

VETERAN AFFAIRS

College of the Canyons has been authorized to offer educational training for veterans and veteran's dependents under all laws which establish such benefits. Students who plan to take advantage of these benefits should apply at the Veteran Affairs Office located in X-9.

Students will need to bring a copy of their DD214 and must submit application materials prior to registering for the new semester.

Veterans continuing from previous semesters must submit a Semester/Session Request for VA Payment form each semester or term at the time of registration. Failure to do so will result in not being certified by the college to the Department of Veteran Affairs, consequent loss or interruption of benefits, and being dropped for nonpayment from classes.

The Veteran Affairs Office is available to assist veterans by appointment only. Please visit our WEBSITE at www.canyons.edu to schedule an appointment. Please call (661) 362-3469 or email veterans@canyons.edu for more information.

FERPA AND DIRECTORY INFORMATION

The Santa Clarita Community College District regards the following as "Directory Information" which can be released to the public: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received from the College, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent public or private school attended by the student. If you desire to withhold "Directory Information," you must file a written request with the Admissions & Records Office.

In accordance with the Family Educational Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending College of the Canyons, regardless of the student's age. Please see Student Rights at the end of this booklet for more information.

TRANSCRIPTS

Unofficial Transcripts: Unofficial transcripts are free and can be printed from your printer or you can have them emailed to you. Please visit our WEBSITE at www.canyons.edu and click on **My Canyons**. You will need a user name and password to use this option. If you do not have a user name and password, you can create one under Student Profile. If you decide to come on campus to request an unofficial transcript, a photo ID will be required.

Official Transcripts: College of the Canyons has partnered with Credential's Solutions to accept official transcript orders via the internet on a secured site. You can order official transcripts online at www.canyons.edu and click on My Canyons. You will need a user name and password to use this option. If you do not have a user name and password, you can create one under Student Profile. This will eliminate the need to come to the College, stand in line, or mail in a request. This service also allows you to check on the status of your order and will communicate with you via email about your order.

Your first two transcripts are free. You may request your free transcripts in person. You will not be able to order your free transcripts via the internet. The request for your free transcripts must be made in person or by mail. The cost of a regular transcript is \$5, a rush transcript is \$10, and an on-demand transcript is \$15. There is no handling fee for orders placed online. The Admissions & Records office is located in the Administration and Admissions Building on the Valencia campus and in the Student Services office in Quad 1 at the Canyon Country Campus.

If you wish to mail in your transcript request, you may send your name, dates of attendance, contact information, where you would like the transcript sent and your signature to:

Transcript Office
College of the Canyons
26455 Rockwell Cyn Rd
Santa Clarita, CA 91355

DEGREE AND ENROLLMENT VERIFICATIONS

College of the Canyons has authorized the National Student Clearinghouse to provide degree and enrollment verifications. The National Student Clearinghouse can be contacted at www.studentclearinghouse.org or www.degreeverify.org. The fax number is (703) 742-4239 and the mailing address is National Student Clearinghouse, 13454 Sunrise Valley Drive, Suite 300, Herndon, VA, 20171. Enrollment verifications for students are free through this service. Employers and entities acting on behalf of the student are required to pay a nominal fee.

Continuing Education (noncredit) enrollment verifications must be requested at the Continuing Education office on the Valencia campus, room V-110.

GRADES

Final grades can be obtained through **My Canyons** on our WEBSITE at www.canyons.edu. You will need to log in to see your grades. Grades are available by the date listed in the College Calendar at the beginning of this schedule of classes.

STUDENT INFORMATION

The Continuing Education ESL courses assign a P/NP grade for Levels 1-4. All other Continuing Education (noncredit) classes do not assign grades at this time.

Grade Options:

Some classes at College of the Canyons are offered using two different grading options: letter grade (A, B, C, D, or F, FW) or Pass/No Pass.

In courses offering the two grading options, you are automatically enrolled on a letter grade basis. If you desire to change to pass/no pass, you must declare your intent to be graded as such before reaching the 30 percent mark in the class. For semester deadlines, see the calendar page at the beginning of this schedule of classes. If deadlines are not listed for your class, contact Admissions & Records at (661) 362-3280.

Credit toward graduation by using pass/no pass courses is limited to a maximum of 18 units. Pass/no pass grades received as a result of awarding Advanced Placement units are exempt from the 18-unit limit. Generally, no course taken using the pass/no pass grading option can be used towards completion of a major for an associate degree. Exceptions are made for Transfer Studies and General Arts & Science majors, who are limited to 9 units of pass/no pass towards the major. Students should be aware that courses graded pass/no pass might not be accepted in a transfer major, and are advised to consult with their intended transfer institution. Courses taken for pass/no pass are not counted in the calculation of grade point average. However, they are considered in calculating academic standings for probation and dismissal.

Petitions to file a pass/no pass grading option are available in the Admissions & Records office and must be approved by a counselor. Once a change has been made, the grading option cannot be changed again at a later date.

GRADING POLICY

Awarding grades to students is the responsibility of the course instructor. The grading system and grade point equivalents are as follows:

A	Excellent	4 grade points/unit
B	Good	3 grade points/unit
C	Satisfactory	2 grade points/unit
D	Unsatisfactory	1 grade point/unit
F	Failing	0 grade points/unit
FW	Failing	0 grade points/unit

The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal.

The following grades are not used in computing grade point average:

I	Incomplete
W	Withdrawal
MW	Military Withdrawal
CR	Credit
P	Pass
NC	No Credit
NP	No Pass
IP	In Progress
RD	Report Delayed

Incomplete Grade

A student may request an Incomplete ("I") grade after the last day to withdraw only in verifiable cases of emergency when the student is unable to complete the course due to extenuating circumstances that occur during the final week of the course.

Approval to receive an "I" grade and assignment of a replacement grade are at the discretion of the instructor. The student must sign a contract with the instructor before the end of the current semester/term, and complete the work for the course prior to the end of the following semester/term. You cannot re-enroll in a course for which an "I" grade is pending completion. If you do so, you will be administratively dropped from the course.

CREDIT BY EXAM

Students interested in challenging a course by examination must meet the following conditions as outlined in District Board Policy 5905:

- Students must be in good academic standing at College of the Canyons, and be currently enrolled as a half-time student.
- Petitions for credit by examination must be submitted for approval to the Admissions & Records office by the eighth week of the semester of 50 percent of the term.
- Students must pay credit-by-examination fees prior to taking the examination. Fees will be assessed at the current enrollment fee plus \$9.00. Fees are non-refundable, regardless of the grade received.
- The student must be eligible to take the course for credit in terms of any prerequisites and other enrollment requirements.
- Courses taken by credit by examination are subject to A – F grading. Incompletes, withdrawals, or pass/no pass grades are not allowed.
- Unit credit may not be granted after credit has been earned for a more advanced course. Additionally, unit credit may not be granted for prerequisites once the more advanced course has been completed.
- A maximum of 18 units may be taken through credit by examination.

- h) A second examination may not be attempted for the same course, but the course may be taken for credit following regular enrollment procedures.

BASIC SKILLS LIMITATION

Except as specifically exempted, no student shall accrue more than 30 units of credit for basic skills coursework at College of the Canyons. Basic Skills courses include reading, writing, computation, learning skills, and study skills. Non-exempt students who have exhausted the unit limitation shall be referred to appropriate alternate educational service providers.

Exemptions from Basic Skills Limitation

The following classifications of students are exempt from the 30-unit limitation on Basic Skills coursework:

- 1) Students enrolled in one or more courses of English as a Second Language.
- 2) Students identified as learning disabled according to Title 5, section 56014.

Waiver of Basic Skills Limitation

A waiver of the 30-unit limitation for Basic Skills coursework may be granted to non-exempt students who demonstrate significant, measurable progress toward the development of skills necessary for college-level courses. Such waivers shall be given for specified periods of time or for a specified number of units. A petition to waive the 30-unit limitation must be submitted to the Academic Standards Committee for approval.

CSU:UC DEFINITIONS

Courses with the notation CSU or CSU:UC are designated as transferable courses. CSU indicates that the course is baccalaureate certified to the California State University system campuses. UC indicates that the course is transferable to the University of California system campuses. Many courses numbered 0-99 are not transferable.

FINAL EXAMS

Final exams will be given during the last week of the term during normally scheduled class time.

ACADEMIC STANDING

Academic Probation – A student who has completed at least 12 units shall be placed on academic probation when the student's grade point average falls below 2.00 in all units attempted.

Progress Probation – A student who has attempted at least 12 units shall be placed on progress probation when 50 percent or more of all units have recorded marks of "W", "I" or "NC (NP)."

Academic Subject to Dismissal – A student is subject to academic dismissal if his or her cumulative grade point average drops below 2.00 at the end of the second consecutive semester.

Progress Subject to Dismissal – A student is subject to dismissal for lack of progress at the end of the second consecutive semester that 50 percent or more of all units have recorded marks of "W", "I" or "NC (NP)."

Students in "subject to dismissal" status are required to attend an Academic CPR workshop. The workshop dates and times can be found at www.canyons.edu/office/counseling.

Academic Dismissal – A student will be dismissed after three consecutive semesters with a cumulative grade point average below 2.00.

Progress Dismissal – A student will be dismissed for lack of progress after the third consecutive semester when 50% or more of all units have recorded marks of "W", "I" or "NC(NP)."

Reinstatement and Appeals – Students who have been dismissed must remain out of school for one full semester. Students who have been dismissed more than once must stay out at least two semesters. To be reinstated after dismissal, a student must submit a petition for re-admission to a counselor. The petition must include evidence of constructive achievement during the student's one semester of absence. If a student can prove serious and compelling circumstances, the counselor may consider a dismissed student's petition for immediate reinstatement. (For further information see the college catalog).

GRADUATION

Graduation is held at the end of the spring term each year. Students who have petitioned to graduate for the fall, spring and summer terms are eligible to participate in the graduation ceremony. You must submit a petition for an associate degree at the Counseling Office by the first week of the term in which you plan to graduate. The Board of Trustees of the Santa Clarita Community College District as authorized by the Board of Governors of the California Community Colleges shall confer the degree of Associate in Arts or Associate in Science upon a student who has satisfactorily completed the degree requirements which include all of the following:

1. A minimum of 60 degree applicable semester units;
2. The required courses for a specific major;
3. General Education, PE/Wellness and Diversity requirements;
4. A cumulative grade point average of 2.0 or better in associate degree applicable units and good academic standing at College of the Canyons; and
5. A minimum of 12 units at College of the Canyons.

Please see the College Catalog for specific degree or certificate program requirements.