

2019-2020
A California Community College
FALL 2019 CATALOG ADDENDUM

Accredited by
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The Board of Governors of the California Community Colleges
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COLLEGE OF THE CANYONS
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Accuracy Statement

The Santa Clarita Community College District and College of the Canyons have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to changes without notice by the administration of the College for reasons related to student enrollment, level of financial support, or for any other reason at the discretion of the College. The College further reserves the right to add, to amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

School of Personal and Professional Learning

Noncredit Classes

CAREER SKILLS

Certificate of Completion: Career Strategist

The Career Strategist Certificate trains students to develop the skills needed to gain an accurate understanding of their strengths, interests, abilities and work values. Students also develop the skills to combine personal characteristics with career information to improve their skills at seeking, obtaining, maintaining and changing jobs. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career decision making.

Certificate Student Learning Outcome:

Students will be able to apply an effective career strategy through implementation of personalized career planning techniques, assessment of occupational information, social media networking, and relationship marketing.

Program Requirements:

Units Required: 0

	Units:
NC.CSKL-009	Personalized Career Planning.....0.0
NC.CSKL-010	Strategic Job Search.....0.0
NC.CSKL-011	LinkedIn for Business.....0.0

Certificate of Completion: Career and Lifestyle Exploration

The Career and Lifestyle Exploration Certificate allows students to assess and understand their strengths, interests, abilities and work values. Students will use this knowledge to explore a career of interest through a job shadowing experience and interview. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career exploration.

Certificate Student Learning Outcome:

Students will be able to utilize the results of a career planning assessment and identify the work duties, skills needed, and advantages and disadvantages of a specific career of interest.

Program Requirements:

Units Required: 0

	Units:
NC.CSKL-009	Personalized Career Planning.....0.0
NC.CSKL-012	Job Shadowing.....0.0

Certificate of Completion: Fundamentals of Communication

Earners of this certificate have demonstrated the fundamental principles of workplace communication, including effective listening, rapport building, and persuasive communication strategies for leadership. They have also identified and utilized technological tools to build a professional online presence and collaborate with others online and in person. Earners have gained a deeper understanding of navigating workplace communication challenges to create more positive outcomes.

Certificate Student Learning Outcome:

Students will be able to apply effective techniques for building an online presence and navigating workplace communication challenges in person and online.

Program Requirements:

Units Required: 0

	Units:
NC.CSKL-008	Workplace Communication Strategies0.0
NC.CSKL-016	Digital Fluency0.0

Certificate of Completion: Mindful Co-worker

Earners of this certificate have demonstrated empathetic strategies and good listening skills to build strong connections with customers, clients, and co-workers from diverse backgrounds and differing points of view. They have also identified and applied strategies for becoming more adaptable and managing stress in the modern workplace. Earners have gained a deeper understanding of the distinct advantages to having diversity in the workplace.

Certificate Student Learning Outcome:

Students will be able to apply effective strategies for becoming more adaptable, increasing empathy, and identifying the distinct advantages to having diversity in the workplace.

Program Requirements:

Units Required: 0

	Units:
NC.CSKL-015 Adaptability	0.0
NC.CSKL-017 Empathy	0.0
NC.CSKL-021 Social-Diversity Awareness	0.0

Certificate of Completion: Navigating Mental Health Issues in the Workplace

Earners of this certificate have identified and demonstrated the appropriate Mental Health First Aid action plan for individuals who may be experiencing a mental health problem and crisis including connecting individuals to professional resources. They have also demonstrated empathetic strategies and good listening skills to build strong connections with customers, clients, and co-workers from diverse backgrounds and differing points of view. Earners have gained a deeper understanding of the importance of empathy, good listening skills, and appropriately navigating mental health issues in the workplace.

Certificate Student Learning Outcome:

Students will be able to identify and demonstrate empathetic strategies, good listening skills, and the appropriate Mental Health First Aid action plan for individuals who may be experiencing a mental health problem or crisis.

Program Requirements:

Units Required: 0

	Units:
NC.CSKL-013 Mental Health First Aid in the Workplace.....	0.0
NC.CSKL-017 Empathy	0.0

Certificate of Completion: Survive and Thrive in the Workplace

The Survive and Thrive in the Workplace Certificate trains students to develop the skills needed to embrace failure, reflect on mistakes, and take corrective action to remain competitive in the modern workplace. Students also develop the skills needed to embrace an entrepreneurial mindset and apply leadership skills to manage projects, propose ideas, and create value for an organization.

Certificate Student Learning Outcome:

Students will be able to apply effective strategies for embracing more of an entrepreneurial mindset and increasing self-awareness and resilience in the workplace.

Program Requirements:

Units Required: 0

	Units:
NC.CSKL-018 Entrepreneurial Mindset	0.0
NC.CSKL-019 Resilience	0.0
NC.CSKL-020 Self-Awareness	0.0

NC.CSKL 009 PERSONLIZED CAREER PLANNING

8.00 hours

Examines the assessment of individuals strengths, interests, values, personality and abilities in the context of career and education planning. Students will improve decision making skills by exploring their own decision making styles and applying specific decision making models to their career planning process.

NC.CSKL 010 STRATEGIC JOB SEARCH

8.00 hours

Introduces sources of occupational information and how to utilize this information in the career planning and job search process.

NC.CSKL 011 LINKEDIN FOR BUSINESS

8.00 hours

Examines the LinkedIn platform, the world’s most popular business-oriented social media networking platform, to develop business through relationship marketing.

NC.CSKL 012 JOB SHADOWING

8.00 hours

Explores a specific career of interest by observing an employee perform their work duties at their place of employment. Provides realistic career information that will aid career evaluation. Field trip required.

NC.CSKL 013 MENTAL HEALTH FIRST AID IN THE WORKPLACE

8.00 hours

Examines risk factors and warning signs of mental health problems and how to respond appropriately. Emphasis on mental health problems and crises for all individuals and environments with additional information on support and resources in the work environment. Upon successful completion of this course, students will receive a NCBH Mental Health First Aid Certificate.

NC.CSKL 015 ADAPTABILITY

8.00 hours

Explores strategies for becoming more adaptable and managing stress in the modern workplace. Emphasis is placed on technological and social changes in the modern workplace.

NC.CSKL 016 DIGITAL FLUENCY

8.00 hours

Examines the technological tools needed to build a professional online presence.

NC.CSKL 017 EMPATHY

8.00 hours

Examines the importance of empathy in trusted relationships and successful collaborations. Emphasis is placed on developing empathy, building strong connections, and utilizing good listening skills to fully understand the needs of customers, clients, and co-workers.

NC.CSKL 018 ENTREPRENEURIAL MINDSET

8.00 hours

Explores techniques for developing an entrepreneurial mindset and building new skills to differentiate oneself in the modern workforce marketplace. Emphasis is placed on developing the skills needed to manage projects, propose ideas, and create value for an organization.

NC.CSKL 019 RESILIENCE

8.00 hours

Examines skills needed to have a healthy relationship with failure and remain competitive in the modern workplace. Emphasis is placed on embracing momentary failure, taking time for reflection and corrective action, and exploring techniques to learn from setbacks and continue to move forward.

NC.CSKL 020 SELF-AWARENESS

8.00 hours

Explores the link between personality and the preferred work environment. Build self-awareness by interpreting and applying personality results to educational, personal, and career goals.

NC.CSKL 021 SOCIAL-DIVERSITY AWARENESS

8.00 hours

Explores diversity in the workplace including gender, sexual orientation, ethnicity, age, disability, and how they contribute to the modern workplace.

COLLEGE SUCCESS SKILLS (BASIC SKILLS)

NC.BCSK 050 TEST-TAKING SKILLS

20.00 hours

Explores skills necessary to become a successful test-taker including managing time, mitigating test anxiety, practicing academic integrity, and becoming familiar with various test types. This course may be offered open entry/open exit.

NC.BCSK 100 GED PREPARATION

20.00 - 190.00 hours

Designed to prepare students to pass the five sections of the General Educational Development test: Reading, Writing I and II (essay), Science, Social Studies and Mathematics. Students require basic computer literacy to utilize GED tutorial software. This course may be offered open entry/open exit.

NC.BCSK 110 GED PREPARATION – MATH/SCIENCE

40.00 - 80.00 hours

Designed to prepare students to pass the Mathematical Reasoning and Science subtests of the GED exam. Students need computer literacy and basic numeracy skills. The two noncredit arithmetic classes, MA3 and MA4, are highly recommended prior, or in addition, to this class.

NC.BCSK 120 GED PREPARATION – LANGUAGE ARTS/SOCIAL STUDIES

40.00 - 80.00 hours

Designed to prepare students to pass the Reasoning Through Language Arts and Social Studies subtests of the GED exam. Students need computer literacy and basic English writing skills.

NC.BCSK MA3 NONCREDIT ARITHMETIC I

30.00 hours

The first of a two-course sequence in basic arithmetic including whole numbers, decimals, and integers. This course may be offered in an open entry/open exit format.

NC.BCSK MA4 NONCREDIT ARITHMETIC II

30.00 hours

The second course in a two-course sequence in basic arithmetic including fractions, mixed numbers, and percentages. This course may be offered in an open entry/open exit format.

COUNSELING

NC.COUN 010 CAREER EXPLORATION

18.00 hours

Provides students with career exploration techniques. Emphasis is placed on selecting a career based on self-examination of interests, values, abilities, and personality through assessment inventories, skill exercises, and career research.

CSEC TRAINING

Certificate of Completion: Commercial Sexual Exploitation of Children (CSEC) Training

The Commercial Sexual Exploitation of Children (CSEC) Training Certificate allows students to develop a baseline understanding of the Commercial Sexual Exploitation of Children (CSEC) with an emphasis on awareness, identification, and the implementation of prevention and intervention strategies. Provides students with the knowledge and skills needed to identify sexually and commercially exploited youth and provide culturally and linguistically competent support to sexually and commercially exploited youth.

Certificate Student Learning Outcome:

Students will be able to identify risk factors, warning signs and the appropriate intervention strategies and resources to support youth exposed to commercial and sexual exploitation.

Program Requirements:

Units Required: 0

		Units:
NC.CSEC-001	CSEC Part 1: The Commercial Sexual Exploitation of Children –	0.0
NC.CSEC-002	CSEC Part 2: The Commercial Sexual Exploitation of Children –	0.0

NC.CSEC 001 CSEC PART 1: THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN – AWARENESS AND IDENTIFICATION TRAINING

6.00 hours

Examines the Commercial Sexual Exploitation of Children (CSEC) with an emphasis on awareness and identification. Provides students with the knowledge and skills needed to identify sexually and commercially exploited youth.

NC.CSEC 002 CSEC PART 2: THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN – INTERVENTION AND PREVENTION TRAINING

4.00 hours

Examines the Commercial Sexual Exploitation of Children (CSEC) with an emphasis on the implementation of early prevention and intervention strategies.

HUMAN RESOURCES

Certificate of Completion: Gateway Human Resources Assistant

Introduce learners to the field of Human Resources. Prepare participants with a solid foundation of the human resources functions, basic knowledge of relevant employment laws, and the ability to perform basic human resources activities that are an essential part of the employment life cycle. The Gateway Human Resources Assistant certificate consists of three short-term courses and is designed for those interested in gaining knowledge and skills for employment into an entry-level position in human resources.

Certificate Student Learning Outcome:

Students will be able to describe the Human Resources functions and fundamental employment laws, and demonstrate the ability to perform foundational activities.

Program Requirements:

Units Required: 0

		Units:
NC.BUS-1A	Foundations of Human Resources Management	0.0
NC.BUS-1B	Employment Law Fundamentals	0.0
NC.BUS-1C	Human Resources Management Support Activities	0.0

Certificate of Completion: Supervisor's Roadmap

Examines the critical role of supervisors, managers, and leaders within the context of human resources management across various industries. Provides business leaders with a more in-depth employment law review and the strategies and tools to navigate the work environment to more effectively hire, manage, motivate, and retain talent. The Supervisor's Roadmap certificate consists of two short-term courses and is designed for those interested in moving into a supervisor role or for individuals wanting to step into a leadership role with additional employee oversight responsibilities.

Certificate Student Learning Outcome:

Students will be able to:

- Demonstrate knowledge of employment laws as it pertains to the employment life cycle from a supervisor and business leader's perspective.
- Apply strategies and tools to more effectively to hire, manage, motivate, and retain talent.

Program Requirements:

Units Required: 0

		Units:
NC.BUS-2A	Supervisor's Role in Workplace	
	Compliance	0.0
NC.BUS-2B	People Management	0.0

Certificate of Completion: Human Resources Professionals

Examines the human resources professional's role as a strategic partner for an organization. Provides a more advanced employment law review and update and explores human resources strategies to optimize their organization to achieve a competitive advantage. The Human Resources Professionals certificate consists of two short-term courses and is designed for those individuals interested in stepping into a higher-level strategic human resources position.

Certificate Student Learning Outcome:

Students will be able to:

- Demonstrate knowledge of relevant federal and state employment laws and address how these laws and recent updates apply to employers and employees in the workplace.
- Select and apply appropriate human resources strategies to optimize their organization to achieve a competitive advantage.

Program Requirements:

Units Required: 0

		Units:
NC.BUS-3A	Legal Review and Update for Human Resources Management Professionals	0.0
NC.BUS-3B	Strategic Human Resources Management	0.0

NC.BUS-1A FOUNDATIONS OF HUMAN RESOURCES MANAGEMENT

16.00 hours

Explores the major areas of responsibilities under human resources and the importance of these functions within a business. Discover careers within human resources and the skills needed to be successful.

NC.BUS-1B EMPLOYMENT LAW FUNDAMENTALS

16.00 hours

Prerequisite: NC.BUS-1A

Examines relevant state and federal employment laws that impact the workplace.

NC.BUS-1C HUMAN RESOURCES MANAGEMENT SUPPORT ACTIVITIES

16.00 hours

Prerequisite: NC.BUS-1B

Presents basic essential activities applicable to a support level position in human resources.

NC.BUS-2A SUPERVISOR'S ROLE IN WORKPLACE COMPLIANCE

16.00 hours

Explores relevant employment laws affecting the workplace in connection with the supervisor's role in ensuring compliance.

NC.BUS-2B PEOPLE MANAGEMENT

24.00 hours

Examines tools to effectively hire, manage, motivate, and retain talent. Examines the employment life cycle from a supervisor and business leader's perspective.

NC.BUS-3A LEGAL REVIEW AND UPDATE FOR HUMAN RESOURCES MANAGEMENT PROFESSIONALS

16.00 hours

Provides human resources professionals with a more advanced employment law review, update on current legislation, and case analysis impacting employees and employers in the workplace.

NC.BUS-3B STRATEGIC HUMAN RESOURCES MANAGEMENT

24.00 hours

Explores human resources strategies to optimize an organization's efforts in achieving a competitive advantage.

LAND SURVEYING

Certificate of Completion: Global Navigation Satellite System (GNSS) Certificate Program

GNSS technology has become a Land Surveying industry standard and there is an increasing need for Land Surveyors with GNSS technology skills. This program will provide students with a fundamental understanding of GNSS technology, Geodesy, field techniques and applications, GNSS data adjustments, processing, and analysis, and map projections. The purpose of the program is to provide both current surveyors and those new to the profession the skills and knowledge needed to conduct and process surveying projects in the workplace using GNSS technology.

Certificate Student Learning Outcome:

Students will be able to provide a fundamental understanding of GNSS technology. Geodesy, field techniques and applications, GNSS data adjustments, processing, and analysis, and map projections.

Program Requirements:

Units Required: 0

	Units:
NC.SURV-010	Principles of GNSS Technology 0.0
NC.SURV-015	Fundamentals of Geodesy 0.0
NC.SURV-020	GNSS Leveling 0.0
NC.SURV-025	Survey Data Adjustments 0.0
NC.SURV-030	GNSS Techniques 0.0
NC.SURV-035	Map Projections..... 0.0
NC.SURV-040	Control Surveys Using GNSS 0.0
NC.SURV-045	GNSS Processing and Analysis 0.0

NC.SURV-010 PRINCIPLES OF GNSS TECHNOLOGY

16.00 hours

Presents an overview of the components of the Global Navigation Satellite System (GNSS) system, including: the GNSS satellite constellations, their signal structure; GNSS orbits and tracking networks; GNSS measurements and their properties and error characteristics; absolute and differential positioning; GNSS receivers, their capabilities and limitations, and selecting the proper technique for a specific application.

NC.SURV-015 FUNDAMENTALS OF GEODESY

16.00 hours

Prerequisite: NC.SURV-010

Provides an overview of geodesy, examines the fundamental goal of geodesy, and introduces those geodetic concepts useful in better understanding GNSS. Topics include geodetic datums and reference systems, satellite geodesy, geodetic quantities and transformation of terrestrial positions.

NC.SURV-020 GNSS LEVELING

16.00 hours

Prerequisite: NC.SURV-015

Introduces the concepts and techniques involved in establishing precise ellipsoidal heights and the application of a geoid model to derive orthometric heights. Topics include fundamental relationships between heights, practical representation and use of regional and global geoid models, local geoid modeling by surface-fitting, network design, and observing procedures for recovering high-accuracy orthometric heights. Accuracy and limitations of the method are also explored.

NC.SURV-025 SURVEY DATA ADJUSTMENTS

16.00 hours

Prerequisite: NC.SURV-010.

Recommended Preparation: NC.SURV-020

Examines the types of errors encountered in survey data and the appropriate data adjustment methods. Familiarity with common least squares adjustment software and reports will be achieved.

NC.SURV-030 GNSS TECHNIQUES

16.00 hours

Prerequisite: NC.SURV-015

Examines the near-real-time solutions available from Differential GNSS (DGNSS), Real-Time Kinematic (RTK) and Networked RTK as well as state-of-the-art control survey accuracies with advanced post-processing techniques using a global network of continuous tracking GNSS sites.

NC.SURV-035 MAP PROJECTIONS

16.00 hours

Prerequisite: NC.SURV-015

Focuses on the methods and procedures required for accurately mapping or projecting positions measured in a three dimensional world on to a flat two dimensional surface using computer software. Topics include the history and geometry of map projections, regulatory compliance, and coordinate conversions.

NC.SURV-040 CONTROL SURVEYS USING GNSS

16.00 hours

Prerequisite: NC.SURV-030

Examines the process of conducting a control survey using GNSS technologies including planning, field measurements, data processing, adjusting, and analysis of the final results. Organizational design and observation planning is needed to meet stringent control survey standards and specifications. GNSS Surveying Standards and Specifications 1.1 by CLSA & CSRC and Specifications for Geodetic Control Networks and Geometric Accuracy Standards are also addressed.

NC.SURV-045 GNSS PROCESSING AND ANALYSIS

16.00 hours

Prerequisite: NC.SURV-010, 025, 030 and 040

Explores GNSS data collection and processing, and the analysis and evaluation required to deliver practical surveying and mapping information. Participants work in small groups to perform GNSS surveys where data is collected in the field, downloaded, processed, analyzed, and evaluated.

BIOLOGICAL SCIENCES

BIOSCI 100 GENERAL BIOLOGY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Recommended Preparation: MATH-060 or higher math placement

Explores the nature of science, including cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. UC credit limitations: No credit for BIOSCI-100 if taken after BIOSCI-106, 106H, 107, 107H, 115, 116, 201, 202, 204, 205, or 221.

BIOSCI 100H GENERAL BIOLOGY – HONORS

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Recommended Preparation: MATH-060 or higher math placement, ENGL-101 or ENGL-101H

Explores the nature of science, including cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. Critical analysis combined with written and oral presentation of primary scientific literature will differentiate BIOSCI 100H from BIOSCI 100. UC credit limitations: No credit for BIOSCI-100H if taken after BIOSCI-106, 106H, 107, 107H, 115, 116, 201, 202, 204, 205, or 221.

PUBLIC SAFETY – AGENCY TRAINING

LAW ENFORCEMENT, POLICE DEPARTMENT ADVANCED TRAINING - (LEPD)

LEPD 100 BASIC ACADEMY

Units: 24.00

CSU 202.00 hours lecture, 370 hours lab

Provides training in basic law enforcement tactics and techniques specifically used by the Los Angeles Police Department. Examines community relations, criminal law, criminal evidence, patrol procedures, investigation, vehicle codes, vehicle operations, communications, physical conditioning, health and safety, self-defense tactics, weapons, and marksmanship.

LEPD 100A BASIC ACADEMY PART 1

Units: 12.00

CSU 101.00 hours lecture, 710.00 hours lab

Introduces and initiates training in basic law enforcement tactics and techniques specifically used by California law enforcement agencies. Examines community relations, criminal law, criminal evidence, patrol procedures, evidence procedures, vehicle codes, vehicle operations, communications, physical conditioning, health and safety, self-defense tactics, weapons, and marksmanship.

LEPD 100B BASIC ACADEMY PART 2

Units: 12.00

CSU 101.00 hours lecture, 355.00 hours lab

Continuation of basic training in law enforcement tactics and techniques specifically used by California law enforcement agencies. Examines rules of evidence, investigative reporting, marksmanship, weapons violations, information systems, custody and jail operations, controlled substances, First aid & CPR, people with disabilities, juveniles, hazardous

PROBATION/DISMISSAL

Academic standing is determined exclusively by grades earned at College of the Canyons and is calculated at the end of the fall and spring semesters.

Academic Standards Definitions:

1. Units attempted: for probation, subject-to-dismissal, and dismissal purposes only, all units of credit in which the student is enrolled at College of the Canyons.
2. Units enrolled: All units of credit for which the student is enrolled after the first two weeks or 20% of the time the class is scheduled to meet, whichever is less, at the college.
3. Consecutive semesters: Enrollment in two semesters (fall and spring) or enrollment in one semester, followed by a break, then enrollment in another full semester. Summer sessions and intersessions are not considered when calculating consecutive semesters.

Standards for Probation

1. **Academic Probation:** A student shall be placed on academic probation if the student has completed at least 12 units at College of the Canyons and the overall grade point average has fallen below a 2.0 after one semester.
2. **Progress Probation:** A student shall be placed on progress probation if the student has enrolled in a total of at least 12 units and the percentage of all enrolled units in which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds 50%.
Students on first semester probation must take an upgrade workshop before registering for the next term.

Standards for Subject-to-Dismissal

1. **Academic Subject-to-Dismissal:** A student shall be subject-to-dismissal for academic performance after being placed on probation and having earned a cumulative grade-point average of below 2.0 for the second consecutive semester.
2. **Progress Subject-to-Dismissal:** A student shall be subject to dismissal for progress after two consecutive semesters of progress probation as defined above.
Students on Subject to Dismissal must attend a CPR workshop before registering for the next term.

Standards for Dismissal

1. **Academic Dismissal:** A student shall be dismissed for academic performance after being placed on subject-to-dismissal status and having earned a cumulative grade-point average of below 2.0 for the third consecutive semester.
2. **Progress Dismissal:** A student shall be dismissed for progress after three consecutive semesters of progress probation as defined above.
Students on Dismissal must sit out for at least one semester.

Restoration of Good Standing

1. **Academic:** A student who has a grade-point deficiency for one, two, or three semesters shall be restored to good standing when the student's cumulative COC grade-point average is 2.0 or higher.
2. **Progress:** A student who has accumulated more than 50% of total COC units noted W (Withdrawal), I (Incomplete), and NP (No Pass) for one, two, or three semesters shall be restored to good standing when the percentage of those notations drops below 50%.

Determination of good standing is made at the end of the fall and spring semesters.

Exceptions to Dismissal

A student who is dismissed may be automatically continued for one semester under the following conditions:

1. **Academic:** When, at the end of the most recent full semester, the student enrolled in a credit course bearing at least one graded unit and earned a semester grade-point average of 2.0 or higher.
2. **Progress:** When, in the most recent full semester, the student completed more than 75% of the units in which the student enrolled.

Re-admission after Dismissal

A student who is dismissed must stay out one semester or file a successful appeal.

1. **Staying out one semester:** reinstatement may be requested after one semester has elapsed (excluding summer sessions and intersessions). The student must consult with a counselor, prior to the start of the semester, to formulate a corrective educational plan and to obtain approval to enroll.
2. **Dismissal appeal:** dismissal may be postponed and the student continued for one semester if the student presents evidence of extenuating circumstances and their appeal is approved. The written appeal should be submitted to the Counseling Department. Appeals should be based on the following:
 - a. Evidence, based on the academic record, that dismissal status does not reflect the student's usual level of performance.
 - b. Circumstances beyond the control of the student, for example, accident or illness.

Continuation in all cases may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students are continued in subject-to-dismissal status in accordance with policy 4250.