

**CRAFTON HILLS**  
COLLEGE

2019-2020

**NEW STUDENT**  
**HANDBOOK**



## Welcome to Crafton Hills College!

We are proud that you have chosen to attend Crafton Hills College, the top ranked community college in the Inland Empire for degree and certificate complete rates, course retention and success. You are now one of more than 136,000 students who have attended the college since its opening in 1972. Every instructor and staff member at this college is here to make sure you succeed. We pledge to provide you with a transformative experience, and to give you the services and support you need to be successful.

Crafton Hills College offers rigorous academic programs that will prepare you to achieve your personal, vocational, and educational goals. Here, you can complete your associate’s degree, transfer to a university for a bachelor’s degree, improve your job skills, and get ready for a career by earning a certificate.

Here is some advice I hope you will consider following:

- It will be important for you to connect with your professors—to get to know them, and to let them get to know you. They are here to help you learn. Be sure to drop by during their office hours for a chat, to ask their advice, and to seek their assistance with the course material.
- You will also want to learn about the many support services we have on campus, such as tutoring, counseling, mental health support, disabilities support, and financial aid. These services will promote your success by supporting you personally and financially. They are staffed by knowledgeable, committed people who genuinely care about you.
- Last, I recommend that you engage in campus life to the extent that your schedule allows, by joining one of our 30+ campus clubs, attending events, seeking on-campus employment, and participating in one of our Three Peaks Challenges, which are designed to bring the campus together and to challenge you as a learner and as an individual.

Crafton Hills College is a great place to begin your college education. Congratulations on becoming a **Crafton Hills College Roadrunner!**



Kevin Horan, Ed.D.  
President



## Crafton Hills College Administration

Kevin Horan, Ed.D.	President
Keith Wurtz, Ph.D.	Vice President, Instruction
Rebecca Warren-Marlatt, Ed.D.	Vice President, Student Services
Michael Strong, B.S.	Vice President, Administrative Services
Kellori Dower, Ed.D.	Dean, Math, English, Art & Instructional Support
Joe Cabrales, M.A.	Dean, Student Services/Student Support
Kirsten Colvey, M.S.	Dean, Student Services/Student Success
William “Van” Muse, Ph.D.	Dean, Social, Information & Natural Sciences
Vacant	Dean, Research Planning & Institutional Effectiveness
Dan Word, M.S.	Dean, Career Education and Human Development
Wayne Bogh, M.B.A.	Director, Technology Services
Rejoice Chavira, Ed.D.	Director, EOPS/CARE/CalWORKs
Vacant	Director, Disabled Student Programs & Services
Larry Cook	Director, Facilities
Donna Hoffmann, M.A.	Director, Marketing & Public Relations
John Muskavitch, B.S.	Director, Financial Aid
Ericka Paddock, Ed.D.	Director, Student Life
Michelle Riggs, M.A.	Director, Community Relations & Resource Development
Deborah Wasbotten, M.A.	Director, Child Development Center
Heather Chittenden, M.B.A.	Aquatics Director
Jeremy Crooks, A.A.	Supervisor, Custodial Services

## Table of Contents

### Student Support Services

New Student Steps for Success .....	4
Counseling .....	5
Career Center .....	5
University Transfer Center .....	6
Financial Aid .....	6
Student Success Program .....	7
Health and Wellness Center .....	7
Library .....	8
Tutoring Center.....	8
Technology Success Center.....	8
Athletics.....	9
Child Development Center .....	9
Campus Store .....	9
Department of Student Life.....	10
Disabled Students Programs and Services.....	11
Veterans Resource Center .....	11
COACH Cupboard .....	11
REACH Project .....	12
Undocumented Students .....	12
Foster Youth Guardian Scholars (Foster Youth) .....	12
EOPS (Extended Opportunity Programs and Services) .....	13
CARE (Cooperative Agencies Resources for Education).....	13
CalWORKs.....	13

### Academic Information

Prerequisites, Corequisites and .....	14
Departmental Recommendations	
Prerequisite/Corequisite Challenge Process.....	14
Cancelled Classes .....	14
Open Classes .....	14
Adding and Dropping Courses .....	14
Refund Policy .....	15
Class Attendance .....	15
Grading System.....	16
Grade Changes .....	16
Pass/NoPass Grading (Formerly Credit/No-Credit) .....	16
Incompletes.....	17
Grade Point Average.....	17
How to Calculate Your Grade Point Average.....	17
Student Recognition and Honors.....	18
College Honors Institute .....	18
Credit by Examination .....	19
Advanced Placement Policy.....	19
Unit Limitations .....	20
Class Level of Students .....	20
Examinations .....	20

Final Examinations.....	20
Repeating Courses.....	20
Academic Renewal Without Course Repetition.....	20
Petition for Academic Exception .....	20
Probation and Dismissal .....	21

### Student Rights, Laws, Policies and Responsibilities

Laws & Policies – Dedicated Contact Persons .....	22
Standards of Student Conduct .....	22
Types of Disciplinary Action.....	23
Faculty-Initiated Suspension.....	23
Student Integrity Policy .....	23
Student Grievance Procedure .....	26
Discrimination and Harassment Policies .....	27
Additional Policies .....	28-29
Computer Use	
Data Security	
Distribution of Literature	
Animals/Pets on Campus	
Use of Campus Facilities	
Collection and Raising of Funds	
Student Right to Know	
Parking Controls and Traffic Regulations .....	29
College Police .....	30

### Certificates, Degrees and Transfer

Certificates .....	31
Certificate Requirements.....	31
Gainful Employment Disclosure Information .....	31
Associate Degrees (AA and AS) Requirements and Majors .....	32
AA/AS General Education Requirements.....	33
Catalog Rights for Graduation .....	35
Graduation Requirements .....	35
California State University (CSU) .....	36
General Education Requirements	
University of California (UC) IGETC.....	38
General Education Requirements	

### Registering for Courses

Fee Information for Crafton Hills College .....	40
Course Enrollment Using WebAdvisor.....	41
Campus Map .....	Back Cover

## New Student Steps for Success

The Student Success and Support Program promotes and sustains the efforts of community college students to achieve their educational goals successfully through a coordinated program of instruction and support services. The college provides an orientation to college, assessment of basic skills, counseling, advisement and follow-up services to assist students with establishing and meeting their individual educational objectives. All new students to Crafton Hills College are required to participate in the following major components of Student Success Support to help ensure their success. (To receive an exemption from any of these components, review the “Exemption Criteria” which follows and see a counselor)

- 1. Orientation-** All new students to Crafton Hills College are required to participate in online orientation. Orientation provides an introduction to the college’s programs, services and academic regulations.
- 2. Assessment** – Multiple measures assessment of proficiency in mathematics and English are used to assist with placement into courses in these areas or courses which have pre-requisites in reading, mathematics or English. Students are asked to share their experiences with mathematics and English to assist with the process.
- 3. Counseling and Advisement** – Every new student will be directed to a New Student Advising Session where they will meet with a counselor to initiate a Student Education Plan (SEP) that outlines the appropriate courses needed to for the student to reach their identified educational goal. Students will be encouraged to meet with a counselor on an ongoing basis to revise and/or update the SEP as necessary.
- 4. Follow-up** - The faculty at Crafton Hills College use an “Starfish” Early Alert process to monitor student’s progress in courses. Students who are identified as needing additional support are contacted by the Counseling office or Student Success program to provide advice and assistance to resolve their difficulties. Students are also encouraged to utilize the services of the Career Center and University Transfer Center.



## Your Connection to Success

Starfish provides you with a central location to connect to the people and services that can help you finish what you start – all accessible right from your Starfish Home page. Log in to your Starfish Home page by going to <https://sbccd.starfishsolutions.com/starfish-ops>

Your Home page includes access to a customizable profile and personalized channels that make it easy to connect with your instructors, advisors or counselors to schedule the dedicated time you need. Starfish can also help you manage the steps you need to take to stay on track and meet your goals through your Student Educational Plan.

Get started by updating your profile on Starfish. Use the “Logins” button at the top of the Crafton Hills College homepage and enter your campus username and password.

Questions? Contact our Student Success office.

Telephone: (909) 389-3366

Email: [studentsuccess@craftonhills.edu](mailto:studentsuccess@craftonhills.edu)  
 Location Building 6, CCR-201 (Counseling)

## Counseling

Counseling and advising services assist current and prospective students in establishing their educational goals and identifying support services to help meet those goals. Whether the goal is to take one course, earn a certificate or degree, or transfer to a four-year college or university, counselors are available to assist in the following areas:

### Educational Counseling

- Individual educational planning
- Selection of a major
- Transfer information using current articulation agreements with a number of colleges and universities
- Transfer certification
- Degree and certificate evaluation
- Time management strategies
- Referral to academic support services
- Support about state residency or citizenship issues



### Career Counseling

- Assessment of interests, values and skills
- Exploration of career goals based on personal assessment
- Development of career plans

### Personal Counseling

- Self-awareness
- Interpersonal communication
- Counseling for educational related personal issues
- Referral to on-campus and off campus resources
- Decision-making strategies



Telephone: (909) 389-3366  
 Email: [counseling@craftonhills.edu](mailto:counseling@craftonhills.edu)  
 Twitter: @CHC\_Counseling  
 Location Building 6, CCR-200

### PLEASE NOTE:

Hours of operation are subject to change, especially during peak times and academic breaks. Please call to check hours when we are open. Appointments can be made up to two weeks in advance during non-peak times and may be made with the counseling center receptionist in person or by phone. Counseling is available on drop-in basis for quick questions.

## Career Center

The Career Center provides specialized services and information to assist students with career planning, including the areas of career assessment, major selection, career exploration, interviewing skills, resume and cover letter critiques. Assessment in career interests, personality, work values and skills are provided as an aid to the career decision making process. Information regarding labor market statistics, training and education requirements for many career choices are available. Information regarding careers is available through web based career search applications, workshops, career networking events and fairs. Web based information includes local, state, and national trends, salaries and skills. Most of this information can be accessed by students from their home computers, laptops or mobile devices through the career services website. A job referral service is provided to students and to members of the community free of charge. Students seeking to declare and/or define their major and career goals, need employment,

Telephone: (909) 389-3399  
 Email: [careercenter@craftonhills.edu](mailto:careercenter@craftonhills.edu)  
[www.craftonhills.edu/careerservices](http://www.craftonhills.edu/careerservices)  
 Location Building 6, CCR-220

or learn more about career development strategies or are in need of career attire for an interview or work are encouraged to visit the Career Center. A career clothes closet is also available.



## University Transfer Center

The University Transfer Center (UTC) assists students with the process of transferring to CSU, UC, Private and Out-of-State colleges and universities through a variety of services to ensure a smooth transition. Services include



educational planning, workshops, transfer fairs, field trips, on-site university representatives to review your transcripts and assess your progress, university application and personal statement assistance, catalogs and web-based support.



Telephone: (909) 389-3399  
Email: [transfercenter@craftonhills.edu](mailto:transfercenter@craftonhills.edu)  
Location Building 6, CCR-220

## Financial Aid

The Financial Aid office helps students seeking financial aid to pay for the costs of attending Crafton Hills College. Money is provided to cover the cost of enrollment fees, books, transportation and partial living expenses. Students may be working and still qualify for financial assistance. There are basically two types of financial aid: grants and self help (such as work study). Grants are awarded on the basis of financial need and do not require repayment. Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

The Free Application for Federal Student Aid (FAFSA) must be used when applying for financial aid. Applying on time is critical. Be sure to contact the Financial Aid Office regarding deadlines. The completed FAFSA should be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after October 1, but no later than the last day of the spring semester, in order to ensure funds will be available for the beginning of the fall semester in August. Our school code is 009272. After submitting your FAFSA on-line, you must come into the financial aid office approximately 3 days later to open your file in the financial aid office. Regardless if you are a new student or a returning student, everyone must open a new file each year. It is important, however, that all requested documentation be returned as soon as possible. Financial aid awards are made only after a student's file is complete. On-time applicants (those who have a complete application by June 1st and who have returned all requested materials) can expect to receive a financial aid award letter on Web Advisor beginning July.

Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. This includes completing all classes successfully. The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office.

★ For information dates and deadlines go to financial aid website

### Types of Financial Aid

- Board of Governors Enrollment Fee
- Waiver
- Cal Grants
- Federal Pell Grant Program
- Federal Supplemental Educational
- Opportunity Grant (SEOG)
- Federal Work Study
- FTSSG Grant
- California Dream Act (CDA)



Telephone: (909) 389-3223  
Twitter: @CHCFinancialAid  
Location Building 6, CCR-126

## Student Success Program

Student Success Program is designed to assist new and continuing students with negotiating the sometimes confusing and frustrating processes of the college learning environment. The Student Success Advisors are available to answer student questions and to connect students to the myriad of resources available to the college. New and continuing students who do not know where to begin to get their questions answered or problems solved are welcome to call the Student Success Advisors, who will lend a friendly ear and assist the student with successfully resolving their problems. Students are encouraged to give

the Student Success Program a call or stop by the office if they have any questions or if they encounter any problems with attending class or successfully completing coursework.



Telephone: (909) 389-3450/3458  
 Email: [studentsuccess@craftonhills.edu](mailto:studentsuccess@craftonhills.edu)  
 Location Building 6, CCR-201

## Health and Wellness Center

The Health & Wellness Center (HWC) contributes to the well-being of students through various health services. Students who experience a high level of health and wellness are better able to pursue their academic goals.

### Clinical Services

Provides primary care services including physical exams, screening tests, lab work, prescriptions, immunizations, Birth Control, treat minor infections including STDs.

### Mental Health Services

Provides crisis intervention, counseling/therapy for emotional and mental health issues like stress, depression, anxiety, and other disorders. Support groups are also available.

Telephone: (909) 389-3272  
 Email: [healthwellness@craftonhills.edu](mailto:healthwellness@craftonhills.edu)  
 Location Building 7, SSB-101



### Health Education and Promotion

Provides free resources, brochures and literature covering a wide range of topics including alcohol and drug abuse, HIV/AIDS, domestic violence, child abuse, sexual assault/rape, stress and anxiety and other mental health issues.

### Campus Outreach/online literature

The HWC conducts Health Fairs every spring semester and organizes LifeStream Blood drives.

Online Magazine: Student Health 101: <http://readsh101.com/craftonhills.html> OR Text Crafton to 40691

Web address: [www.craftonhills.edu/healthcenter](http://www.craftonhills.edu/healthcenter)

*The Health fee, paid at registration, and a nominal fee for selected services support the Health and Wellness Center program.*

## Library

Established in 1972, the CHC Library has been serving the Crafton community for over 40 years. With a collection that contains nearly 60,000 books and periodicals, online research databases that provide free access to thousands of ebooks, journals and other materials, 108 computers and 11 study rooms, the Library is committed to supporting the educational goals and aspirations of CHC's students, staff and faculty. All students need is a CHC student ID



card (obtained at the Student Senate Office) in order to use library services. With the CHC student ID card, students may check out books from our main collection as well as textbooks that instructors have placed on Reserve for their classes. When students visit the Library, they can also pick up a library database card which contains the username and password to access databases from home. In addition, the CHC Library is a member of the Inland Empire Academic Libraries Cooperative. By signing up for a free IEALC card, CHC students may access the libraries of other local universities, including the University of Redlands, CSU San Bernardino, and many others across Southern California.



For information about the Library:  
[www.craftonhills.edu/library](http://www.craftonhills.edu/library)  
 (909) 389-3321 (Circulation)  
 (909) 389-3322 (Reference)  
 or (909) 389-3323.  
 Location Building 20, LRC

## Tutoring Center

The Tutoring Center is located on the first floor of the Learning Resources Center and provides academic support through workshops, study groups, and tutoring in math, writing, reading, sciences, and much more. Check the schedule on our website for availability. Services are FREE for all CHC students.

Drop-in tutoring is available in all subjects. Appointments are also available for writing tutoring. Appointments may be scheduled in person or online at [https://esars.sbccd.org/C\\_TutoringCtr/eSARS.asp?WCI=Init&WCE=Settings](https://esars.sbccd.org/C_TutoringCtr/eSARS.asp?WCI=Init&WCE=Settings)



For more information about the Tutoring Center, stop by LRC-137 or visit us on the web at <http://www.craftonhills.edu/tutoringcenter>  
 Location Building 20, LRC-217

## Technology Success Center

The Technology Success Center (TSC) is a training and support facility at Crafton Hills College that is committed to helping students, staff and faculty access the most effective technology available for achieving their goals. Students, staff and faculty who receive training learn to utilize various assistive technology programs and subsequently mainstream to computer labs throughout the campus where many of the same applications are provided, ensuring equal access.

Telephone: (909) 389-3305  
 Email: [chc\\_dsps@craftonhills.edu](mailto:chc_dsps@craftonhills.edu)  
 Location Building 4, CTB-206

### The TSC provides:

- Individual and small group training in assistive technology to Crafton Hills College students, staff and faculty
- Access to assistive technology for academic work



## Athletics



Crafton Hills College launched its first athletics program of men’s and women’s swimming in Spring 2018. Men’s and women’s water polo will launch in Fall 2019. Student athletes will compete as part of the Pacific Coast Athletic Conference. Athletes competing for Crafton will receive priority B registration to accommodate practice and competition schedules. Student athletes may also take classes at san Bernardino Valley college to maintain athletic eligibility. If you would like further information about

**Men’s and Women’s Swimming** – Courtney Eads,  
Head Coach, ceads@craftonhills.edu  
**Water Polo** – Heather Chittenden – Athletics Director,  
hchittenden@craftonhills.edu

becoming a student athlete please see contact information below.

## Child Development Center

The Child Development Center is owned and operated by Crafton Hills College, serving the college and the community. Enjoy the comfort of knowing that your child is in a safe, nurturing and educational environment where each child’s developmental stage is respected.

- Preschool program and full day extended care for enrolled children ages 3 - 5 years (must turn 3 by September 1st of current academic year )
- AM & PM State Preschool program (Income Guidelines)
- Educated and highly trained staff
- Beautiful indoor and outdoor environments
- Open 7:00 a.m. to 4:30 p.m. Monday through Friday
- Enrollment begins each May for the following academic year



Child Development  
Telephone: (909) 389-3400  
LIC# 364811521  
Location: Building 8, Child Development Center (CDC)

## Crafton Hills College Campus Store

The Campus Store strives to continually and consistently provide an assortment of products and services selected specifically to meet the needs of our students, faculty and staff as well as the surrounding community. Bookstore proceeds stay on campus to benefit and support the mission of the college. The Bookstore offers a wide assortment of services and products.

- Textbook Rental
- Ebooks
- New and Used Books
- “Book Buyback”, everyday with valid student ID
- School supplies, backpacks, sportswear, art supplies, gift cards, grad regalia and gifts
- Large assortment of snacks, beverages and packaged food to go



Visit our services/sales online  
@ craftonhills.bkstr.com  
or call (909) 389-3250  
Location Building 6, CCR-150

## Department of Student Life

Information regarding student I.D. cards, student government, clubs, student learning activities, A.S. Omnitrans bus passes can be provided through the Department of Student Life.

### Student Government Opportunities

There are several ways to get involved in your student government, the Associated Students (A.S.).

#### Executive Board (Elected Positions)

Student Senate President  
 Student Senate Executive Vice President  
 Student Senate Directors (4)  
 Student Senate Treasurer  
 Student Senate Executive Assistant

#### Becoming an A.S. Elected Officer

To run for a Student Senate Executive Board Position, you must pick up an application packet from the Department of Student Life, available during February for the Spring General Elections. Complete the application materials and submit them to the Department of Student Life, by the filing deadline. You must attend a mandatory candidates' meeting. You are required to have a cumulative GPA of 2.0 and you must have a minimum of 5 CHC units at the time of verification and during your time in office.

The Student Trustee must also attend all Board of Trustees meetings normally held on the second Thursday of each month at 4pm in the District Office. If you are interested in running for President, you must have a minimum of 24 CHC units and have 1 year of prior experience in the Student Senate.



### Senatorial Positions (Appointed Positions)

Social Events Officers (2)  
 Inter-Club Council Officers (2)  
 Publicity Officer  
 Equity and Diversity Officer  
 Activism Officer  
 Editor in Chief  
 Senator at Large (4)  
 Social Co-Chair (2)  
 See the committees section for more information.

### College-Wide Committees

Students have the opportunity to serve on College-Wide committees with faculty, staff and administrators where they can influence decisions affecting the entire College. This is a great opportunity to learn more about the College, how decisions are made and to ensure that students are involved with these decisions. Student Committee members are appointed by the Student Senate President.

### Clubs

Clubs provide opportunities for students to make good friends and enhance learning, not to mention having fun through a club experience. There are a variety of student clubs: cultural, religious, vocational, general interest, and scholastic. If you don't see a club you might be interested in joining, perhaps you would like to start a new one. New clubs are always welcomed. For a comprehensive list of active clubs and organizations, and how to join them, contact the Department of Student Life at 909.389.3410.

Telephone: (909) 389-3410  
 Email: [epaddock@craftonhills.edu](mailto:epaddock@craftonhills.edu)  
 Location Building 6, CCR-153



## Disabled Student Programs and Services

The Disabled Student Programs and Services (DSPS) provides support services, specialized equipment and educational accommodation to students with disabilities so they can participate fully in the college experience. To qualify for support services, you must be enrolled at Crafton, have verifiable disability that limits your ability to participate in the general offerings of the college without additional services and the ability to benefit from instruction. Support services may include:

- Disability related counseling.
- Learning disability testing class.
- Test proctoring.
- Priority registration.
- Texts in alternate formats (e.g. etext, braille).
- On-campus transportation and mobility assistance.
- Specialized equipment.
- Sign language interpreters and closed captioning.
- Note takers.
- Assistive technology (e.g. screen readers).



Telephone: (909) 389-3325 or TTY (909) 794-4105  
 Email: chc\_dsp@craftonhills.edu  
 Location Building 6, CCR-101

## Veterans Resource Center

The Veterans Resource Center (VRC) provides assistance to veterans and their dependents that may be eligible for various veteran educational benefits and helps transition veterans from the military to civilian life within the academic environment. The VRC houses the Veterans Coordinator/ Counselor who provides academic, career and behavioral health counseling and the Veterans Certifying official who serves as a liaison between veteran students/dependents and the Department of Veterans Affairs. The VRC also provides a safe environment for veterans to study, socialize and relax between classes.



liaison



Telephone: (909) 389-3396  
 Email: VeteransServices@craftonhills.edu  
 Location Building 11, CNTL-156

## COACH Cupboard (Creating Opportunities And Changing Hearts) – CHC Food Bank

Hundreds of students are impoverished and are experiencing food insecurity. CHC is committed to helping students engage, learn and advance. This is difficult to do if nutritional needs are not met. COACH Cupboard provides food and personal hygiene items to students in need. COACH Cupboard is open Monday through Thursday.



COACH Cupboard is operating 99% on donations from students and staff. Donations may be dropped off from 8 a.m. -1 p.m., Monday- Thursday. If the room is not open, please place items in a bag or box and place them next to the door.

Location - Old Gymnasium -Easy drive-through, turn-around right in front of COACH Cupboard  
 Telephone: (909)389-3278

## REACH Project (Resources, Encouragement, and Advocacy for Crafton's Homeless)

The REACH Project is dedicated to providing access, advocacy, resources, and support for homeless, and at-risk students within the college.

### REACH services include:

- Referrals for housing and social services
- Fast-tracked referral to EOPS, Counseling, Health and Wellness Center, Mental Health Services, and other college services
- Showers available for all CHC students registered in classes.
- Survival kits (toothbrush, first-aid supplies, basic hygiene items, a list of emergency contacts)
- Financial Aid and Admissions assistance

Telephone: (909) 389-3450 or (909)389-3458  
Email: studentsuccess@craftonhills.edu  
Location Building 6, CCR-201



- Access to a phone
- Referral to the CHC COACH Cupboard

Crafton Hills College adheres to the federal McKinney-Vento Act which defines homeless students as those who lack a fixed, regular, and adequate nighttime residence.

They may:

- Share the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Be living in motels, hotels, trailer parks, shelters, or awaiting foster care placement
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Be living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

## Support for Undocumented Students

While Crafton Hills College does not have a special program to provide direct services to students who are undocumented, we have built in support in many of our student services programs to support this student group and welcome them to the college. Some of the support provided includes:

- Counselors in the Counseling Center can provide advising and counseling to those who are concerned about state residency or citizenship issues. (pg. 5)
- Our Student Success Program provides information regarding resources in the college and community for students to help them navigate the sometimes confusing and frustrating processes of the college learning environment or are struggling with issues

- outside of the college that are impacting their learning (pg. 8)
- Student who are not eligible for traditional financial aid supports are encouraged to apply for support through the California Dream Act Application (CDAA). Contact the Financial Aid Office for more information (pg 6).
- Students may be eligible for the California Nonresident Tuition Exemption (AB540) which exempts them from non-resident tuition. Contact the Admissions and Records office for more information.

Crafton Hills College is in compliance with AB 540 and SB 68. The college ensures access to education per these California laws that require that educational opportunities despite lack of citizenship.

## Guardian Scholars

The Guardian Scholars Program at Crafton Hills College is passionate and committed to supporting the educational journey of current and former foster youth on our campus. It is our mission to provide students with a comprehensive program that contributes to the quality and depth of the student's college experience. Our program serves as a resource for young adults by equipping them with skills necessary to meet their education and career goals.

Telephone: (909) 389-3239  
Email: EOPS@craftonhills.edu  
Location Building 6, CCR-221



Services include: Caring and supportive staff, Priority registration, Academic/Career/Personal Counseling, Book voucher, Semester Parking Permits, Gas Cards, Academic Supplies, Meal Vouchers, Snacks, Assistance with completing the FAFSA and Chafee Grant.

### Eligibility:

- Between the ages of 18 and 24 years old
- Been in foster care any time after the age of 13 years old
- Have a Dependency Verification Letter (also known as Ward of the Court Letter)
- Be a current or prospective Crafton Hills College student

## EOPS Program (Extended Opportunity Programs and Services)

EOPS is a state funded effort which provides services that are “over and above” what is traditionally provided to community college students. EOPS is a special program that provides educational and financial support services to eligible students who have historically experienced economic and educational disadvantages. EOPS assists eligible students in obtaining their educational goals.

**SERVICES INCLUDE:** Academic/Career/Personal counseling, tutoring, priority registration, financial aid assistance, transferring to a four-year college/university, and book grants.

### Eligibility:

- Be a California resident
- Qualify for the Board of Governor’s Waiver A or B
- Be enrolled in 12 units or more, exception DSPS students
- Have completed less than 70 degree-applicable units
- Be educationally disadvantaged

Telephone: (909) 389-3239

Email: [EOPS@craftonhills.edu](mailto:EOPS@craftonhills.edu)

Location Building 6, CCR-221



## CARE Program (Cooperative Agencies Resources for Education)

CARE is a unique educational program which represents a cooperative effort between the community college and the Department of Social Services to assist single parents to achieve educational goals and to break the welfare dependency cycle. The CARE program helps single parents receiving cash aid assistance receive the support and advisement necessary to become self-sufficient.

**SERVICES INCLUDE:** Counseling and advisement; Assistance with admission and financial aid applications; Childcare assistance; Books and supplies; Bus passes and parking permits; Grants



### Eligibility:

- Eligible for EOPS
- Minimum age of 18 years or older
- Single Parent, Head of household
- Recipient of CalWORKs/TANF/AFDC
- Have one child under 14 years of age

Telephone: (909) 389-3239

Email: [EOPS@craftonhills.edu](mailto:EOPS@craftonhills.edu)

Location Building 6, CCR-221

## CalWORKs Program (California Work Opportunities and Responsibilities for Kids)

The California Community Colleges CalWORKs Program is a state funded program that assists current welfare recipients in achieving long term self-sufficiency through the attainment of higher education. At Crafton Hills College, the CalWORKs Program focuses on providing CalWORKs students with special support services in order to assist with educational and career planning, as well as ensuring compliance with the Department of Public Social Services (DPSS) welfare to work requirements.

**SERVICES INCLUDE:** Supportive atmosphere to enable students to achieve self-sufficiency; assistance with completion of all county paperwork; advocacy with DPSS and other county agencies; educational and career guidance; CalWORKs work study subsidized program; and workshops related to the world of work.

Telephone: (909) 389-3239

Email: [CHCCalWORKs@craftonhills.edu](mailto:CHCCalWORKs@craftonhills.edu)

Location Building 6, CCR-221



### Eligibility:

Any student attending Crafton Hills College who is receiving cash aid for himself/herself through the county DPSS-CalWORKs/Gain program.

## Prerequisites, Corequisites, and Departmental Recommendations

*When registering for classes, students are required to adhere to enrollment policies that relate to prerequisites, corequisites and departmental recommendations.*

### Prerequisite

A prerequisite means a condition of enrollment a student is required to meet in order to demonstrate readiness for enrollment in a course or educational program. Students registered in a class without having completed the prerequisite(s) will be dropped from the class. Prerequisite courses completed with a grade of D or F indicates unsatisfactory performance in those courses and do not satisfy the prerequisite.

Students will not be allowed to enroll in a prerequisite course taken after the higher level course, except by Petition for Academic Exceptions.

### Co-requisite

A corequisite means a condition of enrollment consisting of a course a student is required to take simultaneously in order to enroll in another course. If one course is dropped, the corequisite will be dropped also.

### Departmental Recommendation

A departmental recommendation means a condition of enrollment a student is advised, but not required, to meet before or in conjunction with enrollment in a course or education program.

## Prerequisite/Corequisite Challenge Process

Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course in question. Grounds for challenge are:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites;
2. The prerequisite or corequisite is in violation of Title 5 of the Education Code;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her Student Educational Plan because the prerequisite or corequisite course has not been made reasonably available;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or enrollment in one or more of the courses have been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan;
7. The student seeks to enroll in a course which has a prerequisite established to protect students' health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

## Cancelled Classes

The college reserves the right to cancel any class that does not meet the minimum size requirements established by the district. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

## Open Classes

Students who have been officially admitted to Crafton Hills College are eligible to enroll in any class for which they meet either the prerequisites or corequisites or both. Of course, only so many people can fit into classrooms and laboratories, so class sizes are limited and enrollment is on a first come, first served basis.

## Adding Courses

Students may add courses during the first two weeks for a full-term course, or the first 10% of a short-term course. After the add period concludes, students may add a course only with the instructor's permission and through a petition approved by the Dean of Student Services and Student Development or designee. (SBCCD Administrative Procedure 5080)

## Dropping Courses

Students may drop courses during the first three weeks or 20% of a term, whichever is less, and there shall be no notation on their permanent academic record.

Students may withdraw from courses between the end of the third week and the last day of the eleventh week or 60% of a term, whichever is less, and a “W” shall be recorded on their permanent academic record. Failure of the student to officially withdraw from a registered course may result in responsibility for enrollment fee payments for the class and/or receipt of an “F” grade. (SBCCD Administrative Procedure 4230, 5075)

Withdrawal from a course(s) may be approved in extenuating circumstances after the last day of the 11th week or 60% of a term through a petition approved by the Director, Admissions & Records or designee. Extenuating circumstances are defined as verified cases of illness, accident, unforeseen job shift change, job assignment outside the attendance area, extreme weather conditions, or other circumstances beyond the control of the student. (SBCCD Administrative Procedure 5075)

## Refund Policy

### A. Class cancelled by the college

If a class is cancelled by the college, you will automatically be mailed a refund of the enrollment fees for any class cancelled by the College. If this class is your only class for the term, you will receive a refund of all fees except the parking fee and AS Card fee. To receive a refund of the parking fee, you must complete a “Request for Refund” form and attach the parking decal to the form. Turn in this form and the decal to the Bursar’s Office, CCR-1st floor. To receive a refund of the AS Card fee, complete a “Request for Refund” and attach the semester/annual sticker to the form. Turn in this form and the sticker to the Office of Student Life.

### B. Withdrawal from the college

1. Enrollment/Non Resident Fee: If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees and/or non-resident fees will be refunded.

## CLASS ATTENDANCE

It is the student’s responsibility to attend classes regularly and on time. Students who do not attend the first class session may be dropped from the class at the discretion of the instructor. However, it is each student’s responsibility to officially drop any class they do not attend or stop attending. If you must miss a particular class, you should notify the instructor as soon as possible, but in no case later than the first day you return to school. An instructor may drop you from a class for excessive absences. Reinstatement is the prerogative of the instructor but must occur prior to the last date to add.

2. Parking, health, accident insurance, associated student (AS) card, student center, and the student representation fees: In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class

### C. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per-unit cost of the reduction.

### D. Class Withdrawal

A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

### E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester; no charge applies for cancelled classes or over payments.

### F. Instructor drop

Students who are dropped by instructors shall be eligible for a refund or credit pursuant to the District’s refund policy.

### Students Should Not Rely on Instructors to Drop or Withdraw

Failure to officially drop or withdraw by the drop deadline may result in the assignment of an “F” (Failing) grade.



## Grading System

The evaluative and non-evaluative grading symbols and their meanings are as follows:

### Evaluative Grade Symbols Definition Points

<b>A</b>	Excellent	4 points
<b>B</b>	Good	3 points
<b>C</b>	Satisfactory	2 points
<b>D</b>	Less than satisfactory	1 point
<b>F</b>	Failing	0 points
<b>P</b>	Pass (at least a "C")	0 points
	Note: Units awarded as P are not counted in GPA.	0 points
<b>NP</b>	No Pass (less than satisfactory or failing)	0 points
	Note: Units awarded as NP is not counted in GPA.	0 points

### Non-Evaluative Symbols Definition Comments

<b>I</b>	Incomplete Instructor initiated. See section on Incompletes
<b>W</b>	Withdrawal Student or instructor initiated.
<b>IP</b>	In Progress Assigned for classes which continue across semester and/or intersession dates.
<b>RD</b>	Report Delayed Assigned by the Admissions & Records Office only when grades are not recorded but the term is completed.
<b>AV</b>	Assigned by the Registrar's office when a student audits a course.

### Military Withdrawal (MW)

A student who is a member of an active or reserve U.S. military service and who receives orders compelling a withdrawal from courses shall be permitted. Upon verifications of such orders, a withdrawal symbol of "MW" shall be assigned. "MW" shall not be counted in progress probation or dismissal calculations.

- Grades may not be changed for any reason or any circumstances after 36 months from the end of the term in which the grade was assigned.
- In case of fraud, bad faith, or incompetency, the final determination concerning removal/change of grade will be made by the Designated Authority.

## Pass/No Pass (Formerly Credit/No Credit CR/NC)

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass/no pass" basis.
- Courses in which each student may elect on registration or by the end of the 5th week (or no later than the end of the first 30% of the term) to take the course on a "pass/no pass" basis. **After the deadline, the only justification for a change from "pass/no pass" to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.**

Students electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade point average grades of "pass/no pass" are omitted. Students may take up to fifteen (15) units of "Pass/No Pass" courses to apply toward graduation requirements. No course in your major or required by your major may be taken for "Pass/No Pass". However, "Pass/No Pass" for courses and subsequently declared a major in that course of study, the rule may be waived. A student must earn a grade of "C" or better to be granted "Pass/No Pass" for a course.

Students are held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course. Instructions and forms may be obtained in the Admissions and Records Office located in CCR-111.

## Grade Changes

- The Instructor of the course shall determine the grade to be awarded.
- The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.
- The removal or change of an incorrect grade from a student's record shall only be done pursuant to Ed code 76232 or by an alternate method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.
- If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor, if the instructor is not available or where the district determines that it is possible that there may have been gross misconduct by the original instructor.



## Incompletes

An incomplete or “I” symbol will be awarded to the student who, in the judgment of the instructor, is unable to complete a course due to a verified unforeseeable emergency. The condition for the removal of the “I” shall be stated by the instructor in a written record (Incomplete Form). This record shall contain not only the conditions for the removal of the “I” but also the grade assigned in lieu of its removal. This record must be given to the student (with a copy on file in the Admissions and Records Office) until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for competency the work has passed.

The time limit for the “I” to be made up is no later than one (1) year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. The Incomplete Form may be obtained from the Admissions and Records Office in CCR-111.

Students intending to earn an associate degree from Crafton Hills College must resolve all incomplete grades, whether at Crafton Hills College or any other regionally-accredited institution attended,

prior to the end of the term in which the degree will be granted. Students must submit official transcripts to the Admission & Records Office showing the removal of all incomplete grades, replaced with an appropriate letter grade or other evaluative symbol.

## Grade Point Average

One question you will consistently hear as a student is, “What is your grade point average?” Grade point average, otherwise known as GPA, has important and far-reaching effects on your academic standing. Therefore, it is important to be able to calculate your GPA.

To calculate your GPA, you will need a current and complete transcript or an accurate record you have kept yourself. This record needs to include all the courses you have taken, the grades you have received in those courses, and the number of units of each of those courses. It will also be helpful if you have a calculator handy.



## How to Calculate Your GPA

Your GPA or Grade Point Average is the average of your grades. You can calculate your GPA for one semester or you can calculate your cumulative, overall GPA.



### Example:

Grade Course	Units Attempted		Grade (numerical value)	=	Points
Engl 101	4	x	B (3)	=	12
Math 102	4	x	A (4)	=	16
Soc 100	3	x	B (3)	=	9
Polit 100	3	x	C (2)	=	6
Hist 101	3	x	D (1)	=	3
PE/I 108x4	(1)	x	W (0)	=	0
PE/I 105x4	1	x	F (0)	=	0
Totals: 18					46

- Grades are assigned a numerical value: A=4.0, B=3.0, C=2.0, D=1.0, F=0.0  
Note: Units attempted that result in P/NP, CR/NC, W, IP, RD or I grades are not used to calculate the GPA.

- Multiply the units attempted by the numerical value of the grade to get the grade points:

Units Attempted	Grade	Grade Points
Example: 4	x B (3)	= 12

- Total the units attempted and the grade points.

- The GPA is determined by dividing the total grade points by the number of attempted units:

Grade Points	Units Attempted	Grade Point Average
Example: 46	÷ 18	= 2.56

**Grade Scale:**  
 4.0 = A average  
 3.0 = B average  
 2.0 = C average  
 1.0 = D average  
 0.0 = F average

## Student Recognition and Honors

### Recognition

Scholastic achievement, leadership, service, and character are recognized by Crafton Hills College through a variety of honors and awards. The majority of these are sponsored by college and campus organizations; however, a number are made possible by community organizations and interested citizens.

### Dean's List

A scholastic list is prepared each fall and spring semester. Recognition is based on GPA earned during the individual semester as opposed to a cumulative GPA. Only units earned at Crafton Hills College will be used in calculating a student's GPA for the Dean's List. Students who complete a semester completing 12 or more units who achieve a grade point average (GPA) of 3.5 or above.

### Graduating with Distinction

Students graduating with a cumulative GPA of 3.50 – 3.99 at the end of the term in which they have applied for graduation will graduate with *distinction* and have a notation added to their transcripts indicating such.

### Alpha Gamma Sigma Honor Society

Alpha Gamma Sigma (AGS) is the California Community College Scholastic Honor Society dedicated to promoting scholarship, character, and civic responsibility statewide. Membership in AGS demonstrates that a student can balance academic excellence, leadership development, and service. Membership is open to students who have completed 12 semester units with a cumulative GPA of 3.0 or higher. Temporary membership is open to students who are life members of the California Scholarship Federation or who had a high school GPA of 3.5 or higher and are in their first semester of college. For more information or to apply for membership, please visit [www.craftonhills.edu/AGS](http://www.craftonhills.edu/AGS).

## College Honors Institute

The College Honors Institute (CHI) is an academic program that includes specially designed Honors coursework that provides highly motivated students who have demonstrated outstanding academic achievements, the opportunity to:

- Participate in an intellectually challenging curriculum by taking honors courses
- Take advantage of honors transfer agreements to many UC, CSU, and private universities, including UCLA, UCI, UC Berkeley, CSU Fullerton, and San Diego State, to name a few.
- Participate in academic conferences and publish original work in honors journals
- Use the Honors Lounge to study, relax, or socialize with other honors students
- Receive honors distinction on transcripts and at commencement ceremonies

**(909) 389-3500**

**Contact: [Honors@craftonhills.edu](mailto:Honors@craftonhills.edu)**



## Credit by Examination

Currently enrolled students who feel that their knowledge is equivalent to the course content of a currently approved course may apply for Credit by Examination. To do so, the following conditions must exist:

- The student must submit evidence of extensive background and/or experience in the subject area to the instructor of the course at Crafton Hills College or be a permanent employee of the San Bernardino Community College District.
- The student must be enrolled in the college during the semester in which the examination is taken.
- The student must have the approval of a full-time instructor in the discipline.
- Foreign Language courses can only be challenged in sequence from lowest to highest level in order to receive proper credit. See a counselor for details.
- Students must have completed at least 12 units at Crafton.

To apply, the student must submit a fully completed and signed application for Credit by Examination for each course requested to the CHC Office of Instruction. Applications may be obtained in the Admissions and Records Office (CCR-111). In addition to paying the enrollment fee based on the number of units in the course that is being challenged, there is an additional processing fee of \$20 that is applied to all Credit by Examination applications. No financial aid of any kind is available for credit by exam.

## Advanced Placement Policy

Crafton Hills College is a participant in the Advanced Placement Program of the College Entrance Examination Board. Advanced Placement credit will be granted by Crafton Hills College according to the following policy:

1. Students must be enrolled at Crafton Hills College in order to apply for AP credit.
2. Students are required to have completed twelve (12) units at Crafton Hills College prior to applying for AP credit. See a Counselor or Admissions and Records if the AP course serves as a pre-requisite for a more advanced course.
3. Students must bring a copy of the AP score report to Admissions and Records for evaluation. Students will receive units of credit on their Crafton Hills College Transcripts.
4. Units earned by AP examinations may be used to meet Certificate and Associate Degree requirements.

5. Units earned by AP examinations may be used towards CSU General Education Breadth certification according to the CSU approval list.
6. Units earned by AP examinations may be used to meet Intersegmental General Education Transfer Curriculum (IGETC), with the exception of Critical Thinking (Area 1B) and Oral Communication (Area 1C). Credits earned with a score of 3 or higher on a designated AP examination may be applied when recognized by the college as equivalent to approved IGETC courses. Each individual AP examination can clear only one course.
7. Units of AP credit may not be used to satisfy financial aid, veterans or EOPS eligibility criteria regarding enrollment status.
8. Units of AP credit may not be used to satisfy the College's twelve (12) unit residency requirement, or be added to a student's earned unit total for priority registration purposes.
9. A maximum of 30 units through any combination of credit by examination may be granted toward the Associate Degree.
10. Some four year institutions (e.g., out of state) may not accept AP credit.

### NOTE:

Some four-year institutions may not accept AP credit. The applicability and quantity of AP credits granted toward major and/or baccalaureate degree requirements continues to be determined by the individual CSU, UC or private college campus. Students planning to transfer should check the catalog of the transfer institution to determine how AP credit is awarded at that school.



## Unit Limitations

To be considered a full-time student, you must carry a minimum of twelve (12) units. Regular full-time students are restricted to a maximum of eighteen (18) units each semester. During the summer session, students are restricted to one (1) unit for each week of instruction. For example, in the six-week session, you may carry up to six (6) units. If a student wishes an overload, that is, units in excess of the maximum, he/she must receive approval from a College counselor. Contact the Counseling Center for exceptions to this policy.

## Class Level of Students

Students are classified according to the number of units they have successfully completed. Students who have completed fewer than thirty units are considered freshmen; thirty or more, sophomore; students who have completed more than sixty units are classified as special students.

## Examinations

Students must take all examinations given in the courses in which they are enrolled, and may not be excused from the required examinations of any course, including final examinations. Students who are absent during an examination forfeit the right to make up the examination unless they have prior permission from the instructor.

## Final Examinations

Final examination hours and dates are published in the Schedule of Classes. Final examinations for short-term classes are given during the last class meeting. The established final examination schedule cannot be changed without approval from the Vice President of Instruction.

## Repeating Courses

Generally students may take a course only once. Students may repeat a course:

1. If the course is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
2. If the student earned a substandard grade (D, F or NP), he/she may take the course up to three times in an effort to alleviate the substandard academic work. The most recent grade earned will be computed in the cumulative GPA and the student's academic record so annotated (previous grade will not count). Students may repeat the course more than two times only upon approval through the college's petition process.

3. If the student earned a standard grade (A, B, C or P), he/she may repeat the course one time only upon approval through the college's petition process. Grades issued under this petition will not be counted in the computation of the GPA. Courses in which an "Incomplete" (I) has been recorded may not be repeated until a letter grade has been recorded. Student permanent records shall reflect all work attempted so that the student's transcript is a true and complete academic record. (Title 5; 55040-43)
4. If there has been a significant lapse of time since the student earned credit for the course and another institution of higher education to which the student seeks to transfer has established a recent requirement which the student will not be able to satisfy without repeating the course, the student may repeat the course upon approval through the college's petition process.

## Academic Renewal without Course Repetition

Students of Crafton Hills College may alleviate certain previous substandard academic and skills training performance which is not reflective of present demonstrated abilities in accordance with the following educational principles and procedures. Academic renewal without course repetition may be accomplished by submission of a petition to the appropriate campus committee. A student may petition to have any substandard grades for courses taken during two consecutive semesters of attendance at any accredited college eliminated from the computation of the total grade point average, not to exceed a total of thirty (30) units. Students submitting such petitions must have been enrolled and must have completed 24 units of college work at any accredited college with a grade point average of 2.5 or better subsequent to the semester being petitioned. The semester(s) under consideration must have been completed at least two semesters prior to the time of submitting the petition. Neither grades nor courses will be "taken off" the student's record. Instead, courses under consideration will be indicated and annotated accordingly on the student's permanent record. The student's permanent records from other institutions will not be altered. The student may not request for Academic Renewal more than once.

## Petition for Academic Exceptions

The Academic Exceptions Committee has been established for students who encounter circumstances outside the realm of normal college policy and procedures that affect their educational progress. Petitions or appeals may be addressed to the Academic Exceptions Committee. Instructions and forms for petition may be obtained in the Admissions and Records Office (CCR-111).

## Probation and Dismissal

### Standards for Probation

A student shall be placed on either Academic Probation or Progress Probation according to the following rules:

- Academic Probation: A student who has attempted at least 12 units and has earned a Cumulative GPA below 2.0
- Progress Probation: A student has attempted at least 12 units and has received a W, I, or NP in 50% or more of all units attempted.

### Removal from Probationary Status

- Academic Probation: Removed when the student's Cumulative GPA is 2.0 or higher.
- Progress Probation: Removed when the percentage of units in which W, I, or NP was earned drops below 50%.

When a student earns a grade point average of less than 2.0 while on academic probation, he/she will not be allowed to register until after having completed the requirements established by the Counseling Department.

When a student has 50% or more "W", "I", or "NP" of all units attempted while on progress probation, he/she will not be allowed to register until after having completed the requirements established by the Counseling Department.

### Standards for Dismissal

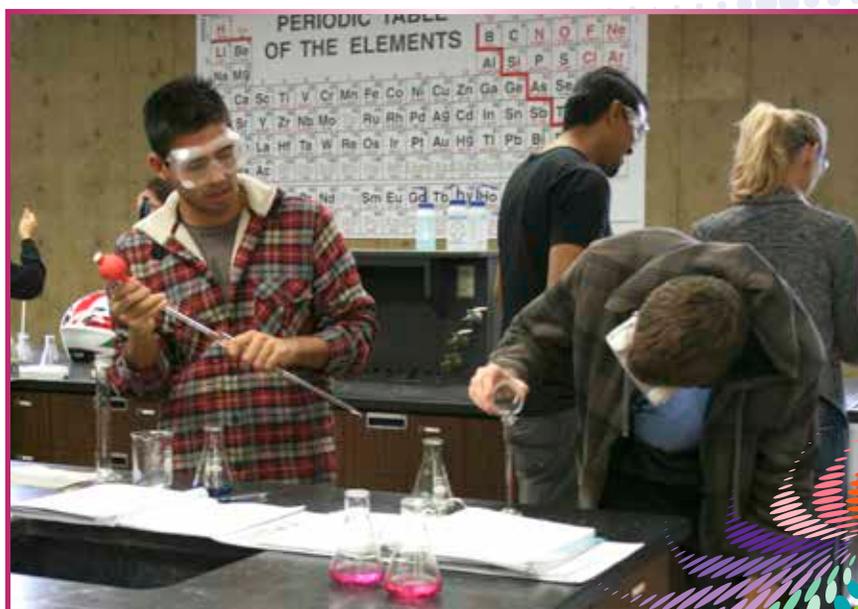
For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment in the Fall

semester followed by the Spring semester. (e.g., the fall semester of 2016-2017 followed by the fall semester 2017-2018 shall be considered consecutive if the student was not enrolled in the spring semester of 2016-2017.) A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exists:

1. The student has earned a cumulative grade point average of less than 2.0 in all units attempted, based on the grading scale, in each of three consecutive semesters;
2. The student has received non-evaluative symbols of W, I, or NP in 50% or more of the units attempted each of three consecutive semesters; or
3. The student receives a combination of the evaluative and/or non-evaluative patterns listed in 1 and 2 in each of three consecutive semesters.

### Re-Admission

1. A disqualified student may appeal his/her dismissal by filing a Petition for Special Privilege with the Academic Exceptions Committee. Petitions are available from the Admissions & Records Office.
2. A student may be reinstated after one semester from the date of disqualification.
3. A student enrolled following dismissal shall be on probationary status and subject to dismissal.
4. If the scholastic achievement of a student readmitted after disqualification continues at a probationary level, the student may be disqualified for one year.



## Laws and Policies and Designated Contact Person

District policies and procedures are available on the San Bernardino Community College District website; [www.sbccd.org](http://www.sbccd.org), under Board of Trustees.

### Law or Policy

Law or Policy	Contact, Location, and Phone Number
Academic Policies and Procedures .....	Dean, Student Services,/Student Support, (909) 389-3368
Americans with Disabilities Act .....	Vice President, Student Services, (909) 389-3355
Bulletin Board Policy.....	Director, Student Life, SL-107, (909) 389-3410
Campaign and Election Policy.....	Director, Student Life, SL-107, (909) 389-3410
Disabilities laws and regulations .....	Vice President, Student Services, (909) 389-3355
Drugs and Alcohol, District Policy.....	Chief of SBCCD Police, (909) 384-3277
Family Education Rights and Privacy Act of 1971 .....	Dean, Student Services/Student Support, (909) 389-3368
Matriculation Plan and Appeals Process .....	Dean, Student Services/Counseling and Matriculation (909) 389-3327
Section 504 of the Rehabilitation Acts .....	Vice President, Student Services, (909) 389-3355
Sexual Harassment Policy.....	Vice President, Student Services, (909) 389-3355
Student Code of Conduct .....	Dean, Student Services/Development (909) 389-3368
Student Grievances .....	Vice President, Instruction, (909) 389-3202
Title IX Prohibiting Sex Discrimination and.....	Vice President, Student Services, (909) 389-3355
Harassment in Education	

### Contact, Location, and Phone Number

## Standards of Student Conduct

### In the Classroom

A proper teaching and learning environment is imperative for obtaining a good education. Everyone at Crafton Hills College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

**Respect for the Instructor.** This includes arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor is talking, not bringing food or drink into the classroom. Not being loud, boisterous, or argumentative.

**Respect for Other Students.** This includes not interfering with the rights of other to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.

**Academic Honesty.** Lack of academic honesty in the classroom is considered a very serious offense. Any form of cheating on test or assignments, turning in work which is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class or possible expulsion from the college.

**Instructor's Rights.** An instructor has the right to remove a student from the class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Dean of Student Services/Development for disciplinary action as warranted.

### Students' Rights

All students have a right to due process. If a classroom conflict occurs, the student must first discuss the problem with the instructor. If this does not resolve the problem, the student should follow the procedures detailed in the SBCCD Board Policy, Student Grievances.

### On the Campus

Creating a proper campus environment is also very important for academic and individual success. The SBCCD Board of Trustees has established District-wide standards of student conduct which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other regularly frequented areas.

Students enrolled in the San Bernardino Community College District and campus visitors shall refrain from disruptive conduct which significantly interferes with the instructional

program or college activities, or which endangers the health or safety of members of the college, including visitors to the campus. Disruptive conduct on the part of any student or campus visitor shall be cause for disciplinary action in accordance with policies adopted by the San Bernardino Community College Board of Trustees and pursuant to appropriate sections of the *Education Code, Section 76034*, the Business and Professional Code, the Health and Safety Code and the Penal Code of the State of California. Infractions include but are not limited to:

1. Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of authority or persistent abuse of college personnel.
2. Assault, battery or any threat of force or violence upon a student, campus visitor or college personnel.
3. Willful misconduct which results in injury or death to a student, campus visitor, or college personnel; destruction, defacing, or otherwise harming any personal or real property owned by the SBCCD.
4. The use, sale, possession or the presence of anyone under the influence of an illegal substance; possession of any poison classified as such by Schedule D, Section 4160, of the Business and Professional Code.
5. The use or possession of alcoholic beverages on SBCCD property or at any college-sponsored event, or the presence of anyone under the influence of alcohol.
6. Willful or persistent smoking in any areas where smoking has been prohibited by law or by regulation of the SBCCD Board of Trustees.
7. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college or college officials.
8. Forgery, alteration, or misuse of college documents, records or identification.
9. Violation of SBCCD or college regulations governing student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
10. Unauthorized entry to facilities or use of college supplies, equipment, and telephones.
11. Possession or use of any firearm, explosive device, dangerous chemical, or other deadly weapon while on SBCCD/college property or SBCCD/college sponsored event.
12. Driving of motorcycles and other off-road vehicles on SBCCD/college property, other than regular roads and parking lots.
13. Persistent, serious misconduct when other means of correction have failed to bring about proper conduct.
14. Obstruction of pedestrian and/or vehicular traffic while on SBCCD/college property or at college-sponsored events.
15. Persistent violation of smoking regulations.

## Types of Disciplinary Action

**Reprimand:** Written or verbal notice to the student or campus visitor that continued or repetitive behavior or misconduct will be cause for further disciplinary action.

**Probation:** Suspension of the privilege to participate in extracurricular activities and certain other student privileges.

**Suspension:** Exclusion from the college and college-sponsored activities for a specified period of time.

**Expulsion:** Exclusion by the SBCCD Board of Trustees from the college and all college-sponsored activities.

## Faculty-Initiated Suspension

A faculty member may remove, for good cause, any student from his/her class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without permission of the instructor. Nothing herein will prevent the college president or designee from recommending further discipline in accordance with these procedures based on facts that led to the removal. As used in this rule, "good cause" includes those offenses listed in the Student Code of Conduct. The faculty member is not obliged to provide makeup opportunities for class work missed during the two (2) class sessions of suspension.

## Student Integrity Policy

### General Principal

At Crafton Hills College individuals access educational opportunities in order to develop their unique potential. The College helps students prepare to meet the challenges of an increasingly complex society and to become part of an informed and engaged citizenry. An essential feature of this process is that the individual student complete assigned work and that there be valid assessment of the student's accomplishments. Instructors in every class have a right to assume that all examinations, quizzes, assignments, and other gradable work done by the student is that particular student's own individual production, and has not benefited from unauthorized assistance from other sources.

### Special Applications

The presumption would be that, in **written** assignments, students are not permitted to use another person's words without attribution. Specifically, plagiarizing the words of another writer (whether from a book, article, broadcast, internet, or another student) is not permitted. The presumption would be that, in **quantitative** assignments (such as accounting exercises, math homework or science lab reports), each student has independently derived his/her own data, made his/her own calculations, checked those figures, and come up with his/her own interpretations of those results.

The presumption would be that, in **quizzes** and **examinations**, each student has not received unauthorized help from another person, and in the case of closed-book test, no notes, books or electronic devices or electronic communication from other sources has been used. Students must take all **examinations** given in the courses in which they are enrolled, and may not be excused from the required examinations of any course, including final examinations. Students who are absent during an examination forfeit the right to make up the examination unless they have prior permission from the instructor.

When an infraction involves unauthorized copying from or collaborating with another student in the class, all students participating are to be held guilty of the infraction. "I was just helping him/her by giving him/her the right answers" is not a defense. Incidences where student behavior does not adhere to these presumptions constitute academic dishonesty.

### Announcement of Policy

The College shall announce its general academic honesty policy in the widest possible fashion: website, catalog, schedule of classes, student handbook, etc.

It is the duty of every instructor to announce special modifications and interpretations of that policy. For example, instructors may wish to permit group activities in class, open note exams, team projects, or out-of-class consultation on homework to check calculations or writing. The expectations of the proper use of tutors and study partners must also be clarified by individual instructors and/or programs.

The faculty based modifications and interpretations of acceptable academic honesty must be communicated to students by some written format, such as the course syllabus, FAQ file, instructions on assignments, or other course documents or program documents. These documents should strive for specificity as to what constitutes an infraction and which sanctions shall be applied.

### Reporting

Faculty members are obligated to report incidences of infraction to the Dean of Student Services/Development. These reports should include the name of the student, course, instructor, assignment, nature and date of the infraction, and the sanction applied.

### Infractions and Sanctions

When a faculty member has a reasonable suspicion of a student's lapse of academic integrity (based upon direct observation, witness(es), or documentary evidence) that faculty member must:

1. determine if the evidence is sufficient to warrant a finding of infraction;
2. determine if further investigation is required;

3. apply an appropriate sanction: This is to be at the discretion of the faculty member and can range from a warning (to be used only if there is some doubt about the clarity of the guidelines), to a reduced grade for the assignment, with attendant consequences.

The disciplinary actions are consistent with *Board Policy 5500*, which lists cheating and plagiarism as behavior that subjects a student to such discipline. *Administrative Regulation 5500* details a range of possible disciplinary actions: reprimand, probation, suspension, expulsion and specific steps to follow in cases of suspension or expulsion.

In particular career-technical programs, the definitions and disciplinary procedures for academically dishonest or professionally unethical behavior are also governed by an external authority. The standards and processes established for students in these programs are different than those described in this document. Students in these programs will receive notification of these requirements upon admission to the program. Instructors in these programs are still obliged to report incidences of infraction to the Dean of Student Services & Student Development. The criterion for an appropriate sanction is that the sanction match the guidelines published (by the instructor, program, department, College, District, etc.) prior to the infraction.

In general, the sanction applied at the discretion of the instructor will be the maximum penalty imposed upon the student(s) violating the standards. However, in consultation with the instructor, the additional sanctions of suspension or expulsion may be applied by the Dean of Student Services & Student Development in cases where:

1. there are repeated infractions by the same student;
2. the help from the other student was gained through coercion or duress;
3. another student's work was accessed without the permission of that student;
4. the violator has threatened a witness or faculty member not to bring forth evidence in this case.

### Appeal

Students accused of academic dishonesty have a right to appeal the findings of the instructor, but the burden of proof will be on the student. The appeal will be made to the office of the Dean of Student Services & Student Development, who will arrange for the case to be heard by a panel. The appeals panel will be composed of three faculty members, one college administrator, and one student (selected by the Student Senate). If a simple majority of the panel vindicates the student, then the complaining faculty member's sanction will not apply. A simple majority of this panel can sustain the finding that the student

was guilty of violating the academic honesty policy of this course, and therefore, the sanction applied by the complaining faculty member will apply. Additionally, a simple majority of the panel may determine that institutional sanctions do apply against the student.

### Preamble

Crafton Hills College exists for the transmission of knowledge, the pursuit of knowledge and creative expression, the development of students, and the general wellbeing of our community and society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this learning community, students are encouraged to develop the capacity for critical judgment and to engage in an independent and sustained search for knowledge and creativity. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends on appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students shall exercise their rights with responsibility, while not threatening or endangering the rights of other members of the Crafton Hills College community.

### Course Entry Expectations

Prior to enrolling in courses, students shall have information available regarding the academic and/or performance standards recommended or required for the successful completion of the course. Such information is explained in the Course Outlines for each course, available to the students from the respective departments and on the Crafton Hills College web page.

### Course Expectations

At the beginning of each course, students shall receive, in writing, information outlining the method of evaluating student progress, including the method by which the final grade is to be determined. Students are responsible for maintaining the academic and/or vocational standards, established and stated in advance, for each class in which they are enrolled.

### Independent, Critical Thought and Expression

Instructors shall permit free discussion, inquiry, and expression of thought by students within the parameters detailed in *SBCCD Board Policy 5500*, Standards of Conduct and Disciplinary Procedures.

### Learning

Students are free to examine, discuss, and pursue all questions and avenues of interest to them, and express their opinions, privately and publicly within the class setting, as appropriate to the course.

### Associations

Students shall be free to organize and join associations to promote their common interests in accord with the processes established in the Associated Students of Crafton Hills College By-laws.

### Invited Speakers

Pursuant to *SBCCD Board Policy 4320*, Off-Campus Speakers, student organizations shall have the right to recommend, invite, and hear any person(s) of their choosing, as long as such speakers and/or performers comply with federal, state and local laws, and assume responsibility for the safety of the members of the college community and the protection of public property. It is the students' responsibility, through disclaimers on all published materials, to make clear to the college community and the larger community that the public expressions of students, student organizations, and guest speakers and/or performers speak only for themselves.

### Publications

Student publications serve to inform, instruct, influence, and entertain the campus community and are governed by SBCCD board policy. The Associated Students and the Director of Student Life have the responsibility to define the role of student publications, and set the standards. In doing so, they shall seek to strike a reasonable balance between academic and editorial freedom and the highest ethics of responsible journalism, avoiding libel, undocumented allegations, attacks on personal integrity, harassment, and innuendo. All publications must state that the opinions expressed are not necessarily those of the college or the student body.

### Confidentiality

Students have the right to have their academic records treated in a confidential and responsible manner with due regard given to the personal nature of the information contained therein. Students' records will be released only with their written authorization or as provided by the Family Educational Rights to Privacy Act and other applicable laws.

### Governance

As constituents of the college community, students shall be free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body.

Pursuant to *SBCCD Board Policy 5400*, Associated Students Organization, the Associated Students of Crafton Hills College shall be recognized as an official voice of the students in the formulation and application of college and district policy affecting academic, career and technical education, and student services.

## Student Grievance Procedure

If you feel you have been treated unfairly, you have a right to complain. To ensure that your grievance receives a reasonable hearing, refer to *SBCCD Board Policy/Administrative Regulation 5530*. Refer to *Administrative Regulation 5540* regarding grade appeals. Consult with the Dean of Student Services & Student Development (SSA-213) to start the grievance procedures. The description below is a summary of the district's process for handling student grievances. The full policy can be accessed at the District's website or at the Office of Student Services, CCR 245.

### A. Student Grievances (*SBCCD Board Policy/Administrative Regulation 5530*)

Grievance proceedings may be initiated against a District employee for any of the following reasons:

1. Any act of threat or intimidation;
2. Any act of threat of physical aggression;
3. Any arbitrary action or imposition of sanctions without a proper regard to academic due process as specified in college procedures.

#### NOTICE:

- a. Grades are not grievable, unless the reasons above are alleged to be the cause of the assignment of grade.
- b. Sexual harassment complaints are filed in accordance with *Administrative Procedure 3430*.
- c. Discrimination complaints are filed in accordance with *Administrative Regulation 3430* and are not covered under Student Grievances.
- d. Discrimination and harassment investigations are both addressed in *Administrative Procedure 3435*.

### Informal Process

All attempts should be made to resolve the issue at the lowest level possible; however, a student may proceed directly to the formal process.

**Step 1:** If possible, the student first meets with individual against whom the complaint is made; or, if the person is no longer employed or working at the College, the student then meets with the Department Chair or designee to resolve the issue. If the issue is resolved informally, and the resolution involves a grade change, the instructor or designee completes a Grade Change Form.

**Step 2:** If unresolved in Step 1, the student then meets with the Department Chair or designee. If resolved and a grade change is indicated, a Grade Change Form is completed. If the dispute is not resolved, then a formal appeal process can be initiated.

**According to the Code, if mistake, fraud, bad faith, or incompetence is the reason for the grade dispute, the burden of proof lies with the student to produce facts that support this allegation, proceeding then to the formal process. If such evidence exists, the student must complete the Grade Appeal Form and make an appointment to see the Dean.**

### Formal Process

The student may request a formal hearing in writing with the appropriate vice president or designee. This written notice shall state the conditions, practice, alleged act, or injustice that is being grieved, the date(s) of the alleged occurrence, and should, if possible, include a proposed remedy or resolution to the problem.

**Step 1:** Within three (3) working days of receipt of the written student grievance notice, the vice president or designee shall determine if the allegations were filed in a timely manner and meet the criteria outlined. If the student grievance notice fails to meet the criteria, the vice president shall notify the student and the grievance shall be terminated. If the grievance is not terminated, a Hearing Committee will be convened to hear the grievance.

**Step 2:** Any employee named or who has conferred with the student regarding the matter shall prepare a written account of the discussion for the vice president.

**Step 3:** The student and any college personnel involved shall be notified of the hearing.

**Step 4:** The Hearing Committee shall consist of either a maximum of two faculty or two classified staff members, based on the nature of the classification of staff involved, two students, and one administrator to hear the grievance. The administrator where the issue relates shall serve as chairperson of the hearing committee.

#### Hearing Procedures

The hearing shall convene within ten working days of the receipt of the student grievance notice, shall be closed unless the respondent requests that it be open, and shall consist of the Hearing Committee, the student grievant and non-legal representative/advocate, if any; the employee/respondent, and witnesses, while presenting testimony. Hearings will be recorded but are not bound by formal rules of evidence. The burden of proof to sustain a grievance rests with the student. At the end of a hearing, the chair will submit a report and a recommendation to the vice president, who will provide the student/complainant with written notification of the outcomes of the hearing.

#### Appeal to the President

If not satisfied with the college-level disposition of the grievance, either the accused or the complainant may appeal the decision of the Hearing Committee to the College President.

#### Appeal to the Chancellor

If either party is not satisfied with the final college-level disposition of the grievance, s/he may, within ten working days, appeal the decision to the Board of Trustees through the District Chancellor, who will provide written notification of the Board's final decision.

#### Time for Filing a Grievance Notice

The appropriate vice president, district manager, or designee will accept a formal written student grievance when submitted within 180 calendar days of the event's occurrence and under the provisions specified. A grievance may be denied if the events occurred more than 180 calendar days prior to the date in which the grievance was filed in writing.

Only registered students may file a student grievance; non-student grievances may be considered by the designated vice president or manager if the grievance is a result of a dispute arising out of the registration or enrollment process, and the grievance is filed within thirty (30) calendar days of the alleged incident.

If more than one student files a grievance against an individual on the same issue or situation, members of the group shall select one person to serve as spokesperson/representative for the entire group.

## Discrimination

### ***San Bernardino Community College District Board Policy 3410***

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

### **Prohibition of Harassment—Handling Complaints of Unlawful Discrimination**

#### ***San Bernardino Community College District Board Policy 3430***

The policy of the *San Bernardino Community College District* is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Additionally, the policy of the *San Bernardino Community College District* is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The District has identified the San Bernardino Community College District Vice Chancellor of Human Resources and Employee Relations as the single District Officer responsible for receiving complaints of

unlawful discrimination, filed pursuant to Title 5, Section 59328, and for coordinating their investigation and resolution.

Informal and formal complaint procedures are detailed in Board Policy 3430, which can be found on the District Website.

Additionally, complainants can be made directly to the California Community Colleges Chancellor's Office, by either the complainant and/or the District representative.

<http://www.cccco.edu/SystemOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>.

When a person brings charges of unlawful discrimination to the attention of the Vice Chancellor of Human Resources & Employee Relations, he/she will:

- Undertake efforts to informally resolve the charges;
- Advise the complainant that he or she need not participate in informal resolution;
- Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- Assure the complainant that he or she will not be required to confront, or work out problems with, the person accused of unlawful discrimination;
- Advise the complainant that he or she may file a non-employment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

The Vice Chancellor may or may not conduct an investigation at the informal resolution level, depending on the seriousness of the charges. In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State chancellor's Office requesting a determination of whether investigation is required under Title 5. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the one of the departments previously named.

Formal complaints must be filed on the complaint form prescribed by the State Chancellor:

<http://www.cccco.edu/SystemOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows

First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15 days from the date of the administrative determination. The District's governing board will review the original complaint, the investigative report, the administrative determination, and the appeal.

The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

Complainants must submit all appeals in writing.

Complaint procedures are detailed in Administrative Procedure 3430 and can be found at the District website. A copy is also available in the Office of Student Services, CCR 245.

## Additional Policies

### Computer Use

#### General Principle for Computer Use

The computer resources of the San Bernardino Community College District are for the use of persons legitimately affiliated with SBCCD (as faculty, staff, students, or administrators) to facilitate the exchange of information consistent with the academic, educational and research purposes. Specifically, the district computer users have access to:

- Electronic mail communication with people all over the world.
- The World-Wide Web and the information contained therein.
- Discussion groups on a plethora of topics.
- Many College Library Catalogs, the Library of Congress and ERIC.

Every SBCCD computer user is responsible for being aware of these guidelines and is expected to follow these guidelines, both in letter and in spirit. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner.

Failure to adhere to the policy and the guidelines below will result in appropriate disciplinary action.

### Acceptable Uses (for Computer)

- Conducting the business of the district.
- Developing and preparing classroom material.
- Communication and exchange for professional development, to maintain currency, or to debate issues in a field or sub field of knowledge.
- Use for disciplinary-society, college-association, government advisory, or standards activities related to the user's research and instructional activities.
- Use in applying for or administering grants or contracts for research or instruction, but not for other fundraising or public relations activities.

- Any other administrative communications or activities in direct support of research and instruction.
- Announcements of new products or services for use in research or instruction, but not advertising of any kind.
- Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.

### Unacceptable Uses (for Computer)

- Accessing computers, accounts or folders, other than those specifically authorized by your supervisor, or District computer services.
- Intruding into any system in such a way as to diminish the effectiveness of system performance.
- Use for for-profit activities.
- Extensive use for private or personal business.
- Advertising is forbidden. Discussion of a product's relative advantages and disadvantages by users of the product is encouraged.

#### E-mail

The E-mail at SBCCD is here to provide a convenient (not confidential) way of communicating between students, faculty, staff, administrators and professional colleagues. It is expected that SBCCD computer users will use common courtesy in the use of E-mail. Specifically, the following activities are not acceptable:

Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.

"Chain letters," "broadcasting" messages to lists or individuals, and other types of use that would cause congestion of the networks or otherwise interfere with the work of others are not allowed.

#### Software Licensing

All commercial software used on college computers must be licensed to the college or to the individual who is using the software. Individuals should be prepared to show their department manager a license for the software on any college computer.

**NOTE:** All software should be assumed to be commercial unless otherwise noted. The District reserves the right to and has the capability to electronically monitor the software installed on all District Computers.

#### Individual Software Licenses

No students shall install software on any district/college computers, except as authorized by the instructor in the course of learning.

#### Username, Passwords, Personal Identification Numbers (PINs). Students may be issued usernames, passwords and/or PINs.

1. These electronic IDs are unique to the individual and should be guarded carefully.

2. These IDs and their associated rights will give the user of the IDs access to certain data, files, information and resources within the district's electronic resources.
3. These IDs will be treated as electronic signatures and carry the same authority as a written signature when used in conjunction with district or college documents, screens, telephone systems or web forms. THEREFORE, guard your electronic IDs carefully.

If you believe someone else is using your ID, contact the systems administrator immediately.

### Data Security

- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Users shall not misrepresent other users on the network.
- Users shall not attempt to gain unauthorized access to data, system programs or computer equipment.
- Users must not give their password to another user.

### Distribution of Literature

Permission for distribution of literature on campus is obtained from the Student Senate Office. The following kinds of literature may not be distributed or displayed without prior consent: literature advertising off-campus activities sponsored by an individual or group not connected with the college; literature for which there is a charge or donation required or requested, either explicitly or implicitly; and literature whose legality is in question. No literature may be displayed or distributed which solicits funds except with the approval of the Student Senate Office. Soliciting is not encouraged.

Literature which is not in conflict with the above stipulations may be posted and otherwise displayed in areas approved by the Student Senate Office. No literature may be taped or otherwise affixed to a painted surface.

All posted material must have an "Approved for Posting" stamp from the Student Senate Office.

Contact the Student Senate Office, located in the Student Center, SCC-107, for more information.

### Animals/Pets on Campus

The college does not permit staff or students to bring animals on campus, with the exception of registered service animals and animals used for instructional purposes. At no time should pets be left in vehicles.

### Use of Campus Facilities

In order to provide maximum use, the college facilities may be rented by students, employees, citizens, and citizen groups. The use of district facilities may not interfere with the normal educational activities of the college nor may the use of district facilities be inconsistent with the purposes of the college program. Procedures and fees for the use of district facilities may be obtained from the Campus Facilities Office, (909) 389-3217.

### Collection and Raising of Funds

Students or faculty members may not be solicited to contribute funds to any organization which is not directly under the jurisdiction of Crafton Hills College without the express permission of the college administration. Likewise, no non-student group or individual may collect funds on campus or have campus groups collect for them on campus without prior approval of the college administration.

### Student Right-to-Know

In accordance with the *Code of Federal Regulations, Title 34, Part 668, Sections 668.41 through 668.46* (the "Student Right to Know" Act), institutions participating in any Title IV, HEA program shall make available to current and prospective students, and high school counselors, the completion and transfer-out rates of first-time, full-time, degree-seeking students who entered the institution on or after July 1, 1996. This information is currently available at <http://srk.cccco.edu/index.asp>.

## Parking Controls & Traffic Regulations

*(All regulations apply to Crafton Hills College and San Bernardino Valley College AP 6750)*

The Board of Trustees of San Bernardino Community College District, in accordance with the laws of the State of California, has established the following regulations regarding traffic and parking controls for the San Bernardino Community College District Campuses.

### 1. General

- A. College motor vehicle regulations apply to all faculty, staff, students, and visitors operating or parking a vehicle on either campus.
- B. Persons violating these regulations or the California Vehicle Code may receive a San Bernardino Community College District citation and/or be subject to a student conduct hearing.
- C. Parking of motor vehicles and bicycles on Crafton Hills College or San Bernardino Valley College property is done at the owner's risk. The San Bernardino Community College District assumes no liability for damage or theft of a vehicle or its contents.
- D. Crafton Hills College is situated on a hillside. Please take appropriate precautions when parking your vehicle on an incline. When headed downhill, turn your front wheels into the curb. When headed uphill turn your front wheels away from the curb. *Always set your parking brake.*

### 2. Traffic Regulations

- A. Persons operating vehicles and parking on San Bernardino Community College District property are required to comply with these regulations and the California Vehicle Code.

- B. The speed limit on all campus roads is 25 miles per hour at San Bernardino Valley College and 25 miles per hour at Crafton Hills College or less when road or safety conditions require lower speeds.
  - C. The speed limit on all campus parking lots is 5 miles per hour.
  - D. No vehicles are permitted on inner campus walks except for vehicles delivering supplies and vehicles belonging to the college while in performance of maintenance, deliveries, etc.
  - E. Roadblocks, barriers, or stanchions may be placed at any point deemed necessary for safety or convenience. Removal of these roadblocks, barriers, or stanchions is prohibited.
  - F. Pedestrians have the right of way at all times.
  - G. The use of skateboards, skates, scooters and bikes is prohibited on the pedestrian quads and walkways on the interior of campus.
  - H. Mopeds should be parked in Motorcycle parking.
- C. The following charges will be made for all permits:  
Semester \$30.00 • Summer \$15.00 • Daily parking \$ 2.00  
Additional permits may be purchased at the same rate.  
Daily parking will be verified by a current San Bernardino Community College District parking ticket placed on the dashboard of the car. Additional non-staff and non-faculty permits will be charged at the same rate as the first permit.
  - D. Permits for students, staff and faculty **can only be purchased online through your webadvisor login.**
  - E. If a vehicle to which a current permit is affixed is sold or disposed of, the permit number must be reported to the College Police Office and the permit removed from the vehicle.
  - F. Refunds will be made only to students and only when the following conditions are met:
    1. That all classes in which the student is enrolled are cancelled by the college and the student is thus dis-enrolled from the college.
    2. That a portion of the decal bearing the number is returned to the College Police Office and
    3. That the refund is requested within two calendar weeks from the date of the cancellation of the class(es).

### 3. Parking Regulations

- A. Staff and faculty lots are reserved for the sole use of personnel employed by the San Bernardino Community College District. **DEPENDENTS OF EMPLOYEES ARE PROHIBITED** from using staff and faculty parking lots, unless they are an employee of the District.
- B. Parking stalls marked "VISITORS" ARE SOLELY FOR VISITORS. Students, staff, and faculty are prohibited from parking in these areas.
- C. Parking is prohibited in loading zones, posted areas along curbing, and/or red lined areas.
- D. Vehicles are to be parked in properly marked stalls only. Taking up more than one parking stall is prohibited.
- E. Physically handicapped students must have a personally issued DMV Handicap Placard with a valid campus parking permit.
- F. Motorbikes, motorcycles, and other two-wheeled motorized vehicles must be parked in areas designated for this type of vehicle.
- G. Vehicles parking in prohibited areas that block the flow of traffic, fire-fighting/emergency equipment, driveways, roadways or in posted "No Parking" zones will be towed away at the owner's expense and at no responsibility to the college district. (Pursuant to current California Vehicle Code Authority)
- H. Vehicles abandoned on college property for over 72 hours without prior college authorization may be removed at owner's expense. (Pursuant to current California Vehicle Code Authority)

### 4. Parking Permits

- A. Faculty and staff are required to have a current parking permit (decal) to park in staff lots. All persons using non-staff parking lots are required to have a current permit or a daily pass.
- B. Permits must be properly displayed while on campus.

## College Police [www.sbccd.org/police](http://www.sbccd.org/police)

**Mission Statement:** The San Bernardino Community College District Police, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees. This will be accomplished through a cooperative and coordinated effort involving all departments and the San Bernardino Community College District employees, law enforcement agencies and community.

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the entire college community and the property of Crafton Hills College. In accordance with this policy, the District maintains a Police Department 24 hours a day, 7 days a week. The officers are sworn and duly Commissioned Police Officers of the State of California as defined in *section 830.32 of the Penal Code and 72330 of the California Education Code* and authority extends to anywhere within the state.

• **FOR NON-EMERGENCIES:** Contact the San Bernardino Community College District Police Department Office at (909) 389-3275. Our business office is located in the CNTL Building on the Crafton Hills Campus. Call this number to locate and/or turn in lost articles or to relay concerns for personal safety along with parking rules and regulations.

## Certificates

A certificate is a program of courses within varied vocational/technical fields for students to gain entry-level occupational skills, enhance career changes, or upgrade skills for career advancement.

## Certificate Requirements

### Residency

Students intending to earn a certificate from Crafton Hills College must complete no less than 50 percent of the courses required for the certificate in residence at Crafton Hills College and must earn a "C" or better in all coursework required as a part of the certificate.

### Issuing Certificates

After certificate requirements are reviewed by the Admissions and Records Office, certificates are issued by the individual departments through the Office of the Dean of Career and Human Development. Certificates will be mailed to the address on file in the Admissions and Records Office unless students request otherwise. For more information, please contact the Office of the Dean of Career and Human Development Office at (909) 389-3344.

### Certificates of Achievement

The college-awarded document confirming that a student has completed such a program shall be known as a certificate of achievement and may not be given any other designation. The award of a certificate of achievement is intended to represent more than an accumulation of units. Listing of the certificate of achievement on a student transcript symbolizes successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to career or general education. For purposes of this subdivision, the term "general education" includes a coursework taken to satisfy transfer patterns established by the University of California, the California State University or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree.

Crafton Hills College offers the following Certificates of Achievement. Refer to the particular discipline for course descriptions and requirements for each certificate.

- a. American Sign Language
- b. Business Administration
  1. Business Management
  2. Retail Management
- c. Child Development
  1. Master Teacher
  2. Site Supervisor
  3. Teacher



- d. Computer Information Systems
  1. Computer Information Systems
  2. Computer Assisted Graphic Design (offered cooperatively with Art)
- e. Emergency Medical Services - Paramedic ???
- f. Marketing Management
- g. Radiologic Technology
- h. Transfer
  1. Intersegmental General Education Transfer Curriculum (IGETC)
  2. CUS General Education - CSUGE Breadth

### Locally Approved, Non-transcripted Certificates

Shorter credit programs leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such a certificate may be given any name or designation deemed appropriate by the district governing board, except that such a certificate may not be referred to as a certificate of achievement, a certificate of completion, or a certificate of competency, unless approved by the Chancellor. Such a certificate may not be listed on a student's transcript, unless approved by the Chancellor. (Title 5, Section 55070) Crafton Hills College offers the following non-transcripted certificates. Refer to the particular discipline for course descriptions and requirements for each certificate.

- a. Business Administration:
  1. Administrative Assistant
- b. Child Development - Associate Teacher ???
- c. Computer Information Systems
  1. Cisco Certified Network Associate
  2. Programming
  3. Web Design
  4. IT Technician
- d. Emergency Medical Services
  1. Emergency Medical Technician - I
  2. Mobile Intensive Care Nurse
- e. Music
  1. Music Technology and Songwriting Fundamentals
  2. Music Technology, Composition and Songwriting

### Gainful Employment Disclosure Information

The U.S. Department of Education requires colleges to report certain information such as graduation rates and costs for programs that prepare students for gainful employment in a recognized occupation. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: [http://www.craftonhills.edu/Courses\\_and\\_Programs.aspx](http://www.craftonhills.edu/Courses_and_Programs.aspx)

## Crafton Hills College 2019-20 AA/AS Degree Requirements

1. Completion of a minimum of 60 units acceptable college work with at least a "C" (2.0) or better cumulative and institutional grade point average.

**NOTE:** Courses numbered 900-999 are designated as non-degree applicable; however, units earned in these courses DO COUNT as student workload units. Courses numbered 001-299 and 500 level are degree applicable.

2. Successful completion with a "C" or better in all major requirements identified by the college catalog. **See a counselor or the college catalog for details. Work experience units may NOT be applied to the major. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring.**
3. Completion of twelve (12) semester units in residence at Crafton Hills College.
4. Reading competency as demonstrated by a grade of "C" or better in **ENGL 101** (Freshman Composition) **OR ENGL 101H** (Freshman Composition Honors) **OR ENGL 146** (Writing for Business and the Professions) **OR** an equivalent course from another accredited institution. (Effective Fall, 2007)
5. Mathematics proficiency as demonstrated by completion of **MATH 095** (Intermediate Algebra) **OR MATH 095C** (Intermediate Algebra Part C) **OR** any higher-level math course

with a grade of "C" or better **OR** an equivalent course from another accredited institution. (Effective Fall, 2006)

6. Writing competency as demonstrated by a grade of "C" or better in **ENGL 101** (Freshman Composition) **OR ENGL 101H** (Freshman Composition-Honors) **OR ENGL 146** (Writing for Business and the Professions) **OR** an equivalent course from another accredited institution. (Effective Fall, 2006)
7. The following restrictions apply to the **60 units** required for graduation:
  - a) A maximum of **4 units** of physical education activities may be applied.
  - b) A maximum of **15 units** of credit (CR) or (P) grades may be applied. No courses required for the student's major may be taken for (CR) or (P).
  - c) A maximum of **6 units** of Reading and Study Skills courses numbered 001-099 (READ 078X2 and CHC 090X4) may be applied.
  - d) A maximum of **16 units** of Career and Technical Education Worksite Experience or **6 units** of General Worksite Experience may be applied for elective credit **ONLY**.
8. Completion of a minimum of **28 semester units** of general education is required. No single course may be used to meet more than one general education requirement, except in areas F1 and F2. However, courses taken to complete a major may also apply to general education.

Students can meet CHC **Option 1** general education requirements by completing requirements on this (two-sided) form. Students completing the IGEC pattern will satisfy CHC **Option 2A** general education breadth requirements. Students completing the CSUGE transfer pattern will satisfy CHC **Option 2B** general education breadth requirements.

### MAJORS

#### Associate of Arts and Associate of Arts Transfer

- American Sign Language
- Anthropology (AA/AAT)
- Arabic
- Art
- Art History (AAT)
- Child Development
- Communication Studies (AA/AAT)
- Economics (AAT)
- Elementary Teacher Education (AAT)
- English (AA/AAT)
- Fine Arts
- Geography (AAT)
- History (AA/AAT)
- Humanities
- Japanese
- Kinesology (AAT)
- Liberal Studies-Teacher Prep
- Mathematics
- Music (AA/AAT)
- Philosophy (AA/AAT)
- Political Science (AA/AAT)
- Psychology (AA/AAT)
- Religious Studies
- Social Science
- Sociology (AA/AAT)
- Spanish (AA/AAT)
- Studio Arts (AAT)
- Theatre Arts (AA/AAT)

#### Associate of Science and Associate of Science Transfer

- Biology
- Business Administration (AS/AST)
- Chemistry (AS/AST)
- Computer Science (AST) + (AS)
- Early Childhood Education (AST)
- Emergency Medical Services
- Environmental Science (AS)
- Fire Technology
- Geography (AS/AST)
- Geology (AS/AST)
- Health Science
- Kinesiology (AST)
- Mathematics (AST)
- Multiple Sciences
- Physics (AS/AST)
- Radiologic Technology
- Respiratory Care

# Crafton Hills College AA/AS Degree Requirements 2018-19

May be updated in late May for next academic year

NAME:		DATE:	COUNSELOR:
ID #		NOTES:	
MAJOR:			
<b>OTHER MET/IP NEED</b>	A minimum of <b>twenty-eight (28) semester units</b> of general education (GE) must be completed as indicated. A single course cannot be used to meet more than one GE requirement, <b>except in areas F1 and F2</b> . Courses taken to complete major requirements may also apply to general education. <b>H</b> = Honors course available <u>Underlined</u> = Lab course <b>BOLD</b> = courses in bold may be used to meet AREA F1 or F2 <b>M</b> = Met/Completed <b>IP</b> = In Progress <b>N</b> = Need to Complete		
<b>AREA A – NATURAL SCIENCES</b>			
4 semester units required			
	ANAT <u>101</u> : Essentials of Anatomy & Physiology ANAT <u>150</u> : Human Anatomy & Physiology I ANAT <u>151</u> : Human Anatomy & Physiology II ANTHRO <u>106</u> : <b>AND ANTHRO <u>116</u></b> : Biological Anthropology w/Biological Anthropology Laboratory ASTRON <u>150/150H</u> <b>AND</b> ASTRON <u>160</u> : Astronomy w/Astronomy Laboratory BIOL <u>100</u> : General Biology BIOL <u>130/130H</u> : Cell & Molecular Biology BIOL <u>131/131H</u> : Populations & Organisms CHEM <u>101</u> : Introduction to Chemistry CHEM <u>102</u> : Introduction to Organic Chemistry	CHEM <u>150/150H</u> : General Chemistry I CHEM <u>151/151H</u> : General Chemistry II CHEM <u>212</u> : Organic Chemistry I CHEM <u>213</u> : Organic Chemistry II ENVS <u>101/101H</u> <b>AND</b> ENVS <u>110</u> : Environmental Sci w/Environmental Science Lab GEOG <u>110/110H</u> <b>AND</b> GEOG <u>111/111H</u> : Physical Geography w/Physical Geography Laboratory GEOG <u>114</u> : Investigations in Weather & Climate GEOL <u>100/100H</u> : Physical Geology GEOL <u>101/101H</u> <b>AND</b> GEOL <u>160</u> : Geology w/ Geology Laboratory	GEOL <u>112</u> : Historical Geology GEOL <u>140</u> <b>AND</b> GEOL <u>141</u> : Earth Science w/Earth Science Laboratory MICRO <u>102</u> : Introductory Microbiology MICRO <u>150</u> : Medical Microbiology OCEAN <u>100</u> : Investigations in Oceanography PHYSIC <u>100</u> : Introduction to Physics PHYSIC <u>110</u> : General Physics I PHYSIC <u>111</u> : General Physics II PHYSIC <u>250</u> : College Physics I PHYSIC <u>251</u> : College Physics II PHYSIC <u>252</u> : College Physics III
<b>AREA B – SOCIAL AND BEHAVIORAL SCIENCES</b>			
3 semester units required			
	ANTHRO 100: Introduction to Archaeology ANTHRO 102/102H: Cultural Anthropology ANTHRO 106/106H: Biological Anthropology ANTHRO 125*: <b>Language and Culture</b> ANTHRO 136: Arab Culture & Civilization BUSAD 100: Introduction to Business CD 105: Child Growth & Development CD 126: Child, Family and Community COMMST 135/JOURN 135: Mass Communication COMMST 174: Communication in a Diverse World ECON 100: Introduction to Economics ECON 200/200H: Principles of Macroeconomics ECON 201/201H: Principles of Microeconomics GEOG 102/102H: Cultural Geography GEOG 120: World Regional Geography	HIST 100/100H: US History up to 1877 HIST 101/101H: US History 1865 to Present HIST 107/ <b>ANTHRO 107</b> : US & N. American Indians HIST 145: California History HIST 150: Survey of Latin American History HIST 170/170H: World Civ 3500 BCE to 1500 CE HIST 171/171H: World Civ. 1500 CE to Present POLIT 100/100H: American Politics POLIT 102: California Politics & Culture POLIT 104: Introduction to Comparative Politics POLIT 106: Introduction to World Politics POLIT 110: Introduction to Political Theory POLIT 122: Politics of the Middle East PSYCH 100/100H: General Psychology PSYCH 101: Research Methods	PSYCH 102: Personal & Social Adjustment PSYCH 103: Theories of Personality PSYCH 110: Abnormal Psychology PSYCH 111: Developmental Lifespan Psychology PSYCH 118: Human Sexual Behavior RELIG 120: Introduction to Islam SOC 100/100H: Introduction to Sociology SOC 105: Social Problems SOC 106: Introduction to Women's Studies SOC 130: Marriage, Family & Intimate Relations SOC 132: Intro to Chicano/a & Latino/a Studies SOC 141: Minority Relations SOC 145: Sex, Gender & Society SOC 150: Gerontology
<b>AREA C – HUMANITIES</b>			
6 semester units required - 1 course from AREA C1 <b>and</b> 1 course from AREA C2			
	<b>C1 HUMANITIES</b> ANTHRO 125*: <b>Language and Culture</b> ANTHRO 136: Arab Culture & Civilization ARABIC 101: College Arabic I ARABIC 102: College Arabic II ARABIC 103: College Arabic III ARABIC 104: College Arabic IV ASL 101: American Sign Language I ASL 102: American Sign Language II ASL 103: American Sign Language III ASL 104: American Sign Language IV ASL 105: American Sign Language V ASL 115: Introduction to Deaf Studies ENGL 150: Classical Mythology ENGL 152/152H: Intermediate Comp & Language ENGL 155/155H: Children's Literature ENGL 160: Literature by Women ENGL 163: Chicano/Latino Literature ENGL 250: Fiction ENGL 260: Survey of American Literature I ENGL 261: Survey of American Literature II ENGL 270: Survey of British Literature I ENGL 271: Survey of British Literature II	ENGL 275: Shakespeare ENGL 280: World Lit. up to the 17 <sup>th</sup> Century ENGL 281: World Lit. 17 <sup>th</sup> Century to Present FRENCH 101: College French I FRENCH 102: College French II FRENCH 103: College French III FRENCH 104: College French IV HIST 100/100H: US History up to 1877 HIST 101/101H: US History 1865 to Present HIST 107/ <b>ANTHRO 107</b> : US & N. American Indians HIST 145: California History HIST 150: Survey of Latin American History HIST 170/170H: World Civ. 3500 BCE to 1500 CE HIST 171/171H: World Civ. 1500 CE to Present HUM 101: Humanities I: Prehistoric to Medieval HUM 102: Humanities II: Renaissance to Post Modern HUM 103: The Arts & Cultures of Los Angeles HUM 140: Humanities Through the Arts JAPN 101: College Japanese I JAPN 102: College Japanese II JAPN 103: College Japanese III JAPN 104: College Japanese IV	PHIL 101/101H: Introduction to Philosophy PHIL 105/105H: Intro to Ethics: Moral Values PHIL 107: Social and Political Philosophy PHIL 109: Philosophy of Religion RELIG 100/100H: Introduction to Religious Studies RELIG 101/101H: Introduction to World Religions RELIG 110/ <b>ANTHRO 110</b> : Tribal/Ethnic Religions RELIG 113: Introduction to Eastern Religions RELIG 120: Introduction to Islam RELIG 135/ <b>HIST 135</b> : Religion in America RELIG 175/ENGL 175: Literature & Religion of Bible RELIG 176: Jesus & His Interpreters RUS 101: College Russian I RUS 102: College Russian II SPAN 101: College Spanish I SPAN 102: College Spanish II SPAN 103: College Spanish III SPAN 104: College Spanish IV SPAN 157: Spanish for Spanish Speakers I SPAN 158: Spanish for Spanish Speakers II THART 108/ENGL 108: World Drama I THART 109/ENGL 109: World Drama II
	<b>C2 FINE ARTS</b> ART 100/100H: Prehistoric to Medieval Art History ART 102/102H: Renaissance to Contemp. Art History ART 103: Art Appreciation ART 105: History of Modern Art ART 113: Survey of Asian Art	COMMST 120/120H: Oral Interpretation of Literature DANCE 200/200H: Dance History & Appreciation ENGL 170: The Film Experience ENGL 232: Creative Writing HUM 103: The Arts & Cultures of Los Angeles HUM 140: Humanities through the Arts	MUSIC 100: Fundamental Skills in Music MUSIC 103/103H: Appreciation of America Music MUSIC 120/120H: Appreciation of Musical Literature MUSIC 134: Jazz History THART 100/100H: Introduction to Theatre



## Catalog Rights for Graduation

### Continuous Attendance and Graduation

Continuous attendance is defined as attendance in at least one semester(s) at Crafton Hills College with a break of less than one year. Students in continuous attendance at Crafton Hills College may choose to meet in any catalog year between the first semester they attended the college and the semester in which the graduate.

### Readmission and Graduation

Students who have had a break in attendance at Crafton Hills College of one year or more may choose to meet either the graduation requirements in effect at the time of their readmission or those in effect at the time they graduate.

### Transfer Students and Graduation

Students who transfer to Crafton Hills College from other colleges and universities may choose to meet either the graduation requirements in effect at the time of their transfer or those in effect at the time they graduate.

### New Programs

In the event that a degree or certificate program is introduced after a student's first term, students may choose to meet the requirements listed in the catalog in which the program is first listed or the requirements in effect at the time of graduation.

## Graduation Requirements

### Degrees

The Board of Trustees, upon recommendation of the president and faculty of the college, is authorized to confer the associate in arts degree and the associate in science degree. The requirements for graduation with either degree represent both minimum state requirements and the firm commitment of Crafton Hills College to the principles of general education. Requirements are designed to develop the full potential of each student, broaden his or her outlook and provide the basis for exemplary citizenship.

### Continuous Attendance

Graduation requirements contained in this catalog apply to students initially enrolled during the 2009-2010 college year. Continuous attendance is defined as attendance in at least one or more semesters at Crafton Hills College with a break of less than one year.

### Multiple Degrees

#### First degree from CHC

Students seeking additional degrees after having previously received an associate degree from Crafton Hills College may qualify for an additional degree if they meet the following requirements:

1. Complete the minimum requirements for the second major.
2. Achieve a minimum grade point average of 2.0 for all units attempted in pursuit of the second degree.

#### First degree from another college

Students seeking additional degrees after having previously received an associate degree from another college may qualify for graduation with the following requirements:

1. Complete those general education requirements for which equivalents have not been completed.
2. Meet the minimum requirements of the major.
3. Complete a minimum of 12 units in residence at Crafton Hills College.
4. Achieve a grade point average of 2.0 or above for all units attempted in the pursuit of the second degree.

### Application for Graduation

Students must file a formal application for graduation with the Admission & Records Office. Students may graduate at the end of any semester. Applications must be filed during the semester in which students will complete their graduation requirements and will not be accepted prior to the first day of the term for which applying.

### Application Deadlines

**Fall: October 30th • Spring: March 30th • Summer: July 30th**

When the printed deadlines are on either Saturday or Sunday, the filing period will be extended to the Monday following the deadline date.

### Course Waivers and Substitutions

Students applying for graduation must attach verification and/or documentation of any waivers or course substitutions granted. Waivers and/or substitutions are approved at the department level and must be signed by the department chair.

### Commencement Ceremony

Crafton Hills College hosts an annual commencement ceremony each year at the end of the spring semester. Recipients of an AA/ AS degree or Occupational Certificate who have graduated during the preceding summer or fall term or have applied to graduate during the spring term and have been cleared by the Admissions and Records Office will be eligible to participate in the commencement ceremony. Participation is encouraged although not required.

### Diplomas

After the Admissions and Records Office reviews and clears the final records of graduating students, the office mails diplomas to qualified students. The current address on file will be used, unless a student requests otherwise. Please allow two (2) months after the end of the term to receive your diploma in the mail. Reprints of diplomas are available in the Admissions and Records Office for a fee.

### Certificates

After certificate requirements are reviewed by the Records Office, certificates are issued by the individual departments through the Program Development Office. Certificates will be mailed to the address on file in the Admissions and Records Office unless students request otherwise. For more information, please contact the Program Development Office at (909) 389-3344.



# Transferring to a California State University Campus (continued)

CSU Transfer Progress			
MINIMUM Transfer Requirements:	M	IP	N
60 transferable units			
2.0 transfer GPA			
30 GE units			
<b>A1:</b>			
<b>A2:</b>			
<b>A3:</b>			
<b>B4:</b>			

**CSUGE for STEM:**  
All courses in AREA A, B, and E are required. In addition, complete two courses in AREA D, one course in AREA C1 and one course in AREA C2.

**CSU GRADUATION REQUIREMENTS:**  
U.S. History & American Institutions

Not required to fulfill CSUGE, but can be completed prior to transfer.  
1 course from GROUP 1 AND 1 course from GROUP 2

**GROUP 1:** POLIT 100, 100H  
**GROUP 2:** HIST 100, 100H, 101, 101H

Each CSU campus has their own policy regarding the maximum number of Pass/No Pass credit accepted. Consult a counselor for more details.

AP courses may be used to fulfill requirements of CSUGE. Consult a counselor for more details.

**Counseling Department**  
909-389-3366  
craftonhills.edu/counseling

**University Transfer Center**  
909-389-3399  
craftonhills.edu/transfercenter

AREA C – ARTS & HUMANITIES	
9 semester units required – MUST include 1 course from AREA C1 AND 1 course from AREA C2. Two courses maximum per discipline.	
<b>C1 ARTS</b>	DANCE 200/200H: Dance History & Appreciation MUSIC 100: Fundamental Skills in Music MUSIC 103/103H: Appreciation of American Music MUSIC 120/120H: Appreciation of Musical Literature MUSIC 134: Jazz History THART 100/100H: Introduction to Theatre
<b>C2 HUMANITIES</b>	JAPAN 103: College Japanese III JAPAN 104: College Japanese IV PHIL 101/101H: Introduction to Philosophy PHIL 105/105H: Introduction to Ethics: Moral Values PHIL 107: Social & Political Philosophy PHIL 109: Philosophy of Religion RELIG 100/100H: Introduction to Religious Studies RELIG 101/101H: Introduction to World Religions RELIG 110*/ANTHRO 110*: Tribal & Ethnic Religions RELIG 113: Introduction to Eastern Religions RELIG 120*: Introduction to Islam RELIG 135*/HIST 135*: Religion in America RELIG 175/ENGL 175: Literature & Religion of Bible RELIG 176: Jesus & His Interpreters RUS 101: College Russian I RUS 102: College Russian II SPAN 101: College Spanish I SPAN 102: College Spanish II SPAN 103: College Spanish III SPAN 104: College Spanish IV SPAN 157: Spanish for Spanish Speakers I SPAN 158: Spanish for Spanish Speakers II
<b>ONE ADDITIONAL COURSE FROM C1 OR C2</b>	DANCE 200/200H: Dance History & Appreciation ENGL 108/THART 108: World Drama I ENGL 109/THART 109: World Drama II ENGL 226/THART 226: Play & Screenplay Analysis HUM 140*: Humanities through the Arts ENGL 261: Survey of American Literature II ENGL 270: Survey of British Literature I ENGL 271: Survey of British Literature II ENGL 275: Shakespeare ENGL 280: World Lit. up to the 17 <sup>th</sup> Century ENGL 281: World Lit. 17 <sup>th</sup> Century to Present FRENCH 101: College French I FRENCH 102: College French II FRENCH 103: College French III FRENCH 104: College French IV HIST 100*/100H*: US History up to 1877 HIST 101*/101H*: US History 1865 to Present HIST 107*/ANTHRO 107*: US & N. American Indians HIST 149*: California History HIST 150*: Survey of Latin American History HIST 170*/170H*: World Civ. 3500 BCE - 1500 CE HIST 171*/171H*: World Civ. 1500 CE - Present HUM 101: Humanities I: Prehistoric to Medieval HUM 102: Humanities II: Renaissance to Post Modern HUM 140*: Humanities Through the Arts JAPAN 101: College Japanese I JAPAN 102: College Japanese II

AREA D – SOCIAL SCIENCES	
9 semester units required - Minimum of 3 courses from at least two different disciplines.	
<b>ONE ADDITIONAL COURSE FROM D1 OR D2</b>	ANTHRO 100: Introduction to Archaeology ANTHRO 102/102H: Cultural Anthropology ANTHRO 106*/106H*: Biological Anthropology ANTHRO 125*: Language & Culture ANTHRO 136*: Arab Culture & Civilization ASL 115*: Introduction to Deaf Studies CD 105*: Child Growth & Development CD 126: Child, Family and Community COMMST 135/JOURN 135: Mass Communication COMMST 174: Communication in a Diverse World ECON 100: Introduction to Economics ECON 200/200H: Principles of Macroeconomics ECON 201/201H: Principles of Microeconomics GEOG 102/102H: Cultural Geography GEOG 120: World Regional Geography
<b>ONE ADDITIONAL COURSE FROM D1 OR D2</b>	HIST 100*/100H*: US History up to 1877 HIST 101*/101H*: US History 1865 to Present HIST 107*/ANTHRO 107*: US & N. American Indians HIST 149*: California History HIST 150*: Survey of Latin American History HIST 170*/170H*: World Civ 3500 BCE - 1500 CE HIST 171*/171H*: World Civ. 1500 CE - Present POLIT 100/100H: American Politics POLIT 102: California Politics & Culture POLIT 104: Introduction to Comparative Politics POLIT 106: Introduction to World Politics POLIT 110: Introduction to Political Theory POLIT 122: Politics of the Middle East PSYCH 100/100H: General Psychology PSYCH 102: Personal & Social Adjustment

AREA E – LIFELONG LEARNING AND SELF-DEVELOPMENT	
3 semester units required - One unit maximum can be applied to AREA E for KIN/D, KIN/IF (other than 049), KIN/S, KIN/X, and DANCE. (up to 4 units will transfer to CSU)	
<b>ONE ADDITIONAL COURSE FROM E1 OR E2</b>	COMMST 155/BUSAD 155: Human Relations at Work COMMST 178: Communication in a Tech World DANCE 101: Modern Dance I DANCE 102: Modern Dance II DANCE 103: Ballet I DANCE 104: Ballet II
<b>ONE ADDITIONAL COURSE FROM E1 OR E2</b>	CD 101: Family Interactions CD 105*: Child Growth & Development COUN 100: Student Success & College Experience COUN 110: Introduction to Career & Life Planning COUN 111: Career Transition & Educational Planning COUN 120: Stress Management & Well-Being COUN 130: Life Transitions & Transfer Experience
<b>ONE ADDITIONAL COURSE FROM E1 OR E2</b>	HEALTH 102: Biological Principles of Health HEALTH 263/263H: Nutrition & Health KIN 200: Introduction to Kinesiology PSYCH 103*: Theories of Personality PSYCH 111*: Developmental Lifespan Psychology PSYCH 118*: Human Sexual Behavior SOC 150*: Gerontology



## Transferring to a University of California Campus (continued)

UC Transfer Progress	
MINIMUM Transfer Requirements:	M IP N
60 transferable units	
2.4 transfer GPA (2.8 for non-residents)	
<b>IA:</b>	
<b>IB:</b>	
<b>2:</b>	
4 courses from <b>Areas 3, 4, 5</b>	

CSU Transfer Progress	
MINIMUM Transfer Requirements:	M IP N
60 transferable units	
2.0 transfer GPA	
30 GE units	
<b>IA:</b>	
<b>IB:</b>	
<b>IC:</b>	
<b>2:</b>	

◆ No more than 14 semester GE units will be accepted as Pass/No Pass credit by the UC system. Each CSU campus has their own policy.

◆ AP courses may be used to fulfill requirements of IGEC. Consult with a counselor for more details.

**Counseling Department**  
909-389-3366  
craftonhills.edu/counseling

**University Transfer Center**  
909-389-3399  
craftonhills.edu/transfercenter

AREA 4 – SOCIAL & BEHAVIORAL SCIENCES	
Minimum of 3 courses from at least two different disciplines (9 semester units)	
ANTHRO 100: Introduction to Archaeology	HIST 101*/101H*: US History 1865 to Present
ANTHRO 102/102H: Cultural Anthropology	HIST 107*/ ANTHRO 107*: US & N. American Indians
ANTHRO 106*/106H*: Biological Anthropology	HIST 135*: Religion in America
ANTHRO 125*: Language & Culture	HIST 145*: California History
ANTHRO 136*: Arab Culture & Civilization	HIST 150*: Survey of Latin American History
ASL 115*: Introduction to Deaf Studies	HIST 170*/170H*: World Civ 3500 BCE to 1500 CE
CD 105: Child Growth & Development	HIST 171*/171H*: World Civ. 1500 CE to Present
COMST 135/JOURN 135: Mass Communication	POLIT 100/100H: American Politics
COMST 174: Communication in a Diverse World	POLIT 102: California Politics & Culture
ECON 100A: Introduction to Economics	POLIT 104: Introduction to Comparative Politics
ECON 200/200H: Principles of Macroeconomics	POLIT 106: Introduction to World Politics
ECON 201/201H: Principles of Microeconomics	POLIT 110: Introduction to Political Theory
GEOG 102/102H: Cultural Geography	POLIT 122: Politics of the Middle East
GEOG 120: World Regional Geography	PSYCH 100/100H: General Psychology
HIST 100*/100H*: US History up to 1877	PSYCH 102*: Personal & Social Adjustment
	SOC 100/100H: Introduction to Sociology
	SOC 105: Social Problems
	SOC 106: Introduction to Women's Studies
	SOC 130: Marriage, Family & Intimate Relations
	SOC 132: Intro to Chicano/a & Latino/a Studies
	SOC 141: Minority Relations
	SOC 145: Sex, Gender & Society
	SOC 150: Gerontology

AREA 5 – PHYSICAL & BIOLOGICAL SCIENCES	
I course from 5A and I course from 5B with at least one laboratory (7 – 9 semester units)	
<b>5A PHYSICAL</b>	
ASTRON 150/150H: Introduction to Astronomy	GEOG 110/110H: Physical Geography
ASTRON 160: Astronomy Laboratory	GEOG 111/L11H: Physical Geography Laboratory
CHEM 101A*: Introduction to Chemistry	GEOG 114: Investigations in Weather & Climate
CHEM 102A*: Introduction to Organic Chemistry	GEOG 115: Elements of Weather & Climate
CHEM 123: Chemistry for Everyone	GEOG 126: Geography of California
CHEM 150/150H: General Chemistry I	GEOG 100/100H: Physical Geography
CHEM 151/151H: General Chemistry II	GEOG 101/101H: Introduction to Geology
CHEM 212: Organic Chemistry I	GEOG 112A: Historical Geology
CHEM 213: Organic Chemistry II	GEOG 113A*: Earth & Life History
ENVS 101*/101H*: Intro to Environmental Science	GEOG 140: Earth Science
ENVS 110*: Intro to Environmental Science Laboratory	GEOG 141: Earth Science Laboratory
<b>5B BIOLOGICAL</b>	
ANAT 150: Human Anatomy & Physiology I	BIOL 100: General Biology
ANAT 151: Human Anatomy & Physiology II	BIOL 123: Ecology & Environment
ANTHRO 106*/106H*: Biological Anthropology	BIOL 130/130H: Cell & Molecular Biology
ANTHRO 116: Biological Anthropology Lab	BIOL 131/131H: Populations & Organisms
<b>5C LABORATORY:</b> Met with the completion of a laboratory course from 5A or 5B. Laboratory courses are <u>underlined</u> .	

AREA 6 – LANGUAGES OTHER THAN ENGLISH (LOTE)	
UC Requirement Only. Can be satisfied by completing <u>one</u> of the following options. Consult a counselor for more details.	
<b>6A</b> Complete the <b>second level (or higher)</b> of a foreign language in junior/high school with a grade of C- or better	
<b>6B</b> Earn a score of 3 or higher on the College Board Advanced Placement Test in a language other than English	
<b>6C</b> Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English	
<b>6D</b> Formal schooling at the sixth grade level or higher where the language of instruction was not English	
<b>6E</b> Complete <u>one</u> of the following courses at Crafton: ARABIC 102, 103, 104, 105; FRENCH 102, 103, 104, 105; JAPAN 102, 103, 104; RUS 102; SPAN 102, 103, 104, 157, 158	

**IGETC for STEM**

If your goal is to complete an AS-T Biology or AS-T Chemistry and the UC major or campus accepts partial IGETC, then you **must complete AREA 1A and IB, AREA 2, and AREA 5.** One course from AREA 3A, one course from 3B and two courses from AREA 4 are also required. **Consult a counselor.**

---

**CSU GRADUATION REQUIREMENTS - U.S. History & American Institutions**

Not required to fulfill IGETC, but can be completed prior to transfer.

**I course from GROUP 1 and I course from GROUP 2**

**GROUP 1:** POLIT 100, 100H

**GROUP 2:** HIST 100, 100H, 101, 101H



## Fee Information

### Mandatory Fees:

#### Enrollment Fees:

- \$46.00 per semester unit.

#### Non-Resident / Foreign Tuition:

Effective Fall 2016

- \$211.00 per semester unit Non-Resident fee
- + \$46.00 per semester unit Enrollment fee (listed above)
- = \$257.00 per semester unit

Note: Non-resident / Foreign students must also pay the mandatory enrollment fees listed above.

#### Why do non-residents pay more?

California public higher education is “subsidized” by the state. The lower fees for students who reside in California are intended to reflect the contribution they and their parents have already made by living and paying taxes in California. The fee charged to non-California residents is intended to cover the cost of the “subsidy” that is provided to California Residents.

#### Capital Outlay Fee:

Effective Fall 2016

- \$32.00 per semester unit

Note: This fee only applies to citizens of a foreign country who are residents of a foreign country.

#### Student Center Fee:

- \$1.00 per semester unit with a maximum of \$10.00 per year assessed fall through summer.

#### Student Representation Fee:

- \$1.00 per semester.

Note: This fee may be waived for moral, religious, political or financial reasons. Download the Student Representation Fee Waiver Form (pdf)

#### Health Fee:

- Fall or Spring - \$17.50 per semester.
- Summer - \$14.50 per semester.

Note: Off-campus courses are exempt from paying this fee.

Waiver: Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may request a waiver of this fee. Waiver requests must be submitted to the Admissions & Records Office each semester after registering for courses and before payment is submitted.

#### Accident Insurance Fee:

- \$1.50 per semester.

Note: Off-campus classes are exempt from paying this fee.

#### Student Transportation Fee:

- Students enrolled in six (6) or more units (district wide) - \$9.00 per semester.
- Students enrolled in less than six (6) units (district wide) - \$8.00 per semester.

Note: This fee is assessed only during the Spring & Fall terms.

### Optional Fees:

- Parking Fees
- ASB / Student Services Card
- Recreation Fee

#### Miscellaneous Fees:

- Transcripts
- Enrollment and Degree Verifications
- Subpoenas:  
Processing Fees - \$15.00 per subpoena
- Duplicate Diplomas:  
Processing/Material Fees - \$10.00 per diploma



## Course Enrollment Using WebAdvisor

If you are having trouble logging in, there are video tutorials located at the left of the WebAdvisor Login page. You may also retrieve your password by clicking “What’s My Password?” located at the bottom right. If you continue to experience difficulty contact the SBCCD Technical Assistance Center (STAC) at 1-877-241-1756 or CHC Admissions & Records at (909) 389-3372.

1. From [www.Craftonhills.edu](http://www.Craftonhills.edu), click on **WebAdvisor**.
  2. Click “LOG IN”
  3. Your User ID is formatted: f.lastname####  
Where:
    - f is the first character of your first name (no nicknames).
    - lastname is your last name up to 20 characters
    - #### is the last four digits of your Student ID.
- Your default password is “Temp” and your 6 digit date of birth (TempMMDDYY).  
Note: Your password is case sensitive.
- You will be prompted to change your password. Follow instructions for password requirements.

4. Click on “Current Students”
5. Click on “Register and Drop Classes”
6. Click on “Search and register for sections”
7. Enter the class information you want to register for. Keep your search criteria simple and broad when searching for classes.
8. In this example, we are searching for MATH-095 in the Fall term.
9. Click “Submit”
10. The simple and broad search has provided us with all the MATH 095 classes for the FALL term.
11. Select a class and click “Submit”
12. Choose “Register” in the Action box and click “Submit”
13. To pay for your classes, return to the, ‘Student Menu,’ and select, ‘Make a Payment,’ under the section titled, ‘Billing Information.’

### NON-PYMENT NOTICE

#### Payment is due at the time of registration.

- As the student, you are responsible for dropping classes by the stated deadlines. If you register for a class and later change your mind, it is your responsibility to drop the class. You may be responsible for some or all of the fees for dropped courses as per the District Refund Policy.
- If you are a **financial aid recipient**, your award will not cover all of your fees. You are responsible to submit payment for any balance due.

#### An outstanding balance will result in a Hold placed on your account.

#### What does a Financial Hold/Outstanding Balance Hold mean?

A hold is placed on all student accounts with past due fees. The hold prevents you from accessing grades, registering for courses, ordering transcripts, receiving your certificate, and diploma. Additionally, you may not be able to participate in additional school activities such as field trips, while your account is on a financial hold. The Financial/Outstanding Balance Hold will be released upon receipt of full payment.



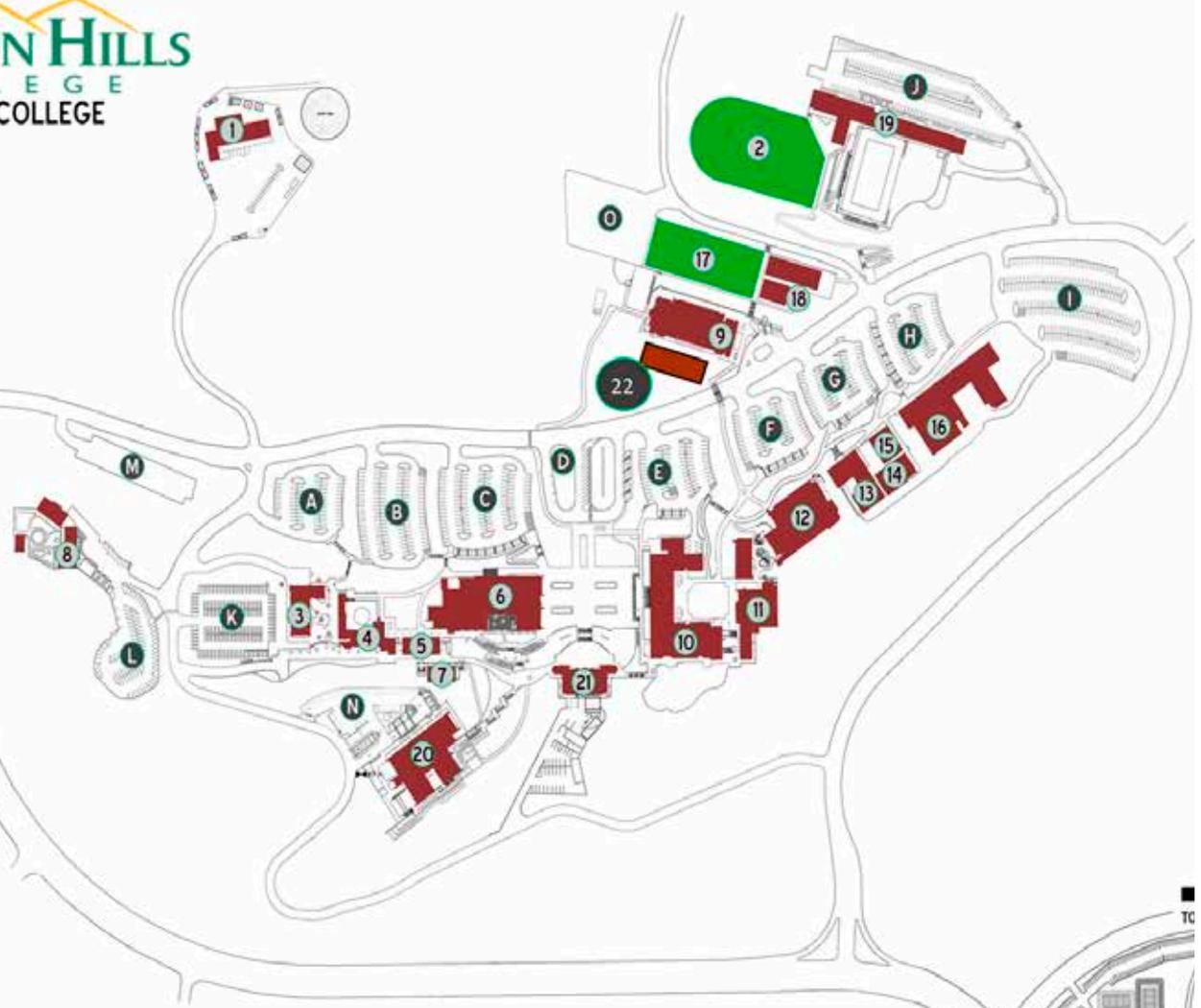




# CHC Campus Map

**CRAFTON HILLS COLLEGE**  
**CRAFTON HILLS COLLEGE**  
**COLLEGE MAP**  
 UPDATED: MARCH 2015

TO REDLANDS



## LEGEND

- |                                  |                                  |   |   |
|----------------------------------|----------------------------------|---|---|
| 1 M&O - Maintenance & Operations | 7 SSB - Student Support Building | 13 ARTS - Visual Arts                   | 19 KHA - Kinesiology, Health Education & Aquatics |
| 2 AF - Athletic Field            | 8 CDC - Child Development Center | 14 EAST - East Complex                  | 20 LRC - Learning Resource Center                 |
| 3 CHL - Crafton Hall             | 9 GYM - Gymnasium                | 15 EAST - East Complex                  | 21 PAC - Performing Arts Center                   |
| 4 CTB - Clock Tower Building     | 10 CNTL - Central Complex        | 16 PSAH - Public Safety & Allied Health | 22 Gym Mods ( Temp)                               |
| 5 WEST - West Complex            | 11 CNTL - Central Complex        | 17 TC-CRTS - Tennis Courts              |   |
| 6 CCR - Crafton Center           | 12 CYN - Canyon Hall             | 18 NRTH - North Complex                 |   |

TO YUCAIPA