matter. Prerequisites: MAT182 or MAT187 or one year high school Trigonometry with a grade of C or better or permission of Department or Division Course Notes: PHY111 is recommended for pre-professional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA.

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**PHY112 / 4 CREDITS / 6 PERIODS**

 PHY 1112

### General Physics II

Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

**PHY121 / 4 CREDITS / 6 PERIODS**

 PHY 1121

### University Physics I: Mechanics

Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220, or MAT221, or permission of Department or Division. One year of High School physics or PHY111 and PHY112 suggested but not required.

**PHY131 / 4 CREDITS / 6 PERIODS**

 PHY 1131

### University Physics II: Electricity and Magnetism

Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. Prerequisites: MAT230 or MAT231 or permission of Department or Division and PHY121 Corequisites: MAT241 or permission of Department or Division.

**PHY294 / 3 CREDIT / 3 PERIODS**

### Special Topics in Physics

Conceptual, experimental, and computational aspects of a special topic in physics. Prerequisites: Permission of Department or Division. Course Notes: PHY294 may be repeated for credit.

**PHY294AA / 2 CREDIT / 2 PERIODS**

### Special Topics in Physics

Conceptual, experimental, and computational aspects of a special topic in physics. Prerequisites: Permission of Department or Division. Course Notes: PHY294AA may be repeated for credit.

**PHY294AB / 1 CREDIT / 1 PERIOD**

### Special Topics in Physics

Conceptual, experimental, and computational aspects of a special topic in physics. Prerequisites: Permission of Department or Division. Course Notes: PHY294AB may be repeated for credit.

**PHY294AC / 0.5 CREDIT / 0.5 PERIODS**

### Special Topics in Physics

Conceptual, experimental, and computational aspects of a special topic in physics. Prerequisites: Permission of Department or Division. Course Notes: PHY294AC may be repeated for credit.

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## POS – Political Science

**POS100 / 3 CREDITS / 3 PERIODS**

### Introduction to Political Science

Introduction to the discipline of political science and its relation to other disciplines with emphasis on the major philosophies and institutions of government. Prerequisites: None.

**POS110 / 3 CREDITS / 3 PERIODS**

 POS 1110

### American National Government

Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None.

**POS120 / 3 CREDITS / 3 PERIODS**

 POS 1120

### World Politics

Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions. Prerequisites: None.

**POS180 / 3 CREDITS / 3 PERIODS**

### United Nations Studies

Historical origins, structural makeup, political and operational characteristics, and legal activities of the United Nations. Analysis of the overall institution's ongoing utility, productivity and creativity. Prerequisites: None.

**POS210 / 3 CREDITS / 3 PERIODS**

### Political Ideologies

Leading political ideas and belief systems, e.g., Marxism, liberalism, conservatism, theories of democracy, and alternative futures. Prerequisites: None.

**POS220 / 3 CREDITS / 3 PERIODS**

### U.S. and Arizona Constitution

Examination of the United States Constitution and the constitution and government of the state of Arizona. Prerequisites: None.

**POS221 / 1 CREDIT / 1 PERIOD**

### Arizona Constitution

Examination of the Constitution of the state of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None.

**POS222 / 2 CREDITS / 2 PERIODS**

### U.S. Constitution

Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

**POS223 / 3 CREDITS / 3 PERIODS**

### Civil Rights

The historic background and current status of major civil rights and civil liberties issues in the United States. Prerequisites: None.

**POS285 / 3 CREDITS / 3 PERIODS**

### Political Issues and Public Policy

Introduction to public policy, how policy is made, and how public policy decisions are affected. Prerequisites: None.

## PPT - Power Plant Technology

**PPT120 / 3 CREDITS / 3 PERIODS**

### Energy Industry Fundamentals

Various types of energy and their conversion to usable energy such as electrical power. How generated electrical power is transmitted and distributed to the point of use. Prerequisites: None.

## PSY - Psychology

**PSY101 / 3 CREDITS / 3 PERIODS**

 PSY 1101

### Introduction to Psychology

To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None.

**PSY123 / 3 CREDITS / 3 PERIODS**

### Psychology of Parenting

The demonstration and application of psychological principles to the development and guidance of children and adolescents. Prerequisites: None.

**PSY132 / 3 CREDITS / 3 PERIODS**

### Psychology and Culture

Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts within western and global societies. Highlights topics in cross-cultural psychology, such as intergroup relations, diverse cognitive styles, ethnocentrism, gender, personality, emotion, language, communication,

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work and health. The role of enculturation throughout the lifespan will be explored to increase awareness of how behavioral and cognitive principles affect interactions in a multicultural world. Prerequisites: None.

**PSY210 / 3 CREDITS / 3 PERIODS**

### Educational Psychology

Scientific research and psychological principles as they apply to teaching and learning. The role of psychology in educational settings, human diversity, theories of learning, intelligence, memory, creativity, assessment, and factors influencing effective instruction and learning. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

**PSY215 / 3 CREDITS / 3 PERIODS**

### Introduction to Sport Psychology

Application of the physiological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

**PSY230 / 3 CREDITS / 3 PERIODS**

### Introduction to Statistics

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: (A grade of "C" or better in PSY101 and MAT092 or higher MAT course) or (a grade of "C" or better in PSY101 and eligibility for MAT112 or higher as indicated by appropriate mathematics placement test score) or permission of Instructor.

**PSY231 / 1 CREDIT / 2 PERIODS**

### Laboratory for Statistics

Applications of inferential and descriptive statistics to

computers in the field of psychology. Prerequisites: None. Corequisites: PSY230.

**PSY235 / 3 CREDITS / 3 PERIODS**

### Psychology of Gender

To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

**PSY240 / 3 CREDITS / 3 PERIODS**

### Developmental Psychology

Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology. Prerequisites: PSY101 with a grade of "C" or better or permission of the instructor.

**PSY241 / 3 CREDITS / 3 PERIODS**

### Understanding and Changing Behavior

Theory and methods for observing, analyzing, and modifying behavior. Prerequisite or Corequisites: PSY101 or permission of Instructor. Course Note: Taking PSY101 as a prerequisite is recommended.

**PSY242 / 3 CREDITS / 4 PERIODS**

### Understanding and Changing Behavior Lab

Advanced course designed to enable students to apply the principles of applied behavior analysis (ABA) in a supervised lab setting. Incorporates case studies and hands-on employment of best practices. Also includes practice with behavioral research design and implementation. Reviews current research in areas including, but not limited to, schedules of reinforcement, functional behavior assessment, stimulus discrimination and generalization. Course should be taken if applying for certification as a Registered Behavior Technician (RBT). Prerequisites: PSY241. Course Notes: Supervision hours by a Board Certified Behavior Analyst required for certification will be available in this course.

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**PSY266 / 3 CREDITS / 3 PERIODS**

### Abnormal Psychology

Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor.

**PSY267 / 3 CREDITS / 3 PERIODS**

### Introduction to Forensic Psychology

Overview of the practice of psychology in the law, by the law, and of the law. Focuses on the complementary functions and distinctions between psychology and the legal justice system. Topics include, but are not limited to, criminal investigations, risk and level of danger, competency, interrogations, confessions, assessment, eyewitness testimony, child custody, and domestic violence. Prerequisites: PSY101.

**PSY270 / 3 CREDITS / 3 PERIODS**

### Personal & Social Adjustment

Surveys the basic mental health principles as they relate to coping with stress, interpersonal relationships, sex, marriage, and working. Emphasis on learning to become a more competent and effective person. Prerequisites: PSY101 with a grade of "C" or better or permission of the instructor.

**PSY290AB / 4 CREDITS / 3 PERIODS**

### Research Methods

Planning, execution, analysis, and written reporting of psychological research using American Psychological Association guidelines (APA). Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: A grade of "C" or better required in all Prerequisites. Prerequisites: ENG101 or ENG107. Prerequisites or Corequisites: PSY230 or permission of Instructor.

**PSY290AC / 3 CREDITS / 3 PERIODS**

### Research Methods

Planning, execution, analysis, and written reporting of psychological research using American Psychological Association guidelines (APA). Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: A grade of "C" or better required in all Prerequisites. Prerequisites: ENG101 or ENG107. Prerequisites or Corequisites: PSY230 or permission of Instructor.

## RDG - Reading

**RDG081 / 3 CREDITS / 3 PERIODS**

### Reading Improvement

Designed to improve basic reading skills. Includes word recognition, interdisciplinary vocabulary development, recognizing patterns of organization, interpreting inference. Reviews interpreting graphic materials. Emphasis on identifying main ideas and related details. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in RDG071, or permission of Instructor.

**RDG100 / 3 CREDITS / 3 PERIODS**

### Successful College Reading

Emphasis on reading study strategies for any introductory class in any subject area. Introduction to Learning Management System (LMS), how to successfully read course textbooks and assessments, how to navigate information technology and development of academic vocabulary. Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor. Course Notes: RDG100 satisfies RDG091 requirement. RDG100 may be repeated for a total of twelve (12) credit hours. Also See Critical Reading (CRE).

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## REC – Recreation

**REC120 / 3 CREDITS / 3 PERIODS**

### Leisure and the Quality of Life

Overview of the historical, psychological, social, and cultural aspects of play, leisure, and recreation and their role in contemporary society. Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation, and leisure make to the quality of life for individuals in today's society. Prerequisites: None.

**REC150AA / 1 CREDIT / 2 PERIODS**

### Outdoor Living Skills Field Experience

Practical application of camping and outdoor skills including camping, equipment selection and use, cooking, fire building, camp programs, backpacking, and safety. Prerequisites: None. Course Note: Course may be repeated for a total of four (4) credits.

**REC150AB / 3 CREDITS / 3 PERIODS**

### Outdoor Adventure Skills

Camping and outdoor skills including types of camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

**REC250 / 3 CREDITS / 3 PERIODS**

### Recreation Leadership

An examination of roles and methods of leadership in leisure services settings. Overview of theories and models of leadership, group dynamics, participant motivation, communication, and face-to-face leadership. Exploration of leadership contexts, including coaching and officiating sports, leading community groups and volunteers, working with persons in various life stages and with varying abilities, and leading different recreation activity areas. Prerequisites: None.

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## REL – Religious Studies

**REL100 / 3 CREDITS / 3 PERIODS**

### World Religions

The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

**REL203 / 3 CREDITS / 3 PERIODS**

### American Indian Religions

An examination of the historical and cultural background of diverse lifeways and worldviews belonging to the peoples indigenous to the North American continent over time, including a study of modern day American Indian beliefs and practices. Prerequisites: ENG101 or ENG107 or equivalent.

**REL205 / 3 CREDITS / 3 PERIODS**

### Religion and the Modern World

Introduction to the nature and role of religious beliefs and practices in shaping the lives of individuals and societies, with particular attention to the modern world. Prerequisites: ENG101, or ENG107, or equivalent.

**REL206 / 3 CREDITS / 3 PERIODS**

### Religion in America

Introduction of the rich tapestry of religious traditions and movements that have helped to shape the United States of America. Investigate how religion has impacted American culture and institutions, and how the United States has in turn transformed long-standing religious traditions. Prerequisites: None.

**REL207 / 3 CREDITS / 3 PERIODS**

### Ritual, Symbol, and Myth

Introduction to the academic study of religion through the study of myths, symbols, and rituals. Includes methods and theories used by scholars to study the complex subject of religion. Attention to literate and nonliterate

cultures. Prerequisites: Grade of C or better in ENG101, or ENG107, or permission of Department or Division.

**REL270 / 3 CREDITS / 3 PERIODS**

### Introduction to Christianity

The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

**REL290 / 3 CREDITS / 3 PERIODS**

### Women and World Religion

Focus on the role of women in several organized religions and/or religious sects. Study of myth and symbols as they are used to establish, maintain, and enforce sex-roles within specific cultural contexts around the world. Prerequisites: None.

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## SBS – Small Business Management

**SBS213 / 1 CREDITS / 1 PERIODS**

### Hiring and Managing Employees

Methods and techniques for managing employees in a small business. Includes supervisor’s role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.

**SBS214 / 1 CREDITS / 1 PERIODS**

### Small Business Customer Relations

Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer

dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisites: None.

**SBS220 / 2 CREDITS / 2 PERIODS**

### Internet Marketing for Small Business

Focuses on “e-Commerce”-doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.

**SBS230 / 2 CREDITS / 2 PERIODS**

### Financial and Tax Management for Small Business

An overview of accounting and record-keeping for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and the choice of legal entity choice based on taxation. Prerequisites: None.

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## SBU – Society and Business

**SBU200 / 3 CREDITS / 3 PERIODS**

### Society and Business

The study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of the social impact of business responses. Prerequisites: None

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## SLG – Sign Language

**SLG101 / 4 CREDITS / 4 PERIODS**

### American Sign Language I

Introduction of principles, methods, and techniques for communicating with deaf people who sign.

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Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.). Prerequisites: None. SLG103 suggested as a corequisite but not required.

**SLG102 / 4 CREDITS / 4 PERIODS**

### American Sign Language II

Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical, and grammatical structure stressed with continued development of sign vocabulary. Prerequisites: SLG101 with a grade of "C" or better, or permission of Department or Division. Completion of prerequisites within the last three years is required.

**SLG103 / 1 CREDIT / 1 PERIOD**

### Introduction to the deaf community

History and development of American Sign Language (A.S.L.) and English codes. Overview of education for Deaf and Hard of Hearing children. Legal rights and common adaptive devices used by Deaf and Hard of Hearing individuals. Prerequisites: None.

**SLG110 / 3 CREDITS / 3 PERIODS**

### Fingerspelling

Introduction to fingerspelling techniques. Focus on methods, theory, and applications on receptive and expressive skills including manual alphabet production and numbers. In addition, skill development in speed, dexterity, clarity, and lexicalized fingerspelling, numeric incorporation, prefixes, suffixes, and polysyllabic words.

**SLG201 / 4 CREDITS / 4 PERIODS**

### American Sign Language III

Linguistics of American Sign Language (A.S.L.) including non-manual behaviors and signing English idioms with conceptual accuracy. Emphasis on practical application of A.S.L. skills, expanded vocabulary, and cross-cultural communication. Prerequisites: SLG102 with a grade of C

or better, or permission of Department or Division. Suggested but not required: (ENG101 or ENG107) and (CRE101, or exemption by score on the reading placement test (ASSET)). Completion of prerequisites within the last three years is required.

**SLG202 / 4 CREDITS / 4 PERIODS**

### American Sign Language IV

Advanced American Sign Language skills including continued vocabulary. Emphasis on conversational techniques in a cross-cultural framework. Continued work on conceptual accurate signing of English idioms and words with multiple meanings. Prerequisites: SLG201 with a grade of C or better, or permission of Department or Division. Suggested but not required: (ENG101 or ENG107), SLG200, and (CRE101, or exemption by score on the reading placement test). Completion of prerequisites within the last three years is required.

## SOC - Sociology

**SOC101 / 3 CREDITS / 3 PERIODS**

 SOC 1101

### Introduction to Sociology

The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/cultural change upon people's attitudes and behaviors. Prerequisites: None.

**SOC130 / 3 CREDITS / 3 PERIODS**

### Human Sexuality

Examination of the physical, social, cultural, and institutional contributions to human sexuality. Examination of facts and myths, literature, and changing mores regarding human sexuality to acquire knowledge about cultural and social events and processes. Explores the sexuality of males and females in contemporary society. Prerequisites: Student must be 18 years or older.

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**SOC157 / 3 CREDITS / 3 PERIODS**

### Sociology of Families and Relationships

Systemic analysis of socio-cultural and historical origins of modern families in the U.S. and their importance, major challenges and changing trends. Explores being single, dating and attraction, love, cohabitation and marriage, family planning and parenthood, conflict and crisis within the family, and divorce. Prerequisites: None.

**SOC180 / 3 CREDITS / 3 PERIODS**

### Social Implications of Technology

Effects of development and implementation of technology on society. Historical and multi-cultural comparisons of this process, current concerns addressed, and prospects for the future analyzed. Prerequisites: None.

**SOC220 / 3 CREDITS / 3 PERIODS**

### Sport and Society

Applies the sociological perspective to the study of sport. Emphasizes how hierarchies of race, class, and gender in the United States impact the sport experience of fans, athletes, and athletic administrators, as well as how professional, collegiate, and amateur sports have at times played a transformative role in society. Prerequisites: None.

**SOC 241 / 3 CREDITS / 3 PERIODS**

 SOC 2215

### Race and Ethnic Relations

Examines how the social construction of race shapes social interaction and social institutions. Explores the consequences of power, privilege and oppression among major ethnic and racial groups in the United States. Prerequisites: None.

**SOC266 / 3 CREDITS / 3 PERIODS**

### Sociology Through Film

Examines movie-going and the experience of spectatorship. Studies how motion pictures reflect, influence, and are influenced by American culture and societal institutions. Explores the role of the movie industry as a vehicle for social commentary, analysis, and criticism. Prerequisites: None.

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## SPA - Spanish

**SPA101 / 4 CREDITS / 4 PERIODS**

 SPA 1101

### Elementary Spanish I

Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None

**SPA102 / 4 CREDITS / 4 PERIODS**

 SPA 1102

### Elementary Spanish II

Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: (A grade of "C" or better in SPA101 or SPA101AA), or permission of Department or Division. Completion of prerequisites within the last three years is required.

**SPA109 / 3 CREDITS / 3 PERIODS**

### Law Enforcement Spanish I

Conversational and written Spanish for law enforcement personnel. Emphasis on basic sentence structure, pronunciation and vocabulary used in common job-related situations. Prerequisites: None.

**SPA115 / 3 CREDITS / 3 PERIODS**

### Beginning Spanish Conversation I

Conversational Spanish. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Spanish. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

**SPA116 / 3 CREDITS / 3 PERIODS**

### Beginning Spanish Conversation II

Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: SPA115, or SPA115AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

**SPA117 / 3 CREDITS / 3 PERIODS**

### Health Care Spanish I

Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

**SPA201 / 4 CREDITS / 4 PERIODS**

 SPA 2201

### Intermediate Spanish I

Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: A grade of "C" or better in SPA102, or SPA102AA, or SPA111, or permission of Department or Division. Completion of prerequisites within the last three years is required.

**SPA202 / 4 CREDITS / 4 PERIODS**

 SPA 2202

### Intermediate Spanish II

Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: A grade of "C" or better in SPA201, or permission of Department or Division. Completion of prerequisites within the last three years is required.

## SPH – Spanish Humanities

**SPH245 / 3 CREDITS / 3 PERIODS**

### Hispanic Heritage in the Southwest

A survey of Hispanic heritage in the Southwest. Cultural and social institutions and their contribution to the development of the region and its heritage. Prerequisites: None.

## SSH – Sustainability/ Social Sciences and Humanities

**SSH111 / 3 CREDITS / 3 PERIODS**

### Sustainable Cities

Introduction to the field of sustainability and exploration of the practices leading to the development of sustainable cities. Explores the concept of sustainable development of cities within local, regional, and global contexts. Prerequisites: None.

## STO – Storytelling

**STO292 / 3 CREDITS / 3 PERIODS**

### The Art of Storytelling

Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

## SUS – Sustainability/ Natural Sciences

**SUS110 / 3 CREDITS / 3 PERIODS**

### Sustainable World

Introduction to the field of sustainability and exploration of the interaction between human and natural global systems. Framework for analyzing and investigating the global challenges such as land use change, competition for water and other natural resources, and renewable energy concerns and crises. Prerequisites: None

## THE – Theatre

**THE111 / 3 CREDITS / 3 PERIODS**

### Introduction to Theatre

A survey of theatre, including basic elements and

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principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None.

**THE118 / 3 CREDITS / 3 PERIODS**

### Playwriting

Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays. Prerequisites: None

**THE220 / 3 CREDITS / 3 PERIODS**

 THE 2220

### Modern Drama

Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent.

**THE260 / 3 CREDITS / 3 PERIODS**

### Film Analysis

Understanding and enjoyment of film and its correlation to literature, art, music, and other disciplines. Prerequisites: None.

## THF - Theatre and Film

**THF115 / 3 CREDITS / 4 PERIODS**

### Makeup for Stage and Screen

Purposes, materials, and techniques of makeup for stage and screen. Prerequisites: None.

**THF205 / 3 CREDITS / 3 PERIODS**

### Introduction to Cinema

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

**THF209 / 3 CREDITS / 4 PERIODS**

### Acting for the Camera

Special technical aspects of acting before a camera. Prerequisites: THP112 or permission of Instructor.

**THF210 / 3 CREDITS / 3 PERIODS**

### Contemporary Cinema

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

**THF219 / 3 CREDITS / 4 PERIODS**

### Advanced Acting for the Camera

Focuses on special technical aspects of advanced acting before a camera. Prerequisites: THF209 or permission of Instructor.

## THP - Theatre Performance/Production

**THP112 / 3 CREDITS / 4 PERIODS**

### Acting I

Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

**THP201AA / 1 CREDIT / 2 PERIODS**

### Theatre Production I

Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None.

**THP201AB / 2 CREDITS / 4 PERIODS**

### Theatre Production II

Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None.

**THP212 / 3 CREDITS / 4 PERIODS**

### Acting II

Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or departmental approval.

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**THP213 / 3 CREDITS / 5 PERIODS**

### Introduction to Technical Theatre

Procedures of technical theatre production and demonstration. Topics include design and construction of scenery; lighting and properties. Prerequisites: None.

**THP217 / 3 CREDITS / 4 PERIODS**

### Introduction to Design Scenography

The role of the theatre designer in creating scenic, lighting, costume, sound, and multimedia effects for stage productions. Elements of the design process and communication of dramatic themes and visions to the audience. Prerequisites: None.

**THP250 / 3 CREDITS / 4 PERIODS**

### Stage Properties

Introduction to stage properties including design, construction and maintenance features. Provides skills in property design and construction using an assortment of standard materials. Prerequisites: None.

**THP267 / 3 CREDITS / 4 PERIODS**

### Painting Techniques for Film, TV and Theatre

Theory and skills in scenic artistry. Techniques of painting two-dimensional and three-dimensional scenery, tools, and the use of color. Prerequisites: THP213.

**THP270 / 2 CREDITS / 5 PERIODS**

### Musical Theatre Workshop

Workshop in the study and performance of Musical Theatre repertoire. Including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. Prerequisites: None

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## WAC - Writing Across Curriculum

**WAC101 / 3 CREDITS / 3 PERIODS**

### Writing Across the Curriculum

Emphasis on the elements of sentence and paragraph structure, the four stages of the writing process for personal-based and expository. Extensive journal entries, editing and revision of written assignments. Prepare and write multi-paragraph essays. Assigned readings, participation in extensive workshops and groupwork. Prerequisites: Permission of Instructor.

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## UAS - Unmanned Aircraft Systems

**UAS101 / 3 CREDITS / 3 PERIODS**

### Introduction to Unmanned Aircraft Systems Operation

Introduction to Unmanned Aircraft Systems (UAS) history, flight, avionics, sensors, communication systems, and an introduction to data analysis and applications, such as first responders, Geographic Information Systems, and Precision Agriculture.

**UAS107 / 3 CREDITS / 3 PERIODS**

### Unmanned Aircraft Systems Operator Certification

Develop knowledge and skills needed to manage and operate small Unmanned Aircraft Systems (sUAS). Includes Federal Aviation Regulations, radio communications, weather, airspace and airport authorization criteria, loading and performance, aeronautical decision making, sUAS flight operations, and maintenance. Operational skills acquired through both classroom and hands-on flight activities.

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## WED – Wellness Education

**WED151 / 3 CREDITS / 3 PERIODS**

### Introduction to Alternative Medicine

Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. Prerequisites: None.

**WED165 / 2 CREDITS / 2 PERIODS**

### Overview of Massage Therapy

History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. Prerequisites: None.

**WED210 / 2 CREDITS / 3 PERIODS**

### Sports Massage

Purpose, benefits, and contraindications of sports massage; principles of sports physiology; massage techniques, applications, and procedures; treatment of injuries. Prerequisites: WED165 and WED230, or permission of Program Director.

**WED215 / 2 CREDITS / 5 PERIODS**

### Self-Care for Health Care Providers

Emphasis on mind-body methods for personal wellness through integration of physical, emotional, social, and spiritual dimensions of being. Development of a personal practice to achieve and sustain a balanced program to support personal health and well being. Prerequisites: None.

**WED218 / 1 CREDIT / 1 PERIOD**

### Aromatherapy

Physiology of aromatherapy; methods of use; preparation of oils; uses in sports, beauty care, massage, child care, health care, at work, and in the home. Prerequisites: None.

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## WST- Women's Studies

**WST100 / 3 CREDITS / 3 PERIODS**

### Introduction to Women's and Gender Studies

Introduction to critical issues in women's studies. Prerequisites: None.

**WST200 / 3 CREDITS / 3 PERIODS**

### Essential Feminist Writing

Literary tracing of feminism from 18th century to present. Explores major issues related to women in the 20th century. Prerequisites: A grade of "C" or better in ENG101 or permission of instructor.

**WST209 / 3 CREDITS / 3 PERIODS**

### Women and Films

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None

\*Cross reference with HUM209

**WST285 / 3 CREDITS / 3 PERIODS**

### Contemporary Women Writers

Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. Prerequisites: None.

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## Information regarding special courses not listed in the college catalog

### Cooperative Education (courses numbered 296)

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Permission of Program Director or

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instructor. Corequisites: Must be concurrently enrolled in at least one class related to job/co-op subject area; must maintain an enrollment ratio of two (2) hours of credit in other courses for every one (1) hour of Cooperative Education credit (excluding radio and television); a maximum of sixteen (16) hours of Cooperative Education credit is allowable in a college program.

### Special Projects (courses numbered 298)

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance.

Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.

Prerequisites: Permission of Program Director or instructor.

### Shared Unique Number (SUN) System

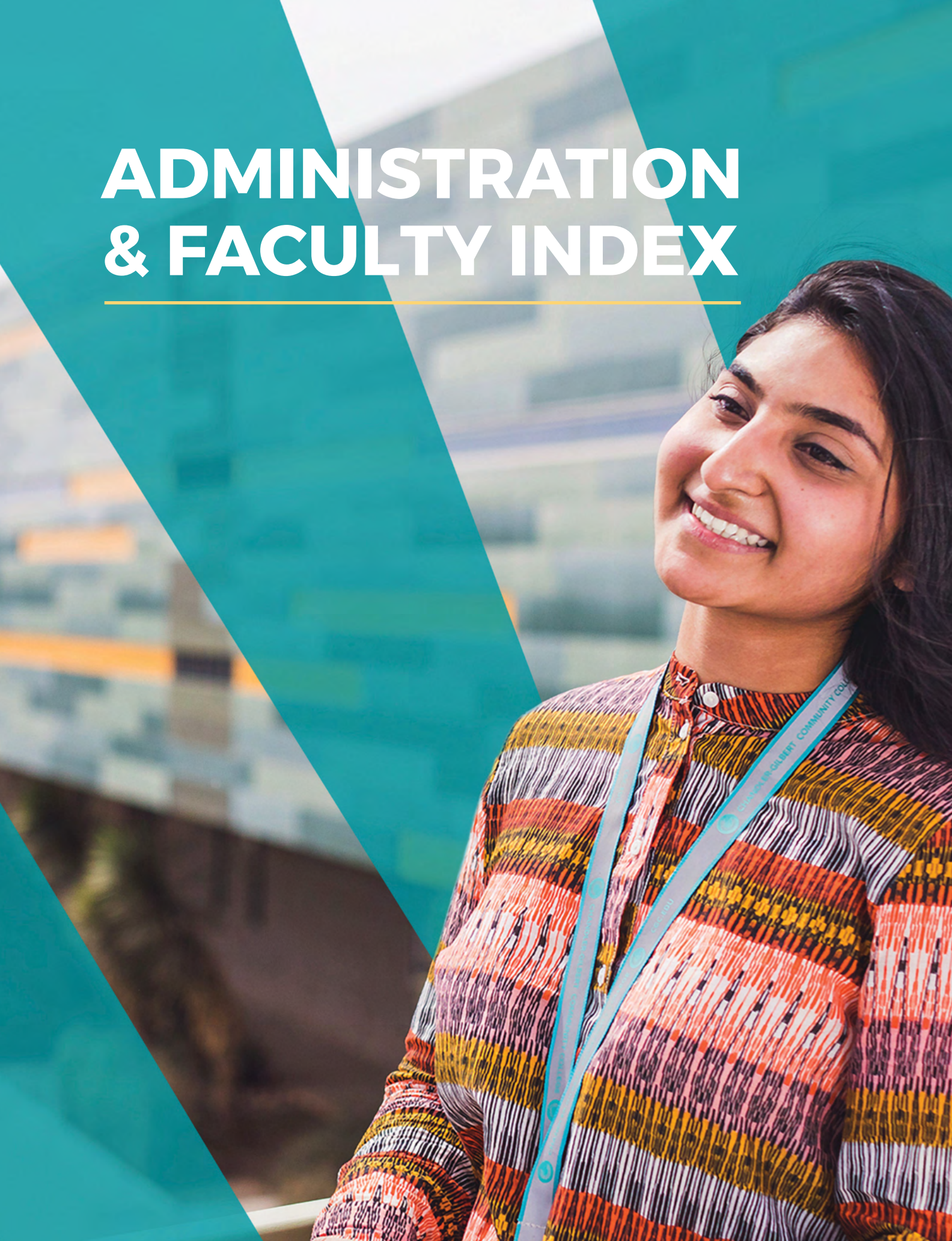


The Shared Unique Number (SUN) System helps students identify courses that will directly transfer among Arizona's community colleges and three public universities. Using the SUN System, students can easily search for and enroll in courses that offer direct equivalency at other Arizona colleges and universities. SUN courses have their own unique course number and prefix listed alongside each college's course number.

Additional information about SUN System can be found at [www.azsunsystem.com](http://www.azsunsystem.com)

# ADMINISTRATION & FACULTY INDEX

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# Maricopa County Community College District Governing Board

**Maricopa County Community College District, District Support Services Center**  
**2411 West 14th Street, Tempe, Arizona 85281-6942 | 480-731-8889**

DR. LINDA THOR  
President At-Large  
Current term expires December 31, 2020

MS. MARIE SULLIVAN  
Member District 3  
Current term expires December 31, 2022

MS. KATHLEEN WINN  
Secretary At-large  
Current term expires December 31, 2022

MS. JEAN MCGRATH  
Member District 4  
Current term expires December 31, 2022

MR. LAURIN HENDRIX  
Member District 1  
Current term expires December 31, 2020

DR. TOM NERINI  
Member District 5  
Current term expires December 31, 2020

MR. DANA G. SAAR  
Member District 2  
Current term expires December 31, 2020

MS. ALEJANDRA MAYA  
Student Member  
Current term expires June 30, 2020

## District Administration

**480-731-8000**

DR. MARIA HARPER-MARINICK  
Chancellor

DARCY RENFRO  
Chief of Staff  
Maricopa County Community Colleges District

DR. KARLA FISHER  
Provost

MR. BRIAN SPICKER  
President and Chief Executive Officer (Interim)  
Maricopa Community Colleges Foundation

MR. ELLIOTT HIBBS  
Chief Operating Officer

DR. MARK KOAN  
Chief Information Officer (Interim)



# Chandler-Gilbert Community College

2626 E. Pecos Road, Chandler, Arizona 85225 | 480-732-7000

## Administration

### GREG PETERSON, PRESIDENT

- B.A., Brigham Young University
- M.Ed., Portland State University
- Ed.D., University of Texas at Austin

### WILLIAM GUERRIERO

#### Vice President, Academic Affairs

- B.A., Aquinas College
- M.S., Central Michigan University
- Ed.D., Northern Arizona University

### VERONICA HIPOLITO

#### Vice President, Student Affairs

- B.S., M.A., Northern Arizona University

### BRADLEY KENDREX

#### Vice President, Administrative Services

- B.S., M.P.A., Arizona State University

### CHARLES NWANKWO

#### Vice President of Information Technology and Media Services

- A.S., Houston Community College
- B.S., M.S., University of Houston-Clear Lake
- Ph.D., University of Texas at Austin

### BERNADETTE LA MAZZA

#### Associate Vice President, Business Operations

- M.A., University of Phoenix
- B.A., George Mason University
- MAOM, PHR, SHRM-CP

### FELICIA RAMIREZ-PEREZ

#### Dean of Enrollment Services (Interim)/ Student Affairs

- B.S., Western New Mexico University
- M.Ed., Ed.D., Northern Arizona University

### GABRIELA ROSU

#### Dean, Instruction

- B.S., Robert Morris University
- M.S., Duquesne University

### CHRISTOPHER J. SCHNICK

#### Dean, Arts and sciences

- B.S., M.A., University of Maryland College Park

## Faculty

### ADAMS, RYAN

#### Counseling

- B.S., University of Illinois
- M.Ed., Ph.D., Arizona State University

### ADAMSON, SCOTT

#### Mathematics

- A.A., Itasca Community College
- B.S., M.Ed., Northern Arizona University
- Ph.D., Arizona State University

### ANDERSON, JILL

#### Clinical Nursing

- A.S., A.A., Portland Community College
- B.S.N., Oregon Health Sciences University
- M.S.N., M.B.A., University of Phoenix
- Ph.D., University of Arizona

### SINDEL-ARRINGTON, TRICIA

#### Reading

- B.S., University of Arizona
- M.Ed., Northern Arizona University
- Ph.D., Arizona State University

### BADER, SHERRICK

#### Emergency Medical Technology

- G.S., Mesa Community College
- Certified Emergency Paramedic, Mesa Community College

**BAKER, PATRICIA**

Computer Science &  
Computer Information Systems

- B.S., University of Michigan
- M.C.S., Arizona State University

**BARRIOS, RENÉ**

Counseling

- A.A., Arizona Western College
- B.A., M.Ed., University of Arizona
- Ed.D., Arizona State University

**BATES, BRADFORD J.**

Chemistry

- B.S., M.Ed., Arizona State University

**BEYER, ALISA**

Psychology

- B.A., University of Arizona
- M.A., Ph.D., University of Kansas

**BILKA, MONIKA**

History

- B.S., University of Oregon
- M.S., University of Montana
- Ph.D., Arizona State University

**BISHOP, SHANNON**

Mathematics

- B.A., M.A., Arizona State University

**TOVAR-BLANK, ZOILA**

Psychology

- B.A., Stanford University
- M.Ed., Ph.D., Arizona State University

**BOURKE, KATRINA**

Massage Therapy

- A.A.S., Royal Melbourne Institute of Technology
- A.A.S., Mesa Community College
- B.S., M.Ed., Northern Arizona University
- M.S., California University of Pennsylvania

**BRAATEN, ANTHONY**

Communication

- B.S., M.Ed., Northern Arizona University

**BROME, JOEL**

Biology

- B.A., Louisiana Technical University
- M.Ed., Northeast Louisiana University
- N.D., Canadian College of Naturopathic Medicine

**BURGOYNE, MARY BETH**

Library

- B.A., Arizona State University
- M.L.S., University of Arizona

**BURRIS, JONI**

Education

- B.S., M.Ed., Ph.D., University of North Dakota

**CALA, JACQUELINE**

Biology

- B.S., University of Arizona
- M.S., Arizona State University

**CESCHIAT, MICHAEL**

Art (Ceramics)

- B.F.A., Columbus College of Art and Design
- M.F.A., University of New Mexico

**CHARDON, DIANE**

English and Humanities

- B.A., Louisiana State University
- M.A., Ph.D., Arizona State University

**CHERNER, ELLIOT**

Computer Information Systems

- B.S., M.B.A., University of Phoenix
- Ed.D., North Central University

**CHURCH, MICAELA**

Dance

- B.A., B.M., Alma College
- M.F.A., Arizona State University

CHUPPA-CORNELL, KIM

Library

- B.A., M.A., Arizona State University
- M.L.S., University of Arizona
- Ed.D., Northern Arizona University

COLLINS, DIANA

Clinical Nursing

- B.n., M.S., The Sage Colleges

CORREA, FABIO

Spanish

- M.A., Ph.D., Arizona State University

COX, FRANK (TREY)

Mathematics

- B.A., M.S., Concordia University Wisconsin
- Ph.D., Arizona State University

DEAN, JOHN

English

- B.A., Arizona State University
- M.F.A., Texas State University

DICHTENBERG, CAROL L.

Library

- B.A., State University College at Buffalo
- M.L.S., University at Buffalo

DISCALA, CAMILLE

Biology

- B.A., Herbert H. Lehman College of the City
- University of New York
- M.D., Albert Einstein College of Medicine

EDWARDS, VIRGINIA

English as a Second Language

- A.A., Chandler-Gilbert Community College
- B.A., M.C., Arizona State University

VALENZUELA-EMANUEL, KRISTA

English as a Second Language

- B.A.E., Arizona State University
- M.A., Northern Arizona University

FALLETTA, EVA

Director, Learning Center

- B.Acc., New Mexico State University
- M.C., Arizona State University
- M.Ed., Northern Arizona University

FERNANDEZ, MIGUEL

English

- B.A., M.A., New York University

FIELDS, GREGG

English

- B.A, M.A., California State University - San Marcos

FINLEY, DAVID

English

- B.A., Appalachian State University
- M.A., Arizona State University

FINN, PATRICK

English

- A.A., Riverside Community College
- B.A., University of California, Riverside
- M.F.A., University of Arizona

FISH, GREG

Electric Utility Technology

- JEL, Prof of EUT.

FISHER, MATTHEW A.

Accounting/business

- B.S., Brigham Young University
- M.Acc., University of Arizona; CPA

FLANIGAN, KAREN

Division Chair, Nursing

- B.S.N., M.S.N., Arizona State University; RN

FLAHERTY, SEAN

Physics

- B.S., California Lutheran University
- M.N.S., Arizona State University

**FOUREMAN, POLLY**

**Biology**

- A.B., Brown University
- M.S, Ph.D., University of Wisconsin-Madison
- D.V.M., Cornell University

**LLAMAS-FLORES, SILVIA**

**Mathematics**

- B.S., M.A., University of California
- Los Angeles; Ph.D., Arizona State University

**FUENTES, ANGEL G.**

**Division Chair, Physical Sciences & Engineering**

- B.S., University of Puerto Rico-Mayaguez Campus
- M.S., Arizona State University

**REYNOLDS-GARZA, ANNE**

**Mathematics**

- B.A., Eastern Illinois University
- M.A., M.Ed., Framingham State University

**GAUMONT, SUSAN A.**

**Nutrition**

- B.S., M.S., Arizona State University; RD

**GERAGHTY, DIANA**

**Nursing**

- B.S., University of Virginia
- M.A., Grand Canyon University

**GODDARD, THEODORE**

**Music**

- B.M., M.A., Arizona State University

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- D.N.P., Walden University

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- M.A., Arizona State University

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- B.S., M.S., East Texas State University
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ZABEZENSKY, FERNE L. (1974-1997)

Biology

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# GLOSSARY OF COLLEGE TERMINOLOGY

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**Academic Load**

The total number of credit hours taken in a term. Twelve credit hours is considered a full-time load.

**Academic Advisor**

A designated staff member who has received training to provide students with academic information that will direct them to the appropriate classes to achieve their educational goals and enhance their academic success.

**Admission**

Acceptance into a college after the student has filed a completed Student Information Form with the Admissions, Records and Registration Office and has been admitted according to admissions criteria. Students who have been admitted are eligible to register for courses.

**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.

**Alumnus/Alumna**

A graduate of a college or university. (Plural: alumni/alumnae)

**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. May be an Associate in Arts (AA), Associate in Business (ABus), or Associate in Science (AS) designed primarily for transfer to complete a baccalaureate degree; 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.

**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).

**Class Number**

A unique, five-digit code used to identify each class section of each course offered. Class Numbers are listed in the Class Schedule.

**Class Period**

Time spent in class and/or lab each week. One period is equivalent to 50 minutes per week.

**Class Schedule**

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.

**Co-curricular Activities**

Also known as extracurricular. Activities, clubs, or organizations students may participate in above and beyond their academic courses.

**Commencement**

Also known as graduation. A ceremony during which colleges award certificates of completion and degrees to graduating students.

**Continued Probation**

A student on academic probation is placed on continued probation if they do not raise their cumulative grade point average (GPA) to the required minimum standard. Enrollment is limited to six (6) credit hours for a period of one semester.

**Continuous Enrollment**

The process of registering for and completing courses during consecutive semesters, excluding 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 person professionally trained in counseling who helps students with educational, career, or personal concerns as well as goal setting and decision making.

**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 fees.

**Course Number**

A three-digit code that identifies a specific course and indicates its level and sequence (e.g., 101 in ENG101).

**Course Placement Testing**

Evaluation of students' present skills in English, reading, and mathematics using course placement tests. Scores are used as a guide for proper course placement so students can choose courses that match their skills. Such matches lead to greater success.

**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., First-Year Composition, 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).

**Curriculum**

A planned sequence of courses for an academic or occupational goal. Also referred to as a program of study.

**Division**

A group of faculty who teach classes in related subjects, such as accounting, management, and marketing in the Business and Computing Studies Division.

**Drop/Add Period**

A specified period of time at the beginning of a term when schedule changes (i.e., adding or dropping one or more classes) are allowed without a refund penalty. Courses dropped during the Drop/Add Period do not appear on students' transcripts.

**Electives**

Non-required courses that students may select to complete their program of study.

**Faculty**

Instructors, teachers. Counselors and librarians are also faculty.

**Final Exams**

Tests or exercises given at the end of a term that are often comprehensive; that is, they may include all material covered during the semester. The schedule of final exam dates and times for each term is included in the Class Schedule.

**Financial Aid**

Financial assistance in the form of grants, scholarships, work study, and loans to assist students in paying for college. Sources are varied with funds coming from federal and state governments, colleges, private donors, and local agencies and organizations.

**Student Financial Services**

Also known as the Cashier's Office where students may pay tuition and fees, course fees, and other fees owed the college.

**Grade Point**

The numerical value of a 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 by 15 credit hours earned = 3.0 GPA.

**Learning Communities**

Learning communities are two or more classes connected through content, ideas, and activities. Using a variety of learning methods, learning communities can be comprised of linked activities between courses, linked and clustered courses, and completely integrated single- or team-taught courses.

**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 also offer 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 journalism, nursing, or aircraft maintenance.

**New Student Orientation**

A session during which new students are introduced to academic programs, facilities, and student support services provided by a college.

**Official Absence**

Absence from class approved by the Vice President of Student Affairs for students who are participants in an official college activity. Approved absence documentation must be presented by students to their instructors before the official absence. Students 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.

**Placement Test**

See Course Placement Testing.

**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.

**Required Course**

A course that a student must complete to meet certain goals or to complete a certain curriculum.

**Scholastic Suspension**

Students on suspension from any accredited institution of higher education may appeal to the Admissions and Standards Committee or campus designee for permission to register. The student will be limited to twelve (12) credit hour unless approved by Admissions and Standards Committee.

**Semester**

Traditionally half an academic year, about 16 weeks in length. Fall semester begins in August and spring semester begins in January.

**Service-Learning**

Service-Learning combines community service with academic instruction focusing on critical-thinking and problem-solving, values clarification, social and personal development, and civic responsibility. CGCC students have been performing meaningful service at community agencies to learn experientially during one-day events, class projects, and individual placements for over 10 years.

**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.

**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.

**Tutoring**

Additional learning assistance provided by tutors to students in individual or group sessions. Tutoring is centralized in the Learning Center.

**Withdrawal**

Officially dropping any or all courses during a semester.

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## Maricopa Community Colleges Index

Chandler-Gilbert Community College  
2626 East Pecos Road  
Chandler, AZ 85225-2499  
480-732-7000

### Estrella Mountain Community College

3000 North Dysart Road  
Avondale, AZ 85323-1000  
(623) 935-8000

### Gateway Community College

108 North 40th Street  
Phoenix, AZ 85034-1795  
(602) 286-8000

### Glendale Community College

6000 West Olive Avenue  
Glendale, AZ 85302-3090  
(623) 845-3000

### Mesa Community College

1833 West Southern Avenue  
Mesa, AZ 85202-4868  
480-461-7000

### Paradise Valley Community College

18401 North 32nd Street  
Phoenix, AZ 85032-1200  
(602) 787-6500

### Phoenix College

1202 West Thomas Road  
Phoenix, AZ 85013-4234  
(602) 285-7800

### Rio Salado College

2323 West 14th Street  
Tempe, AZ 85281-6950  
480-517-8000

### Scottsdale Community College

9000 East Chaparral Road  
Scottsdale, AZ 85256-2626  
480-423-6000

### South Mountain Community College

7050 South 24th Street  
Phoenix, AZ 85042-5806  
(602) 243-8000

### District Support Services Center

2411 West 14th Street  
Tempe, AZ 85281-6942  
480-731-8000



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[cgc.edu/registration](http://cgc.edu/registration)

[cgc.edu/schedule](http://cgc.edu/schedule)

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