



SAN JOAQUIN
DELTA
COLLEGE

2019-2020



STUDENT HANDBOOK

Main Campus
5151 Pacific Avenue
Stockton, CA 95207
(209) 954-5151

Manteca Center
5298 Brunswick Road
Manteca, CA 95336
(209) 954-5151

South Campus at Mountain House
2073 South Central Parkway
Mountain House, CA 95391
(209) 833-7900

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San Joaquin Delta College Student Handbook 2019-20

The Student Services Division strives to provide quality programs and services that recognize diversity, facilitate access, foster academic, career and personal success for all students. This handbook provides students with valuable information about San Joaquin Delta College.

Notice:

San Joaquin Delta College reserves the right to change regulations, fees and other information contained in the Student Handbook without prior notice. District policies are current as of publishing, but changes may occur throughout the year. Consult the College website or College Catalog for the most up-to-date information.

District Mission Statement

BP 1200

San Joaquin Delta Community College District is committed to student and community success. We serve the needs of our diverse students and community through our excellent post-secondary degree, certificate, career and technical, and transfer programs, and our outstanding support services. We enhance the quality of our programs and services through our dedication to a continuous improvement process, a guided pathways framework, and a commitment to equity for all. We ensure that all of our programs and services promote intellectual autonomy and critical thinking in safe, inclusive, supportive, and affirming learning environments.

We strengthen the economic development of our community by collaborating with educational institutions, business and industry, government, and economic development agencies to provide a skilled, effective, and diverse workforce for our community.

District Vision Statement

BP 1201

Student Achievement

Guided by a commitment to achieving equitable outcomes, San Joaquin Delta Community College District develops and maintains an institutional structure that supports the timely completion of students' academic and professional goals leading to attainment of certificates, degrees, employment, or transfer to four-year institutions.

Equity & Diversity

San Joaquin Delta Community College District promotes a climate of respect and authentic engagement. We are culturally responsive to the needs of our diverse student body. We strive to increase and sustain equitable outcomes for all students. We recruit and retain quality employees who are reflective of our students and the community we serve, in addition to providing all personnel with equity and diversity training.

Community Engagement

San Joaquin Delta Community College District fosters a high level of community engagement by implementing comprehensive outreach efforts, cultivating existing relationships, and developing new partnerships with local and regional residents, industry, government, education, and nonprofit organizations.

Fiscal Responsibility

San Joaquin Delta Community College District maintains a transparent and sustainable budget process that prioritizes ensuring equitable opportunities and outcomes as well as while being responsive to the evolving needs of all our students. We maintain strong budget reserves to ensure that District goals are achieved through flexibility and accountability.

Planning

San Joaquin Delta Community College District engages in a strategic planning process that considers local and regional collaboration, and distance education. We revisit our planning process at regular intervals. Our objectives are measurable, aim to increase student enrollment, improve retention, completion, and transfer. Our planning efforts are inclusive of all employees, regardless of role.

Equity Guiding Principles

Overview

At San Joaquin Delta Community College District, equity is about providing all students with the support they need to be successful, especially those who are most vulnerable. “We”, represents members of the Delta College community who embody the “District” and “College.” These Equity Guiding Principles provide a strengthened foundation to guide the efforts in cultivating a campus culture of inclusion and success. “We” embrace the following fundamental principles in our approach to equity:

Guiding Principles

<p>Inclusion</p>	<p>We believe an inclusive culture means all are invited and welcomed to the conversation. We will solicit and honor all campus perspectives, regardless of rank or title. We listen openly, engage respectfully, and communicate authentically and regularly.</p>
<p>Inquiry</p>	<p>We understand that some policies and practices disproportionately impact certain groups of students. We analyze data according to race, gender, religion, low-income, LGBTQ+, legal status, ability, current and formerly incarcerated, foster youth, veteran status, homeless status, and speakers of languages other than English. Our data informed actions strive to prioritize supporting the groups that need it most by removing policies and practices that serve as barriers to their success.</p>
<p>Social Justice</p>	<p>We recognize that society unfairly distributes wealth, opportunity, and privilege. We believe higher education should be a civil right and see it as a means to create a more just world.</p>
<p>Student Centered</p>	<p>Being student-centered means that we will put the students’ education first, acknowledging student voice as central to the learning experience. We will design our programs and offerings with this in mind. We strive to listen to their needs, are culturally responsive, and prioritize a shift in our approach to meet them where they are and take them to where they want to go.</p>
<p>Transparency</p>	<p>We aspire to share our data, goals, and outcomes in clearly worded, easily accessible formats so that all can easily understand. By doing so, we try to hold ourselves accountable for serving all groups effectively with an emphasis on those that need it most.</p>
<p>Flexibility</p>	<p>We will challenge the status quo by disrupting and questioning our assumptions. We will be flexible in how we design the student learning experience so that we encourage innovation and creativity. We will support risk taking and the opportunity to learn from our failures.</p>



Welcome Message from Dr. Omid Pourzanjani, Superintendent/President

Dear students,

WELCOME to Delta College! We are delighted that you are here! You have chosen to be at one of the best community colleges in the state and we have data to prove it:

This past May we graduated 1,937 Delta students, who earned 2,916 degrees and 798 certificates

- Over 900 students transferred to a California public university and another 400 students transferred to a private or out-of-state university
- Twenty-one of our programs received special recognition from the Chancellor’s Office of California Community Colleges because the graduates of those programs had wage increases of 50% or more

YOU BELONG HERE and we will do everything we can to provide the guidance and support that you need to achieve your educational goals. Another important fact about our College is that 47% of the students we serve are the first in their family to attend college. We know that students who are engaged in college life have more fun and do better academically. We want you to GET INVOLVED. Delta has numerous athletic teams, student clubs, and college committees where you can participate athletically, socially, politically, and academically. Also, remember that you can always get a group of friends together and start your own club. Just make sure you have some fun; it is not all about books and studying!

- You can join one or more of the 35 clubs or form your own
- Delta’s 20 sports teams consistently place in the top 10 among other community colleges in California

We also want to make sure that you have the financial support that you need to succeed in college. We are pleased that there are a number of financial programs available:

- Two-thirds of Delta students receive the California College Promise Grant (free tuition)
- Delta awards more than \$200,000 in scholarships each year to students
- More than 16,000 students received some form of financial aid last year

Please know that success in college is not determined by your IQ, but rather by your persistence, dedication, and hard work. If you have any questions or need help, please stop by the Welcome Center or just ask anyone that works here!

Sincerely,

Dr. Omid Pourzanjani
Superintendent/President

History

San Joaquin Delta Community College District was originally founded in 1935 as Stockton Junior College, a part of the Stockton City School system. The College of the Pacific, now University of the Pacific (Pacific), helped form the original Stockton Junior College. As an accredited community college, Delta has collaborated with Pacific to serve the higher educational needs of the area for more than 50 years.

Facilities – Watch us Grow!

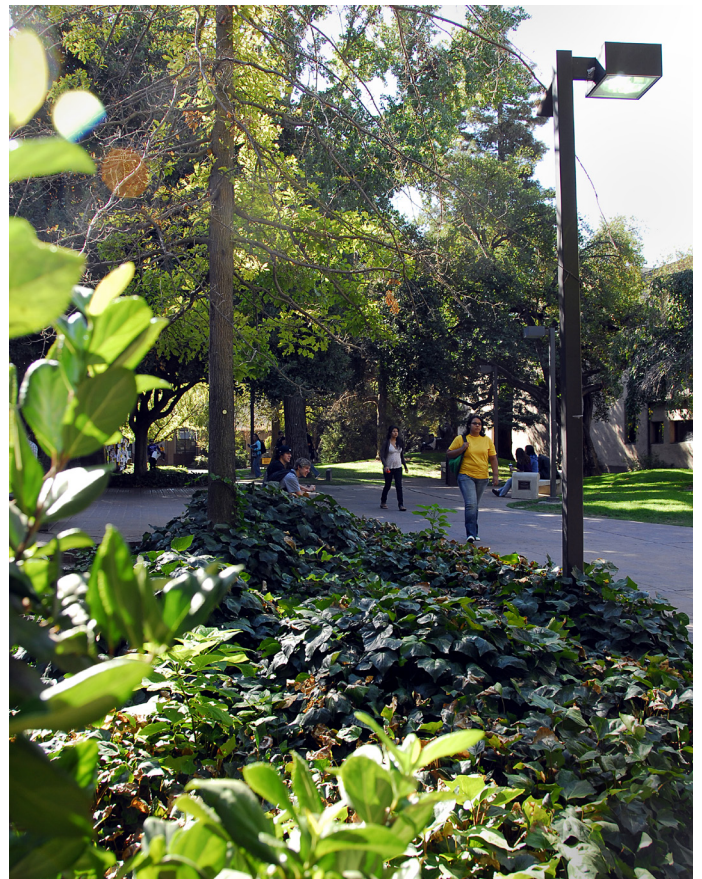
In 1975, the main campus of Delta College was relocated to 5151 Pacific Avenue in Stockton, California. The campus was designed around a five-center concept: Budd, Cunningham, Holt, Locke, and Shima Centers. In 2009, the DeRicco Student Services Center opened to centralize key student services: Admissions & Records, Assessment Center, CalWORKs, CalWORKs Assessment, Counseling, Career/Transfer Center & Outreach Services, E- Services Lab, Financial Aid & Veterans Services, International Students, Special Programs & Services (EOPS/DSPS) and WorkNet programs.

Changes began on the Stockton campus during March 2008. With funds provided by the Measure L Bond, the Lawrence & Alma DeRicco Student Services Center was completed and opened in October 2009. In addition, in Fall 2009 the South Campus at Mountain House (SCMH) opened to provide classes and services to students in south San Joaquin County. The Irving Goleman Library renovation was completed and re-opened in July 2010, followed by a new District Data Center in Fall 2010, and renovation of the Clever Planetarium. Reconstruction of the Athletic Department's sporting facilities was completed during Spring 2011.

District Police Headquarters were relocated from the previous facility on South Burke Bradley Drive, to the Lourn Phelps Police Headquarters on North Burke Bradley Drive.

The Science and Mathematics Center, replacing the outdated Cunningham Center, opened in Spring 2014. The center boasts a 70,000 square foot laboratory core and 20,000 square feet of classrooms on each of the three (3) floors. The new building was funded in a combination by the Measure L Bond and state matching funds.

Most recently, the Plaza/Courtyard Opened. The Measure L funded Plaza will be a beautiful location for staff, students and the public to enjoy for years to come!



Board of Trustees

President of the Board

Dr. Catherine Mathis, M.D.
310.955.7637
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Area 7, Manteca-Escalon

Vice President of the Board

Dr. Charles Jennings
209.333.0149
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Area 4, Lodi-Galt

Clerk of the Board

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Trustee

Mr. Steve Castellanos, FAIA
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Area 5, Northern District

Trustee

Janet Rivera
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Email: janet.rivera@deltacollege.edu
Area 3, North Stockton

Trustee

Ms. Jennet Stebbins
209.943.0444
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Area 1, South Stockton

Student Representative

Mr. Jarrod Vargas
209.954.5100 (Student Activities Office)
209.954.5484 (Student Government Office)
Email: asdcstudenttrustee@deltacollege.edu

Superintendent/President

Dr. Omid Pourzanjani
209.954.5018
Email: omid.pourzanjani@deltacollege.edu

Administration

Superintendent/President

Dr. Omid Pourzanjani
209.954.5018
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Assistant Superintendent/ Vice President of Instruction and Planning

Dr. James Todd
Horton Administration, Room 102
209.954.5047
Email: james.todd@deltacollege.edu

Assistant Superintendent/Vice President of Student Services

Dr. Lisa Cooper Wilkins
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209.954.5632
Email: lisa.cooper-wilkins@deltacollege.edu

Vice President of Operations

Mr. Gerardo Calderon
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Vice President of Human Resources & Risk Management

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Vice President of Administrative Services

Mr. Christopher Nguyen
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209.954.5022
Email: chris.nguyen@deltacollege.edu

Director of Marketing, Communications, and Outreach

Vacant

Instructional Programs Administration

Assistant Superintendent/Vice President of Instruction and Planning

Dr. James Todd

Horton Administration, Room 102

209.954.5047

Email: james.todd@deltacollege.edu

Dean, Counseling & Special Services

Vacant

Dean, Student Learning & Assessment

Ginger Holden, Ph. D.

Horton Administration, Room 102

209.954.5040

Email: ginger.holden@deltacollege.edu

Dean, Career Technical Education and Workforce Development

Salvador Vargas, M.S.

Horton Administration, Room 102

209.954.5093

Email: salvador.vargas@deltacollege.edu

Dean, Regional and Distance Education

Vivie Sinou, M.S.

Holt 121 F

209.954.5812

Email: vivie.sinou@deltacollege.edu

Associate Dean, South Campus at Mountain House

Jessie Garza-Roderick, Ed.D.

2073 S. Central Parkway,

Mountain House, CA 95391

209.833.7900 or 209.954.7900

Email: jessie.garza-roderick@deltacollege.edu

Associate Dean of Institutional Research and Effectiveness

Kristina Akers

SCMA, Room 149

209.954.5039

Email: tina.akers@deltacollege.edu

Academic Divisions

Issues with instructors should be addressed first with the instructor of the course. If the issue cannot be resolved at that level, the student may contact the Division Dean presiding over the course of study. Please contact the appropriate division office for further information.

Science, and Mathematics Division

(209) 954-5354

Division Dean: Laura Ochoa-Sanchez, M.S.W.

SCMA Building, Room 338

Website: deltacollege.edu/department/agriculture-science-and-mathematics

Subjects: Agricultural Business, Animal Husbandry Sciences, Astronomy, Biology, Chemistry, Computer Science, Computer Science Networking, Computer Science Programming, Computer Science Web Design, Geography, Geology, Horticulture, Mathematics, Natural Resources, Physical Science, Physics, Plant Science

Agriculture, Applied Science, Business, and Technology Division

(209) 954-5230

Division Dean: Danell Hepworth, M.S.

Holt Building, Room 140

Website: deltacollege.edu/department/applied-science-business-technology

Subjects: Agricultural Engineering, Architectural Drafting, Automotive Body, Automotive Mechanics, Automotive Technology, Automotive Technology: Apprenticeship, Business Administration, Business Information Management, Caterpillar: Apprenticeship, Computer Science Applications, Construction Technology, Construction Technology: Apprenticeship, Diesel Technology, Electrical Technology, Electrical Technology: Apprenticeship, Electron Microscopy, Electronics Technology, Engineering, Engineering Technology, Heating and Air Conditioning, Industrial Technology, Industrial Technology: Apprenticeship, Law, Machining Technology, Mechanical Technology: Apprenticeship, Welding

Arts and Communication Division

(209) 954-5209

Division Dean: Christopher Guptill, M.F.A.

Holt Building, Room 242

Website: deltacollege.edu/department/arts-communication-division

Subjects: Art, Communication Studies, Culinary Arts, Dance, Drama, Fashion, Graphic Arts, Interior Design, Mass Communications, Music, Photography, Radio/Television

Health Sciences Division

(209) 954-5454

Division Dean: Julie Kay, M.S.N.

Locke Building, Room 203

Website: deltacollege.edu/department/health-sciences-division

Subjects: Communication Disorders (SLPA), Family and Consumer Sciences, Health Sciences, Nursing (ADN), Psychiatric Technology (PT), Radiologic Technology (RT)

Humanities, Social Science, Education, Kinesiology, and Athletics (HSSEKA) Division

(209) 954-5262

Division Dean: Daryl Arroyo, Ph.D.

Budd Building, Room 319

Website: deltacollege.edu/department/HSSEKA

Subjects: Administration of Justice, Anthropology, Athletics, Child Development, Civilizations, Economics, Education, Health Education, History, Humanities, Physical Education Activities, Physical Education Theory, Philosophy, Political Science, Psychology, Religion, Sociology

Languages, Library, and Learning Resources Division

(209) 954-5252

Acting Division Dean: Sheli Ayers, M.A., M.F.A.

Goleman Library, Room 101

Website: deltacollege.edu/department/languages-library-learning-resources

Subjects: American Sign Language, English, English as a Second Language, French, German, Italian, Reading, Spanish

Counseling & Special Services Division

(209) 954-5151 x6279

Dean: *Vacant*

DeRicco Student Services Building, 2nd Floor

Website: deltacollege.edu/department/counseling-center

Subjects: Adaptive Learning, Guidance, Learning Skills, Transition to Work

Welcome Message from Dr. Lisa Cooper Wilkins, Assistant Superintendent/ Vice President of Student Services



Greetings!

On behalf of the entire Student Services Division, it is my pleasure to welcome new students and welcome back returning students to San Joaquin Delta College!

At Delta College, students and their success is our number one priority. We focus on the “whole” student because we value your growth and development in each of the eight dimensions of wellness: (1) emotional, (2) environment, (3) financial, (4) intellectual, (5) occupational, (6) physical, (7) social and (8) spiritual.

Our dedicated Student Services Professionals including our Counseling Faculty, Police Department and Child Development Center Personnel are committed to your success as students enrolled in the high-quality academic and career education programs that Delta offers. To complement your studies, we have many ways you can continue learning by getting involved campus life outside of the classroom. And we know that students who get engaged at their colleges are ultimately more successful and that those who “Think 30” finish on time!

So as you read through this handbook, you will notice that we offer a wide range of support for students. Please visit our Welcome Center on campus in the DeRicco Student Services Building or online by visiting our [Student Services website](#) and click on the links that follow to learn more about areas such as [admissions, records and registration](#); [career and transfer services](#); [childcare](#); [counseling](#); [financial aid and scholarships](#); [food pantry](#), learning communities such as [Puente](#), [AFFIRM](#), and [EPIC](#); [student activities, clubs and organizations](#) as well as programs or assistance for students who identify as having a [disability](#), hold [Undocumented](#) status, are an [International Student](#), a current or former [Foster Youth](#), a [Veteran](#), or a member of the [LBGT+](#) community among many others.

Finally, please take a moment to review our mission, vision and values; you will develop a greater understanding of our hopes for every student we are fortunate to serve in the welcoming, safe, and student-centered learning environments at Delta College’s Stockton and Mountain House locations. We encourage you to reach out to us for assistance as well as make use of all the programs and services for which you may be eligible.

I wish you much success in the 2019-20 academic year and am glad you have chosen Delta College to pursue your dreams!

Sincerely,

Dr. Lisa Cooper Wilkins

Assistant Superintendent/Vice President of Student Services

Office: Administration Building – Room 107

Phone: 209-954-5632

Email: StudentServices@deltacollege.edu

My preferred gender pronouns are: She/Her/Hers

Student Services

Mission, Vision, and Values

Vision

At San Joaquin Delta College, we are a recognized leader in fostering and supporting student success through our high-tech, high-touch approach in supporting our students.

Mission

We are student services professionals who engage in collaborative partnerships with integrity and accountability. We aim to foster an inclusive learning environment that supports student access and success and promotes the development of the whole student. We provide effective student services that fosters student engagement and nurtures self-efficacy.

Values

Integrity – We practice strong moral and ethical principles to ensure transparency and internal consistency.

Collaboration – We work in partnership with and across departments to serve students and all members of the campus community by nurturing innovation and engaging in effective problem solving.

Cultural Competency – We engage and communicate across abilities and cultures to foster an environment of inclusion.

Compassion – We practice empathy, respect, professionalism, and kindness in support of our collective success.

Communication – We provide consistent and timely sharing of detailed information with inclusion, action, and follow-through.

Service – We are responsive to the needs of the campus and local community in advancing student success.

Commitment – We are focused and driven to achieve institutional excellence by valuing accountability, teamwork, and serving our students with integrity.

Accountability – We are transparent with our data and hold ourselves accountable through a comprehensive continuous improvement process.

Goals

1. Student Achievement	Establish new and enhance existing programs and initiatives that meet the needs and interests of all Delta students, which improve access, retention, engagement, persistence, and completion.
2. Health, Wellness & Safety	Establish new and enhance existing services that support personal health, wellness, and safety.
3. Collaborative Partnerships	Demonstrate and communicate the impact of Student Services efforts at Delta and to external stakeholders.
4. Communication & Planning	Improve communication and transparency in the planning and decision making process.
5. Equity & Diversity	Foster a culture that promotes social justice, inclusion, and inquiry through engagement and education.

Goal 1 Student Achievement:

Establish new and enhance existing programs and initiatives that meet the needs and interests of all Delta students, which improve access, retention, engagement, persistence, and completion.

- 1.1 Increase by at least 20 percent the number of Delta students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job by 2022
- 1.2 Increase by 35 percent the number of CCC students system-wide transferring annually to a CSU or UC, necessary to meet the state's needs for workers with baccalaureate degrees by 2022
- 1.3 Decrease the average number of units accumulated by CCC students earning associate's degrees from approximately 87 to 79 total units—the average among the top 5th of colleges showing the strongest performance on this measure by 2022
- 1.4 College has structures in place to scale major and career exploration at the onset of each student's college experience
- 1.5 Provide academic and non-academic support services in a way that is proactive and aligned with instruction, so that all students are explicitly engaged in these services
- 1.6 College has technology infrastructure to provide tools for students as well as instructional, counseling, and student support faculty and staff to support planning, tracking, and outcomes for Guided Pathways
- 1.7 Strengthen Division units and areas through professional development, ongoing assessment achieved via the District's program review process as well as the realization of Student Services Council Managers annual performance goals
- 1.8 Restructure the Division to enhance its overall capacity, rebalance portfolios and create an opportunity to focus on core functions as well as support relevant and critical institutional initiatives
- 1.9 Advance recognition of Student Services Division, services and professionals by supporting nomination for District, Chancellor's Office and other local, state and national association/organization awards
- 1.10 Coordinate the creation of professional development plans that advance leadership development and succession planning

Goal 2 Health, Wellness & Safety:

Establish new and enhance existing services that support personal health, wellness, and safety.

- 2.1 Ensure institutional collaboration on events and programs of the College Health and Wellness Advisory Group with a focus on reducing the stigma of Mental Illness and strengthening Mental Health support for students
- 2.2 Further develop the Action Crisis Team for students and implement a case management approach to supporting at-risk students and those in crisis
- 2.3 In collaboration with Information Technology (IT), coordinate the implementation of Maxient software and continue to refine
- 2.4 Continue to refine the District's Emergency Response preparation including the implementation of mandatory trainings; relevant drills as well as purchase necessary equipment
- 2.5 Establish the Bias Incident Response Team working directly with the Action Crisis Team and create an online bias incident report form with Maxient software

Goal 3 Collaborative Partnerships:

Demonstrate and communicate the impact of Student Affairs efforts on the Delta student experience within the division and to external stakeholders.

- 3.1 Provide leadership and support in the successful implementation of key initiatives such as Distance and Regional Education, Enterprise Resource Planning, Website Redesign as well as Guided Pathways
- 3.2 Continue to assist in the coordination of the District's Flex Days
- 3.3 Enhance the involvement of Student Services in the planning and delivery of the New Faculty Academy
- 3.4 Continue to convene the Student Services and Instruction Collaboration meetings to enhance communication and partnership on major projects and initiatives
- 3.5 Support the development and activation of teams, particularly in Student Services, to prepare for accreditation visit in 2020 and the completion of the Accrediting Commission for Community and Junior Colleges (AACJC) Institutional Self Evaluation Report
- 3.6 Build connections and strengthen network with each of the superintendents of the District's feeder schools, elected officials, and key local community organizations
- 3.7 Attend and support key community events for which the District provides sponsorship
- 3.8 Attend select community board/council meetings (i.e. Board of Supervisors, City Council, SUSD Board) particularly when

topics/issues relevant to Delta College and/or post secondary education are being addressed

- 3.9 Provide informational presentations, workshops, and keynote addresses at community/school events when requested/invited to enhance communication and positively impact District image and enrollment
- 3.10 Enhance collaborations with area secondary and postsecondary institutions and organizations to support students' seamless transition to and between colleges

Goal 4 Communication & Planning:

Improve communication and transparency in the planning and decision making process.

- 4.1 Build a sense of common purpose and shared understanding throughout Student Services regarding how we effectively plan as a Division
- 4.2 Revise planning templates to be user-friendly and applicable to our daily work
- 4.3 Create a strategic plan that outlines our work in such a way that it is meaningful, clear, and demonstrates accountability
- 4.4 Revise and refine the Student Services Webpage
- 4.5 Create a Student Services communication plan utilizing emails, e-newsletters as well as annual/semi-annual reports that provide updates and information to students and Student Services Professionals
- 4.6 Utilize data from the Survey of Student Engagement (SENSE) to ensure our communication strategy and decision making processes is inclusive and transparent

Goal 5 Equity & Diversity:

Foster a culture that promotes social justice, inclusion, and inquiry through engagement and education.

- 5.1 Reduce equity gaps by 40% across all of the previous measures through accelerated improvements among traditionally underrepresented students, closing the gap within 10 years
- 5.2 Develop Student Guiding Equity Principles through a collaborative, college wide, transparent process
- 5.3 Develop a comprehensive Equity Plan in order to support and address the needs of disproportionately impacted groups
- 5.4 Utilize a campus climate survey as a means to ensure we are fostering a culture that promotes social justice, inclusion, equity and diversity.

Student Services Division Administration

Assistant Superintendent/Vice President of Student Services

Lisa Cooper Wilkins, Ed.D.

209.954.5632

Horton Administration Building, Room 107

E-mail: lisa.cooper-wilkins@deltacollege.edu

Dean, Counseling & Special Services

Vacant

209.954.5151 x6279

DeRicco Student Services Building, 2nd Floor

Email:

Dean, Enrollment Services & Student Development

Angela Tos, Ed.D.

209.954.5151 x6185

DeRicco Student Services Building, 1st Floor

Email: angela.tos@deltacollege.edu

District Police Chief

Robert Di Piero, M.S.

209.954.5000

Lourn Phelps Police Services Building

(Corner of District Road and North Burke Bradley Road)

Email: robert.dipiero@deltacollege.edu

Student Services Programs and Services

PLEASE NOTE that most Student Services departments are located in the Lawrence & Alma DeRicco Student Services Building, located just off Pacific Avenue adjacent to the Cunningham 1 (C-1) parking lot.

Admissions & Records, International Students & Evaluations

Amy Courtright, Director

209.954.5151 x6182

Email: amy.courtright@deltacollege.edu

Admissions & Records

DeRicco 128, 1st Floor

209.954.5151 x6182

Email: admissions@deltacollege.edu

International Students

DeRicco 132, 1st Floor

209.954.5151 x6126

Chris Frymire, Welcome Center Manager

DeRicco 110, 1st Floor

209.954.5151 x6112

chris.frymire@deltacollege.edu

CalWORKs

Sandra Varela, Director

DeRicco 213, 2nd Floor

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sandra.varela@deltacollege.edu

CalWORKs Assessment

LaShonna Jackson, Coordinator

DeRicco 206, 2nd Floor

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lashonna.jackson@deltacollege.edu

Delta College WorkNet Center

DeRicco 208, 2nd Floor

209.954.5151 x6300

www.deltacollege.edu/department/worknet

Career/Transfer Center

Career Transfer Center

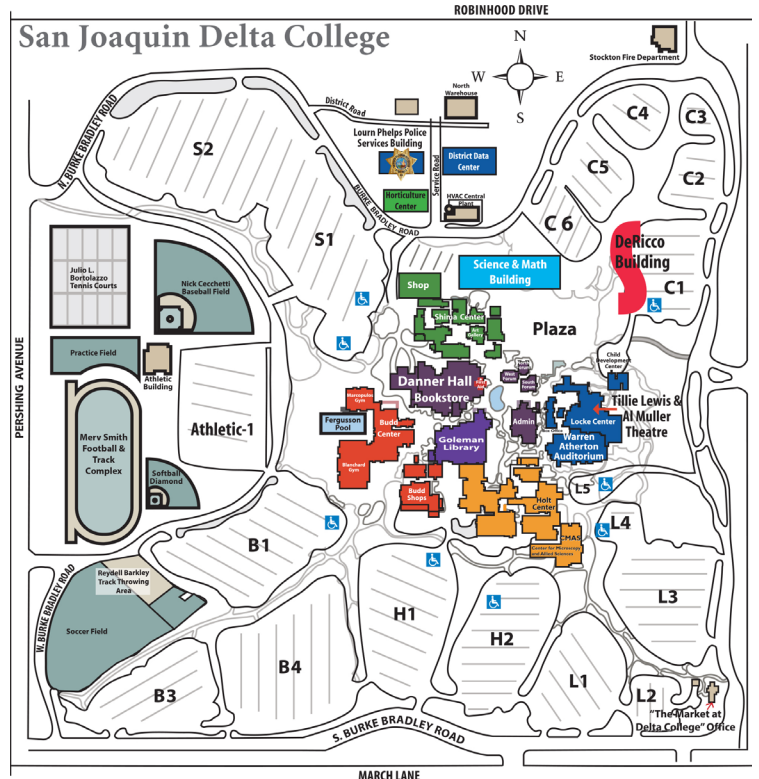
DeRicco 219, 2nd Floor

209.954.5151 x6218/6338/6339

http://ctc.deltacollege.edu/



CAMPUS MAP



Child Development Center**Nancy Cook, Director**

(The Child Development Center is located in the Hazel Hill Building; the Pacific Ave. side of campus)
209.954.5700
nancy.cook@deltacollege.edu

Counseling & Special Services

(Counseling, SSSP, DSPS, EOPS, CARE, Career Transfer Center, AFFIRM, PUENTE, Guidance Courses, Student Disciplinary and Grievance Appeals)

Vacant, Dean

DeRicco 234, 2nd Floor
209.954.5151 x6279
_@deltacollege.edu

Delta Sierra Regional Alliance Transition**Dr. Heather Maloy, Project Manager**

DeRicco 208, 2nd Floor
209.954.5151 x6334
heather.maloy@deltacollege.edu

Enrollment Services & Student Development

(Admissions & Records, Assessment Services, Delta Sierra Regional Alliance Transition, Financial Aid, Scholarships & Veterans Services, Foster Youth Education & Support Programs, Student Activities & ASDC/Clubs, Student Code of Conduct)

Dr. Angela Tos, Dean

DeRicco 128, 1st Floor
209.954.5151 x6185
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Financial Aid, Scholarships & Veterans Services**Tina Lent, Director**

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Elba Serrano, Assistant Director

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John Ervin III, Manager

Veterans Resource Center
209.954.5151 x6166
john.ervin@deltacollege.edu

Food Pantry

Student Activities
Shima 101C
209.954.5100

Foster and Kinship Care Education & Youth Empowerment Strategies for Success (YESS)/ Independent Living Program (ILP)**Vacant, Foster Youth Education and Support Programs, Manager**

Budd 205
209.954.5291

Police Services & Public Safety Programs

Robert Di Piero, District Police Chief

Lourn Phelps Police Services Building
District Rd and North Burke Road
Across from Shima 1 Parking Lot
209.954.5000
Police Services available 24 hours a day, 7 days a week

Student Activities (Student Clubs & Associated Students of Delta College (ASDC))

Shayla Walker, Director

Shima 101C
209.954.5100
Email: shayla.walker@deltacollege.edu

Student Equity and Diversity

Ed Aguilar, Manager

Science and Math Building, #342/341
209.954.5377
Email: ed.aguilar@deltacollege.edu

Student Support Services (DSPS & EOPS/CARE)

Danita Scott, Director

DeRicco 234, 2nd floor
209.954.5151 x6229
Email: danita.scott@deltacollege.edu

Disability Support Programs & Services (DSPS)

<https://www.deltacollege.edu/department/disability-support-programs-services>

Extended Opportunity Programs & Services (EOPS)

Khalid Kiburi, Assistant Director
DeRicco 227, 2nd floor
209.954.5151 x6227
khalid.kiburi@deltacollege.edu
<https://www.deltacollege.edu/department/eopscare>

Admission and Registration Information

Follow these 6 steps to successful registration

Step 1. Financial Aid financialaid@deltacollege.edu

DeRicco Lobby
Applications: (209) 954-5151, Ext. 6149

Financial Aid is designed to help meet direct educational expenses. This includes tuition, books, supplies, transportation, and related living costs. Students may apply for grants, student loans, employment programs, and scholarships. Dollar amounts for individual aid programs vary from a minimum of \$200 to a \$6,195 maximum.

The provided California College Promise Grant formerly known as the Board of Governors Fee Waiver Program (BOGG), provides an assistance program to waive the enrollment fee for students who qualify. All students are encouraged to apply for this waiver. *You may qualify!*

For details about financial aid, or to apply, go to <https://www.deltacollege.edu/dept/finaid/applying/index.html> or visit us in the DeRicco Student Services Building E-Lab, Rooms 149 for assistance. To attend a Financial Aid Workshop contact the E-Services Lab at (209) 954-5151, Ext. 6149.

Step 2. Application for Admission admissions-followup@deltacollege.edu

DeRicco Lobby
(209) 954-5151, Ext. 6191

To complete the online application go to www.deltacollege.edu and click on "New Students." Applications are usually processed within 3 to 5 business days. For assistance with the online application, contact the Helpline at (209) 954-5151, Ext. 6191. Free computer access is available in the E-Services Lab, DeRicco 149.

A. Admission Requirements

Prior to enrolling in classes, individuals who have never attended San Joaquin Delta College, and students who have not attended for more than one semester, must apply online for admission to the College during open application periods. Refer to the Registration Calendar for the application dates for the term for which you wish to attend. Online applications may be completed at the Stockton campus in the E-Services (E-Lab), located on the first floor of the DeRicco Student Services building, Room 149, or in the mini computer lab at South Campus at Mountain House, 2073 S. Central Parkway, Mountain House, CA.

The following persons are eligible to apply for admission to Delta College:

- High school graduates
- Individuals with California High School Proficiency Certificates (CHSPC)
- Individuals with General Education Development Certificates (G.E.D.)
- High school students eligible under the College Early Start Program
- Other individuals, eighteen years of age or older, who can benefit from training offered on the basis of:
 1. A standardized test;
 2. Other measurement instruments
 3. Other verifiable indicators (i.e., recommendations from professional educators or counselors who are not employed or affiliated with San Joaquin Delta College)

Returning Students

- Request an official sealed transcript from all other U.S. regionally accredited colleges/universities.
Mail to:
San Joaquin Delta College Attn: Evaluations Office 5151 Pacific Avenue
Stockton, CA 95207-6370
- Pay ALL past due fees and clear any administrative holds from your record
- Provide official sealed high school transcripts (if applicable)

Please Note: If you have already completed an Assessment Placement (AP) test at San Joaquin Delta College, you will not need to take the full AP test again.

Transfer Students

All transfer students must provide:

- Official sealed high school transcripts
- **Official sealed transcripts** from attended U.S. regionally accredited colleges/universities

Mail to:

San Joaquin Delta College Attn: Evaluations Office
5151 Pacific Avenue, Box 102
Stockton, CA 95207-6370

Current High School Students

Students who are enrolled in high school may be considered for admission under the College Early Start Program. Refer to the "Admissions to Special Programs" section below.

Recent High School Graduates

Contact your high school and request a copy of your final transcript. Submit it by mail or in person to the Admissions & Records window located in the DeRicco Student Services Building.

B. Delta ID Number

You will receive an email to your personal email account, which you provided at the time of your application with your Delta ID Number and login information. Upon your first login attempt, you will be prompted to change your password.

Student E-mail Accounts

Once your application has been processed by the Admissions & Records Office, a Delta College student email account will be assigned. All correspondence from Admissions & Records and Financial Aid, as well as other important campus information, is e-mailed to students at their Delta College e-mail address only. Therefore, it is strongly recommended that the student check their e-mail account on at least a weekly basis.

It is the student's responsibility to maintain the contents of their e-mail account to ensure that the total size of the email messages within the account does not exceed 90% of the quota. A student will be notified on login when he/she is within 75% of the e-mail quota and by e-mail when his/her account reaches 85% of the quota. If the size of the account exceeds 90% of the quota, the contents of the account will be administratively reduced by deleting the oldest e-mail(s).

C. Admission to Special Programs

In addition to General Admission to the College, the special programs listed below require an additional, separate admission process.

1. Basic Peace Officer Academy (Peace Officers Standards and Training - POST)

Holt 134

(209) 954-5258

http://www.deltacollege.edu/div/socsci/programs/post_academy/index.html

Information regarding the Basic Peace Officer Academy may be obtained from the Academy Office.

2. College Early Start Program

Admissions, DeRicco Lobby

(209) 954-5151, Ext. 6181

www.deltacollege.edu/dept/ar/admissions/k12college.html

- All College Early Start students must meet San Joaquin Delta College's admissions, academic assessment and course prerequisite requirements. Students applying to attend Delta College through the College Early Start Program (high school students who are not graduates), must also provide a College Early Start Enrollment Form at the time of application. Signatures of the parent or legal guardian and the high school principal are required. Home-schooled students must also provide a Private School Affidavit.
- The Dual Enrollment Program - offered to High School students in the San Joaquin and Calaveras Counties - provides FREE college level courses in both the Transfer and Career Pathways allowing high school students to get a jump start on their college education by taking college credited courses while still in high school.

- A College Early Start Enrollment Form and accompanying documentation is required for each term for which the student wishes to enroll. College Early Start students may not enroll in remedial or developmental education courses and registration is limited to a maximum of 11 units during any given term. Each high school district must determine whether high school credit will be granted for classes completed for college credit at Delta College.
- Enrollment in Physical Education Classes: Physical education class enrollment of high school students is limited, by law, to 5%. As a result, very few high school students will be eligible to enroll in physical education courses at the College. Students should plan to enroll in physical education courses at their high school. Only students officially enrolled during the registration cycle before classes begin will be allowed to attend physical education classes. Under no circumstances will students be permitted to register for physical education courses once classes begin.

3. Health Science Programs

Locke 203

<http://www.deltacollege.edu/div/hs/index.html>

(209) 954-5454

Information regarding the Registered Nurse Program (Associate Degree Nursing), CNA, Vocational Nurse, Psychiatric Tech. and Radiologic Technology, Speech Language Pathology Assistants (SLPA) programs may be obtained from the Health Sciences division office, Locke Center, Room 203.

4. International Student Program

DeRicco 141

International Student Program Office

(209) 954-5151, Ext. 6126/ Fax (209) 954-3769.

Application deadlines: Fall semester-May 1; Spring semester-October 1.

Step 3. Placement

Assessment, DeRicco 120

<http://www.deltacollege.edu/placement>

(209) 954-5151 ext. 6120

English and Math placement are now designed to help students complete both in their first year at Delta College. The purpose of English and Math placement is to ensure that each student's educational experience is productive and rewarding. Information provided during the application process is used for placement.

English as a Second Language (ESL) Students

For Fall 2019 and Spring 2020, ESL students who do not have a high school diploma or a United States equivalency take the Combined English Language Skills Assessment (CELSA) and the Accuplacer ESL Writeplacer assessment. Some ESL students with a high school diploma or equivalency may choose to go through the ESL evaluation.

Exempt Students

A student may be exempt from placement if he/she has provided official transcripts from a U.S. regionally accredited college/university showing satisfactory completion of English Composition and/or college level math to Admissions and Records.

Step 4. Orientation and Course Planning

Counseling, DeRicco 234

www.deltacollege.edu/student-services/counseling-center/orientation-new-student-group-advising

(209) 954-5151, ext. 6276

New students must complete an orientation session and receive a first semester course list from a counselor to earn priority registration points. All new students should attend the New Student Group Advising (NSGA) sessions. Students must apply and complete the assessment prior to attending the New Student Group Advising sessions or meeting with a Delta College counselor. For the most up-to-date NSGA information, visit: counseling.deltacollege.edu.

Step 5. Registration

<http://www.deltacollege.edu/dept/ar/index.html>

E-Services Lab, DeRicco 149

(209) 954-5151, Ext. 6149

Registration is conducted via the MyDelta Portal. From the Delta College homepage click on "MyDelta Portal." Free computer access is available in the E-Services Lab, DeRicco 149.

Students must have an active Application for Admission to the College on file, a Delta ID number, and have met the assessment test and course prerequisite/co-requisite prior to registration. All administrative and/or academic holds that prevent enrollment must be cleared prior to registration (See What is a Hold below).

An assigned date and time is required to use the registration system except during open enrollment and after the term has begun. Information concerning priority and open registration periods is included in the Registration Calendar for each term. To view the Registration Calendars, visit "Delta News & Features" on the home page. You may register on your assigned date and time or any time thereafter. Additionally, courses may be added or dropped while the registration system is available.

Student Unit Load

1. Regular Semester

Students who have been unconditionally admitted may register for not more than twenty-one (21) units prior to the beginning of each semester. Contingent upon Counselor approval, students who have maintained a 2.75 cumulative GPA in a minimum of fifteen (15) units of previously completed coursework, and who are in good academic standing (i.e. not on academic or progress probation), may enroll for an additional six (6) units after the semester has begun for a total unit limitation of twenty-seven (27) units per semester. Students who do not meet the above criteria may still be eligible to enroll for as many as twenty-seven (27) units if they can demonstrate compelling extenuating circumstances.

2. Inter-Session

Students who have been unconditionally admitted may be allowed to register for not more than twelve (12) units prior to the beginning of summer session. Contingent upon Counselor approval, students who have maintained a 2.75 cumulative GPA in a minimum of fifteen (15) units of previously completed coursework, and who are in good academic standing may add an additional three (3) units after the summer session has begun for a total unit limitation of fifteen (15) units per intersession. Students who do not meet the above criteria may still be eligible to enroll for as many as fifteen (15) units if they can demonstrate compelling extenuating circumstances.

After registration is complete, prior to the opening day of the term, the student will receive e-mail messages confirming classes in which he/she is enrolled, fee billing, and financial aid information. *All correspondence from the College will be sent to your Delta College student e-mail account only.*

Register From the Class Search and Enroll

You can register for classes during the registration period for a term. Your registration period begins with your assigned registration date and time. Once your period begins, use the steps below to add classes to your schedule.

1. Log in to **MyDelta**
2. From your **MyDelta** homepage, click the **Manage Classes** icon.
3. Click on **Class Search and Enroll** from the left sidebar menu.
4. Click the term that you are registering for.
5. Use the class search to look for the course you wish to enroll in.
 - Need help using the class search? Read our **Class Search Tips**
6. From your search results, click on a course you wish to know more about.
7. Information about the course will be displayed in two areas, Course Information and Class Selection
 - **Course Information** displays the course description and basic course details
 - **Class Selection** shows all of the classes available for the course during that term. If the course consists of multiple components such as lectures and labs, all available combinations of the components will be presented. You can learn more about the class by clicking on the **link** in the Class column.
8. If you are ready to add the class, look for the arrow pointing right on the far right of the row of the class. If there is no arrow,

enrollment for the term may not be open or you may be ineligible to add the course. If there is an arrow, click anywhere on the row of that class to start the process of registering for the class.

9. After selecting the course, the **Review Class Selection** step appears. Review the class to confirm this is the class in which you would like to enroll or add to the shopping cart. Once confirmed, click **Next**.
10. Next, **Review Class Preferences**. If the course is full, here's where you can request to be added to the waitlist. Choose Yes or No, and then click Accept to continue.
11. The **Enroll or Add to Cart** page appears. Select whether you wish to register in the class or Add to Shopping Cart. If your enrollment appointment date has not arrived for the term, you will only be able to select Add to Shopping Cart.
12. The **Review and Submit** page appears. Click on any of the previous steps on the left to review and change options if needed. If the class displayed is correct and all preferences are set correctly, click Submit.
13. Click Yes to confirm the submission of the class choice and enroll in the class.

A confirmation page will appear and let you know you the class has been added to your schedule. You can continue to repeat this process, adding all the classes you plan to take in the upcoming term to your schedule.

Register from Your Shopping Cart

The shopping cart allows you to select classes before your enrollment appointment time so that you are ready to enroll when it is time. Before you register from your cart you should:

- Add classes you want to register for to your shopping cart
- Validate your shopping cart to make sure you will be able to register for all

After all your classes have been added to your shopping cart, follow the steps below to add them to your schedule for the upcoming term:

1. From your **MyDelta** homepage, click the **Manage Classes** icon.
2. Click on **Shopping Cart** from the left sidebar menu.
3. Click the checkbox to the left of the classes you want to register in (you can select all or just some).
4. Click the **Enroll** button.
5. Confirm enrollment by clicking **Yes**.

A message will appear for each course indicating the class has been added to your schedule or will state the reason you are unable to enroll in the class.

Once you've registered, go to **View My Classes** to see the classes you have registered for.

Register for Classes in Your Planner

When it's time to register for a term, you can add the courses in your planner directly to your schedule.

1. From your MyDelta homepage click on the **Manage Classes** tile and then click on **Planner** from the left sidebar.
2. Click on on the **Term** you want to register for (i.e. Fall 2019)
3. Click on the Course you want to add to your schedule.
4. This will open a page will information about the course. If the course has classes scheduled for that term, there will be a **View Classes** button in the upper right corner. Click the button to choose the class you want to add.
 - If there is no **View Classes** button the schedule for that term may not be published yet or there may not be any classes offered for that course in the term you are planning for.
5. After clicking **View Classes**, a new page will load with all the class options for the term.
6. If you are ready to add the class, look for the arrow pointing right on the far right of the row of the class. If there is no arrow, enrollment for the term may not be open or you may be ineligible to add the course. If there is an arrow, click anywhere on the row of that class to start the process of registering for the class.
7. After selecting the course, the **Review Class Selection** step appears. Review the class to confirm this is the class in which you would like to enroll or add to the shopping cart. Once confirmed, click **Next**.
8. Next, **Review Class Preferences**. If the course is full, here's where you can request to be added to the waitlist. Choose Yes or No, and then click Accept to continue.
9. The **Enroll or Add to Cart** page appears. Select whether you wish to register in the class or Add to Shopping Cart. If your enrollment appointment date has not arrived for the term, you will only be able to select Add to Shopping Cart.
10. The **Review and Submit** page appears. Click on any of the previous steps on the left to review and change options if needed. If

the class displayed is correct and all preferences are set correctly, click Submit.
11. Click **Yes** to confirm the submission of the class choice and enroll in the class.

The course will now be added to your schedule for the term you specified.

Having Trouble Registering?

If you are having trouble adding a class in MyDelta, please review our Unable to Add a Class guidelines. If you continue to have trouble, please use click on the LiveChat icon from your MyDelta home page to report your issue and receive help from an admissions staff member.

Wait Lists

Wait lists are maintained for all full classes. The student must be eligible for the class before being placed on the Wait List by having met all course prerequisites. A student cannot be enrolled in a course which conflicts in time with one that he/she is requesting.

Prior to the beginning of the term, a student may be moved from the Wait List to full enrollment if another registered student drops the class. Students are encouraged to check their Class Schedule and student e-mail for changes in enrollment status. The student must attend the first class session to be moved from the Wait List into official enrollment. Fees are assessed and payable at the time the student is moved into full enrollment. A student on a Wait List with an administrative hold that prohibits registration or a student who is absent from class may be dropped from the Wait List. The instructor admits students to the class based upon their position on the Wait List at the close of Registration. If there are no students on the Wait List, or all Wait List students have been admitted, then the instructor may admit other students who show up at the first class meeting. Admission is subject to class size and available seating.

A. How to Add a Course

Once the term begins, there are two methods for adding a class. Students who do not meet a skills requisite or course prerequisite, or who have an administrative or academic hold, will not be added.

1. Wait List Add Procedure: Attend the class on the first day to request the instructor's permission to add the course. If permission is granted by the instructor, you must log into Online Registration and from the Open Class List, select the "Add to Wait List" option. If you need assistance, click on Live Help.
2. Instructor Add Memo Procedures: Complete the information requested on the Instructor Add Memorandum (available in class). This form must be submitted by the instructor to the Admissions and Records Office.

Student Enrollment Responsibility

Per Board Policy 5056, under no circumstances will a student be allowed to attend class if he/she is not properly enrolled. Therefore, it is the student's responsibility to ensure they are officially enrolled in class(es). Grades and units will not be awarded for attendance in classes for which the student is not formally enrolled.

NOTE: Students are notified via their student e-mail account when enrollment is successful or if a problem occurs.

B. How to Drop a Course

Log into Online Registration and click the "Drop" button next to the class you wish to drop. If a registration cycle is underway for a term other than the one for which you wish to drop a course, be sure to select the correct term.

What is a Hold?

A hold is a block on a student's record that prohibits one or more of the following:

- Ability to obtain a registration appointment
- Ability to register
- Ability to add or drop classes
- Ability to access student transcripts, diplomas, certificates, etc.

Holds are placed because of unpaid financial obligation to the college, student academic performance, or student misconduct. The definition of proper financial obligation shall include, but is not limited to, student fees, obligations incurred through the use of facilities, equipment or materials, library fines, unreturned library books, materials remaining improperly in the

possession of the student, and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

A student who wishes to investigate a hold placed on his/her academic record should log into Online Registration and select the "Records" tab. Information regarding the hold and who to contact in order to clear the hold are noted on this page.

Step 6. College Fees

Once registered, an email will be sent to your Delta College student email account with fee payment information. Enrollment and Non-Resident fees are due and payable at the time of registration. A hold will be placed on your account prior to the next registration cycle and access to student records will be prohibited if Enrollment and Non-Resident Fees are not paid in full.

Payments may be made by credit card (Visa or MasterCard only) by logging into Online Registration or by check/money order mailed to:

San Joaquin Delta College Admissions & Records Office
5151 Pacific Avenue, Box 102
Stockton, CA 95207-6370

A. Fees, Tuition, and Expenses (as of 2015-16 academic year*)

Mandatory Fees include:

- California Residents
- Enrollment Fee per Unit*\$ 46.00
- Residents of Other States/Countries
- Enrollment Fee Per Unit*.....\$ 46.00
- + Non-Resident Tuition**.....\$265.00
- = Total Non-Resident Fee per Unit \$311.00

**Fees are subject to change by the California Legislature.*

*** Non-Resident Tuition is set by the College Governing Board and is due in addition to Enrollment Fee.*

NOTE: A student who has recently moved to California, or moved out of California and returned, should check the specific residency requirements to determine if they qualify as a California resident. Residency requirements are described in the College Catalog or on the Admissions and Records web pages.

AB 540 Exemption from Non-Resident Tuition

U.S. citizens, permanent residents, undocumented persons, and persons holding a visa, which allows for the establishment of residency may qualify for an Exemption from Non-Resident Tuition, if the person is residing in California and meets the following criteria:

- Three full years of attendance in a California high school, and California high school diploma, General Education Development (G.E.D.), or California High School Proficiency Exam (C.H.S.P.E.) and
- U.S. citizenship, or
- Permanent residency status, or
- Possession of a non-immigrant alien visa, and application for a change of status with the United States Citizenship and Immigration Services on file, or
- Undocumented status with application for change of status on file with the USCIS, or
- Undocumented status with intention to file for change of status when eligible.

To request an Exemption from Non-Resident Tuition, students must complete a Student Affidavit for Exemption from Non-Resident Tuition, and submit it to the Admissions and Records Office with the required documentation. The form is available in the Admission and Records Office or on the Admissions and Records webpage under "Forms."

B. Other Fees & Expenses

Additional or Optional Fees include:

- **Course Audit Fee: \$15.00 per Unit**
- **Textbooks and Supplies vary per class per semester.** Check with the Bookstore for pricing. Course- specific laboratory and supply fees may be charged. A Reserve Book Program is available through the Library. (A student may temporarily use a textbook in the library only and usually for 1-hour at a time.) For assistance, go to the Reserve Desk of the library and ask

for help with the Reserve Book Program.

- **Parking Fees - See Parking Fees and Regulations**
- **Library Fees – See Library Services or contact the Library Circulation Desk**
- **Student Activity Fee /Student Body (ID) Card/Mustang Pass (Optional): \$10.00**

The Student Activity fee is a \$10 optional fee charged at the time of registration during the fall and spring terms. Funds collected from the fee are used to support campus life activities, clubs, and scholarships. Students that pay the fee are eligible to: receive a Mustang Pass (student ID card) or validation sticker; apply for scholarships funded by the ASDC; access the ASDC Food Pantry; and receive discounts at local businesses and on-campus events. Request to waive the fee must be received by the refund deadline stated in the Class Schedule. The fee is not refundable. For lost or stolen replacement Student Body Cards/Mustang Passes only, students pay the fee in the Bookstore and take their receipt to the ASDC office for processing. The replacement fee for a Mustang Pass is \$10. The payment can be made to the Cashiers Office or to the Office of Student Activities. Please call the Office of Student Activities for more information at (209) 954-5100.

- **Student Representation Fee (Optional): \$1.00**

A student may decline to pay the Student Representation Fee for religious, political, financial, or moral reasons. Waiver forms are available online on the Admissions and Records webpage under “Forms” or in the Admissions and Records Office.

C. Refund Information

Refund Policy

If a student drops a class or withdraws from San Joaquin Delta College and is entitled to a refund it will be **automatically processed** during the fifth week of the semester for full-term courses and every two weeks thereafter for late starting courses. Refunds will be given for classes dropped before the end of the first two weeks of the term for full-term classes, or before the end of ten percent of the length of class for short-term and Summer Intersession classes.

Request a Refund

To request a refund for courses dropped prior to the start of the term, print the Refund Request Form and submit it to the Admissions & Records Office, DeRicco Student Services Building Lobby. Forms may also be submitted by mail to:

SJDC - Admissions Office
5151 Pacific Avenue, Box 102
Stockton, CA 95207

For parking permit refunds, attach the unused parking permit to a General Petition form submitted to the Admissions & Records Office, DeRicco Building, first floor. Parking permit refunds are granted only if all classes are dropped by the published deadline date, or no later than three business days after ten percent of the length of the class for short-term classes.

Refund Process

San Joaquin Delta College has partnered with Bank Mobile, a refund management company, to disburse student fee refunds as quickly as possible. This new system is designed to make sure student refunds are distributed faster, with greater security, and with more convenience! Even better, if you already have a Bank Mobile Vibe Account, an email notification is sent when the refund is available.

After Fiscal Services has processed your refund, they will work with BankMobile to issue a Refund Preference Kit. The kit acts as an introductory setup feature in receiving your refund and is sent via the United States Postal Service (USPS).

Check your mailbox for a bright green envelope!

Once you receive your Refund Preference Kit, head over to refundselection.com and choose a preference:

- **Electronic Deposit to Another Account:** Your refund - once available - will be transferred to your personal bank account the same business day BankMobile receives funds from Delta College. Complete processing time normally takes 1 - 2 business days.
- **Deposit to a BankMobile Vibe Account:** A BankMobile Vibe card is issued to the student. Your refund - once available - is deposited to your open BankMobile Vibe account. Funds are available the same day funds are released from Delta College. To learn more about the features of a BankMobile Vibe account, [click here](#).

Parking Fees & Regulations

Parking at San Joaquin Delta College is subject to payment of a specified fee, which is subject to change. Check the college website at <http://www.deltacollege.edu/dept/police/parking.html> or contact District Police, (209) 954-5000, for current parking rates.

The Parking Permit Fee for an academic semester is: Fall & Spring Semester

- Automobiles, \$30.00
- Motorcycles, \$24.00

As an alternative, a Daily Permit, allowing parking through midnight on the day of purchase, may be purchased for \$2.00 (quarters only). Purchase a Daily Permit at the permit machines in all parking lots (quarters only). If you have a problem with a permit machine, contact District Police at 954-5000.

Parking permits are required for ALL PARKING LOTS on campus. Parking is allowed only in designated areas, and permits must be visible to be valid. Short-term 30-minute visitor parking zones have been established in specific areas. Parking permits are not required in 30-minute zones. Visitors must purchase a daily parking permit from any permit machine, unless they park temporarily in the 30-minute parking, or are on official College business and have obtained a temporary Visitor's Parking Permit.

Parking permits are enforced Monday through Friday, 24 hours a day, for day and evening parking; Monday, beginning at 12:00 a.m. through Friday ending at 11:59 p.m. Parking permits are not required during weekends, holidays, or during semester breaks. All other Vehicle Code sections are enforced 24 hours per day, 7 days per week.

Warning:

During peak times, campus parking lots fill to capacity. Do not park in lots belonging to businesses adjacent to the College. Violators are subject to tow at violator's expense.

Parking Violation Fines

Parking and traffic violation fines are established by the San Joaquin County Judicial Council. Delta College has no control over the established bail schedule. The typical parking fine for not displaying a valid parking permit is \$33, but is subject to change. Citations can be paid by mail (include a check or money order and place a stamp on the yellow envelop that was provided with your citation) or by credit card at <https://www.dspayments.com/SanJoaquinDeltaCollege>.

Lost or Stolen Permits

Lock your vehicle. A parking permit is a valuable item. Use of a found or stolen permit is a crime. Violations will be strictly enforced. Lost or stolen permits are not replaced by the College. It is the student's responsibility to purchase another parking permit or use daily permits for the duration of the term.

Disability Parking

Parking for individuals with disability is available in most parking lots with a valid disabled parking placard. All vehicles using disability parking spaces must display the official California DMV disability placard or license plates, which are available from the DMV. All other vehicles will be cited. City ordinance requires a \$275 fine for violations.

Please note: The Parking Permit and the Daily Parking Permit is a contract. This contract limits San Joaquin Delta College's liability. The parking permit entitles you to the rental of space only. No bailment is created by the purchase of a permit. San Joaquin Delta Community College District is not responsible for loss of or damage to your vehicle or any of its contents. You and your passengers are responsible solely for loss or damage to your vehicle and any contents. The parking of your vehicle in any space provided by San Joaquin Delta College constitutes acceptance of the terms of the contract.

Bicycle Lockers

Bicycle lockers rental is a \$5.00 non-refundable key deposit. Contact the Student Activities Office located in Shima 101 or by calling (209) 954-5100.

Graduation Information

Evaluations

Mon–Thurs: 9:00am–4:00pm

<https://www.deltacollege.edu/department/admissions-records-registration>

DeRicco Lobby

(209) 954-5151 Ext. 6174, Ext. 6190, OR Ext. 6180

Applications for evaluation of records for receipt of an Associate Degree or Certificate must be submitted to the Evaluations Office. Check with Evaluations for specific dates and deadlines. The evaluation of your records will show which units are degree-applicable and which requirements still need to be fulfilled to obtain an Associate Degree and/or Certificate. Please allow a minimum of three weeks for the evaluation to be completed.

Graduation may be requested for Summer, Fall or Spring; however, the commencement ceremony is held annually at the conclusion of the Spring semester. The following procedures apply to the commencement ceremony.

Deadlines to apply for a degree or certificate are noted on the Registration Calendar.

Honors at Commencement Ceremony

Graduates will be recognized during the Commencement Ceremony for honors designated as follows:

- 3.50 – 4.00 Gold Tassel
- 3.00 – 3.49 Silver Tassel

Summer Graduates

The honor designation is computed using the cumulative Grade Point Average (GPA) at the end of the Summer Intersession, including all AA/AS applicable coursework from other regionally accredited colleges.

Fall Graduates/Spring Candidates

The honor designation is computed using the cumulative Grade Point Average (GPA) at the end of the Fall semester including all AA/AS applicable coursework from other regionally accredited colleges.

Honors on Diploma

Students receiving an Associate of Arts or an Associate of Science Degree will be eligible for scholastic honors based on the cumulative Grade Point Average (GPA) at the end of the semester in which the student applied and was approved for graduation. Units and grade points from transferable courses taken at colleges other than San Joaquin Delta College will be included in computing the final grade point average for honors determination.

Honors at graduation are denoted on the diploma and transcripts as follows:

- Highest Honors - 4.00;
- High Honors - 3.70–3.99;
- Honors - 3.30–3.69;
- Honorable Mention - 3.00–3.29.

Labs Available to Students

1. The ATTIC (Academic Tutoring & Individual Computing) Danner 202

Mon-Thurs: 7:00 a.m.–6:00 p.m.

(209) 954-5350

<http://www.deltacollege.edu/academics/tutoring-and-workshops/academic-computing-lab>

The ATTIC offers free drop-in tutoring for writing assignments and tutoring by appointment for specific subjects. Come here to study, borrow a laptop for use inside the center, or print your assignments.

2. The Zone Budd 205

Mon-Fri: 7:00 a.m. – 4:00 p.m.

(209) 954-5111

<http://www.deltacollege.edu/academics/tutoring-and-workshops/zone>

The Zone, was developed to assist student-athletes to enhance their study skills and study habits. The Zone is available for student-athlete tutoring, studying, and computer access to assist student-athletes in achieving their goals while participating in the Athletic Program at San Joaquin Delta College. All are welcome.

3. CalWORKs Technology and Learning Center (TLC) Forum 109 & 110

Mon-Thurs: 8:00 a.m. – 4:00 p.m.

(209) 954-5759

Fri: 8:00 a.m.-1:00 p.m.

<https://www.deltacollege.edu/student-services/calworks/technology-and-learning-center>

The Technology and Learning Center (TLC) is a supervised lab environment designed specifically for CalWORKs students. The lab is an additional approved activity for CalWORKs students who need to meet activity requirements. Instructors assign curriculum and tutoring is available. Supervised study time is also available in this lab for CalWORKs students. See your CalWORKs Academic Advisor.

4. Dreamer Success Center Holt 201

Mon-Fri: 7:30am–4:30pm

(209) 954-5657

<https://deltacollege.edu/department/undocumented-students-resources>

The Dreamer Success Center supports students who are Undocumented, of Immigrant Status, AB 540, and Deferred Action for Childhood Arrival (DACA) recipients by offering free legal and counseling services and other resources. An ESL lab offers free ESL tutoring and conversation practice. Computers are available for student use.

5. E-Services Lab DeRicco 149 (Admissions, Registration, Financial Aid)

Mon and Thurs: 8:00 a.m. – 6:00 p.m.

(209) 954-5151 x6149

Tues and Wed: 8:00 a.m. – 5:00 p.m.

Fri: 8:00 a.m. – 3:00 p.m. (Hours may adjust at peak times)

<http://www.deltacollege.edu/services/resources/electronic-enrollment-services-lab>

The following online services are offered:

Admissions

- Complete Application for Admission
- Register for Classes
- Retrieve Delta Student ID Number
- Access SJDC Student E-mail
- Print Academic History/Grades
- Add/Drop Classes
- Verify Enrollment
- Pay Fees Online
- Download Forms
- Request Transcripts

Financial Aid

- Complete FAFSA-Financial Aid Application
- Obtain Federal PIN Number
- Access Financial Aid Forms
- Complete the California Dream Act Application
- Scholarship Applications
- Check Financial Aid Status

6. ESL Tutoring Lab (English as a Second Language)

Holt 201

Mon-Fri: 8:00 a.m. – 4:00 p.m.

(209) 954-5352

<http://www.deltacollege.edu/academics/academic-divisions/languages-library-learning-resources/practice-your-english>

7. Math/Science Learning Center

SCMA 162

Mon-Thurs: 8:00 a.m. – 6:00 p.m.

(209) 954-5546

Friday: 8:00 a.m. – 5:00 p.m.

<http://www.deltacollege.edu/academics/tutoring-and-workshops/math-science-learning-center>

All tutoring is provided by instructors and trained tutors in the supervised setting of the Learning Center. Tutoring is a free service offered to all Delta College students.

8. Mini Computer Lab

South Campus at Mountain House

2073 S. Central Parkway, Mountain House, CA 95391

(209) 833-7900 or (209) 954-5151 x7900

Hours vary by semester. Check with the Mountain House Campus office.

There are ten computers in the mini lab and an additional three computers at the front counter for students to use. These computers have Internet access, Office applications, and software linked to the nutrition classes. Students must first sign in at the front counter.

9. Music Lab

Holt 105

Mon-Thurs: 8:00 a.m. – 6:30 p.m.

(209) 954-5250

Friday: 8:00 a.m. – 2:30 p.m.

10. Supplemental Instruction

Get extra support in your classes through our peer-assisted study sessions, Supplemental Instruction (SI)! Supplemental Instruction is open to all students, FREE of costs and completely voluntary. Your SI session will be led by San Joaquin Delta College students who have excelled in the targeted course.

Typically, SI sessions are held for historically difficult courses where there is usually a high level of “D” or “F” grades and a high “withdrawal” rate. Though the specific list varies each semester, courses typically chosen include:

- Math 38 series or Math 39
- Calculus I & II
- Biology I, II
- Physics 2A, 4A
- Chem 3A, 1A, 1B, 12A, 12B

Please consult the current semester schedule for a complete list of courses offered.

<https://deltacollege.edu/academics/tutoring-workshops/supplemental-instruction-si>

11. Library Public Computers

Goleman Library, 2nd Floor

(209) 954-5145

South Campus at Mountain House

(209) 954-6080

Goleman Library has 48 public-access computers for Internet access, Office applications, and more. Mountain House Library has 3 public-access computers. Users may use their non-expired/non-delinquent library cards to make advanced (up to one week) reservations or reserve for next available computers. Usage limit per person is 2 hours per day.

12. Library Services

SJDC Library provides a wide range of Library Services to meet the information and academic research needs of our students, faculty, staff, and the local community. To browse a complete list of Library Services, click on the link. The following are the public service desks that are indispensable for library users:

Reference/Information Services

Goleman Library, 2nd floor

(209) 954-5145

South Campus at Mountain House Library, Room 402

(209) 954-6080

<https://deltacollege.edu/department/library>

SJDC Library provides research assistance and information services to students, faculty, staff of San Joaquin Delta College and the public at the Reference/Information Desk, including Online catalog and database instruction, Interlibrary Loan requests, and LibGuides (Jump start your research).

<https://deltacollege.edu/department/library>

Circulation Desks

Goleman Library, 2nd floor

(209) 954-5143

South Campus at Mountain House Library, Room 402

(209) 954-6080

Users can apply for SJDC library cards and check out library materials as well as Chromebooks at the Circulation/Reserve Desks.

Programs & Services

Academic Alert System

Mon-Fri: 8:00 a.m. – 5:00 p.m.

DeRicco 234

(209) 954-5151 Ext. 6276

The Academic Alert System provides instructors an opportunity to give an early warning to students who experience difficulty maintaining satisfactory progress in a given class. Students will receive an Academic Alert letter referring them to appropriate referrals. Reasons for receiving an Academic Alert letter include excessive absences or tardiness, incomplete homework, at risk of being dropped, or student in need of basic skills. If you receive an Academic Alert letter, we urge you to speak with your instructor so that you can work out a reasonable plan for the semester, or go to the Student Resources link listed above.

Admissions, Records & Registration

Mon and Thurs: 9:00 a.m. – 6:00 p.m.

Tues and Wed: 9:00 a.m. – 4:00 p.m.

Friday: 9:00 a.m. – 3:00 p.m.

<https://www.deltacollege.edu/department/admissions-records-registration>

DeRicco Lobby

Info: (209) 954-5151, Press 1

The office of Admissions, Records, and Registration coordinates the admission & registration process and maintains student records. Prior to enrolling in classes, individuals who have never attended San Joaquin Delta College and students who have not attended for more than one semester, must apply online for admission to the College.

Online applications may be completed at the Stockton campus in the E-Services Lab, Room 149, DeRicco Student Services building, or in the Mini Computer Lab at South Campus at Mountain House, 2073 S. Central Parkway, Mountain House, CA.

AFFIRM

Mon & Wed: 10:30 a.m. – 3:00 p.m.

Tues & Thurs: 9:30 a.m. – 2:00 p.m.

This program is designed to increase retention, matriculation, and transfer rate of African American students to four year colleges and universities. Emphasis is placed on the successful completion of core areas of study in various Learning Communities. AFFIRM is open to all students.

DeRicco 151
(209) 954-5151, Ext. 6150

Articulation Office

Mon–Fri: 8:00 a.m. – 5:00 p.m.

The Articulation Office maintains agreements with other colleges and universities, as well as secondary schools, to provide students with seamless course transfer between colleges and universities.

Administration 201

(209) 954-5248

Fax:(209) 954-5006

Athletics – Men’s/Women’s Intercollegiate Sports

<http://deltacollegeathletics.com/landing/index>

Athletics programs include Physical Education, Health Education, and Intercollegiate Athletics. Delta College is a member of the Big 8 Conference. Delta’s football team is a member of the Valley Conference. Students who wish to become members of a sports team should contact the coach of that team in the Athletics Office.

Budd 119

(209) 954-5176

Bookstore

Regular hours: Mon–Thurs: 7:30 a.m. – 6:00 p.m.*

Friday: 7:30 a.m. – 3:00 p.m.*

<http://bookstore.deltacollege.edu/Home>

**Summer hours may vary. Extended hours will be announced prior to Fall/Spring semester. Please check the bookstore website for details.*

The Delta College Bookstore carries a complete inventory of required textbooks for classes each term. Additionally, recommended and reference books, parking permits, bus passes, school supplies, logo clothing, graduation announcements, caps & gowns are available for sale.

In addition to textbooks and school supplies, the Bookstore also stocks a large selection of food and drinks.

- Textbook Refunds Timelines
- First week of classes according to policy
- Second week of classes – proof of dropped required
- 6 week classes – return books within two days of start date
- Less than 6 week – NO REFUNDS
- Cancelled classes – return books within 5 business days from the cancel date

RECEIPT REQUIRED for all transactions

- Rented Textbooks are due before the close of business on the last day of finals. Textbooks that are available for rent will be noted in the price selection of the bookstore website and on the shelf tag in the bookstore. Students must complete the “Textbook Rental Agreement”. For complete details, please check the bookstore website or visit the bookstore.
- Book Buyback is offered during finals week.

CalWORKs Assessment

Mon–Fri: 8:00 a.m. – 4:30 p.m.

Sat: by appointment only

<http://www.deltacollege.edu/dept/worknet/CalWksAssmnt.htm>

The CalWORKs Assessment Center is designed to test the interests, aptitudes and skill levels of CalWORKs participants to assist

DeRicco 208
(209) 954-5151 Ext. 6335

in the development of an employment plan needed by San Joaquin County Human Services Agency (HSA). The staff is trained to assist participants identify their vocational and employment goals. All CalWORKs Assessment clients are seen only with a referral sent by their respective case managers.

CalWORKs Program

Mon-Fri: 8:00 a.m. – 5:00 p.m.

<https://www.deltacollege.edu/department/calworks>

DeRicco 209

(209) 954-5151 Ext. 6209

The SJDC CalWORKs program provides student services to eligible students to assist them in their progress toward their county-approved goals, and assistance to county Case Managers to ensure compliance and success. An eligible CalWORKs student must be a TANF recipient who is receiving cash aid for themselves and any dependent children. Services include intake, help filing for financial aid, advising, class grids, verification of textbook costs, work study opportunities, needs assessment and referral services, verification of enrollment, a Technology and Learning Center (TLC) lab, Supervised Study Time and supplies. Please visit the CalWORKs website for a link to the Community Connections Resource Directory.

CARE (Cooperative Agencies Resources for Education)

(see EOPS)

Career Center

Mon-Fri: 8:00 a.m. – 5:00 p.m.

<http://ctc.deltacollege.edu/>

DeRicco 219

(209) 954-5151, Ext. 6218 / 6219 / 6338 / 6339

The Career Center incorporates all phases of the career life planning process and serves as a resource library for students to investigate and explore career possibilities, job requirements, salary ranges, and labor market information. Resources include:

- Series of career guidance courses: Guidance 30, 31, 32, 33 & 34
- Computerized guidance programs
- Tools to identify interests, values, skills, and personality preferences
- Written materials on occupational information

Career Technical Education (CTE) Workforce Development Center

Mon-Fri: 8:00 a.m. – 5:00p.m.

<https://deltacollege.edu/department/workforce-development-center>

<https://sjdc.jobspeaker.com>

DeRicco 208

(209) 954-5151 Ext. 5728

The CTE Workforce Development Center (WDC) provides career preparation and job development to current and recent graduate students of Career Technical Education programs (CTE), including one-on-one appointments with the Workplace Internship Coordinator. Additionally, the WDC connects and maintains opportunities in Work-based learning experiences with industry and local business to give exposure, awareness, and aids in the advancement of our workforce, leading to high-demand, high wage jobs with technical skill attainment.

Services include:

- Resume development
- Mock interview sessions
- Employment and internship opportunities
- Jobspeaker (online employment database)
- Career fair
- Industry focused events
- CTE Student-Industry Lab

Child Development Center

(Parking Lot C-1) Pacific Avenue Frontage
Delta College Stockton Campus

Fall & Spring: Mon–Fri: 7:30 a.m. – 4:00 p.m.

Summer: Mon–Thurs: 7:30 a.m. – 4:00 p.m.; Fri: 7:30 a.m. – 11:30 a.m.

<http://www.deltacollege.edu/dept/childdevctr>

(209) 954-5700

The San Joaquin Delta College Child Development Center offers full-day State Preschool and extended-day Child Care to children ages 18 months to 5 years (not entered in Kindergarten). State-licensed, priority enrollment is given to eligible children of Delta College students and staff; eligible community children accepted with space available. The Center serves as a learning environment for several disciplines, provides opportunities for volunteering and employs Federal Work Study Students. Families need to be income eligible and demonstrate a need for full-day services. Stop by or contact the Center for more information.

Community Education

Mon–Fri: 8:00 a.m. – 5:00 p.m.

<http://www.communityed.delta.edu>

Locke 107

(209) 954-5045

The Community Education Department provides not-for-credit educational and personal enrichment opportunities (fee-based) for children, teens and adults on the Delta College Stockton campus. A wide variety of workshops and programs are offered to meet the needs of the community, including Kids College, Career Training, Online Learning, Travel Opportunities, and workshops that are “Just for Fun.” G.E.D. test preparation, Traffic School, and Driver’s Education are also provided through the Community Education Department. A new schedule of workshops is offered during the fall, spring, and summer terms.

Computer Lab

(See Labs)

Counseling Center

Mon–Fri: 8:00 a.m. – 5:00 p.m.

www.deltacollege.edu/dept/guidance

DeRicco 234

(209) 954-5151 Ext. 6276

Counseling services include academic, career, & personal counseling; program planning; orientation, career and personal development; college success and guidance classes; interpretation of skills/interest tests; occupational information; referrals for longer-term therapeutic counseling; assistance to students on Academic Probation/Dismissal and Progress Probation/Dismissal; coordination of Student Success and Support Program; and coordination of New Student Group Advising sessions.

Dreamer Success Center

Mon–Fri: 7:30am–4:30pm

<https://deltacollege.edu/department/undocumented-students-resources>

Holt 201

(209) 954-5657

The Dreamer Success Center supports students who are Undocumented, of Immigrant Status, AB 540, and Deferred Action for Childhood Arrival (DACA) recipients by offering free legal and counseling services and other resources. An ESL lab offers free ESL tutoring and conversation practice. Computers are available for student use.

DSPS (Disability Support Programs & Services)

Mon–Fri: 8:00 a.m. – 5:00 p.m.

www.deltacollege.edu/dept/dsps

DeRicco 234

(209) 954-5151 Ext. 6272

Upon request, DSPS provides accommodations to students with verified disabilities. Services are based upon the individual functional limitations and may include reader, interpreter, note taking assistance, mobility assistance, use of adaptive equipment, faculty or community liaison, etc. Academic and disability-related counseling is also available.

PLEASE NOTE: If a student with verified disabilities is absent from class sessions due to a disability-related circumstance (such as surgery or other treatment, injury, or an illness that is related to his/her disability or results in disability) and the student wishes to remain registered for classes, contact Disability Support Programs and Services (DSPS) as soon as possible. If DSPS determines

that the absences are disability-related, DSPS will promptly contact the professor to determine whether allowing the student to remain in the class and/or receiving an incomplete should be provided as an academic adjustment or reasonable modification to accommodate the disability. If the student does not agree with DSPS and the professor's decision, he/she may file a grievance (through Human Resources). Visit DSPS at DeRicco 234 or call (209) 954-5151, Ext. 6272.

Dual Enrollment Program

Mon-Fri: 8:00 a.m. – 4:00 p.m.

(209) 954-5866

<https://deltacollege.edu/department/dual-enrollment>

The Dual Enrollment Program provides FREE college-level courses in both Transfer and Career Pathways, allowing high school students to get a jump start on their college education by taking college credited courses while still in high school.

EOPS (Extended Opportunity Programs & Services)

DeRicco 234

Mon-Fri: 8:00 a.m. – 5:00 p.m.

(209) 954-6296

www.deltacollege.edu/dept/eops

EOPS provides support for full-time students who are low income and building their basic Math and English skills. Services include individualized counseling, priority registration, transportation, textbook and grant assistance (as budget allows), special events, workshops and transfer services.

CARE (Cooperative Agencies Resources for Education)

CARE, an affiliate of EOPS, is designated to support EOPS students who are at least 18 years of age, single, head of household with a dependent child under 18 years of age and receiving Temporary Assistance for Needy Families (TANF).

ESL - English as a Second Language

Holt 201

Mon-Fri: 8:00 a.m. – 4:00 p.m.

(209) 954-5352

www.deltacollege.edu/dept/esl

The ESL program consists of three levels of ESL classes. Each level includes classes in speaking and listening, reading and writing, and grammar. This program also provides free drop-in tutoring.

Financial Aid, Scholarships & Veterans' Services

DeRicco Lobby

Administrative Office Hours – Mon-Fri: 8:00 a.m. – 5:00 p.m.

Administration – (209) 954-5151 x6131

Front Counter Hours:

Fin. Aid Applications – (209) 954-5151 x5115

Mon/Thurs: 9:00 a.m. – 6:00 p.m.

Tue/Wed: 9:00 a.m. – 4:00 p.m.

Friday: 9:00 a.m. – 3:00 p.m.

*Service windows open at 8:00 a.m. Monday-Friday the week before the term begins and for the first three weeks of the term.

<http://finaid.deltacollege.edu>

For students who need assistance with college expenses, financial aid is designed to help meet educational expenses; including books, supplies, rent, transportation, and related living costs. Financial aid is available to eligible students in the form of grants, loans, and employment programs. Services offered include Enrollment Fee Waivers, Federal and State Grants, Federal Work Study, Bureau of Indian Affairs Grants and the Federal Stafford Loan Program.

To apply for financial aid, or for additional details about financial aid, go to the online link listed above or visit us in the DeRicco Student Services building. For dates & deadlines, check the website listed above. To attend a Financial Aid Workshop, contact the E- Services Lab at (209) 954-5151, x6149.

Financial Aid - Federal Work Study Program**Mon–Fri: 8:00 a.m. – 5:00 p.m.****www.deltacollege.edu/dept/wkstudy****DeRicco Lobby
(209) 954-5151 Ext. 6156**

The Federal Work Study Program is a job placement service available to students who meet financial aid eligibility requirements. Work Study jobs both on campus are available to all eligible students who carry a minimum of 6 units.

Financial Aid - Scholarships**Mon–Fri: 8:00 a.m. – 5:00 p.m.****<http://finaid.deltacollege.edu/scholarships>****DeRicco Lobby
(209) 954-5151 Ext. 6131**

The scholarship application period begins the 2nd week of January with a deadline of March 2. Required documents include an Online Scholarship Application, two (2) Letters of Recommendation, and Transcripts. Scholarship supporting documents must be submitted online. Scholarships are available to incoming, continuing and/or transfer students.

Financial Aid - Veteran's Services**Mon/Thurs: 8:00 a.m. – 6:00 p.m.****Tue/Wed: 8:00 a.m. – 5:00 p.m.****Fri: 8:00 a.m. – 3:00 p.m.****<http://www.deltacollege.edu/dept/finaid/veteran/index.html>****DeRicco Lobby
(209) 954-5151 Ext. 6171**

Delta College maintains services to assist veterans and eligible dependents with the certification process, including information related to counseling, academic advising, tutorial assistance, VA work-study, and assistance with check inquiries.

The Student Food Pantry

Shima 101

Days and Times of operation listed on webpage:**<https://www.deltacollege.edu/student-life/office-student-activities/student-food-pantry>**

The Student Food Pantry contributes to the overall health and wellness of the Delta College student body by providing free access to healthy food options students can use to create balanced meals for themselves and their families. The Student Food Pantry provides access for all currently enrolled Delta College students who may otherwise be hungry because of lack of sufficient income or access to food.

Food Services

Office & Kitchen - Danner Hall

<http://www.deltacollege.edu/dept/foodservice>**(209) 954-5080**

In addition to the services below, the Food Services department offers on-campus, full-service catering. Contact the Food Service Office for details and ordering.

Cafeteria**Danner Hall, 1st Floor****Mon–Friday: 7:00 a.m. – 2:00 p.m. (while classes are in session)**

The Cafeteria proudly serves Starbucks's Coffee, and provides a variety of choices, featuring breakfast and lunch menus. Lunch items include a salad bar, grilled and Mexican entrees, pizza and deli sandwiches. Delta students with a valid ASDC student ID card receive a 10% discount!

Java Jitters (Proudly brews Starbucks Coffee)**Danner Hall, 1st Floor****Mon–Fri: 7:00 a.m. – 1:00 p.m.**

Java Jitters proudly serves Starbucks's Coffee, hot and cold beverages, bagels, pastries, muffins, sandwiches, salads and soup. Check our "Coffee of the Week!" Delta students with a valid ASDC student ID card receive a 10% discount!

Culinary Arts/Student Chef**Danner Hall, 1st Floor Room 108*****Tue–Wed: 11:00 a.m. – 1:00 p.m. during the academic year**

<https://www.deltacollege.edu/academics/academic-divisions/arts-communication-division/culinary-arts-program/student-chef>
 The Student Chef, a restaurant operated by Culinary Arts students, offers delicious, healthy hot lunch specials, freshly made sandwiches and pizza.

Days/time subject to change each semester*Vending Machines are located in Locke, Holt, Shima and Danner Hall.**

Guardian Scholars, Foster Youth Empowerment Strategies for Success (YESS) Program, Foster & Kinship Care Education (FKCE)/Independent Living Program (ILP), Formerly Incarcerated and Homeless Students **Budd 205**

Mon–Thurs: 9:00 a.m. – 3:30 p.m.**(209) 954-5291 or 954-5836****<https://www.deltacollege.edu/department/foster-youth-initiative>**

Delta College's Youth Empowerment Strategies for Success (YESS) program prepares foster and former foster youth 16-21 years of age for their move into independent adult living.

The mission of the Foster & Kinship Care Education (FKCE) program is to provide education and support opportunities to caregivers of children and youth in out-of-home care so that these providers may meet the needs of children and youth in the foster care system. Contact the program for more information.

Gallery (L.H. Horton, Jr.)

Shima 144

Hours vary

(209) 954-5507**<https://www.deltacollege.edu/department/horton-art-gallery>**

Guidance & Counseling

(See Counseling Center)

Instructional Services Office

Horton Administration 102

Mon–Fri: 8:00 a.m. – 5:00 p.m.**(209) 954-5036**

See Instructional Programs – Administration/Division Offices.

<http://www.deltacollege.edu/div/instserv/INSTRUCTIONALSERVICES/Instructionindex.html>

International Student Program

DeRicco 141

Mon–Fri: 8:00 a.m. – 4:00 p.m.**(209) 954-5151 Ext. 6126****<http://www.deltacollege.edu/dept/outreach/isp/>**

The International Student Program accepts applications for admission to the College, as well as providing a variety of services to F-1 student visa holders from other countries. Services include assistance relating to immigration regulations (change of status, program extension, school transfer, etc.), on and off campus referrals to services and housing information.

Have Questions? The International Student Program office is here to help you with applying and attending Delta College. Call or email us or use our Live Chat to send us your questions! <https://deltacollege.edu/academics/international-student-program/contact-isp>

Instructional Programs

(See Division Offices)

Learning in Retirement Program*

Stockton Institute for Continued Learning (SICL)

Holt 123

(209) 954-5013

SICL is a member-motivated and governed Learning in Retirement organization. Its purpose is to provide personal enrichment, educational opportunities, volunteer challenges, and social activities in a campus environment utilizing the resources of the College and the experience of its members.

**The Learning in Retirement Program is a Delta College program, operated under the auspices of the Older Adult Council of the SJDC Foundation.*

Irving Goleman Library

Mon-Thurs: 8:00 a.m. – 6:30 p.m.

Friday: 8:00 a.m. – 1:00 p.m.

Mon-Thurs: 8:00 a.m. – 6:30 p.m.

Main Campus

Reference Desk (209) 954-5145

Circulation Desk (209) 954-5143

Goleman Tutoring (209) 954-5296

<https://deltacollege.edu/department/library>

<https://deltacollege.edu/academics/library/library-hours-location>

The Goleman Library houses a collection of more than 100,000 titles of print and audiovisual materials and provides a rich collection of journals, magazines, newspapers, e-books, and other professional sources in electronic format. The library offers UC/CSU transferable library information literacy courses, library workshops, and course-integrated library instruction to help students meet their research and information needs. It also provides reference and circulation services, content tutoring, library tours, audiovisual materials and listening/viewing stations, photocopy equipment, group study rooms, and computers with Internet access and Microsoft Office applications for students to conduct research and complete their assignments.

The Reserve Book Program was developed to assist students who are unable to purchase immediately required textbooks by allowing the students to check out textbooks for one-hour intervals. The textbooks **MUST** remain within the Goleman Library. Renewal is allowed if no one is waiting. For assistance, go to the Reserve/Circulation Desk on the second floor and ask for help with the Reserve Book Program.

Library Services

**2073 S. Central Parkway,
Room 402, Mountain House, 95391**

Mon-Thurs: 8:00 a.m. – 6:00 p.m.

Fri: 8:00 a.m. – 12:00 p.m.

South Campus at Mountain House Center

(209) 954-6080

Reference Assistance: By appointment Mon-Thurs: 9:00 a.m. – 2:00 p.m., Fri: 9:00am – 12:00pm

http://library.deltacollege.edu/mountain_house.html

The South Campus at Mountain House (SCMH) Library houses a collection of reserve books, including textbooks from the Reserve Book Program, a small collection of circulating materials, a magnifier for the visually impaired, and cell phone/laptop charging stations. Additional circulating materials from the collection at the Irving Goleman Library in the Stockton Campus may be requested by library cardholders via the library catalog and/or GoCat. They will be delivered to the SCMH Library for students to check out for the regular loan period. There are four computers that provide full access to the library's variety of electronic online databases and Internet access. All users must have a library card for service. To obtain one from the SCMH Library or at the Irving Goleman Library in the Stockton Campus, a valid ID is required.

Lost & Found Property

Contact District Police at (209) 954-5000 regarding lost or found property. To pick up lost of found property, the hours of operation are **Monday-Friday from 8:00 a.m. – 5:00 p.m. or by appointment.**

Math and Science Learning Center

(See Labs)

Manteca Center (Farm Lab)

Mon–Fri: 8:00 a.m. – 5:00 p.m.

The Manteca Center, a farm laboratory, is located just north of Manteca, CA.

5298 Brunswick Rd., Manteca 95336

(209) 954-5151 or (209) 239-3555

To reach the Manteca Center, exit Hwy. 99 at Lathrop Rd., turn north on 99 Frontage Rd. to Brunswick Rd., turn left. From I-5, take Lathrop Rd. exit east. Turn left on North 99 Frontage Rd. to Brunswick, and turn left.

The Market at Delta College

Information: Market Cottage, Locke 2 Parking Lot

Market Hours: Sat/Sun: 6:00 a.m. – 3:00 p.m.

<http://www.deltacollege.edu/div/stuserv/themarket/index.html>

The Market at Delta College is the cleanest and safest Market in all of Stockton and is open every weekend rain or shine with the exception of Christmas Day, New Year's Day, Easter Sunday, and July 4th. The Market offers a variety of vendors including new and used merchandise, fresh produce, novelties, appliances, a food court and more. Net revenues from The Market go to Delta College's Foundation.

Budd 4 Parking Lot

(209) 954-5086

MESA/CCCP

(Math, Engineering, Science Achievement California Community College Program)

Mon–Fri: 8:00 a.m. – 5:00 p.m.

www.deltacollege.edu/dept/mesa/

Delta College MESA/CCCP is a rigorous academic enrichment program that uses various components to support community college students to excel in math, engineering, and all areas of science to prepare for transfer and major in these fields at four-year colleges and universities. In addition, the programs' components help build an academically based peer community to provide mutual student support and motivation. Students must have declared a major in the field of math, engineering, computer science, health science, life science, earth science, biology, mathematics or chemistry and indicate intent to transfer to a four-year university. Student must be ready for, or have completed, Intermediate Algebra (Math 92 S or Math 97). Please contact the MESA center for more information.

SCMA 163

(209) 954-5318

Middle College High School

Mon–Fri: 8:00 a.m. – 5:00 p.m.

Middle College High School, collaboration between Lodi Unified School District and San Joaquin Delta College, is located on the Delta campus. The high school serves students in grades nine through twelve. Recruitment focuses on identification and enrollment of students who may not be achieving their potential or who may not have support for continuing education in college. The high school's mission is to provide a supportive, academically challenging program that enables students to experience quality college preparatory high school education with direct access to college opportunities fostering development of independence and success in college and careers.

Holt 208

(209) 954-5790

Mobility Center/First Aid

Mon–Thurs: 7:30 a.m. – 4:00 p.m.

Friday: 7:30 a.m. – 12:00 p.m.

The Mobility Center provides assistance traversing the campus for students with physical limitations. For assistance at times other than the hours listed above, call District Police at 954-5000 or use any blue emergency phone. First Aid facilities are designed to render minimal first aid in case of sudden illness or accident. All medical emergencies should be reported to District Police at (209) 954-5000.

Danner Hall 101, 1st Floor

First Aid (209) 954-5077

Mobility (209) 954-5078

Music Lab/Library

(See Labs)

Marketing, Outreach & Community Relations

Mon–Fri: 8:00 a.m. – 5:00 p.m.

www.deltacollege.edu/dept/outreach/

Admin 110

(209) 954-5382

(209) 954-5395

Outreach & Community Relations is committed to connecting the surrounding communities with the programs, services and resources available at Delta College. Outreach is open year-round to assist potential students and community members to become better acquainted with the educational opportunities and services available through the California Community College (CCC) system. The program coordinates Outreach events, campus tours, and custom departmental visits; i.e. Nursing, Business and Electron Microscopy. In addition, the Outreach staff provides general information regarding academic, vocational and student support services. In partnership with local high schools, middle schools and community organizations, Outreach staff conduct presentations and connect potential students with the college's matriculation services.

Pride Center

Mon–Fri: 8:00a.m. – 5:00p.m.

<https://www.deltacollege.edu/department/delta-pride-center>

Shima 108

(209) 954-5260

The Pride Center provides a welcoming and supportive space for lesbian, gay, bisexual, transgender, and queer (LGBTQ+) students and their allies. Come in anytime we are open to learn about programs or events we sponsor, get connected to resources, study, meet other students, or just rest between classes. Follow us on Facebook and Instagram @SJDCPrideCenter. Hope to see you here!

Police Services

24 hours a day/7 days a week

**Corner of District Road and North Burke Bradley Road, Stockton
(Across from Shima Parking Lot)**

<http://www.deltacollege.edu/dept/police/index.html>

Headquarters Stockton Campus

(209) 954-5000

AND/OR

South Campus at Mountain House

www.deltacollege.edu/dept/police

Room 202-A

(209) 954-5000

ASSISTANCE AVAILABLE: 24 hours a day/7 days a week

San Joaquin Delta College provides law enforcement services through the District Police Department. Our Police Department is dedicated to providing a safe and secure environment for all persons entering the grounds of the District campuses. Police personnel enforce federal, state, and local laws; including criminal laws and vehicle code violations; as well as investigation of all criminal and traffic cases that occur on all campus. District Police also provide policing for events held on the College campuses for the community at large.

District Police will provide an escort to your vehicle or classroom. **Dial 954-5000, extension 5000** from a campus phone, or **lift receiver of a Campus Blue Light phone to speak to a District Police dispatcher.**

Emergency Phone Numbers: Campus Blue Light Phones are Direct-Dial Emergency Telephones. They are located on every floor, in every center, along pathways, and at entrances to the parking lots.

Note: If you cannot speak, all you need to do is activate the line by removing the receiver from the cradle and the dispatcher will identify your location and send assistance.

In an emergency, use a **Campus Blue Light** phone, dial **5000 or 911** from any office or classroom, or dial 954-5000 from your cell phone. Save this number to your cell phone.

When on campus, do not call 911 on your cell phone. These calls will go to the California Highway Patrol (CHP) or Stockton Police Department and will be transferred to District Police; this will cause a delay in an emergency response by District Police.

To call District Police from a campus classroom, dial extension 5000 or dial 911. Classroom phones cannot place off-campus phone calls. Both numbers connect directly to District Police. If using an office phone on campus, dial ext. 5000 or dial 9 for an outside line, then 911.

When Calling District Police

- State your name, phone number and location where you can be reached
- Give the location of the emergency (building, office or classroom)
- Advise of any injuries and report any hazards at the scene
- *Do not* hang up; let District Police end the conversation

Additional Phone Information

- Disability Support Programs & Services (DSPS): (209) 954-6272
- Mobility Center/First Aid Unit, Danner 101: (209) 954-5077 or (209) 954-5078
- Facilities Management: (209) 954-5063 or (209) 954-5064
- Facilities Rental: (209) 954-5427 or events@deltacollege.edu
- Public Information Officer: (209) 954-5051
- Risk Management & Support Services: (209) 954-5035

Lost & Found Property

www.deltacollege.edu/dept/police

Staff Available: 24 hours a day / 7 days a week

Contact District Police at 954-5000 regarding lost or found property. Found property should be turned over to an officer, taken to the District Police Department, or the Campus Mail Room, located on the 1st floor of the Horton Administration Building, Room 108, 954-5017. (Property left at the Mail Room will be turned over to District Police.) Unclaimed property is disposed of after 90 days.

Police Headquarters

**District Road and North Burke Bradley Road
(Across from the Shima 1 parking lot)**

POST (Peace Officers Standards & Training)

Peace Officer Academy

http://www.deltacollege.edu/div/socsci/programs/post_academy/index.html

Holt 134

(209) 954-5258

In addition to General Admission to the College, this program requires an additional, separate admission process. This 866-hour intensive and extended course is certified by the Commission on Peace Officer Standards and Training (P.O.S.T.) and satisfies the minimum training requirements for entry-level peace officers. www.post.ca.gov/training/bt_bureau/regular.asp.

This course is designed for employed and/or aspiring peace officer candidates. The course includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Patrol Procedures, Cultural Diversity, Investigative Procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Policing, Police Vehicle Operations, Traffic Enforcement, Accident Investigation, Handling Emotional Situations and First Aid/CPR. The course also includes a challenging physical requirement that will prepare student for police service.

Post Office (Mailroom)

Mon-Fri: 8:00 a.m. – 5:00 p.m.

(US Mail services, stamps, temporary Lost & Found)

Administration 108

(209) 954-5017

Public Information Office

Mon-Fri: 8:00 a.m. – 5:00 p.m.

www.deltacollege.edu/dept/publicinfo

Locke 119

(209) 954-5051

The Public Information Office is devoted to promoting the college and committed to keeping faculty, staff, students and the community as a whole aware of Delta College's classes, events, and happenings.

Puente Program

Mon–Fri: 8:00 a.m. – 5:00 p.m.

www.deltacollege.edu/department/puente-program

Puente Project is a national award winning program that has helped thousands of underserved students reach their academic dreams. Puente's goal is to increase the number of students who transfer to four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Puente is open to all students.

DeRicco 234
(209) 954-5151 Ext. 6255

Scholarships

(See Financial Aid)

Small Business Development Center (SBDC)

Mon–Fri: 8:00 a.m. – 5:00 p.m.

www.sbdc.deltacollege.edu

The SBDC assists new and existing businesses to be competitive in a complex marketplace through free individualized business consulting and business workshops. Services are provided in San Joaquin, Calaveras, Amador, and Alpine counties.

56 S. Lincoln St., Downtown Stockton

(209) 954-5089

Student Activities Office

Mon–Thurs: 8:00 a.m. – 5:00 p.m.

Fri: 8:00 a.m. – 12:00 p.m.

studentlife.deltacollege.edu

The Office of Student Activities provides services and activities that support student life and student development at Delta College. The department supports a diverse collection of student clubs and organizations that contribute to the campus and surrounding community. Through participation in student led clubs, Delta College students have the ability to engage in experiences that explore academic, professional, political, social, cultural, religious and community service interests.

Shima 101C

(209) 954-5100

Student Government (Associated Students Delta College)

ASDC: (209) 954-5484 OR (209) 954-5100

<https://www.deltacollege.edu/department/associated-students>

The mission of the ASDC is to advocate for students and provide student life programs that represent the diversity of the college. Through the ASDC students can participate in the shared governance process, practice leadership and have a positive impact on the campus community. The ASDC holds weekly meetings that are open to the public. Please visit the ASDC website for information on meetings, events and ASDC services.

Shima 101F

Student Success and Support Program (SSSP)

Mon–Fri: 8:00 a.m. – 5:00 p.m.

A program to increase California community college student access and success through the provision of core matriculation services, including orientation, assessment and placement, counseling, advising, and other education planning services, with the goal of providing students with the support services necessary to assist them in achieving their education goal and identified course of study.

DeRicco 238
(209) 954-5151 Ext. 6238

South Campus at Mountain House Center (SCMH) 2073 S. Central Parkway

Mon.–Thurs: 8:00 a.m. – 7:00 p.m.

Mountain House, CA 95391

Friday 8:00 a.m. – 1:00 p.m., 2:00 p.m. – 5:00 p.m.

(209) 833-7900 or (209) 954-5151 Ext. 7900

<https://www.deltacollege.edu/academics/regional-distance-education/south-campus-mountain-house>

Fax: (209) 833-6437

San Joaquin Delta College's South Campus at Mountain House (SCMH) is located in Mountain House, CA. The site is a 114-acre campus, with 84,000 square feet of interior space offering approximately 130 courses and full-time counseling services. SCMH has 18 classrooms, including 4 science labs and the Cisco Networking Academy. It also houses a mini computer lab (Room 301), a student lounge, and a tutor center (Room 302A). District Police services are located in Room 202A. Administrative and faculty offices are also located on the premises.

The South Campus at Mountain House Library houses a collection of reserve books, including textbooks from the Reserve Book Program, a small collection of circulating materials, a magnifier for the visually impaired, and cell phone/laptop charging stations. There are four computers that provide full access to the library's variety of electronic online databases and Internet access. (See Library Services for more information.)

Location:

South Campus at Mountain House is located approximately 3 miles west of Tracy, off the Interstate 205 (I-205) freeway, adjacent to Grant Line Road and Mountain House Parkway. Also nearby are County Route J4 (Byron Road), a highway connecting Tracy and State Route 4 near Brentwood and Discovery Bay, as well as Interstate 580 (I-580), which connects Interstate 5 (I-5) with the San Francisco Bay Area.

Directions to South Campus at Mountain House:

Traveling north or south on Interstate 5, take the Highway 205 exit west toward San Francisco. Exit at Mountain House Parkway. Turn right and travel north to Grant Line Road, turn left and continue ½ mile, then left again at South Central Parkway. From the San Francisco Bay area, take Hwy 205 east towards Tracy. Take the Grant Line Rd exit; Turn left onto Central Parkway and continue until you see the campus to your right.

Transfer Center

Mon–Fri: 8:00 a.m. – 5:00 p.m.

DeRicco 219

(209) 954-5151 Ext. 6219

<https://www.deltacollege.edu/department/career-transfer-center>

The Transfer Center provides a variety of support services for students making the transition to a four-year college or university. Transfer services and resources include:

- Guidance 20 – Transition to University Life
- Individual appointments with representatives from UC, CSU and Independent colleges
- Transfer application and scholarship materials
- Directories to investigate college majors and four-year institutions
- Internet access to articulation agreements, UC and CSU websites
- Calendar of events and activities
- Annual Transfer Day and College Night program

Veteran Resource Center (VRC)

Mon and Thurs: 8:00 a.m. – 6:00 p.m.

Tue and Wed: 8:00 a.m. – 5:00 p.m.

Fri: 8:00 a.m. – 3:00 p.m.

DeRicco 141

(209) 954-5151 Ext. 6151

<https://www.deltacollege.edu/student-services/financial-aid-and-scholarships/veterans-services/veteran-resource-center>

Delta College's Veteran Resource Center (VRC) provides a variety of services to veterans, active military, reservist and eligible dependents:

- Computer Lab and access to printer
- A quiet study area

- Access to VA Counselors
- Priority Registration (Veterans Only with DD214)
- Tutoring/peer coaching
- Workshops on a variety of subjects
- Food Pantry
- Student Veteran Alliance Club
- Access to County, State and Federal Veteran Service Representatives
- Scheduling appointment with veteran counselor

Veteran's Services (Financial Aid)

Mon and Thu: 8:00 a.m. – 6:00 p.m.

Tue and Wed: 8:00 a.m. – 5:00 p.m.

Fri: 8:00 a.m. – 3:00 pm.

<https://www.deltacollege.edu/dept/finaid/veteran/index.html>

Delta College maintains and provides services to assist veterans, active military, reservist and eligible dependents with the VA educational benefit certification process, including information related to counseling, academic advisement, tutorial assistance, VA work-study, and assistance with VA benefit inquiries. (See also Financial Aid)

DeRicco Lobby

(209) 954-5151 Ext. 6171

Workforce Training Institute/Community Education/Kids College

Mon – Fri 8:30 a.m. – 5:30 p.m.

<https://www.deltacollege.edu/department/workforce-training-institute>

Workforce Training Institute provides learning and training fee-based, non-credit opportunities in health careers and professional development. The focus is to build and refine skills to enter and succeed in the workforce. Contract Education further promotes workforce development throughout the community by providing specialized education and training services to businesses, industry, government and community agencies.

Community Education and Kids College provides courses and workshops to meet the needs and interest of our diverse community for enrichment, personal and professional growth. Courses and workshops are short-term, non-credit, fee-based that are offered outside the regular college credit programs and are not academic equivalents or prerequisites of regular credit classes.

Locke 107

(209) 954-5045

WorkNet Center/A Proud Member of America's Job Center of California

Mon–Thurs: 8:00 a.m. – 4:30 p.m.

Fri: 8:00 a.m. – 12:00 p.m.

www.deltacollege.edu/dept/worknet

The Delta College WorkNet Center offers three (3) levels of service for job seekers:

Core Services (available to adults 18 years of age and over)

- Informational workshops
- Job listing
- Office support products (telephones, copiers, fax machines, printers, computers) in order to keep in contact with employers
- Labor Market Information (employment rates, projected wages, skill requirements)
- Information about education and training providers
- Assessment and Career Planning tools
- Information and referral to community agencies for support services
- Free "professional" email account to use for job search

Intensive Services (Workforce Investment Act (WIA) eligibility for Dislocated Workers and/or Adult Services do apply)

- Comprehensive Assessment
- Career Counseling
- Referral to training (when appropriate)
- Staff assisted job search

DeRicco 208

(209) 954-5151 Ext. 6300

Training Service (WIA eligibility applies, services based on funding, assessment results and suitability factors)

- On-the-job training
- Occupational Skills Training

Policies, Procedures & Requirements

Students are encouraged to familiarize themselves with these documents. This Student Handbook lists excerpts from selected policies and procedures that are particularly important to students. Policies and Procedures may be revised throughout the year and are subject to change. A complete listing of Delta College policies and procedures can be found on the Delta College website at <https://deltacollege.edu/shared-governance/policies-procedures>.

Absence from class

Per BP/AP 5075 Course Registration, Adds & Drops

A student who will be absent from any class or classes for three (3) days or longer for health reasons or other personal emergencies are advised to notify the Office of Counseling and Special Services.

If a student knows of a disability-related absence in advance (e.g., previously unanticipated surgery), the student is strongly encouraged to notify the class instructors and Disability Support Programs and Services (DSPS) prior to the absence.

A student may be dropped from a class due to excessive absences. If the excessive absences are disability-related (e.g. surgery, other treatment, an injury, or an illness that is related to a disability or results in a disability) and the student intends to remain registered for the class, the student may meet promptly with a Disability Support Programs and Services (DSPS) Counselor to request assistance to remain registered for the class.

A student requesting DSPS assistance for disability-related absences is not required to be registered with DSPS prior to requesting such assistance. However, DSPS is authorized to determine whether a student making a request due to disability-related absences qualifies as an individual with a disability at the time of the request. If the individual is not disabled and/or the absences are not disability-related, the College is not required to accommodate the student beyond the legal requirements of Section 504 and Title II.

If the student does not agree with DSPS and the professor's decision, the student may file a grievance (See BP/AP 5530, Student Rights and Grievances).

Per BP 5075, "Course Registration, Adds & Drops" (see page 39 for full policy description):

Students are expected to attend class on a regular basis.

- A. A student who fails to attend any of the first three class sessions at the beginning of a term may be dropped from that class unless the student has advised and obtained an absence approval from the faculty member. The foregoing statement will be read by every faculty member to every class at the first session and for as many subsequent sessions as the faculty member feels to be necessary.
- B. No drops will be allowed from a credit class after 50% of the class has elapsed; a grade must be issued.

Mandatory Withdrawals:

On or before the last business day before the course census date, a faculty member shall mandatorily drop a student who has been identified as a no show or is no longer participating in the course, except if there are extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, and other circumstances beyond the control of the student. Nonparticipation is defined as excessive unexcused absences. Excessive absenteeism is defined as one more absence than the class meets per week.

Discretionary Withdrawals:

A student absent for any reason, for more than the number of times the class meets per week, may be dropped from the class for excess absenteeism providing the withdrawal deadline for the semester/term has not passed.

A student enrolled in a course, other than the standard semester in length, may be dropped if the student is absent for more than 10% of the total class meetings, providing the withdrawal deadline for the class has not passed.

Last Date of Attendance:

When dropping a student for excess absenteeism, the professor must provide the last date of attendance. Effective July 2011, the U.S. Department of Education has defined "Last Date of Attendance" as: an academically-related activity that is documented. For online courses, an "academically-related activity" includes, but is not limited to: a quiz, test, or assignment submissions; meaningful participation in an online discussion, or student initiation of contact with the instructor to ask a course-related question via email or chat.

The Last Date of Attendance is not defined as the last date of course log in, and is not the same as the drop date.

See AP 5075, Course Registration, Adds, and Drops

Academic Renewal**AP 4240**

- A. The purpose of academic renewal is to disregard students' previously recorded substandard academic performance, when such work does not reflect their current demonstrated ability.
Academic renewal encourages students to continue efforts toward their educational objectives. Therefore, academic renewal allows students the benefits of their current level of ability and performance, and does not permanently penalize them for poor performance in the past.
- B. Students who wish to request academic renewal must petition the Director of Admissions and Records. Academic renewal will be applied only under the following conditions and with the following limitations:
1. Academic renewal may be requested for up to five courses of previous unsatisfactory course work in which grades of "D," "F," or "NC" or "NP" have been recorded. The course work for which the renewal is requested must be identified in the application
 2. Prior to the application for academic renewal, a period of at least one year must have elapsed subsequent to the semesters for which renewal is requested, during which period the student must have completed at least 12 units at Delta College (or another regionally accredited college,) with a grade point average of 2.0.
 3. Academic renewal is available only for courses taken at San Joaquin Delta College.
 4. Academic renewal may be granted for a total of five courses only.
 5. Academic renewal is irreversible.
 6. Courses used for awarding of a degree or certificate are not eligible for academic renewal unless another equivalent course replaces the renewed course on the evaluation.
- C. It is highly recommended that currently enrolled students discuss educational objectives with a counselor and develop an appropriate Student Education Plan.
- D. Academic renewal granted by San Joaquin Delta College does not guarantee that special programs or other institutions will approve or honor such actions. The determination will be made by the respective transfer institutions.
- E. Effect of Academic Renewal on the Academic Record
1. When a student is granted academic renewal for a class, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a complete and true record of all academic work. Cumulative grade point average on students' permanent record excludes all course work that has been approved for academic renewal.
 2. No course work approved for academic renewal will apply toward graduation, certificate, or AA degree.
 3. Grade point average computation for graduation with honors and other awards uses all work including course work approved for academic renewal.

See AP 4220.1, Course Repetition and AP 4228, Course Repetition – Significant Lapse of Time

Award of Grades and Grade Points (as of 2011)**BP/AP 4230**

Board Procedure BP 4230

Courses shall be graded using the grading system established by Title 5. The grading system shall be published in the college catalog(s) and made available to students.

Administrative Procedure AP 4230.

A. Academic Record Symbols and Grade Point Average

The following symbols may be assigned by professors to be placed on a student’s permanent academic record to describe performance in a class:

1. Evaluative Symbols (Final Grades):

Symbols	Definition	Grade Points
A	Excellent	4
A-	Exemplary Work	3.7
B+	Very Good	3.3
B	Good	3
B-	Very Satisfactory	2.7
C+	Better than satisfactory work	2.3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
FW	Student Ceased participating in the class and failed to withdraw in a timely manner	
P	Passing (At least satisfactory-units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to August 14, 2008	
NP	No Pass (Less than satisfactory, or failing-units not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to August 2008)	

2. Non-Evaluative Symbols

The following non-evaluative symbols may be placed on a student’s permanent academic record by authorized College officials

Symbol	Definition
I	Incomplete Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for removal of the “I” shall be stated by the professor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Assistant Superintendent/Vice President of Student Services 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 completing the work has passed. The “I” may be made up no later than one semester 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 student, under extenuating circumstances, may request an extension of the time limit for making up the “I” by submitting a General Petition for consideration.
IP	In Progress The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subsection “A” of this policy to be recorded on the student’s permanent record for the course.
RD	Report Delayed The “RD” symbol may be assigned only by the Assistant Superintendent/Vice President of Student Services. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

X**Credit by Examination**

The "X" shall be added to the evaluative symbol recorded when a course is challenged by examination.

W**Withdrawal (Authorized)**

Withdrawal from a class or classes shall be authorized by conditions set forth in AP 5075, Course, Registration Adds, and Drops.

Notations shall be prescribed on the academic record of the student who withdraws within the guidelines of AP 5075, Course, Registration Adds, and Drops.

EW**Excused Withdrawal**

Withdrawal from a course(s) without penalty due to extenuating circumstances. The non-evaluative symbol is excluded from progress probation and dismissal calculations. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

MW**Military Withdrawal**

Withdrawal from a class or classes due to a call to active service in a United States military unit as set forth in AP 5075, Course Registration, Adds and Drops.

Notations shall be prescribed on the academic record of the student who withdraws for military reasons within the guidelines of AP 5075, Course Registration, Adds and Drops.

B. Grade Awards and Reports

1. Final academic record symbols are assigned to students at the end of each academic term and submitted to the Office of Admissions and Records. Professors, in assigning academic record symbols, will employ their best professional judgment and maintain records which will substantiate the basis for the symbols awarded.
2. Grades issued to students shall be assigned by the professor of the course. The determination of the student's grade by the professor, in the absence of the professor's mistake, fraud, bad faith, or incompetence shall be final.
3. Final grades shall be submitted by professors within five (5) days of completion of the final examination for each course section.
4. Students shall be notified of their final grades after the completion of an academic term.
5. Final grades shall be posted on the student's permanent record.
6. Professors shall keep a record of grades for each student.
7. If abuses in the academic record symbols awarded to students are reported or discovered by the Assistant Superintendent/Vice President of Instruction, these cases will be handled by the Assistant Superintendent/Vice President and the Division Dean in consultation with the professor(s) involved.

Course Registration, Adds & Drops

BP 5075

Requirements for Registration

- A. Have an active application for admission on file.
- B. Provide official transcripts from any college previously attended.
- C. Clear all fees and/or administrative and academic holds that prevent enrollment.

Requirements for Attendance

It is the instructor's responsibility to ensure that all students attending class are officially enrolled. Under no circumstances should a student be allowed to attend class if he/she is not officially enrolled. Students are expected to attend class on a regular basis.

- A. A student who fails to attend any of the first three class sessions at the beginning of a term may be dropped from that class unless the student has advised and obtained an absence approval from the faculty member. The foregoing statement will be read by every faculty member to every class at the first session and for as many subsequent sessions as the faculty member feels to be necessary.
- B. No drops will be allowed from a credit class after 50% of the class has elapsed; a grade must be issued.

Mandatory Withdrawals

On or before the last business day before the course census date, a faculty member shall mandatorily drop a student who has been identified as a no show or is no longer participating in the course, except if there are extenuating circumstances.

Extenuating circumstances are verified cases of accident, illness, and other circumstances beyond the control of the student.

Nonparticipation is defined as excessive unexcused absences. Excessive absenteeism is defined as one more absence than the class meets per week.

Discretionary Withdrawals

A student absent for any reason, for more than the number of times the class meets per week, may be dropped from the class for excess absenteeism providing the withdrawal deadline for the semester/term has not passed.

A student enrolled in a course, other than the standard semester in length, may be dropped if the student is absent for more than 10% of the total class meetings, providing the withdrawal deadline for the class has not passed.

Last Date of Attendance

When dropping a student for excess absenteeism, the professor must provide the last date of attendance. Effective July 2011, the U.S. Department of Education has defined "Last Date of Attendance" as: an academically-related activity that is documented. For online courses, an "academically-related activity" includes, but it not limited to: a quiz, test, or assignment submissions; meaningful participation in an online discussion, or student initiation of contact with the instructor to ask a course-related question via email or chat.

The Last Date of Attendance is not defined as the last date of course log in, and is not the same as the drop date.

See AP 5075, Course Registration, Adds, and Drops

Course Registration, Adds & Drops

AP 5075

A. Regular Registration

1. Prior to each semester, the District will provide a regular registration period. Dates of registration will be available via the Schedule of Classes which is posted online. Detailed plans for registration will be developed and administered by the Director of Admissions and Records.
2. Enrollment in a regular semester or summer intersession must be undertaken by the close of registration period.

B. Implementing Prerequisites, Corequisites, and Limitations on Enrollment

A student seeking enrollment in a course with a prerequisite that the student believes has been fulfilled at another college or university must provide official transcripts from that institution to the Admissions and Records Department a minimum of 48

hours prior to attempting enrollment.

All conditions a student must meet to be enrolled in the course through the registration process will be enforced. A student is not permitted to enroll unless they have met all the conditions of enrollment or sought entry to the course through the Matriculation Prerequisite/Corerequisite Appeals Process (See AP 5052).

C. Student Unit Load

1. Regular Semester*

Students who have been unconditionally admitted may register for not more than twenty- one (21) units prior to the beginning of each semester. Students may enroll for an additional six (6) units after the semester has begun for a total unit limitation of twenty- seven (27) units per semester.

2. Inter-Session*

Students who have been unconditionally admitted may be allowed to register for not more than twelve (12) units prior to the beginning of summer session. Students may add an additional three (3) units after the summer session has begun for a total unit limitation of fifteen (15) units per intersession.

Students who have been conditionally admitted will be allowed to register for the number of units prescribed on the basis of their conditional admission to the College by the Assistant Superintendent/Vice President of Student Services or designee. Students enrolled under Conditional Admission will not be permitted to add additional units without the written authorization of the Assistant Superintendent/Vice President of Student Services or designee.

D. Adding Courses During Registration

Students may add courses online through the registration period.

E. Late Registration

1. **Census Classes:** During the regular semester or the summer intersession, students may only register up to, and including, the last day of business immediately preceding the census date for the class.
2. **Positive Attendance Classes:** Students may only register up to, and including, the last day of business before 20% of the number of days for which the class is scheduled to meet has passed. Once the term has begun, enrollment into classes is subject to instructor approval using electronic wait lists or an Instructor Add Memorandum form. If the faculty member believes there is a compelling reason to add a student after the above deadlines, the request must be approved by the Division Dean or the appropriate Assistant Superintendent/Vice President.

F. Rosters

1. Each faculty member will have access to the class rosters for each class taught during the current semester on the first day of the class via the online roster system. The roster will include the names of all students who have registered prior to the beginning of the term. The student's name on the roster is an authorization to be in that class.
2. Faculty are responsible for managing enrollment in their classes by meeting College deadlines for submission of adds, drops, and submission of census and/or positive attendance rosters, grade rosters, and roster certification forms.
3. If enrollment in a particular course is permitted after classes have begun, the student will be directed to place themselves on the course wait list via the MyDelta Portal or the instructor will complete an Instructor Add Memorandum. Students may be moved, by the instructor, from the electronic Wait List to full enrollment through the due date for the Wait List Roster. Under no circumstances should students be allowed to attend class if they are not enrolled properly. If there is a discrepancy, the student should be referred promptly to the Admissions and Records Office to ascertain the problem concerning enrollment.
4. Enrollment management assistance is provided to faculty by the Admissions and Records Office via e-mail, and in-person assistance is available.

G. Absence from Class

A student who will be absent from any class or classes for three (3) days or longer for health reasons or other personal emergencies are advised to notify the Office of Counseling and Special Services.

If a student knows of a disability-related absence in advance (e.g., previously unanticipated surgery), the student is strongly encouraged to notify the class instructors and Disability Support Programs and Services (DSPS) prior to the absence.

A student may be dropped from a class due to excessive absences. If the excessive absences are disability-related (e.g. surgery, other treatment, an injury, or an illness that is related to a disability or results in a disability) and the student intends to remain registered for the class, the student may meet promptly with a Disability Support Programs and Services (DSPS) Counselor to request assistance to remain registered for the class.

A student requesting DSPS assistance for disability-related absences is not required to be registered with DSPS prior to requesting such assistance. However, DSPS is authorized to determine whether a student making a request due to disability-related absences qualifies as an individual with a disability at the time of the request. If the individual is not disabled and/or the absences are not disability-related, the College is not required to accommodate the student beyond the legal requirements of Section 504 and

Title II.

If the student does not agree with DSPS and the professor's decision, the student may file a grievance (See BP/AP 5530, Student Rights and Grievances).

H. Withdrawals

Withdrawals, or drops, are authorized through the last day of the eighth week of instruction or 50% of the term, whichever occurs earlier. Withdrawals, or drops, prior to the beginning of the semester will be permitted without charge.

A student may only withdraw from a course and receive a "W" for the same course two times.

The limitations above notwithstanding, a student may petition the Director of Admissions and Records for permission to repeat a course more than once to address excessive "Ws" with the following limitations:

1. Student is allowed no more than three enrollments that result in grading symbols of "D," "F," "FW," "NC," "NP," and "W."
2. Students are required to meet all current course prerequisites/ co-requisites prior to attempting to repeat the course.
3. Students who are allowed to enroll for the third time are not allowed to drop the class on or after the census date, they are required to receive a grade.
4. Students must request permission from the instructor to add the course once classes have begun.
5. Student must provide the instructor with a copy of the approved petition to repeat the class.
6. Students are allowed to enroll only after all other credit-seeking students have been added to the class.
7. Students are required to seek support services such as tutoring, counseling, etc. as determined by the College Counselor.

Students, who have exceeded the number of repetitions allowed under this procedure and wish to repeat a class, shall not be allowed to re-enroll in the course at Delta College.

The District will not collect apportionment for enrollment in a class after a total of three repetitions resulting in "Ws," grades, or other non-evaluative symbols.

I. Withdrawal from Graded Courses

a. Withdrawal from Full-Term Census Course:

1. Students who withdraw from one or more courses through the last day before the census day or date will have no entries made on their transcripts for the courses enrolled in at the time of withdrawal.
2. Students who withdraw from one or more courses on or after the census day or date through the last day of the eighth week of instruction or 50% of the term, whichever occurs earlier, of the fall/spring semesters or 50% of the term for Intersessions, will have "Ws" entered on their transcripts for those courses in which they were enrolled at the time of withdrawal from the College.
3. Students who remain enrolled in one or more courses after the last day of the eighth week of instruction or 50% of the term, whichever occurs earlier of the fall/spring semester or 50% of Intersession, will have a grading symbol other than a "W" as prescribed in Administrative Procedure (AP) 4230, Grading Symbols, i.e., A, A-, B+, B, B-,C+, C, D, F, FW, , P, NP, IP, or I, entered on their transcripts.
4. Notwithstanding the above, students who are members of an active or reserve United States military service and who receive orders compelling withdrawal from courses at any time on or after the census day or date shall have the notation "MW" entered on their transcripts in accord with the provisions of AP 4230.

b. Withdrawal from Courses not Coterminous with the Term and Actual Hours of Attendance Courses:

1. Students who withdraw from one or more courses on or before the last day before the census day or date of the course will have no entries made on their transcripts for the courses enrolled in at the time of withdrawal.
2. Students who withdraw from one or more courses in the period between census day or date and 50% of the course will have a "W" entered on their transcripts for the courses in which they were enrolled at the time of withdrawal from the College.
3. The academic record of a student who remains enrolled in a course beyond the time allowed by district policy will have a grading symbol other than a "W" as prescribed in AP 4230, i.e., A, A-, B+, B, B-, C+, C, D, F, FW, P, NP, IP, or I entered on their transcripts.
4. Notwithstanding the above, students who are members of an active or reserve United States military service and who receive orders compelling withdrawal from courses after the census day or date of the first 20 percent of the course shall have the notation "MW" entered on their transcript in accord with the provisions of AP 4230.

J. Withdrawal from College or from a Course

1. Student Initiated: Students should drop courses via the MyDelta Portal.

Withdrawing from the College or from a course is the responsibility of the student. When a student withdraws from the College or withdraws from a course, the drop will be reflected on the electronic class list provided through the District's electronic data system.

2. Instructor Initiated

- a. Mandatory: A student who violates the District's attendance policy within the first census period will be dropped by the Instructor.
- b. Discretionary: A student who violates the District's attendance policy after the first census date may be dropped by the instructor prior to the last date for withdrawal specified above. Faculty members are strongly encouraged to notify a student before dropping the student from class by utilizing the Academic Alert Roster System to notify a student concerning an impending drop.

K. Disability-Related Absences

Upon receiving a request regarding disability-related absences from a student and after determining that the student's absences are disability-related within the meaning of Section 504 and Title II, College's Disability Support Programs and Services office (DSPS) will promptly contact the professor to determine whether allowing the student to remain in the class and/or receiving an incomplete should be provided as an academic adjustment or reasonable modification to accommodate the student's disability, or whether such adjustments or modifications would constitute a fundamental alteration of the class.

L. Reinstatement After Drop

Students dropped from a course due to non-participation or excessive absences due to extenuating circumstances beyond their control, which justify remaining in the course, may request a course reinstatement. Except in cases involving disability related absences as stated in K. Disability-Related Absences, course reinstatements are at the discretion of the instructor.

*Note: Starting with the publication of the 2018-19 SJDC College Catalog, the following enrollment requirements and limitations will be implemented.

C. Student Unit Load

1. Regular Semester:

Students who have been unconditionally admitted may register for not more than twenty- one (21) units prior to the beginning of each semester. Contingent upon Counselor approval, students who have maintained a 2.75 cumulative GPA in a minimum of fifteen (15) units of previously completed coursework, and who are in good academic standing (i.e. not on academic or progress probation), may enroll for an additional six (6) units after the semester has begun for a total unit limitation of twenty-seven (27) units per semester. Students who do not meet the above criteria may still be eligible to enroll for as many as twenty-seven (27) units if they can demonstrate compelling extenuating circumstances.

2. Inter-Session:

Students who have been unconditionally admitted may be allowed to register for not more than twelve (12) units prior to the

beginning of summer session. Contingent upon Counselor approval, students who have maintained a 2.75 cumulative GPA in a minimum of fifteen (15) units of previously completed coursework, and who are in good academic standing may add an additional three (3) units after the summer session has begun for a total unit limitation of fifteen (15) units per intersession. Students who do not meet the above criteria may still be eligible to enroll for as many as fifteen (15) units if they can demonstrate compelling extenuating circumstances.

Students who have been conditionally admitted will be allowed to register for the number of units prescribed on the basis of their conditional admission to the College by the Assistant Superintendent/Vice President of Student Services or designee. Students enrolled under Conditional Admission will not be permitted to add additional units without the written authorization of the Assistant Superintendent/Vice President of Student Services or designee.

Course Audit

AP 5201

Course Audit is defined as the enrollment of a student in a course without award or notation the student's transcript of credit, units attempted, grade, or grade points. Students may be permitted to audit classes at San Joaquin Delta College under the following circumstances and using the following procedures.

- A. It is the policy of San Joaquin Delta College that students are permitted to audit courses only in order to address specific or unusual educational circumstances. Therefore, a course may be audited only upon recommendation of a college counselor and with the approval of the instructor.
- B. Students auditing a course are expected to complete the same coursework and examination procedures as other students enrolled in the course for credit or a grade.
- C. No grade, credit, units, units attempted, or grade points will be awarded to the student for a course being audited. Record of enrollment to audit the course will be maintained as part of the student's academic history, but will not be noted on the official transcript.
- D. A specific course may be audited by a student only one time.
- E. A student may not change an enrollment to audit a course to an enrollment for credit or a grade nor change an enrollment for credit or grade to an enrollment for audit.
- F. Enrollment to audit a course may only be made during the late registration period and only on a space available basis.
- G. Student enrollment to audit a course will be charged a fee in an amount determined each term by the Superintendent/President in accord with the provisions of Education Code §76370.
- H. In accord with the provisions of Education Code §76370, enrollment of students to audit courses will not be claimed by the college as enrollment for apportionment attendance purposes.

Course Repetition

BP/AP 4220.1

I. Substandard Grade

Students may repeat courses in which substandard grades were earned. Limitations on course repetition for substandard grade are described in Administrative Procedure 4220.1, Course Repetition.

II. Repeatable Courses

Students may repeat a course in which a grade of C or better has been earned where the course is designated as repeatable by the Curriculum Committee, Academic Senate, and Board of Trustees. Only three types of courses may be designated as repeatable:

- A. courses for which repetition is necessary to meet the major requirement of California State University (CSU) or University of California (UC) for completion of a bachelor's degree,
- B. intercollegiate athletics, and,
- C. intercollegiate academic or vocational competition.

A course not designated as repeatable may be repeated only as provided in Administrative Procedure 4220.1, Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such manner that all work remains legible, insuring a true and complete academic history.

Students may petition for approval to repeat up to a total of four (4) courses in the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC), or other post-secondary institutions for completion of a bachelor's degree;
- Intercollegiate athletics courses; and,
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four (4) courses. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of four (4) courses designated as repeatable, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of four (4) active participatory credit courses that are related in content, in physical education, visual arts, or performing acts, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments.

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time 36 months.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a "C" or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average.
- Limits on the number of times students may repeat a course.
- Students may not enroll in an available course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students may repeat an available cooperative work experience course pursuant to District policy any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).
- Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. The student must submit documentation showing that the course is a legally mandated training requirement and must submit documentation to the Office of Admissions and Records.
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the

industry or licensure standards. Students may take these courses any number of times. The student must submit documentation showing that the course is needed for employment or licensing and must submit documentation to the Office of Admissions and Records.

I. Variable Unit Open Entry/Open Exit Course

A student may petition the Director of Admissions and Records for permission to enroll in a course offered for variable units on an open-entry/open-exit basis as many times as necessary to complete one time the entire curriculum of the course described in the course outline of record. However, the student may not repeat any portion of the curriculum of the course unless:

- A. The course is required for legally mandated training,
- B. The course is a special class for students with disabilities which the student needs to repeat
 - 1. When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
 - 2. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or
 - 3. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.
- D. Repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances, or
- E. The student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as authorized above.

II. Extenuating Circumstances

A student may repeat a course only if:

- A. the repetition is expressly authorized by another provision of this article; or
- B. the student files a petition and the Director of Admissions and Records grants written approval of the petition based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. When course repetition is approved pursuant to this subdivision, the previous grade and credit will be disregarded in computing the student's GPA each time the course is repeated.

III. General and Occupational Work Experience (as available)

A student may earn up to a total of 16 semester units, subject to the following limitations.

- A. A maximum of six semester units may be earned during one enrollment period in general work experience education.
- B. A maximum of eight semester units may be earned during one enrollment period in occupational work experience education. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.

IV. Special Class for Student with Disability

A student with a disability may petition the Director of Disability Support Programs and Services to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related provided that:

- A. When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
- B. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or
- C. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

V. Legally Mandated Courses

A student may petition the Director of Admissions and Records to repeat a course determined to be legally mandated regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times provided that the student certify or document that course repetition is legally mandated.

VI. Significant Change in Industry or Licensure Standards

A student may petition the Director of Admissions and Records to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times provided that the student certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

Credit by Examination

AP 4235

The purpose of Credit by Examination (CBE) is to recognize a student's experience(s) and knowledge base for which credit or advanced standing has not been previously granted. A student who satisfactorily passes authorized examinations may earn credit.

- A. Determination of Eligibility to Take the Examination: The student must be currently registered at the College, enrolled in the semester in which CBE is requested, and making satisfactory academic progress. The student must meet the prerequisite(s) for the course for which CBE is requested. A student who does not meet the prerequisite(s) may seek entry into the class via a Declaration of Equivalency or Matriculation Appeal Petition (See AP 5052 – Open Enrollment). The student cannot have successfully completed or be currently enrolled in the course for which CBE is requested.
- B. Students petitioning for CBE must meet the following criteria:
 1. Credit may be granted to any student who satisfactorily passes an examination approved and conducted by appropriate authorities of the College.
 2. CBE may be granted only for a course listed in the current College Catalog. Each division shall maintain a list of courses which may be challenged for CBE.
 3. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
 4. CBE courses must be awarded a letter grade (A, B, C, D, or F), except for courses that are offered only as a credit/no credit grading option.
 5. Units for which credit is given by examination shall not be counted in determining residency required for the associate degree or certificate.
 6. A student may not receive credit for a CBE if the student has already completed a more advanced course in the same subject matter.
 7. CBE may not be considered part of the student's program for enrollment verification purposes.
 8. A student may not earn more than 12 semester units of academic credit by examination.
 9. CBE is not offered during the summer intersession.

Procedures and Responsibilities

Step 1: Initiate Petition - The student will initiate a petition no later than the fourth week of the semester to challenge for CBE. Admissions and Records will verify that the student meets the eligibility criteria. The student must provide written evidence, i.e., transcripts, letters of recommendation, etc. that substantiates the knowledge base or experience the student has which warrant approving the petition to challenge the course. The student will consult with a Counselor to determine if CBE will assist the student in meeting educational goals.

Step 2: Petition Approval - A petition for CBE will be approved only if written evidence as indicated in Step 1 substantiates the knowledge base or experience that warrant approval of the petition. The student will meet with either of the following: the Discipline Group Chair or the Division Dean to obtain approval for the petition. If the CBE petition is denied for insufficient documentation or evidence, the denial may be appealed through the Matriculation Appeals process (see AP5052). If no faculty member is available to develop and administer the examination, the petition will be denied.

Step 3: Selection of Faculty & Approval of Testing Instrument - Once the petition has been approved, the Division Dean and Discipline Group Chair will approve the examining instrument and select a qualified faculty member who is approved in the discipline area of the examination to serve as the examiner.

Step 4: Student Notification - The Division Dean will notify the student and the Discipline Group Chair of the appointed examiner, the time and place of the examination, and direct the payment of CBE fees to the Vault Services. If the petition is granted, but no professor is available to write/administer/grade the exam, the Division Dean will notify the student and the Registrar.

Step 5: Payment of CBE Fees - A fee equal to the current per unit enrollment fee is paid to Vault Services (Cashier) by the student upon notification from the Division Dean. A receipt to verify payment of fees shall be presented to the examiner prior to administration of the examination.

After the student has completed the examination the examiner will submit the student petition and a Certificated Hourly Report to the Assistant Superintendent/Vice President of Instructional Services. The examiner will keep the original graded test on file.

The Office of Instruction will record the grade and process the timecard for payment. The completed petition will be forwarded to Admissions and Records.

Step 6: Professor Compensation - The examiner will be paid one hour per unit at the current hourly rate to a maximum of three hours for the examination. However, at the discretion of the faculty member the examination will be as long as necessary to evaluate whether course competencies have been met.

Discrimination, Harassment, Sexual Harassment

AP 3410/AP 3430

The District shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics. All courses, including noncredit classes, shall be conducted without regard to association in any of the classifications referenced above of the student enrolled in the classes. The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District. Complete policy information is available at deltacollege.edu.

For information or assistance, contact the Vice President of Human Resources & Risk Management in Horton Administration 202, (209) 954-5059. ADA/Sec. 504 Coordinator.

Alcohol/Drug Free Environment

BP/AP 3550, BP/AP 3560

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state or federal law). Complete language is available at deltacollege.edu.

Enrollment Prerequisites/Corequisites & Limitations on Enrollment

AP 5052

All courses of the District shall be open to enrollment in accordance with Board Policy 5052 and a priority system consistent with Administrative Procedure 5055. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Assistant Superintendent/Vice President of Instructional Services.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in Administrative Procedure 5055 and District programs that permit restricted enrollment

— the A.D.N. program, the L.V.N. program, the Psychiatric Technician program, the Radiologic Technician program, the SLPA Program, the P.O.S.T. Academy, and the Firefighter I Academy.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except and provided for in Administrative Procedure 5055

and District programs that permit restricted enrollment — the A.D.N. program, the L.V.N. program, the Psychiatric Technician program, the Radiologic Technician program, the SLPA Program, the P.O.S.T. Academy, and the Firefighter I Academy.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The District is not following its enrollment procedures.
- The basis for the limitation does not in fact exist.

A. Prerequisite or Corequisite Challenge Process

Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the class, as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

B. Grounds for challenge of specific prerequisites or corequisite shall include any of the following:

1. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite. Students claiming completion of the equivalent to the prerequisite through completion of a similar requirement at another institution, or through other means, shall follow the equivalency approval procedures in Section I.
2. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites.
3. The prerequisite or corequisite is in violation of the District's prerequisite/corequisite Board Policy and/or Administrative Procedure.
4. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

C. 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 one or more of the courses for which enrollment has 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 (SEP).

D. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

1. Matriculation Prerequisite/Corequisite Appeals Process

E. For challenges concerning academic qualifications as described in section A, the initial determination shall be made by an individual knowledgeable about the discipline, preferably someone qualified to teach in the discipline, but not the person who is the instructor of the section in which the student wishes to enroll.

1. The student shall submit a petition, including evidence in support of the petition, to the Office of Admissions and Records. The Office of Admissions and Records will forward the petition for consideration to the appropriate division dean.
2. The division dean/director shall make a determination on the merits of the petition, in consultation with appropriate faculty knowledgeable about the discipline, preferably faculty qualified to teach in the discipline, but not the instructor of the section in which the student wishes to enroll.
3. If the student is dissatisfied with the decision of the division dean/director, a request may be made to the Office of

Admissions and Records for review by the Matriculation Appeals Committee.

- F. For challenges based on non-academic grounds as described in Section B, the student shall submit a petition, including evidence in support of the petition, directly to the Matriculation Appeals Committee.
- G. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to the determination of whether the student's challenge should be upheld are or ought to be in the District's own records, then the District has the obligation to produce that information.
- H. The Matriculation Appeals Committee shall conduct its proceedings in accordance with the following:
1. The committee shall judge the relevancy of evidence and make its findings according to the evidence.
 2. The committee shall make recommendations for the disposition of the petition and maintain records of all petitions and appeals.
 3. The decision of the committee shall be final. The chairperson shall notify the student and the Matriculation Coordinator, the Assistant Superintendent/ Vice President of Instructional Services, the Assistant Superintendent/Vice President of Student Services, or the Curriculum Committee Chairperson, as appropriate, of the decision of the committee.
 4. Students may not submit a Matriculation Appeal Petition for the same course if the petition was previously denied.
 5. Students may not submit a Matriculation Appeal Petition for the same course if the petition was previously granted, but the student did not successfully complete the course with a grade of A, B, C, or P. (See AP 4230, Grading Symbols)
- I. Prerequisite Equivalency Declaration Process
1. Any student who does not meet a class prerequisite or corequisite, but who believes he or she has completed the equivalent of the prerequisite or corequisite at another institution or has met the prerequisite or corequisite standard through some other means, may seek entry into the class by filing a *Petition for Declaration of Course Equivalency* with the Office of Admissions and Records. Official transcripts from the institution at which the class prerequisite or equivalent was completed and the course description for courses taken outside of the State of California shall be provided by the student at the time the Petition for Declaration of Course Equivalency is filed. Students filing a petition will be allowed to enroll in the course pending the disposition of the petition, if space is available at the time the petition is filed.
 2. The instructor of the course in which the student is enrolled will review the *Petition for Declaration of Course Equivalency* and make a determination as to whether the equivalency will be accepted. The instructor will notify the student and the Office of Admissions and Records if the petition is denied and the student will be removed from enrollment in the course.
 3. Denial of a *Petition for Declaration of Course Equivalency* may be appealed to the Matriculation Appeals Committee. The student may remain enrolled in the class while the Committee considers the appeal.

Enrollment Priorities for Registration

AP 5055

Priority registration will be provided for students who enroll in a community college for the purpose of: degree or certificate attainment, transfer to a four-year college or university, and/or career advancement. Students who have enrolled in courses at the college prior to the spring 2014 semester are not required to complete orientation, assessment, or to develop a student education plan for the purposes of priority registration. Priority registration dates and times are based on Board Policy 5055, in accordance with the *Student Success & Support Program*.

Registration priority shall be provided to students in the order of the groups listed below:

Group One: Special Populations

The following groups who have completed orientation, assessment, and enveloped student education plans shall have equal priority:

- Identified active or former members of the Armed Forces of the United States (DD214).
- Any member or former member of the State Military Reserve.
- Foster youth who are currently in foster care or emancipated foster youth up to 24 years of age. This priority registration

shall remain in effect only until January 1, 2017, and as of that date is repealed by the State of California, unless a later enacted statute, that is enacted before January 1, 2017 deletes or extends that date (AB 194).

- Students who are eligible and currently receiving services through:
 - California Work Opportunity and Responsibility to Kids (CalWORKs);
 - Disability Support Programs and Services (DSPS)
 - Extended Opportunity Programs and Services (EOPS).

Group Two: Special Populations

The following groups who have completed orientation, assessment, and developed student education plans shall have equal priority

- Student athletes that have been verified by the College to be eligible (in season) or capable of being eligible (out of season) for a competitive sport;
- Students receiving services through the International Students Program; and,
- Elected Associated Student Body Government Officers.

Group Three:

The following groups shall be assigned priority based on the points earned for each of the weighted variables listed below.

Students with the most points will receive higher priority assignments.

- Continuing students not on academic or progress probation.
- Probationary students who have for two consecutive terms (excluding summer): Successfully completed for each term, more than 50 percent of their courses with a term GPA of at least a 2.0 as defined in Education Code Section 55031.
- Middle College high school students.
- First-time Delta students who have completed orientation, assessment, and development of student education plans.

Weighted Variables:

1. Number of Delta A.A.-Appropriate Units Completed:

- 01 - 15 = +5
- 16 - 30 = +10
- 31 - 45 = +20
- 46 - 75 = +30
- 76 - 90 = +20
- 91 - 99 = +10

2. Highest Degree Earned or Eligible for:

Lower Priority will be assigned to students who have received a B.A./B.S. or higher degree at any accredited institution:

- B.A./B.S., Degree = -5

3. Cumulative Grade Point Average (GPA):

GPA multiplied by a pre-determined factor established by the Matriculation and Student Access Committee, with a maximum point value of 40:

- GPA of 0.00 to 0.99 multiplied by 1
- GPA of 1.00 to 1.99 multiplied by 2
- GPA of 2.00 to 2.99 multiplied by 5
- GPA of 3.00 to 4.00 multiplied by 10

4. Verified Veteran Dependent = +5

Group Four:

The following groups who have not completed orientation, assessment and development of student education plans shall have equal priority:

- First-time Delta students.
- Returning Delta students who have not been in attendance for two consecutive terms (excluding summer).

- Concurrently-enrolled high school students: This does not include students attending a middle college high school if the student is seeking to enroll in a community college course that is required for the student's middle college high school program.

Registration priority is lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof for two consecutive terms, as defined in Education Code Section 55031
- Has earned one hundred (100) or more degree-applicable units at this District.
- For the purposes of this procedure:

A unit is earned when a student receives a grade of A, B, C, D, or P as defined in Education Code Section 55023.

The 100 unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in Education Code

Section 55000(i) or special classes as defined in Education Code Section 55000.

Units earned through credit by examination, advanced placement, International Baccalaureate or CLEP are exempt from the 100 unit limitation.

For more information you may contact Admissions and Records at: sjdchelp@deltacollege.edu or you may speak with your counselor for a full explanation of your priority point summary.

Grade Changes

AP 4231

- The instructor of a course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith or incompetency.
- Students who believe that an error was made in a grade entered on their permanent record may petition the Director of Admissions and Records to correct the record. Petitions for a grade change must be filed no later than one (1) year after the term for which the grade was posted and will be made only after the assigning instructor determines the validity of such a petition and issues a written authorization for the grade change.

Grades will not be changed for courses completed more than one (1) year prior to the date of a petition except as noted in paragraph "C" below.

- In cases of alleged instructor fraud, bad faith or incompetence, the final determination regarding the removal or change of a grade or adjustment of fees will be made by the Superintendent/President or designee as set forth by Administrative Procedure 5530, (Student Rights and Grievances).
- Only one grade change petition per course is allowed.
- Students who believe that an error was made in enrollment, non-resident, or class fees charged against their student account based on last date of attendance may petition the Director of Admissions and Records to correct the record. Petitions for a removal of fees must be filed no later than one (1) year after the term for which the fees were charged and will only be made after the instructor of record determines the validity of such a petition based on last date of attendance and issues a written authorization for the correction of the drop date.
- Fees will not be changed for courses completed more than one (1) one year prior to the date of a petition except as noted in paragraph "C" above.
- Only one request for adjustment of fees petition per course is allowed.
- The District will consider petitions for documented special circumstances for 1-1/2 (one and one half) years.

Juveniles (Children) on Campus

BP 3900

- No minor (under eighteen years of age) who is not currently enrolled as a Delta College student shall be permitted to remain on campus except while under the direct supervision of an adult.

- B. Minor children may not accompany their parent or another adult to any class unless the child is officially enrolled in the class or unless the child is invited to the class by the instructor for instructional purposes. Parents or other adults may not leave minor children unaccompanied on campus while attending classes or at any other time.
- C. District personnel arranging for field trips or other visits to campus by high school, middle school, or elementary school students shall make appropriate arrangements with school district personnel to provide adequate supervision for students on campus. Such supervision shall include, at a minimum, one adult teacher, counselor, or other responsible chaperone for each 50 high school or middle school children and one adult, teacher, counselor, or other chaperone for each 30 elementary school children.
- D. Any individual or group who leases District facilities or any part thereof primarily for children's entertainment must provide chaperones and such supervision as may be required by the Dean of General Education and Transfer or the Dean of Arts and Communication Division Dean.

Parking Policy

AP 6750/BP 6750

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures. Parking fees may be established in accordance with these board policies (Ref. BP 5030).

These procedures are intended to promote safe and orderly movement of traffic and parking on District property for vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly enforced both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on District property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions. (See BP 5030)

A. Parking Rules and Regulations

1. Parking is restricted to those areas designated and marked for parking. White lines are painted on the parking areas to indicate spaces where vehicles may be parked. Parking on driveway shoulders, in parking lots in unmarked areas, or in any manner which will restrict the flow of traffic, is prohibited. The District, having marked areas designated for parking, is under no obligation to mark all areas where parking is prohibited.
2. Except as provided otherwise in these regulations, all vehicles excluding District-owned vehicles, parking on District campuses must display a valid parking permit. The requirement to display a valid parking permit is enforced 24 hours a day, Monday through Friday with the exception of those days when classes are not in session. Parking is free of charge on Saturdays and Sundays. All other parking regulations are enforced at all times.
3. Special parking areas have been designated for District vehicles and the disabled who have been issued special disabled placards by the Department of Motor Vehicles, and special permit parking.
4. Thirty minute parking spaces, designated by appropriate signs in the parking lots, may be used for loading, unloading, or short-term parking. It is not necessary to display a parking permit for use of these spaces.
5. Motorcycles and other two-wheeled motor vehicles must park in areas specially designated for parking of such vehicles.
6. Parking a vehicle on District property overnight, or at any time for purposes of storage or repairing such a vehicle (except for emergency repairs) is prohibited unless a permit has been obtained in advance from the District Police Department.
7. Parking of motor homes, trailers, boats, or any other vehicle on campus District property for the purpose of habitation or storage is prohibited.

B. Parking Permits and Parking Permit Fees

1. Semester parking permits may be purchased at designated offices on campus or daily permits may be purchased from vending machines in campus parking lots.
2. Parking permits will be displayed so as to be readily visible from the exterior of the vehicle.

3. Parking permits are transferable from vehicle to vehicle.
 4. The issuance of a parking permit for a vehicle is not a guarantee of a parking space. General parking areas are open to all students and visitors on a first-come, first-served basis.
 5. Lost or stolen parking permits may be replaced by making a report at the District Police Department. The Superintendent/President, in consultation with the Director of Police Services and Public Safety Programs is empowered to establish a reasonable fee for replacement of lost or stolen parking permits.
 6. Visitor parking permits for specific limited periods may be issued without charge by authority of the Director of Police Services and Public Safety Programs or a District Police Sergeant.
 7. Parking Permit Fees - See Administrative Procedure 5030, Fees.
- C. Special Parking Requests
- Any group or individual desiring special parking privileges shall make a request to the Director of Police Services and Public Safety Programs who shall evaluate the request and may grant special parking privileges where warranted. Any groups granted special parking privileges shall pay for the cost of special arrangements and services.
- D. Amount of Fines and Warning Citations
1. The Director of Police Services and Public Safety Programs in consultation with the Superintendent/President will make recommendations to the Board of Trustees concerning the amount of fines to be levied for parking related infractions. The Board of Trustees will approve or disapprove any changes to the bail schedule for all parking related violations.
 2. Warning citations, instead of regular citations for violation of parking regulations may be issued in circumstances warranting such use.

Scholarship Honors

Policy 5210

Students who complete 12 or more graded ("A," "B," "C," "D," OR "F") units in a semester with a grade point average of 3.0 or above will be eligible for scholastic distinction for that semester.

A. President's Honor List

Eligible students who earn a grade point average of 3.7 or above will receive presidential honors for that particular term.

B. Dean's Honor List

Eligible students who earn a grade point average of not less than 3.0 or greater than 3.69 will receive dean's honors for that particular term.

Scholastic Probation

AP 4250

- I. Standards for Probation
 - B. Academic Probation: A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a cumulative grade point average of less than 2.0.
 - C. Progress Probation: A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded, reaches or exceeds fifty percent (50%).
 - D. Notification of Probation Status
 1. First Semester Probation: Students who are placed on first semester academic or progress probation shall be notified of their status in writing by Admissions and Records. The notification will inform the student of their status and the required intervention services provided by the College.
 2. Second Semester Probation: Students who are placed on second semester academic or progress probation shall be notified of their status in writing by Admissions and Records. The notification will inform them of their status, loss of eligibility for the BOGG Fee Waiver and Priority Registration, and of the required intervention services provided by the College.

II. Removal from Probation

- A. Academic Probation: A student shall be removed from Academic Probation when the student's cumulative grade point average is 2.0 or higher.
- B. Progress Probation: A student shall be removed from Progress Probation when the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded, drops below 50%.
- C. Admissions and Records shall notify a student when he/she is removed from probation.

III. Probation Appeals

A student has the right to appeal "second semester probation status" if the student believes there are extenuating circumstances warranting an exception to "second semester probation status." The granting of this appeal is based on the review of the probationary semester(s) to determine if the semester(s) do not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.

1. A student must meet with a counselor to explain what extenuating circumstances existed, why the appeal should be granted, and provide strong evidence supporting his/her reasons. The Counselor will recommend to the Director of Admissions and Records or designee if the appeal should be granted, and whether the first and/or second semester on probation should be exempt from determining "second semester probation status."
2. The Director of Admissions and Records or designee shall notify the student if the appeal is granted. Based on the determined priority registration deadlines, the student shall regain his/her placement in the appropriate priority registration group and eligibility for the Board of Governors Fee Waiver if the student has not exceeded the unit limitation.

See BP 4250 Probation, Dismissal, and Reinstatement and AP 4250.1, Dismissal and Reinstatement After Dismissal

Smoking/Tobacco-Free Campus

BP 3570/AP 3570

Smoking and the use or sale of tobacco products are prohibited on all District property. Smoking is also prohibited in all District owned and leased vehicles.

To enforce smoking and tobacco control regulations and procedures, the Superintendent/President is authorized to:

- Set enforcement standards for all District facilities and campuses.
- Impose a fine for first, second, third, and subsequent violations. The amount of the fines as outlined in Administrative Procedure 3570 (AP 3750) shall be approved by the Board of Trustees and cannot exceed one hundred dollars (\$100.00). Funds shall be allocated to include, but not limited to, the designated enforcement agency, education and promotion of the policy, and tobacco cessation treatment options.

Direct that the District post signage stating its tobacco use policy on campus. Inform employees and students of the tobacco use policy and enforcement measures.

There shall be no smoking, use or sale of tobacco-related products on San Joaquin Delta Community College District property including all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by the District. The District shall provide and maintain a workplace and learning environment that is smoke and tobacco-free to promote the safety and health of students, employees, and the public.

Tobacco use is prohibited in all District owned and leased vehicles including vans, automobiles, busses, and all types of delivery, maintenance, and service vehicles.

The District will support and assist efforts to stop smoking by providing literature, referrals to community cessation programs, and by sponsoring periodic campus smoking cessation campaigns.

Implementation of the Smoke-Free Campus policy will be the shared responsibility of every visitor, student, faculty member, classified member, confidential member, manager, administrator, and Board member.

- Notification of the Smoke-Free Environment shall be published on a continual basis in the College Catalog, handbooks, websites, Class Schedules, and other appropriate locations.
- "Welcome to Delta College: We Are a Smoke-Free Campus" signs will be posted at major campus entrances.

- “No Smoking” signs may be posted at building entrances, breezeways, air intake systems, etc., as needed.

No cigarette urns will be placed on District property.

Standards of Student Conduct

BP 5500

A student enrolled at San Joaquin Delta Community College District assumes an obligation to conduct him/herself in a manner compatible with the District’s function as an educational institution. This includes the obligation to act with honesty, integrity, and respect. Students are expected to treat members of the campus community, District property, and personal property of members of the campus community with respect and to take care not to cause harm to others or their property.

The Superintendent/President shall establish regulations setting standards and expectations for student conduct, including regulations specifying acts by students that constitute student misconduct and the disciplinary consequences for such misconduct as defined in Administrative Procedure 5500, Standards of Student Conduct.

For the purpose of this policy, the term “student” includes applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Complete information is located on the District website, under Policies and Procedures.

Standards of Student Conduct

AP 5500

For the purpose of this procedure, the term “student” includes applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending.

Students are expected to obey all federal and state laws as well as all District policies and procedures. Students are obligated to treat all District activities with respect so as not to disturb the opportunity for faculty and staff to perform their duties and for students to gain the full benefits of participation in their classes and other District programs.

A student may be disciplined, and sanctions imposed, in accordance with the procedures set forth in Administrative Procedure 5520, Student Discipline, relating to attendance or District activity. Student misconduct constituting good cause for imposition of discipline includes, but is not limited to, the following:

1. **Academic Misconduct** – Plagiarism (including plagiarism in a student publication), cheating, or other forms of academic dishonesty, intended to gain unfair academic advantage. The following list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty, cheating, plagiarism or falsification. Faculty and administrators may identify other acts constituting any of said types of student misconduct.
 - a. **Academic Dishonesty/Plagiarism:** presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student’s own efforts. Examples of plagiarism include, but are not limited to the following:
 - i. Failing to use proper citations as acknowledgment of the true source of information found in a paper, written or oral examination, or any other academic exercise.
 - ii. Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student’s own, in any academic exercise.
 - iii. Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.
 - iv. Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the professor as part of any academic exercise.
 - v. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.
 - vi. Assuming another individual’s identity or allowing another person to do so on one’s own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student’s grade or academic standing.
 - vii. Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member’s permission.
 - b. **Other Academic Misconduct:** Alteration, distortion, forgery, falsification, or fabrication of data, records, or any

information relevant to the student's participation in any course or academic exercise or tampering with such information as collected or distributed by the faculty member.

- i. Falsifying, or attempting to falsify, attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.
- ii. Inventing, fabricating, or falsifying data as part of the completion of any academic exercise.
- iii. Knowingly furnishing false information (or facilitating the furnishing of false information) to a District official, faculty member, or staff member or campus office.
- iv. Forgery, alteration, or misuse of a District document, key, or identification instrument.
- v. Misrepresenting one's self to be an authorized agent of the District or one of its auxiliaries.

2. Other Misconduct (Non-Academic):

- a. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of others participating in District activities, to property within the District community or poses a significant threat of disruption or interference with District operations.
- b. Dishonesty (Non-academic dishonesty), lying, corruption, deceit, fraud or deception.
- c. Unauthorized entry into, presence in, use of, or misuse of District property.
- d. Willful, material and substantial disruption or obstruction of a District-related activity, or any on-campus activity
- e. Participating in an activity that substantially and materially disrupts the normal operations of the District, or infringes on the rights of others participating in District activities.
- f. Willful, material and substantial obstruction that impedes the flow of pedestrian or other traffic, on or leading to District property or at a District- activity held at a remote location.
- g. Disorderly, lewd, indecent, or obscene behavior on District property or at a District activity, or directed toward others participating in District activities.
- h. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of, or persistent abuse of, District personnel.
- i. Encouraging, permitting, or assisting another person to do any act that could subject him or her to discipline.
- j. Engaging in expression which is obscene; libelous or slanderous; or which incites students so as to create a clear and present danger of the commission of unlawful acts on the District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- k. Conduct that threatens, endangers, or harms the health or safety of any person within the District community; including communicable disease and the failure to address or treat communicable disease, infection or infestation (including insects), strong body odor of alcohol or marijuana emanating from one's person, spitting, physical abuse, physical injury, threats, intimidation, harassment, stalking, sexual harassment, indecent exposure, sexual battery, rape or other types of sexual misconduct.
- l. Engaging in harassing or discriminatory behavior based on religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or status as a veteran or other status protected by law.
- m. Hazing or conspiracy to haze is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of a college (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of a College. The term "hazing" does not include customary athletic events or District sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
- n. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and District procedures) or the misuse of legal pharmaceutical drugs (BP/AP 3550).
- o. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and District procedures), or public intoxication while on District property and/or at a District activity (BP/AP 3560) at a remote location.
- p. Smoking, use or sale of tobacco-related products in any area prohibited by law or by regulation of the District (BP/AP 3570).
- q. Theft or extortion of property or services from the District or others participating in District activities, misappropriation of District resources, or knowing receipt of any stolen property including that of the District or private property while on

- District property and/or at a District activity at a remote location.
- r. Unauthorized destruction or damage to District or property under the use of the District (BP/AP 6520).
 - s. Possessing, selling, using or misusing, or furnishing, firearms or guns, replicas, BB, pellet or soft air guns, ammunition, explosives, fireworks, knives, swords, tasers, stun guns or other weapons, dangerous chemicals, or other dangerous objects (without the prior authorization of the District Superintendent/President or designee) on District property or at a District activity at a remote location.
 - t. Unauthorized recording, photographing, dissemination, or publication of academic presentations (including handwritten notes) for any purpose.
 - u. Possessing, selling, using or misusing, or furnishing pornographic materials or items.
 - v. Misuse of District computer facilities, its network, or resources including:
 - i. Unauthorized entry into a file for any purpose; including electronic sabotage, i.e., downloading virus software or any other method of sabotaging District computers.
 - ii. Unauthorized transfer of a file.
 - iii. Use of the identification or password of other individuals.
 - iv. Interference with the work of a member of the District community, interference with normal District operations, or violation of copyright laws.
 - v. Sending obscene or intimidating and abusive messages through the District's network services.
 - vi. Accessing, viewing or downloading any type of lewd, obscene or pornographic materials, and/or sharing or sale of said materials.
 - vii. Violation of the District's computer use policy.
 - w. Violation of any published District policy, rule, regulation or Superintendent/President's or designee's directive.
 - x. Failure to comply with directions of, or interference with, any District official or any public safety officer while acting in the performance of his/her duties.
 - y. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - z. Initiation of a student discipline proceeding in bad faith.
 - aa. Disruption or interference with the orderly progress of a student discipline proceeding:
 - i. Attempting to discourage another from participating in the student discipline matter.
 - ii. Attempting to influence the impartiality of any participant in a student discipline matter.
 - iii. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - iv. Failure to comply with the sanction(s) imposed under a student discipline proceeding.

Any other conduct that threatens the health, safety or security of the campus community, or substantially disrupts the functions or operation of the District is within the jurisdiction of this Article, regardless of whether it occurs on or off campus, and whether or not it is specifically described above.

Nothing in this procedure may conflict with Education Code Section 66301, which prohibits disciplinary action against students based on behavior protected by the First Amendment. Students who engage in misconduct as described herein are subject to the procedures outlined in Administrative Procedure, AP 5520 Student Discipline, for determination of misconduct and imposition of sanctions. Violations must be reported on Form 5510 Student Misconduct Report (available on the District's Student Services Division Webpage).

See BP/AP 5500 Standard of Conduct, BP/AP 5520 Student Discipline, AP 5530 Student Rights, Grievances & Grade Disputes, BP/AP 3550 Drug Free Environment and Drug Prevention Program, BP/AP 3560 Consumption of Food and Drink: Alcoholic Beverages, BP/AP 6520 Security for District Property

Student Discipline and Disciplinary Appeals

BP 5520

Student Discipline

For the purpose of this policy, the term "student" includes applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending.

The Superintendent/President shall establish procedures for the imposition of discipline for student misconduct in accordance with the requirements for due process of the federal and state law and regulations. The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student. The procedures shall be made widely available to students through the College Catalog, District website and other appropriate means.

The Superintendent/President or designee is authorized to impose discipline against a student up to, but not including, expulsion based on a determination of student misconduct. The Superintendent/President or designee may reprimand, remove or suspend a student or students.

The Superintendent/President may recommend expulsion of a student to the San Joaquin Delta Community College District's Board of Trustees. The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting. Sanctions for student misconduct can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending.

Conduct that threatens the health, safety or security of the campus community, or substantially disrupts the functions or operation of the District is within the jurisdiction of this policy regardless of whether it occurs on or off campus.

Nothing in this policy and its implementing Administrative Procedures may conflict with Education Code Section 66301, which prohibits disciplinary action against students based on behavior protected by the First Amendment. Students alleged to be guilty of misconduct may also be subject to civil proceedings in a court of law that may be initiated by the District, other agencies or individuals. Students alleged to have violated state or federal law may also be subject to criminal procedures by agencies with jurisdiction. Further, the procedures shall not be implemented in a manner that will infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Appeals to Disciplinary Action

The Superintendent/President or designee shall develop procedures to provide a prompt, fair and equitable means to address student misconduct, which shall be implemented in a manner providing students with all due process rights to which they are entitled under state and federal law, and not for the purpose of retaliation. Students who violate the Student Code of Conduct, and as a consequence are recommended to the Superintendent/President for Suspension or Expulsion, have the right to appeal the decision. Appeal procedures are outlined in the corresponding procedure, AP 5520 Student Discipline and Appeal Procedure.

Student Discipline and Disciplinary Appeals

AP 5520

The purpose of this procedure is to provide a prompt, fair and equitable means to address student misconduct and shall be implemented in a manner that is consistent with students' rights to due process under state and federal law.

This administrative procedure shall not be implemented for purposes of retaliation or in a manner that infringes in any way on the rights of students to engage in free expression as protected by the state and federal constitutions and Education Code Sections 66301 and 76120.

Sexual misconduct including discrimination based on gender, sexual harassment, dating violence, domestic violence, sexual assault, stalking, sexual exploitation, and hate crimes based on gender are subject to investigation and action pursuant to Administrative Procedure 3450.1.

Students alleged to have engaged in misconduct may also be subject to civil court proceeding and criminal prosecution in accordance with applicable law.

Students with disabilities may request accommodations to enable them to participate in these student discipline and appeal procedures. Requests for accommodations should be directed to Disability Support Programs and Services (DSPS).

A. Definitions:

1. **Administrative Warning:** A warning issued to a student by the Discipline Officer, or designee, that further violation of District policy or procedure will result in an appropriate disciplinary penalty.
2. **Administrative Withdrawal:** Withdrawal from a course or courses by order of an educational administrator of the District as a result of violation of District policy or procedure.
3. **Advisor:** A person selected by the student to support and/or advise him/her in the course of student discipline and appeal procedures. An Advisor may confer with the student but shall not speak for the student, except in the case of an advisor who is an attorney licensed to practice law in California and who concurrently represents the student on a criminal charge or charges arising out of the same facts and circumstances that form the basis for a pending student disciplinary proceeding. In such case student shall give notice if he/she intends to be represented by counsel when requesting a Review Meeting (Section D.2.) or an Appeal Hearing (Section E.1.).
4. **Board:** The Board of Trustees of the San Joaquin Delta Community College District.
5. **Day:** A day during which the District is in session and regular classes are held, excluding Saturdays and Sundays. Business day means Mondays through Fridays, excluding holidays when the District Office is closed to the public, except as defined by law.
6. **Discipline Officer:** The Superintendent/President's designee to administer discipline for student behavior that violates the Standards of Student Conduct (AP 5500).

Discipline Officer for "Academic Misconduct" shall be the Assistant Superintendent/Vice President of Instruction, Dean of Student Learning and Assessment, or designee.

The Discipline Officer for all other misconduct shall be the Assistant Superintendent/Vice President of Student Services, Dean of Enrollment Services and Student Development, or designee.

Notwithstanding the foregoing, the Superintendent/President may designate any District administrator to serve as Discipline Officer as necessary to fulfill the purpose of this Administrative Procedure.

7. **District:** The San Joaquin Delta Community College District.
8. **Expulsion:** Permanent dismissal or exclusion of the student by the Board from all classes and activities of the District. Any student expelled pursuant to this procedure shall be permanently prohibited from enrolling in any district class, program, and extra-curricular activity and from participating in any district-sponsored event to the extent permitted by law.
9. **Hearing Coordinator:** The Superintendent/President's designee to facilitate the student discipline process including coordination of appeal hearings and training Hearing Panel members to conduct fair and efficient hearings. The Hearing Coordinator shall remain neutral.
10. **Hearing Panel:** The persons selected by the Hearing Coordinator from the lists prepared pursuant to Section F to conduct a disciplinary appeal hearing.
11. **Hearing Panel Clerk:** The person selected for the fiscal year by the President/Superintendent from the lists prepared pursuant to Section F to perform the functions specified in Section F.
12. **Conduct Notice Letter:** Written notice to a student that an Incident Report Form has been found by a Discipline Coordinator to support potential disciplinary action.
13. **Conduct Outcome Letter:** Written notice to a student that a decision on whether a disciplinary penalty is to be imposed for violation(s) of the Standards of Student Conduct (AP 5500).
14. **Probation - Disciplinary:** After violation(s) of the Standards of Student Conduct (BP/AP 5500), a specified period of conditional authorization to attend classes during which the student (a) is subject to reinstatement of any suspended disciplinary penalty or penalties, (b) further disciplinary penalties for any additional misconduct, and (c) may be restricted from extra-curricular activities.
15. **Professor or Faculty:** Persons defined as "faculty" in Education Code section 87003(a) including instructors, counselors, librarians, health services professionals, and Extended Opportunity Programs and Services (EOPS) Professionals.
16. **Removal from Class:** Exclusion of a student from a class by a professor for the day of the removal and, if directed by the

professor, the next class meeting. (Education Code 76031; 76032)

17. Student: District applicants, admitted or currently enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending.
18. Superintendent/President: The Superintendent/President of the San Joaquin Delta Community College District.
19. Suspension:
 - a. Immediate Suspension: An immediate suspension to protect lives or property and to ensure the maintenance of order with a reasonable opportunity for an administrative hearing within ten (10) days of imposition of the immediate suspension. (Education Code 66017)
 - b. Short-term Suspension: Exclusion of the student for good cause from one or more classes for a period of up to ten (10) days by the Discipline Officer. Any student suspended pursuant to this procedure shall be prohibited from participating in any class, program, extra-curricular activity, or any event, on or off campus that is affiliated with the District. (Education Code 73031(a))
 - c. Long-Term Suspension: Exclusion of the student for good cause by the Superintendent/President or designee, from one or more classes for the remainder of the school term, or from all classes and activities of the District for one or more terms. Any student suspended pursuant to this procedure shall be prohibited from enrolling in the District and from participating in any class, program, extra-curricular activity, or any event, on or off campus that is affiliated with the District (Education Code 76031(b) and (c))
20. Time Limits: Any time for the completion of an action specified in this administrative procedure. Time limits may be shortened or lengthened on a case-by-case basis for good cause, as determined by the Discipline Officer with regard to Section D, and by the Superintendent/President, or designee, with regard to Sections E through J of these administrative procedures. Written notice of any change in time limit shall be served on the student by postal mail or by email at the student's District email address.
21. Withdrawal of Consent to Remain on Campus: Pursuant to Penal Code section 626.4, when there is reasonable cause to believe a student has willfully disrupted the orderly operation of the campus, the Superintendent/President, Assistant Superintendent/Vice President of Student Services, or designee, may notify the student that consent to remain on campus or other District facility has been withdrawn.
22. Written or Verbal Reprimand: An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. A record of the issuance of a written reprimand may be included in a student's discipline record.

B. Disciplinary Penalties:

The following penalties may be imposed on students who violate the District's Standards of Student Conduct.

- Warnings and/or verbal or written reprimands
- Removal from Class, Related Service Area, or District Activities
- Activities restrictions that do not include removal from class (e.g., prohibition on participation on clubs or District-sponsored activities)
- Restitution, including payment to the District or others, for the cost of replacing or repairing property damaged by the non-accidental acts of a student or for injury caused by such non-accidental acts
- Suspension, including immediate suspension, short-term, or long-term suspension
- Probation
- Withdrawal of consent to remain on campus
- Instruction/Training on Plagiarism, Sexual Harassment and/or Anger Management
- Revocation of admission, certificates, or degrees when admission, certificates, or degrees were obtained, in whole or in part, by deception or academic misconduct
- Expulsion

C. Removals from Class and Reports of Conduct Violation

1. Removal from Class:

- a. A professor may remove a student from a class or other areas of the District related to the professor's service area. Such decision shall be based on the student's violation of the District's Standards of Student Conduct and shall be at the sole discretion and professional judgment of the professor. Removals by professors shall be final and shall not preclude the District from imposing other disciplinary penalties as described herein.
- b. Immediately after a Removal from Class or other areas related to a professor's service area, the professor shall file an Incident Report Form, documenting the reasons the discipline was imposed and submit it to the Dean of Enrollment Services and Student Development for routing to the appropriate Disciplinary Officer and to the Division Dean.

2. Reporting Violations:

- a. Academic Dishonesty Violations: Plagiarism, cheating, falsifying information for an academic exercise, and other forms of academic misconduct. A District employee must complete an Incident Report Form (Form 5510, available on the District's Student Services Division webpage) and submit it to the Dean of Enrollment and Student Services.
- b. Behavioral Violations: Furnishing false information to a District official, forgery, willful disruption and other alleged violations of Standards of Student Conduct. A District employee must complete an Incident Report Form.
- c. Safety Concerns or Extremely Disruptive Behavior: Disorderly, lewd, or indecent conduct, dangerous or illegal activities, theft, drugs, alcohol or tobacco issues. District employees should contact Campus Police, complete an Incident Report Form, and submit to the Dean of Enrollment and Student Services. When Police Services are involved, a District Administrative Report will be submitted to the Dean of Enrollment Services and Student Development for routing to appropriate Disciplinary Officer and to the Division Dean.
- d. Any District employee who reasonably believes that a student has violated the Standards of Student Conduct may file an written Incident Report Form on Form 5510 and submit it to the Dean of Enrollment Services and Student Development.

All incident reporting forms will be routed to the appropriate dean for investigation and follow up.

D. Disciplinary Review:

1. Initial Review and Notice to Student

- a. When an Incident Report Form or District Administrative Report is received by a District Discipline Officer, the Discipline Officer shall conduct an initial review which includes:
 - i. The circumstances of the alleged misconduct;
 - ii. A summary of witness reports and other evidence;
 - iii. An analysis of the evidence;
 - iv. A preliminary determination of whether there is a reasonable basis for concluding that the alleged misconduct occurred; and if so,
 - v. Whether imposing a disciplinary penalty or penalties would be an appropriate response to the alleged misconduct.
- b. If there is a reasonable basis for concluding that the alleged misconduct occurred and constitutes a violation of the Standards of Student Conduct, the Discipline Officer shall prepare a Conduct Notice Letter and serve it on the student by email to the student's District email address. Service shall be deemed complete upon sending the notice by email.
- c. The Conduct Notice Letter Action shall include a description of the alleged misconduct; the potential disciplinary penalty or penalties and notice of the student's right to respond in writing and to have a Review Meeting with the Discipline Officer. The Conduct Notice Letter ordinarily shall be provided to the student within ten (10) days after the Discipline Officer received the Incident Report Form but the notice period may be extended for a reasonable period as necessary to gather, review and analyze relevant evidence.

2. Student's Response:

The student shall have ten (10) business days from the date of service of the Conduct Notice Letter to request a Review Meeting and/or submit a written response to the Discipline Officer. Failure to respond to the Discipline Officer within ten (10) business days to schedule a Review Meeting shall constitute a waiver of the right to meet with the Discipline Officer.

Failure to cause a written response to be received in the Discipline Officer's office within the ten-day period shall result in a waiver of the right to respond.

If the student waives his/her right to submit a written response and his/her right to request to schedule a Review Meeting, the student shall be deemed to have waived his/her right (a) to provide any rebuttal to the Conduct Notice Letter and (b) to appeal a disciplinary decision. In such case, within fifteen (15) days after the effective date of waiver, the Discipline Officer shall issue a Conduct Notice Letter which shall be final except as to Long-Term Suspensions and Expulsions

3. Review Meeting:

If the student submits a timely request for a Review Meeting, the Discipline Officer shall meet with the student, inform the student of the evidence leading to a determination that discipline may be warranted, and give the student an opportunity to respond.

The Discipline Officer shall issue a Conduct Notice Letter within fifteen (15) days after receipt of the student's written response or the date of the Review Meeting, whichever is later.

If a timely written response has not been submitted and the student fails without excusable reason, as determined by the Discipline Officer, to attend a scheduled Review Meeting, the student shall be deemed to have waived his/her right (a) to provide any rebuttal to the Conduct Notice Letter and (b) to appeal a disciplinary decision. In such case, within fifteen (15) days after the date scheduled for the Review Meeting, the Discipline Officer shall issue a Conduct Outcome Letter which shall be final except as to Long-Term Suspensions and Expulsions.

4. Conduct Outcome Letter:

a. Service of Notice

The Conduct Outcome Letter will be served on the student by email at the student's District email address. Upon extenuating circumstances, the Conduct Outcome Letter may be served by campus police to the student on campus, in class, or at a correctional facility. Service shall be deemed complete upon sending the notice by email or by in person service by campus police.

b. Content of Conduct Outcome Letter

1. A description of the alleged misconduct;
2. If applicable, a short summary of the evidence supporting a determination that disciplinary action is appropriate;
3. The disciplinary penalty or penalties, if any; and,
4. If applicable, the duration of the disciplinary penalty or penalties.

If the student has waived his/her right to appeal, the decision of the Discipline Officer shall be final as to all disciplinary penalties, except Long-Term Suspension and Expulsion. The Discipline Officer shall confer with the Assistant Superintendent/ Vice President of Student Services, or designee, prior to issuing a Conduct Outcome Letter specifying Long-Term Suspension or Expulsion as the disciplinary penalty.

Except when the Discipline Officer's decision is final, or the student has waived the right to appeal the disciplinary decision, the Conduct Outcome Letter shall also inform the student of the right to appeal the Discipline Officer's decision to impose a Long-Term Suspension or Expulsion and include notice of or a copy of this administrative procedure.

5. Resolution by Agreement or Waiver of Rights

- a. **Resolution Agreement.** The Discipline Officer and student may mutually agree to resolve the matter through a resolution agreement that does not constitute formal discipline. The resolution agreement shall recite the underlying misconduct, outline the expectations of the parties, and be retained by the District for the duration of the student's attendance. If the student breaches the resolution agreement or engages in further alleged misconduct, the misconduct underlying the resolution agreement may also serve as the basis for disciplinary action.
- b. A student may affirmatively waive hearing and/or appeal rights and agree to accept disciplinary action. The knowing and willing waiver of rights and acceptance of disciplinary action must be in writing and signed by the student.

E. Disciplinary Appeal Hearing - Long-Term Suspension and Expulsion Only

1. Request for Disciplinary Appeal Hearing

Except when the student has waived the right to appeal, within five (5) business days after service of the Conduct Outcome Letter, the student may submit a Request for Disciplinary Appeal Hearing Form (Form 5525), which is available from the Hearing Coordinator or on the District's Student Services Division webpage. If a Request for Disciplinary Appeal Hearing is not received in the Hearing Coordinator's office on or before the fifth day, the right to an appeal hearing shall be

deemed waived. After receipt of a timely Request for Appeal Hearing, the Hearing Coordinator shall schedule a meeting with the student to review the appeal hearing process.

2. Bases for Appeal

An appeal is limited to one or more of the following bases:

- a. The Review Meeting was not conducted in conformity with these Administrative Procedures.
- b. Based on the evidence available to the Discipline Officer at the time of the Review Meeting or the student's waiver of the right to a Review Meeting, the decision set forth in the Conduct Outcome Letter is not supported by a preponderance of the evidence.
- c. The student's conduct does not warrant the recommended disciplinary action.
- d. There is relevant, material evidence which the student, in the exercise of reasonable diligence, could not produce at or before the Review Meeting.
- e. If the student intends to be represented by counsel, the student shall give notice to the Hearing Coordinator.

3. Notice and Schedule of Disciplinary Appeal Hearing

The Hearing Coordinator shall notify the student of the appeal hearing date, time and location at least fifteen (15) business days in advance of the hearing. The hearing shall be held within thirty (30) business days after a request for an appeal hearing is timely received.

4. Evidence/Hearing Materials

The student shall have access to the District's documentary evidence up to ten (10) days in advance of the appeal hearing. The student must submit all documentary evidence to the Hearing Coordinator at least five (5) business days in advance of the appeal hearing. Documentary evidence submitted by the student less than five (5) business days in advance of the hearing shall not be considered at the hearing except upon a showing, to the satisfaction of the Hearing Panel, that the evidence could not be submitted on time through no fault of the student.

F. Appointment of Hearing Panel

1. At the beginning of the academic year, the Superintendent/President, the presidents of the Academic Senate, Management Senate, Classified Senate, and Associated Students of Delta College (ASDC) shall each establish a list of at least five (5) persons who may be selected to serve on Hearing Panels for a two (2) year term. Every person on the lists must agree to make himself/herself available when a hearing panel must be convened.

The Superintendent/President shall appoint from any of the foregoing lists one (1) person to serve as the Hearing Panel Clerk for the academic year. The decision of the Hearing Panel Clerk shall be final on all matters relating to the conduct of the hearing, unless there is a vote by a majority of the members of the panel to the contrary.

The Hearing Coordinator shall train the Hearing Panel Clerk and all others on the lists regarding their responsibilities under these Administrative Procedures, effective hearing protocol, the roles and responsibilities of panel members and the Hearing Panel Clerk and other matters bearing upon the integrity and effectiveness of a Hearing Panel.

2. Hearing Panels for any Disciplinary Appeal action shall be composed of one (1) of the following: Superintendent/President appointee, administrator, faculty member, classified staff member, and except in cases involving allegations of sexual misconduct, student selected by the Hearing Coordinator from the above lists. In cases involving allegations of sexual misconduct, the Hearing Coordinator shall select the fifth panel member from any list other than the ASDC list; but if a fifth panel member is unavailable, the Hearing Panel shall proceed with four members.
3. Hearing Coordinator. The Hearing Coordinator may assign a neutral hearing officer rather than a Hearing Panel under circumstances that include, but are not limited to, a hearing that involves technical or legal complexities requiring specialized knowledge; the impartiality of the usual hearing process has been or may have been compromised; emergencies or other critical matters require that a hearing be convened without delay, and the hearing is expected to require more than two days to complete and hearing panel members are not readily available due to employment or school commitments, illness or injury.

When a hearing officer is assigned, references to the "Hearing Panel" or "Hearing Panel Clerk" shall mean the "hearing officer," and the roles and rules related to hearings by a Hearing Panel shall apply to the hearing officer to the extent practicable.

4. Any District employee or student who has any personal involvement in the facts or circumstances of the underlying disciplinary matter, who is a witness or who could not otherwise act in a neutral manner (e.g., by reason of familial, personal or business relationship with the student or the student's family), as determined by the Hearing Coordinator, may be removed from the panel by the Hearing Coordinator. Upon removal, the Hearing Coordinator shall appoint another person from the same list on which the removed person's name appears.

G. Conducting the Disciplinary Appeal Hearing

1. The members of the Hearing Panel shall be provided with a copy of the District's and student's written evidence on the day of the hearing.
2. Unless the Hearing Panel determines to proceed otherwise, the District's representative and the student shall each be permitted to make an opening statement.
3. The District representative followed by the student may call witnesses and introduce oral and written evidence relevant to the disciplinary proceeding. Witnesses may include administrators, faculty, classified staff members, and other students who have personal knowledge of the conduct on which the recommended Long-Term Suspension or Expulsion recommendation is based.

The District's representative and student are responsible for securing the attendance of their respective witnesses; the Hearing Panel does not have the authority to mandate their appearance

4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs regardless of the existence of any common law or statutory rule which might otherwise exclude such evidence in a court of law.

When an accused student admits to misconduct, the Hearing Panel is not required to take additional evidence to support a factual finding as to the admitted conduct.

The burden of proof shall be on the District to prove a violation of the Standards of Student Conduct by a preponderance of the evidence.

5. Except as provided in this paragraph, the student shall represent himself or herself at the hearing.

Before and during the hearing, the student may at his/her sole expense consult with an attorney or other advisor of his/her choice but, except as provided below when criminal charges are pending, the attorney or other advisor shall not directly participate in the hearing by raising objections; asking questions of the student, witnesses, or the hearing panel; presenting evidence on behalf of the student; arguing the student's case; or advocating for or defending the student.

The student's attorney, if licensed in the State of California, may assist the student during the hearing only if, at the time of the hearing, there are criminal charges pending against the student and such charges are based on all or some of the conduct that is at issue in the disciplinary appeal hearing.

The Hearing Panel may have the assistance of a legal advisor who may sit with the Hearing Panel in an advisory capacity only.

6. An appeal hearing shall be closed and confidential unless the student requests that it be open to the public. Any such request must be submitted in writing to, and received by, the Hearing Coordinator no less than five (5) business days prior to the date of the hearing. Notwithstanding the foregoing, any part of a public hearing that would disclose confidential information in violation of the right to privacy of any person other than the student shall be closed and confidential.
7. Except for the student and the administrator serving as the representative of the District, witnesses shall not be present at the hearing except while testifying.
8. The District shall make a record the hearing either by audio, video or stenographic recording. No other recording of the hearing is permitted. In the event the hearing is audio-recorded, the Hearing Panel Clerk shall, at the beginning of the hearing, ask all persons present who may participate in the hearing to identify themselves by name. No witness who refuses to be recorded will be permitted to testify.

The original recording shall remain in the custody of the District at all times, unless released to a professional transcribing or copying service. The student may request a copy of the audio recording and/or the written transcript of the hearing.

District is under no obligation to cause the recording to be transcribed. If the District causes the recording to be transcribed, the District shall make an electronic or hard copy of the transcript available to the student if requested by the student; however, if the release of information in the recording or transcript would conflict with the right to privacy of any person other than the student, such information shall first be redacted.

9. All testimony shall be taken under oath. The Hearing Panel Clerk, Hearing Officer, or court reporter, shall administer the oath. Written statements of witnesses shall not be admitted as evidence unless the statement is executed under penalty

of perjury and the witness is unavailable to testify. A witness who refuses to be audio-recorded is not unavailable.

10. After the presentation of all evidence, the Hearing Panel shall deliberate confidentially. Within five (5) days following the close of the hearing, the Hearing Panel Clerk shall prepare and submit a Hearing Summary to the Superintendent/President.

The Hearing Summary shall include Hearing Panel's findings of facts, a determination of whether there is good cause for disciplinary action, a statement of whether the Hearing Panel recommends upholding or overturning the Long-Term Suspension or Expulsion. The findings of facts and determination of good cause, if any, shall be based only on evidence presented at the hearing.

H. Final Decision – Long-Term Suspension or Expulsion

1. Within five (5) days following receipt of the Hearing Panel's Hearing Summary, the Superintendent/President shall render a written decision. The Superintendent/President may accept, modify or reject the factual findings, determination of good cause and/or recommended disciplinary action: however, in no event may the Superintendent/President impose discipline that is more severe than the discipline penalty set forth in the Conduct Outcome Letter.

If the Superintendent/President modifies or rejects the Hearing Panel's findings of fact, determination of good cause, and/or recommended disciplinary action, the Superintendent/President shall review the record of the hearing and prepare a written decision which contains factual findings and conclusions and specifies the disciplinary penalty.

The Superintendent/President's decision as to a Long-Term Suspension is final. The Superintendent/President's Long-Term Suspension decision shall include a denial of access order as specified in Section I.

2. Expulsion: If the Superintendent/President determines that expulsion is the appropriate discipline penalty, the Superintendent/President shall make that recommendation to the Board. (Education Code Section 76030).
3. The Board shall consider any expulsion recommendation from the Superintendent/President at the next regular meeting or special meeting of the Board occurring at least ten (10) days after receipt of the Superintendent/President's expulsion recommendation. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public session. (Education Code 72122).
4. The student shall be served with notice of the date, time, and place of the Board's meeting, by, by personal service, or by student email, at least six (6) business days prior to the meeting date. Service shall be deemed complete upon personal delivery or upon sending by student email.

The student may, at least three (3) business days prior to the Board meeting, notify the Hearing Coordinator of his/her request that the Board consider the matter in open session. Notwithstanding a student's timely request for open session consideration, any discussion that would be contrary to the privacy rights of anyone other than the student and any deliberations on the disciplinary penalty will be held in closed session.

5. The Board may accept, modify, or reject the findings, determinations and recommendations of the Superintendent/President. If the Board modifies or rejects the Superintendent/President's decision, the Board shall review the record of the hearing and prepare a written decision which contains specific factual findings and conclusions.
6. Board action on an expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District. The Board's decision shall be final and shall be served upon the student by certified or registered mail or by personal delivery.

I. Post Suspension or Expulsion Denial of Access

Any Long-Term Suspension or Expulsion order issued after a hearing based in whole or in part on disruption of the orderly operation of the campus and/or other District facility shall include an order denying access to the campus and/or other District facility for the period of the suspension, or in the case of an expulsion, for a period not to exceed one year. A student who willfully and knowingly enters the campus and/or District facility during the period for which access has been denied is guilty of a misdemeanor. (Penal Code 626.2)

A student who enters the campus and/or District facility while an order denying access following suspension is in effect may be subject to additional disciplinary action.

Nothing herein shall be construed to prevent the District from taking other available actions to deter the presence of a student on District property to ensure the safety of students and/or employees.

J. Student Records

Whenever a document concerning the District's decision to impose a disciplinary penalty is entered in a student's records, the student may, within 30 business days, submit a written response to the document to be included in his/her records.

K. Immediate Suspension

The Superintendent/President, or any person assigned as acting Superintendent/President in his/her absence, may order an immediate suspension when he/she concludes that an immediate suspension is required to protect lives or property and to ensure the maintenance of order. The suspended student shall be provided with a reasonable opportunity for a hearing before the Superintendent/President within ten business days of the imposition of the immediate suspension. (Education Code 66017)

L. Withdrawal of Consent to Remain on Campus (Penal Code 626.4)

When there is reasonable cause to believe that a student has willfully disrupted the orderly operation of the campus or a District facility, the Superintendent/President, Assistant Superintendent/Vice President of Student Services, their designees, or a District police officer may notify a student that consent to remain on campus or other facility under the control of the District has been withdrawn. If the student is on campus at the time, the student must promptly leave.

Further, if consent is withdrawn by a person other than the Superintendent/President, that person must prepare a written report for the Superintendent/President's or his/her designee's review and determination whether there was reasonable cause to believe the student willfully disrupted the orderly operation of the campus/facility. If so, the Superintendent/President or designee must enter his/her confirmation on the report within 24 hours after consent was withdrawn. If not confirmed within 24 hours, the withdrawal of consent is deemed void.

Any student who has received notice of withdrawal of consent pursuant to Penal Code Section 626.4 may submit a written request to the Superintendent/President for an administrative hearing. In such case the Superintendent/President, or designee, shall afford the student an opportunity to be heard within seven (7) business days after receipt of the written request.

In no case shall consent be withdrawn pursuant to Penal Code Section 626.4 for longer than fourteen (14) days.

The Superintendent/President shall determine whether consent shall be reinstated. The Superintendent/President may submit an Incident Report Form to the Discipline Officer for disciplinary consideration.

Any student who remains on campus or at a facility after consent has been withdrawn or who knowingly reenters while consent has been withdrawn, except to return for a pre-arranged meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

See BP/AP 5540 Title IX Policy: Sexual Misconduct and Gender-Based Discrimination; Incident Report Form 510, available on the District's Student Services Division webpage)

Student Rights, Grievances, and Grade Disputes**BP 5530**

Students shall be entitled to seek redress over improper District decisions and actions that are contrary to District policies, procedures or laws, and that adversely affect a student's status, rights or privileges. To this end, the Superintendent/President shall establish procedures allowing students to file grievances that provide a prompt and equitable means of resolving student concerns over allegedly improper District decisions that adversely affect a student's status, rights or privileges. The procedures shall apply to grievances regarding:

1. The exercise of rights of free expression protected by the state and federal constitutions and Education Code Section 76120.
2. Infringement of any right specifically granted to the student by law or a duly established District policy or procedure.
3. Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the professor of the course and the determination of the student's grade by the professor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by a professor in calculating a student's grade and clerical errors.

This policy does not entitle students to seek redress over student disciplinary actions (disciplinary appeals), which are covered under separate Board Policies and Administrative Procedures (BP/AP 5520).

This policy does not entitle students to seek redress over police citations for moving traffic violations; such complaints be directed to the local county court in the same manner as any traffic violation.

This policy shall not be used to redress student complaints regarding the individual conduct of others, including harassment or complaints of unlawful discrimination. Such complaints should be pursued using the District process described in BP/AP 3410 Nondiscrimination, BP/AP 3430 Prohibition of Harassment.

See BP/AP 5500 Standards of Student Conduct; Form 5510 Student Misconduct Report Form; BP/AP 5520 Student Discipline and Disciplinary Appeals; Form 5525 Request for Misconduct Hearing Form; AP 5530 Student Rights, Grievances, and Grade Disputes; Form 5535 Grievance Mediation Form; Form 5540 Request for Grievance Hearing Form

Student Rights, Grievances, and Grade Disputes

BP 5530

A. Purpose

The purpose of this procedure is to provide a reasonable means for resolving student grievances when no other administrative procedure or departmental procedure for review, investigation or resolution of the matter exists. See Section F, Other Available Procedures.

Any time for the completion of an action specified in this administrative procedure may be shortened or lengthened on a case-by-case basis for good cause, as determined by the Assistant Superintendent/Vice President of Student Services. Written notice of any change in time limit shall be served on the student by postal mail or by email at the student's District email address.

B. Definition of Terms

1. Applicant: A person whose application for admission to the District has been denied.
2. Day: A day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.
3. District: San Joaquin Delta Community College District.
4. Former Student: A person who is no longer enrolled as a student in the District.
5. Grievance: A complaint, charge, or appeal by a student or applicant based on an action by a District employee or agent that (1) allegedly violates a law, written Board Policy or Administrative Procedure that grants a specific right to the student or applicant, or constitutes an arbitrary, capricious, or unequal application of specific law or written Board Policy or Administrative Procedure, and (2) personally and directly affects the student or applicant when no other administrative procedure or departmental procedure for review, investigation, or resolution of the matter exists.

A grievance by an applicant to the College shall be limited to the denial of admission.

6. Grievance Facilitator: A division dean or student services manager, who is selected either by the Assistant Superintendent/Vice President of Student Services or another District administrator appointed by the Superintendent/President, to facilitate resolution of grievances by mutual agreement of the parties.
7. Grievance Officer: A District administrator appointed by the Superintendent/President or designee to review a specific grievance and render a final decision.
8. Grievance Statement: A written statement (Grievance Mediation, Form 5535) which clearly and concisely states (1) the law or Board Policy or Administrative Procedure that allegedly has been violated or arbitrarily, capriciously, or unequally applied; (2) the facts and circumstances giving rise to the grievance and name(s) of all District employees and/or agents whose acts or omissions are at issue; (3) the desired remedy; (4) a brief description of informal resolution efforts and whether informal resolution efforts are still in progress; and (5) the student's or applicant's mailing address and/or email address and telephone number for notices and other communications in relation to the grievance.
9. Grievant: The student or applicant who submits a sufficient grievance as determined by the Grievance Facilitator pursuant to Section D, Facilitated Resolution Procedure.
10. Party: The grievant or any District employee or agent allegedly responsible for the violation of law, Board Policy or Administrative Procedures or for arbitrary, capricious or unequal application of a law, Board Policy or Administrative Procedure.
11. Respondent: District employee or agent, who is identified by a student, former student, or applicant, as allegedly responsible for the violation or arbitrary, capricious, or unequal application of a law, Board Policy or Administrative Procedure.
12. Student: An individual currently enrolled in the District.
13. Superintendent/President: The District's Superintendent/President or a designated representative of the Superintendent/President.

C. Informal Resolution Procedure

Students and applicants shall make a reasonable, good faith attempt to resolve the matter by communicating first with the respondent(s) and, if unable to reach an informal resolution, with the respondent's/respondents' immediate supervisor within ten (10) days after the alleged act or omission giving rise to the grievance.

D. Facilitated Resolution Procedure

1. If an Informal Resolution has not been reached and the student or applicant desires to continue to pursue resolution, he/she shall submit a written Grievance Mediation Form 5535 to the office of the Assistant Superintendent/Vice President of Student Services within twenty (20) days after the act or omission giving rise to the grievance.
2. The Grievance Facilitator shall determine whether, as submitted, the Grievance Mediation Form 5535 is sufficient. A Grievance Statement shall be deemed sufficient if:
 - a. it is timely submitted;
 - b. the person submitting the Grievance Mediation Form 5535 is a student, former student, or applicant, as defined in this procedure, and has made a reasonable effort to communicate with the respondent(s) and respondent's/respondents' immediate supervisor(s) to try to resolve the matter;
 - c. the student or applicant is personally and directly affected by the act(s) or omission(s) alleged in the Grievance Statement;
 - d. it specifies facts which, if true, would constitute a grievance under this procedure; and,
 - e. the grievance is not clearly frivolous, without foundation, or filed for purposes of harassment.
3. If a Grievance Statement is not sufficient, the Grievance Facilitator shall notify the student or applicant in writing within ten (10) days whenever practicable. The Notice of Insufficiency shall identify the reason(s) for insufficiency.
4. A student, former student, or applicant may submit a revised Grievance Mediation Form 5535 which must be received in the Grievance Facilitator's office within ten (10) days after the Grievance Facilitator either mailed or emailed the Notice of Insufficiency, whichever is later. If a revised Grievance Mediation Form 5535 is not timely received or is also determined to be insufficient by the Grievance Facilitator, the student, former student, or applicant shall be notified, and the right to pursue further review under this procedure shall be deemed waived.
5. The Grievance Facilitator shall try to facilitate a resolution through conference(s) with the parties, individually or together, and by any other voluntary means designed to facilitate a mutually agreeable, voluntary resolution.
 - a. If the parties reach a resolution, they shall, with the assistance of the Grievance Facilitator, put the terms and conditions of the resolution in writing and sign and date the resolution agreement. The Grievance Facilitator shall retain a copy of the signed agreement.
 - b. If the Grievance Facilitator concludes that the parties are unable to reach a mutually agreeable, voluntary resolution, the Grievance Facilitator shall issue a Notice of Non-Resolution to the Grievant with a copy to the respondent(s). The Grievant may pursue administrative review as provided in Section E below.

E. Administrative Review

1. If the Grievant desires to seek an Administrative Review of the Grievance, within ten (10) days after the Grievance Facilitator mailed or emailed the Notice of Non-Resolution, whichever is later, the Grievant shall submit a written Request for Administrative Review to the Grievance Facilitator, who shall forward it to the Superintendent/President, or designee, with a copy of the Grievance Mediation Form 5535, for assignment to a Grievance Officer. If the Grievance concerns a District employee, the Grievance Facilitator shall also forward a copy of the Request for Administrative Review to the employee within five days after receipt and notify the employee of the District's intention to investigate in accordance with these procedures.
2. Unless other procedures are required by applicable laws or regulations, the Grievance Officer shall set an Administrative Review Conference ("ARC") as soon as practicable. At the ARC the Grievance Officer shall give the parties an opportunity to present information in support of, or to rebut, the Grievance and to state any proposed resolution(s). The Grievance Officer may ask the parties and non-parties questions and request that they provide relevant documents. Presentation of information and/or appearances by non-parties shall be permitted only with the Grievance Officer's express authorization or as required under an applicable collective bargaining agreement.
3. The Grievance Officer shall issue a Notice of Decision to the parties within ten (10) days after conclusion of the ARC whenever practicable and send a copy to the Grievance Facilitator. The Grievance Officer's decision shall be final.

F. Other Available Procedures

The District has specific procedures to address various concerns. The list below is intended to assist in identifying the appropriate procedure for specific complaints. Requests for help with determining the appropriate procedure may be directed to the Assistant Superintendent/Vice President of Student Services.

1. Student disciplinary actions, which are covered under AP 5500 Standards of Student Conduct and BP/AP 5520, Student Discipline and Appeals Procedures.
2. Challenges of Course or Program pre-requisites or co-requisites, which must be resolved through policies and procedures of the applicable academic department; and/or the Matriculation Appeals Committee.
3. Financial Aid eligibility which must be appealed through the online appeal process on the District's Financial Aid, Scholarships & Veterans Services webpage.
4. Parking Citations which must be appealed through the online appeal process on the District's Police Department webpage.
5. Police Citations (i.e., "tickets" for moving violations, alcohol, etc.) which must be directed to the criminal justice system (court) in the same way as any traffic violation.
6. Students with concerns regarding professional, clinical standards or training issues within specialized programs must follow the specialized grievance procedures listed in the specific program handbook:
 - a. Law Enforcement Police Academy (Peace Officers Standards & Training - POST)
 - b. Nursing Program - Associate Degree and Vocational (Health Sciences Division)
 - c. Psychiatric Technician Program (Health Sciences Division)
 - d. Radiologic Technology Program (Health Sciences Division)
7. Unlawful Discrimination and Harassment complaints must be handled through the District's Administrative Procedures 3435 and 3435.1, Discrimination and Harassment Complaint Procedure and Investigative Process, which are available from the District's Human Resource Office and on the District's website.
8. Grade Disputes – AP 5530.1.

See Administrative Procedures 5500 Standards of Conduct, 5520 Student Discipline and Appeal Procedure; Administrative Procedure 5530.1 Grades Disputes; and Grievance Mediation (Form 5535), available on the District's Student Services Division Webpage

Student Rights & Responsibilities

It is very important for student to know their rights and responsibilities. In addition, it is also important for students to know the rights and responsibilities of Delta College. Students who believe their rights are being violated, or the College is not meeting its responsibility in serving them should contact the Vice President of Student Services. Students may appeal the matriculation requirements for pre- and co-requisites, limitations on enrollment, admissions, orientation, assessment, and counseling & advisement by petition.

A. Admissions Student Rights:

1. The College will provide equal educational opportunity for all students, regardless of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), gender, sexual orientation, or status as a Vietnam-era veteran, who have met admission qualifications and course/program prerequisites. (Policy 5060, Sec. A)
2. All courses of the District shall be open to enrollment in accordance with a priority system consistent with AP 5055. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Assistant Superintendent/Vice President for Instructional Services.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the district, except as provided for in Administrative Procedure 5055 and District programs that permit restricted enrollment: the ADN program, the LVN program, the Psychiatric Technician program, the Radiologic Technician program, and P.O.S.T. Academy, and the Firefighter I Academy. (TITLE 5, ARTICLE 4, 55532 Exemptions AP 5052)

Student Responsibilities:

1. Each student has the responsibility to select an educational goal in the application for admissions, i.e., A.A./A.S. degree, transfer, vocational certificate, personal development, improvement of basic skills, or undecided. (Title 5, Article 4, 55530 Student Rights)
2. The student has the responsibility to meet all course prerequisites. (AP 5052)
3. Each student must assume responsibility for compliance with the instructions and regulations set forth in the College

Catalog for selecting courses which will permit achievement of individual educational objective, and for satisfying course prerequisites.

4. The student should attend class and study regularly. (Title 5, Article 4, 55530 (d)(3) Student Rights)
5. Withdrawing from a class is the responsibility of the student. The student should drop the class by using the telephone or Internet registration system. As a matter of courtesy and to assist the instructor in maintaining accurate class records, the student should also inform the instructor of the decision to drop the course. (Title 5, Article 4, 58106, AP 5075)

College Rights:

1. The College assumes no responsibility for the misinterpretation of policies and procedures as presented in the Catalog & the Schedule of Classes.
2. The College reserves the right to change the regulations, fees, and other information contained in the Catalog as required without prior notice.
3. The College reserves the right to refund enrollment, non-resident tuition, and differential fees upon request for courses dropped before the end of the first two weeks of instruction for full-term classes or before the end of ten percent of the length of the class for short-term classes. Refunds will be made upon request for courses dropped later if the program change is a result of action by the District to cancel or reschedule a class or to drop a student from a class where the student fails to meet a prerequisite. Refund request forms must be received by the Admissions and Records Office not later than after the final date to qualify for refund. Refunds are subject to a \$10.00 processing fee. (AP 5030, A & B)
4. It is the right of an instructor to drop any student "who fails to attend any class session during the first three sessions of the class at the beginning of a term"... "unless the student has advised and obtained an absence approval" from the faculty member. (Policy 5150)
5. It is the right of the instructor to drop a student from class when absences become excessive. (AP 5150)

College Responsibilities:

San Joaquin Delta College is an Equal Opportunity Employer and operates in compliance with Title IX, VII, and VI regulations. San Joaquin Delta College does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, or handicap in its criteria for admission, employment or participation in educational programs and activities. (AP 5060)

B. Orientation Student Rights:

All students have the right to enroll in a guidance class which provides an orientation to San Joaquin Delta College. (Title 5, Article 4, 55520)

College Rights:

San Joaquin Delta College has the right to establish appropriate orientation services i.e. video, guidance courses, etc. (Title 5, Article 4, 55520)

College Responsibilities:

Delta College has the responsibility to provide students with the appropriate guidance based upon the student's need. (Title 5, Article 4, 55520)

C. Academic Assessment Student Rights:

1. Students have the right to know their academic skill level. This right is ensured through several mechanisms including the Academic Assessment Program, articulated programs with high schools, holistically scored essays, transcripts from other colleges.
2. Students who believe their initial assessment in reading, writing, and mathematics is not reflective of their skills may challenge the results by taking a Retake assessment in the skill area(s).
3. (Title 5, Article 4, 55520).

College Rights:

1. In all programs and classes requiring special screening and entrance examination, San Joaquin Delta Community College will make the final selection of students. (AP 5070.1 - 5070.6, AP 5080.1)
2. Academic Assessment is required for all first time Delta College students prior to class registration. Assessment will include reading, writing, and mathematical skills. An alternate to academic assessment may be met by one of the following:
 - i. Provide official transcripts from a regionally accredited college or university that show the award of an A.A./A.S., B.A./B.S., or higher
 - ii. Provide official transcripts from a regionally accredited college or university that show completion of English 1A or

above or the equivalent and Math 82 or above or the equivalent, each with a grade of “C” or better.

- iii. Provide comparative assessment tests/evaluations and/or placements from regionally accredited colleges or universities.
- iv. Enroll in courses specifically exempt from assessment.
- v. Enroll in exclusively level 1, basic skills courses in reading, writing, and/or mathematics.
- vi. Enroll exclusively in non-credit courses.
- vii. Request a one-course waiver to enroll in a course or in sequential courses with prerequisite “none” within a single academic term. (Note, a course is considered sequential if one course is prerequisite to another and both courses are taken within the same term.) A student may extend this waiver for additional courses(s) provided that the student continues to take no more than one course or sequential courses in a single term and provided the previous course to which the waiver had been applied was passed with a grade of “C” or better.

D. Guidance and Counseling Student’s Rights:

1. All students have the right to receive personal, academic and career guidance. (Title 5, Article 4, 55520 & AP 5110)
2. Students may file a complaint with the Vice President of Student Services if a student service which was advertised in the schedule under the section “Services Available to Students” and which was recommended to the students in the SEP was not available. (Title 5, Article 4, 55534)

Student Responsibilities:

1. The student should declare a specific educational goal or should be working toward determining a goal during the term after which the student has completed 15 semester units of degree-applicable courses. (Title 5, Article 4, 55530)
2. The student should meet with a counselor to develop a Student Education Plan (SEP) - a program of study and services needed by the student to enable the individual to obtain his/her educational objective. (Title 5, Article 4, 55525, AP 5050)
3. It is the student’s responsibility to seek assistance in achieving the declared educational goal i.e., make an appointment for appropriate guidance and counseling. (Title 5, Article 4, 55530 (d) Student Rights)
4. It is the student’s responsibility to make progress toward the declared educational goal. (Title 5, Article 4, 55530)
5. It is the student’s responsibility to maintain satisfactory academic progress. (Title 5, Article 4, 55530)

College Rights:

1. Delta College has the right to establish appropriate student services i.e., guidance services, orientation, academic advisement, etc. (Title 5, Article 4, 55523)
2. If a non-exempt student fails to cooperate with the district in the development of a Student Educational Plan (SEP) within 90 days after declaring the specific educational goal, or fails to abide by the terms of their specific educational plan, San Joaquin Delta College may suspend or terminate services. (Title 5, Article 4, 55530)

College Responsibilities:

1. Delta College has the responsibility to provide staff to facilitate the guidance process. (Title 5, Article 4, 55523)
2. Delta College has the right to recommend the necessary services for students to achieve the stated academic goal. (Title 5, Article 4, 55523)
3. Delta College will make available to all students organized educational, vocational and personal-social counseling. In those instances where there is counseling specialization, individual counselors may be designated for each specific area. A student will be encouraged to request counseling for personal-social problems which might interfere with satisfactory academic progress. (Title 5, Article 4, 55520 & AP 5110)

Counseling services primarily responsible for:

1. Providing guidance in program planning - immediate and long range.
2. Administering and interpreting various non-academic tests.
3. Counseling students with low scholastic achievement, including the special counseling required by Title 5, §131, of the California Administrative Code.
4. Counseling regarding any academic, career or personal problems that are related to the student’s education.
5. Providing, directly and by referral, occupational information services.
6. Providing, by referral, assistance in the securing of employment.
7. Providing referrals for students who are in need of psychological services including emergency mental health counseling and/or long-term therapeutic support.
8. Providing special assistance to students who are on academic dismissal status to improve scholastic performance or pursue reinstatement to the College. (AP 5110)
9. Providing assistance to students who are applying for financial aid requiring an academic progress report or financial aid

disqualification appeal.

10. Providing academic instruction in orientation to college, personal development, self-esteem, career awareness, and job seeking skills.

E. Prerequisites, Co-requisites, & Limitations on Enrollment Student's Rights:

1. Students have the right to be informed of the procedures to claim equivalency to courses or other requirements. (AP 5052)
2. Students have the right to be informed through the Student Handbook, and Catalog of the definitions of prerequisites, corequisites and limitations on enrollment including the differences among them and the specific prerequisites, corequisites and limitations on enrollment which have been established. (AP 6156.1, AP 5052)
3. Students have the right to be informed through the Student Handbook, Catalog, and in the Schedule of Classes of the procedures to challenge prerequisites, corequisites, and limitation on enrollment and the grounds for which a student may make such a challenge. The information about challenges will include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the College. (AP 6156.1, AP 5052)

Student's Responsibilities:

1. Students have the responsibility to become informed and to follow established policies and procedures regarding declaration of equivalency process.
2. Students have the responsibility to become informed about the definitions of prerequisites, corequisites and limitations on enrollment including the difference among them.
3. Students have a responsibility to become informed of the specific prerequisite, corequisites and limitations on enrollment which have been established.
4. Students have a responsibility to become informed of the procedures to challenge prerequisites, corequisites, and limitations on enrollment as well as the circumstances to make such challenges.
5. Students have the responsibility to follow the prerequisite or corequisite challenge process. (AP 5052)
6. Students have the responsibility to provide satisfactory evidence that the challenge should be upheld if such facts are not in the College's own records. (AP 5052)

College's Rights:

1. The College assumes no responsibility for misinterpretation of policies and procedures as presented in the Student Handbook, Catalog or the Schedule of Classes.
2. It is the College's right to establish prerequisites, corequisites, and limitations on enrollment per its policies and procedures. (AP 4230)
3. The decision of the Matriculation Appeals Committee shall be final. (AP 5052)

College Responsibilities:

1. The College has the responsibility to establish a process to establish prerequisites and corequisites only upon the recommendation of the Academic Senate. Certain limitations on enrollment must be established in the same manner. (AP 4260)
2. It is the College's responsibility to enforce prerequisites, corequisites, and limitations on enrollment which have been established per established policies and procedures.
3. The College has the responsibility to establish, implement and publicize a prerequisite, corequisite challenge process. (AP 5052)
4. The College has the responsibility to provide information, for a specific challenge if said information is in the College's own records. (AP 5052)

Educational Privacy Rights of Students

The Family Educational Rights and Privacy Act [FERPA] (§438, Public Law 93-390), as amended, requires educational institutions to provide: student access to official educational records directly related to the student; explanation of educational records and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must obtain the written consent of the student before releasing personally identifiable information about the student from records other than a list of persons and agencies specified by the Act; and that these rights extend to present and former students of the College.

The Act provides that the College may release certain types of directory information, unless the student submits a request in writing to the Vice President of Student Services that certain or all such information shall not be released without the student's consent.

Directory information at this College includes the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The student will need his/ her parents' consent before financial aid statements on file can be released to the student. The student should confer first with the Vice President of Student Services regarding any inquiries related to the student's educational records.

Student Right-to-Know Rates for Fall 2014

Completion Rate: 26.44%

Transfer Rate: 7.13%

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2014, a cohort of all certificate, degree, and transfer-seeking first-time students were tracked over a six-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became "transfer prepared" during a three-year period, from Fall 2014 to Spring 2017. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered "transfer prepared." Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming "transfer prepared" during a five year semester period, from Spring 2015 to Spring 2017, are transfer students.

Campus Security Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education. To view this information, visit the Delta College District Police web site at: www.deltacollege.org/dept/police/statistics.html or Contact District Police at (209) 954-5000

Definition of Terms

AA/AS General Education Requirement:

Courses which satisfy general education requirements for the Associate Degree.

Absenteeism (Excessive):

One more absence than the class meets per week (see Course Registration, Adds & Drops BP/AP 5075).

Academic Dishonesty/Plagiarism:

See Standards of Conduct (BP 5500/AP 5500)

Academic (Scholastic) Dismissal:

A student who is on Academic Probation shall be subject to Academic Dismissal if he/she earned a cumulative grade point average of less than 2.00 in all units attempted in each of three consecutive semesters.

Academic (Scholastic) Probation:

A student, who has attempted at least 12 semester units as shown by the official academic record, shall be placed on Academic Probation if he/she has earned a grade point average below 2.0 in all units which were graded.

Academic Renewal:

A process to have previous substandard college work (grades and credits) excluded from computation of the cumulative grade point average (GPA).

Academic Year:

Fall and Spring semesters.

Add:

Officially enrolling in a course.

Advisory on Recommended Preparation:

A condition of enrollment that is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Articulation:

The process of developing a formal, written agreement that identifies courses, or sequences of courses, for the purpose of transfer from a "sending campus" that are comparable to specific course requirements at a "receiving campus." (i.e., Delta to UC)

Assessment/Placement Tests:

Tests given prior to registration for classes. The results are used to help the student select appropriate classes.

Associate Degree (A.A. or A.S.):

A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of at least 60 semester units including the major "Area of Concentration" and general education requirements.

The criteria for courses appropriate to the associate degree are established by the governing board of a community college district, to implement its philosophy on the associate degree, shall permit only courses that conform to the standards specified in §55002(a) and that fall into the following categories to be offered for associate degree credit:

1. All lower division courses accepted toward the baccalaureate degree by the California State University of University of California or designed to be offered for transfer.
2. Courses that apply to the major in non-baccalaureate occupational fields.
3. English courses not more than one level below the first transfer level composition course, typically known as English 1A. Each student may count only one such course as credit toward associate degree.
4. All mathematics courses above and including Intermediate Algebra.

5. Credit courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board require entrance skills at a level equivalent to those necessary for the courses specified in subsections (3) and (4) above.

Baccalaureate Courses:

Courses whose department number is 69 or below; e.g., English 1A; Math 36; Biology 11.

Bachelor's Degree (B.A., A.B., or B.S.):

A baccalaureate degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of at least 120 semester units.

Bailment:

To hold in trust for another for a special purpose and for a limited period of time. In terms of parking, the money charged is for the service of allowing one to park on campus, not to hold and protect the property or vehicle.

BOGG:

Board of Governors Grant (Fee Waiver) – Class fees are waived by this grant for qualifying students. Apply at Financial Aid.

Catalog Rights:

A student may choose to apply for graduation under either the graduation requirements in effect at the time of application for graduation or the graduation requirements in effect at the time of initial enrollment at the College, provided continuous enrollment is maintained.

Continuous enrollment requires the earning of college credit in at least one semester or summer intersession during each academic year without interruption. An academic year is defined as beginning with the summer intersession and includes the following Fall and Spring semesters.

Emergency leaves of absences that do not constitute a break in continuous enrollment, may be granted where warranted, by petition to the Vice President of Student Services.

Certificate:

A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study.

Class Section:

A specific course code number as identified in the class schedule.

College Work Study (CWS):

A program of federal aid which provides funds for student jobs.

Commencement:

The ceremony or the day for conferring degrees or diplomas. (See Graduation)

Community Education Programs/Classes Non-College Credit:

Fee-based classes offered through the Community Education Department.

Corequisite:

A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

Course:

A series of lectures, labs, or other matter providing instruction on a specific subject.

Course Audit:

Enrollment in a course without award or notation on transcript of credit, units attempted, grade, or grade points.

Course Description:

Brief statement about the content of a particular course.

Credit:

Refers to the units earned by completing a course.

Credit by Examination:

Course or unit credit granted for demonstrated proficiency in a given area as determined by examination.

CSU:

California State University System

CSU General Education Requirement:

Courses which satisfy general education breadth requirements for California State Universities.

Degree:

A diploma granted by a college stating that the student has successfully completed a course of study in a specific field. The most common degrees are:

1. A.A. - Associate of Arts
2. A.S. - Associate of Science
3. B.A. - Bachelor of Arts
4. B.S. - Bachelor of Science

Disability Support Student Service:

A support service offered through Disability Support Programs and Services (DSPS) to facilitate equal access for students with a documented disability.

Dismissal:

A situation caused by low academic or progress performance or misconduct in which the student may not continue at the College without approval for readmission.

Drop:

Official removal (withdrawal) from a course, but student remains enrolled in college.

DRSS:

DeRicco Student Services Center. The building is located at the front of the college, just off Pacific Avenue, Cunningham (C-1) parking lot.

Elective:

A course which is not required for a major or general education but is acceptable for credit. An elective course may be in any area of study offered at San Joaquin Delta College.

Excessive Absenteeism:

One more absence than the class meets per week (see Course Registration, Adds & Drops BP/AP 5075).

Federal Work Study (FWS):

A federal aid program which provides fund for student jobs.

FKCE:

Foster & Kinship Care Education

Full-time Student:

A student enrolled in twelve or more course units in a regular semester or four or more units during the summer intersession.

General Education Requirements:

A group of courses required to earn a degree which provides a broadly based education.

Good Standing:

A student whose grade point average and cumulative grade point average is a C (2.0) or better and has a course completion ratio of over 50%.

Grade Point:

A=4, B=3, C=2, D=1, F=0

Grade Point Average (GPA):

An overall level of academic achievement used as a measure in making decisions regarding good standing, probation, disqualification, and dismissal, eligibility for graduation, and transfer to four-year institutions. The grade point average is derived from the following unit system:

A = 4 grade points per unit

A- = 3.7 grade points per unit

B+ = 3.3 grade points per unit

B = 3 grade points per unit

B- = 2.7 grade points per unit

C+ = 2.3 grade points per unit

C = 2 grade points per unit

D = 1 grade point per unit

F = 0 grade points per unit

FW = 0.0 grade points per unit

The G.P.A. is calculated by dividing the total number of grade points received by the number of units attempted. "Credit/No Credit", "W", "I" and "No Pass" grades are not used in computing the grade point average.

Graduation:

The award or acceptance of an academic degree or diploma.

Hold or Hold Code:

A Hold is a block on a student's record that prohibits one or more of the following: ability to obtain a registration appointment; ability to register; ability to access student transcripts, diplomas, certificates; ability to Add, Drop, or Withdraw from classes. To investigate a hold placed on his/her academic record, a student should log into the MyDelta Portal

Hour:

Same as credit, credit unit, unit (See Credit).

IGETC:

Intersegmental General Education Transfer Curriculum is a series of courses that Delta College students may use to satisfy lower division general education requirements at any CSU and most UC campuses. All coursework applicable to the IGETC must be completed in order to be accepted by CSU and UC. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

Independent Study:

Individual study in areas not covered by a regular course.

Intersession:

A period between two academic sessions or terms sometimes utilized for brief concentrated courses.

Learning Community:

A Learning Community is a group of linked courses offered to promote a community of learners among students and instructors. Interdisciplinary topics, themes and assignments are coordinated among courses, by instructors of different disciplines. To enroll in a Learning Community, qualified students need to register for all the courses in a specific group. In a Learning Community, intellectual exchanges take place when active interactions occur among and between students and faculty.

Limitations on Enrollment:

A condition of enrollment, which limits how students qualify for a particular program. Limitations apply to courses that include

public performance or intercollegiate competition where a tryout or audition is necessary. Some courses require formal admission to a particular program in order to enroll (e.g. Associate Degree Nursing and Licensed Vocational Nursing programs).

Lower Division:

Courses at the freshmen and sophomore level of college.

Major:

An organized program of courses within a discipline leading to an Associate Degree or Vocational Certificate.

Matriculation:

A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. Primary components of matriculation are assessment, orientation, and counseling of new non-exempt students. The following students will be exempted from the matriculation process: Students who have completed an Associate Degree or higher, or students who seek to enroll in non-credit courses only.

Non-credit Course:

Courses numbered 100 or above which grant no college credit or student grades. A non-credit course should not be confused with the "Credit/No Credit" grading option. A non-credit course is a course which is approved by the district governing board and meets the needs of enrolled students. In order to be eligible for state apportionment, such courses are limited to the following categories of instruction: Parenting, Basic Skills, English as a Second Language, Citizenship, education programs for disabled persons, short-term vocational programs with high employment potential, educational programs for older adults, education programs for home economics, health and safety education (Education Code §84757); and must be approved by the Chancellor's Office (TITLE 5, §55150).

Non-degree Credit Course:

A credit course designated by the governing board as not applicable to the associate degree and is approved by the district governing board and falls within one of the categories:

1. Pre-collegiate basic skills courses as defined in TITLE 5, §55502(d)
2. Courses designed to enable students to succeed in college-level work (including, but not limited to, college orientation and guidance courses, and discipline—specific preparatory courses such as biology, history, or electronics) that integrate basic
3. skills instruction throughout, and assign grades partly upon the demonstrated mastery of those skills.
4. Pre-collegiate occupational preparation courses designed to provide foundation skills for students preparing for entry into college-level occupational courses of programs.
5. Essential occupational instruction for which meeting the standard TITLE 5, §55002(a) of TITLE 5 is neither necessary nor required.

Open Enrollment/Open Registration:

After appointment period has passed, no appointment is necessary to enroll/register for classes.

Open Entry:

A course(s) which may be added to a program of study throughout the semester.

Open Exit:

A course(s) which may be completed upon fulfillment of course requirements at any time during the semester. Pass/ No Pass: A grading system by which units of credit may be earned, but no letter grade is assigned. Such units are not used in computing the grade point average.

Plagiarism:

The illegal act of copying, stealing or passing off the ideas or words of another as one's own; to use another's production without crediting the source; to commit literary theft; to present as new and original, an idea or product derived from an existing source. (Academic Dishonesty - BP/AP 5500)

Prerequisite:

A condition of enrollment a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Probation:

A period of time in which a student is conditionally enrolled contingent upon either improvement of scholastic achievement, improvement of course completion ratio, and/or conduct compliance.

Program Changes:

Adding or dropping classes after the semester begins.

Progress Dismissal:

A student who has been placed on Progress Probation shall be subject to dismissal if the percentage of units in which the student has been enrolled, for which entries of "W", "I", "No Credit" and "No Pass" are recorded, reaches or exceeds fifty percent in at least three consecutive semesters.

Progress Probation:

A student, who has enrolled in a total of at least 12 semester units as shown by the official academic record, shall be placed on Progress Probation when the percentage of all units in which a student has enrolled, and for which entries of "W", "I", "No Credit" and "No Pass" are recorded, reaches or exceeds fifty percent.

Registration:

The process of selecting and enrolling in classes and paying the required fees.

Schedule of Classes:

A publication used during registration, providing the subject, course number, course title, units, time, instructor and location of classes offered.

Semester:

A term of the academic year-Fall and Spring, each lasting approximately eighteen weeks.

Student Educational Plan (SEP):

Requirements a student must meet and the courses, programs, and services required to achieve the stated goal. The SEP is developed by the student and counselor.

Student Load:

The number of course units in which a student enrolls in any given term. Full time status equals 12 or more units.

Student Right-To-Know:

SRTK refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice.

Successful Completion:

A minimum grade of C or better or Credit.

TBA (To Be Announced/Arranged):

A notation in the Schedule of Classes indicating when the time of a class may be arranged independently or the location is to be announced.

Transcript:

An official document of courses taken showing the final grade received. Official transcripts must bear a seal of the College and signature of a designated college official.

Transfer:

Changing enrollment from one college to another after meeting the requirements for admission to the second institution.

Transfer Course:

A course acceptable for credit from one college to another.

Units:

A measure of college credit based on one unit for each lecture hour per week or for every two to three laboratory hours per week.

Units Attempted (UA):

Total number of units in which a student has enrolled.

Units Completed (UC):

Total number of units for which a student has received a grade of A, B, C, D, or F or Credit/No Credit and Pass/No Pass.

U.C.:

The University of California System

Upper Division:

Courses or classes intended for the junior and senior years of college. Variable Units: The range of units which may be earned in a given course (e.g. 1-3 units). Withdrawal from College: Official removal from all courses in a given term.

Withdrawal from Course/s:

Official removal from a course or courses in a given term, but student remains enrolled in college.

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