

Admission and Registration

Admission Information

Admission Requirements

Coconino Community College is open to any person for either regular or special admission if that person satisfies one of the following categories established by Arizona Revised Statutes:

Eligible for “Regular Student” Admission (501.1.1)

- A graduate of a high school which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency, or
- A person who has completed a GED certificate of high school equivalency, or
- A transfer student in good standing from another college or university, or
- A mature person who is 18 years of age or older and demonstrates evidence of potential to succeed at CCC. (A student admitted in this category who is not a high school graduate or a GED completer will be encouraged to attain a GED prior to completion of 15 hours at CCC.) Mature student applicants may be required to complete testing and other assessment activities designed to help the College determine their ability to benefit from college-level instruction. They are restricted to enrollment of 12 credit hours or fewer each semester with advisor approval required.

Eligible for “Special Student” Admission (501.2.2)

- A student not meeting any of the provisions for “Regular Student” Admission (listed above) may be admitted on an individual basis with the approval of College officials and, as appropriate, the consent of parents and recommendation of the student’s school. This includes, but is not limited to, students under 18 and those still enrolled in high school. For students still enrolled in high school, completion of the 10th grade is a requirement for admission as a special student.
- A special student must meet the established requirements of the course(s) for which he/she chooses to enroll, and college officials must determine that admission is in the best interest of the student. For example, a special student seeking admission to attend an algebra class must be qualified to enter a mathematics course at that level; qualification in this case would be determined by a placement examination, or ACT/SAT scores and high school grades.
- A student who is under age 18 and scores a composite of 22 or higher on the American College Test (ACT), or a composite (verbal and mathematics) of 930 or more on the Scholastic Aptitude Test (SAT) may be admitted. A student who shows evidence of such test

scores shall not be denied admission because of age, lack of a high school diploma or high school certificate or equivalency (GED), grade in school, lack of permission of school officials, or lack of concurrent enrollment in public or private school. However the College requires parental permission for those under the age of 18. A student admitted in this category is not guaranteed admission to a specific degree program or to all courses offered by the College and may enroll for a maximum of 6–8 credit hours unless special arrangements have been made and approved prior to the registration period.

- All special student applicants should contact Admissions, Records and Registration for more information and required forms.
- Applicants with status “SP” are limited to 6–8 credit hours or two classes; advisor approval is required.

Admissions Procedures

International Students (501.1.3)

At present, Coconino Community College is not approved as a study site for students who are not United States citizens except persons lawfully admitted to the United States as immigrants. CCC is not authorized to issue I-20 documents nor will full-time attendance at CCC by a non-citizen satisfy F-1 student status. International students with a visa status other than F-1, as well as those F-1 visa students attending and in status at Northern Arizona University, may be eligible for limited study at CCC. A minimum TOEFL score of 450 is required. Contact Admissions, Records and Registration for further information.

Residency Requirements (501.2)

Coconino Community College determines a student’s residency status for tuition purposes based upon information supplied on college applications, affidavits, and additional information provided by the student. CCC notifies a student of his/her residency status upon admission. Appeals or questions regarding residency status should be directed to Admissions, Records and Registration or the College Registrar.

Proposition 300—Important Information for All Students in Credit Courses and Adult Education Courses

Proposition 300 prohibits certain benefits and instruction for persons who are not lawfully in the U.S. It impacts residency for tuition purposes, financial assistance that includes or is subsidized by state monies, Adult Education classes, and reports that the College must make to the legislature. Also, you will be required to show proof of lawful status in the U.S. and possibly other documentation. Please go to www.coconino.edu/prop300 to read about this and see how you can give input if you wish to.

Residency Procedures (501.2.1)

The following guidelines concerning the determination of residency for tuition purposes are established by the ARS 15-1802. Students having difficulty in determining their residency should contact Admissions, Records and Registration for further explanation.

- Each applicant shall have the question of legal residence determined at the time of admission. Registration and payment of fees will be in accordance with the residency assigned at the time of official admission.
- The Registrar/Director for Admissions is responsible for making the initial domicile classification. The College may consider all evidence, written or oral, presented by the student and any other relevant information received from any source. The College may request written or sworn statements or sworn testimony of the student.
- An appeal of the initial classification may be made to the Registrar/Director for Admissions. The appeal must be in writing, signed by the student, and accompanied by a sworn statement of all relevant facts. The appeal must be filed with Admissions, Records and Registration within ten days of notification of residency classification. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.

Definition of Terms (501.2.2)**Armed Forces of the United States**

The Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Administration, the National guard and any military reserve unit of any branch of the armed forces of the United States.

Continuous Attendance

Enrollment at an Arizona educational institution for a normal academic year since the beginning of the period for which continuous attendance is claimed is continuous attendance. Enrollment in summer sessions or other such intersessions beyond the normal academic year is not required in order to maintain continuous attendance.

Domicile

A person's true, fixed and permanent home and place of habitation. It is the place where one intends to remain and to which one expects to return when one leaves without intending to establish a new domicile elsewhere.

Emancipated Person

A person who is neither under a legal duty of service to parents, nor entitled to the support of such parents under laws of the state.

Parent

Father or mother, custodial parent, or legal guardian of an unemancipated person. Circumstances must not

indicate that guardianship was created primarily for the purpose of conferring the status of an instate student on the unemancipated person.

In-State Student Status (501.2.3)

- Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an instate student for tuition purposes.
- A person is not entitled to classification as an instate student until domiciled in this state for one year (previous twelve months) unless he/she meets one of the following requirements:
 - His/her parent's domicile is in this state and that parent is entitled to claim him/her as an exemption for state and federal tax purposes.
 - He/she is an employee or spouse of an employee transferred to this state for employment purposes.
 - The domicile of an unemancipated person is that of his/her parent.
 - An unemancipated person, while in continuous attendance toward the degree for which currently enrolled, does not lose instate classification if his/her parent moves from this state.
 - A person who is a member of the armed forces of the United States stationed in the state pursuant to military orders or his/her the spouse or dependent child (as defined in Section 43-1001) is entitled to classification as an instate student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose instate student classification.
 - A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an instate student.

Alien In-State Student Status (501.2.4)

An alien resident is entitled to classification as an instate refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

Presumptions Relating to Student Status (501.2.5)

Unless the contrary appears to the satisfaction of the registering authority of the community college at which a student is registering, it shall be presumed that:

- No emancipated person has established a domicile in the state while attending any educational institution in this state as a full time student, as such status is defined by the State Board of Directors for Community Colleges.
- Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
- A person who has been domiciled in this state immediately prior to becoming a member of the Armed Forces of the United States shall not lose instate status by reason of his/her presence in any other state or country while a member of the Armed Forces of the United States.

Western Undergraduate Exchange (WUE) Program

WUE is the Western Undergraduate Exchange, a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in many two-year and four-year college programs at a reduced tuition level: 150 percent of the institution's regular in-state resident tuition. In all cases, WUE tuition is considerably less than nonresident tuition. If the student is a legal resident of Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, or Wyoming then they are qualified for this program. Mark the appropriate residence code on the application for admission form to be declared a WUE student.

Registration Information (501.3)

Students should register for classes in accordance with calendars and procedures published in the appropriate Schedule of Classes. To participate in registration, new students must have completed an application for admission. Students in the following categories are admitted conditionally pending receipt of documents verifying or clarifying their status (see also Admission Information). Categories include: high school graduates; GED completion; transfer students; mature students (without high school diploma or GED); students on academic probation at a previous college; students on academic suspension at a previous college; and "special" students especially those taking classes while still enrolled in high school. Students in the foregoing categories who do not provide required documents may be barred from participation in future registrations.

Academic Load

Semester

The normal full-time academic load is defined as 12 credit hours per semester. A student may take no more than 18 credit hours in a single fall or spring semester without prior approval. A student with a grade point average of 3.00 or better for 12 or more credit hours during one semester or summer session is eligible to petition to the Registrar/Director for Admissions to carry in excess of the 18 hour maximum. Exceptions to this procedure may be considered on a case-by-case basis.

Summer

Summer classes are intensive; therefore, the recommended maximum academic load for the entire summer is 12-credit hours. A student with a grade point average of 3.00 or better for 12 or more credit hours during one semester or summer session is eligible to petition to the Registrar/Director for Admissions to

carry credit hours in excess of the 12 credit hour maximum. Exceptions to this procedure are considered on a case-by-case basis.

Add/Drop Procedures (501.3)

Fall and Spring Semester

In accordance with calendars and procedures in the appropriate Schedule of Classes, students may make adjustments in their registered schedules by dropping and/or adding classes. Students may drop without a "W" (withdrawal) being recorded on their transcript prior to, and including, the 45th calendar day. On the 46th calendar day, and thereafter, a student drop will be recorded on the transcript as a "W" (withdrawal). A student may initiate a withdrawal prior only to the last two weeks of instruction of the semester. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions for action. The instructor may drop or withdraw students for nonattendance at the first class session or for unexcused absences. See Academic Procedures: Attendance, for more information.

Summer Session

In accordance with calendars and procedures in the appropriate Schedule of Classes, students may make adjustments in their registered schedules by dropping and/or adding classes. Students may drop without a "W" (withdrawal) being recorded on their transcript no later than the 7th calendar day after the beginning of the session. On the 8th calendar day and thereafter, a student drop will be recorded on the transcript as "W" (withdrawal). A student may initiate a withdrawal prior only to the last two weeks of instruction of the summer session. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action. The instructor may drop or withdraw students for nonattendance at the first class session or for unexcused absences. See Academic Procedures: Attendance, for more information.

Short Courses

Registration for short courses (those meeting less than a full semester in fall or spring, less than a full summer session, or pre- and post-sessions) will be accepted prior to the first class meeting. Short courses may be added, with the approval of the instructor, prior to the second class meeting. If a short course is dropped after the second class meeting, a "W" (withdrawal) will be recorded on the student transcript. A student may initiate a withdrawal prior only to the last one-third of the class meeting dates. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action. The instructor may withdraw students for nonattendance at the first class session or for unexcused absences. See Academic Procedures: Attendance, for more information.

Withdrawal from Class (501.3)

The terms “withdrawal” and “drop” refer to actions which terminate the student’s class enrollment. If a drop occurs prior to, or on, the 45th calendar day of a regular full semester, no record will appear on the student’s transcript. However, a student who drops a class on the 46th calendar day of a regular full semester or later will be assigned a “W” (withdrawal) on the student transcript. A student may also be dropped (assigned a “W”) by the instructor for nonattendance.

If a short course is dropped once the class has begun, a “W” (withdrawal) will be recorded on the student transcript. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action.

A student who withdraws or is withdrawn from all classes is required to process the withdrawal through the Admissions, Records and Registration Office.

Audit (501.3)

A student wishing exposure to a class may elect to audit the course. The decision to audit, or to change from an audit to A–F (letter grade) or S/U status, must be made no later than the last day to add classes (as published in the Schedule of Classes). Regular attendance at all class meetings is the responsibility of the student, but writing assignments and examinations are not mandatory.

Courses audited carry no credit toward the grade point average, toward graduation, or toward meeting professional requirements. An audited course will not satisfy the prerequisite for a course in which the student wants a letter grade. Audited credit hours do not count toward determining eligibility for Financial Aid purposes. Audited classes may be repeated for credit. Once a student registers for and completes a class as an auditor, the audit on the permanent record may not be changed to a credit-earning grade.

Credit Free Courses Procedure (303.8)

The College offers credit free courses periodically. A credit free course or credit free workshop carries its own fee, and the class time invested cannot, under any circumstances, be converted to credit. For information concerning credit free courses or workshop offerings, refer to the Schedule of Classes.

Catalog Choice (501.5)

A student may choose to be governed by the degree/certificate requirements outlined in any one CCC catalog in effect beginning with the term of his/her initial enrollment while maintaining continuous enrollment for credit at the College or any public Arizona community college or university. The rules for continuous enrollment are:

- A semester in which a student earns credit will be counted towards continuous enrollment. Non-credit courses, audit courses, failed courses or withdrawing from all courses does not count towards continuous enrollment.

- If the student does not maintain continuous enrollment for more than 2 consecutive regular (fall and spring) semesters, the student must meet the requirements of the catalog in effect at the time of re-enrollment or any subsequent catalog during continuous enrollment. Students enrolling or re-enrolling during a summer term must follow the following fall catalog or any subsequent catalog during continuous enrollment.
- No student may choose to be governed by the requirements of a catalog issued more than five years prior to the year in which catalog choice is made.

A student must choose only one catalog and will not be allowed to choose a combination of requirements from differing catalogs. A student may petition for waiver or substitution of certain catalog requirements. The academic advisor and/or other college officials may initiate course substitutions for program requirements. These substitutions must be approved by the Department Chair for the Flagstaff Campus or Campus Dean for the Page Campus, for the specific degree and/or certificate.

Note: Students planning to transfer to an Arizona public university who are completing a transfer degree from a catalog prior to the 1999–2000 catalog may choose to replace the TGECC (Transfer General Education Core Curriculum) with an AGECC (Arizona General Education Curriculum). Since the TGECC is 41 credits and the AGECC is 35 credits, students replacing the TGECC with the AGECC may be required to complete additional degree core requirements and/or transferable elective credits to complete the degree.

Student Classification and Standing (501.6)

Freshman

A student who has earned fewer than 30 credit hours.

Sophomore

A student who has earned 30 or more credit hours, but has not earned a degree.

Full-Time Student

Enrolled for:

12 or more credit hours	During fall or spring semester
6 or more credit hours	During summer sessions

Part-Time Student

Enrolled for:

1–11 credit hours	During fall or spring semester
5 or fewer credit hours	During summer sessions

Transfer and Credit by Exam

Transferring Credit to CCC Basic Guidelines (501.7.1)

Course work completed at accredited institutions with a grade of “C,” its equivalent, or better will be evaluated for transfer credit, with the following exceptions: above 200-level courses and coursework not equivalent to a CCC course will not be transferred. Admissions, Records and Registration must receive an official transcript directly from the college or university where credit was earned. Upon receipt of the official transcripts, Admissions, Records and Registration staff will evaluate official transcripts for credit accepted by the College. Using the following system of prioritization, up to 45 credit hours will be accepted for transfer, which may include up to 30 hours of credit for prior learning:

- General education classes equivalent to CCC general education courses.
- Other coursework evaluated as equivalent to a CCC course and included in a degree or certificate program, up to the 45 credit limit.
- Courses will only be counted once. Additional occurrences (repeats) of courses will be coded “NT” (Not Transferred).
- Once the limit has been met, courses will be coded “NT” (Not Transferred), regardless of equivalency to a CCC course.

An academic advisor will review credit for applicability toward the student’s program objective at CCC. Transfer grades are not calculated in the student’s CCC grade point average.

Transfer Procedure (501.7.2)

Students who desire to transfer previous college or university credit to Coconino Community College must formally submit official transcripts to CCC. Following are helpful guidelines for students considering transfer of credit to CCC:

- Transcripts will be officially evaluated only when CCC has received official copies of all transcripts. An official copy is one that has been mailed directly from the student’s previous school to CCC. Students must request transcripts by contacting their previous colleges and universities.
- Transcripts from all previous colleges or universities attended, regardless of how long ago courses were taken and regardless of the grades earned, must be submitted to the College. Credits earned more than five years ago may be subject to special evaluation. The official transcript evaluation requires that students certify they are declaring all previous credits.

- The transcript evaluation procedure includes a review process during which the student can request clarification. If a student is refused transfer credit for a class, or if credit is not granted in an area the student feels is appropriate, the student may request a review with a transcript evaluator to discuss his/her concerns. It is the student’s responsibility to provide the transcript evaluator with previous school catalogs or other information which will assist in clarifying the classes in question.

Transfer of General Education Courses and Arizona General Education Curriculum (AGEC) Courses from Other Arizona Community Colleges or Universities to CCC (501.7.3)

If a course is in the General Education Core Curriculum (GECC) of the transferring institution, CCC will accept the credits as a CCC GECC course using the following procedures:

- The course will be transferred as an equivalent course if the equivalency is determined by:
 - a. a review of transfer course description in comparison to CCC course description, or
 - b. a comparison of Course Equivalency Guide (CEG) equivalencies between the transferring institution and the universities with CEG equivalencies between CCC and the universities. For example, per the CEG, the transferring institution’s MAT 130, College Algebra, has the following university equivalencies: at NAU, MAT 110; at ASU, MAT 117; at U of A, MATH 117. CCC’s MAT 151, College Algebra, has the same university equivalencies; therefore, the transferring institution’s MAT 130 is equivalent to CCC’s MAT 151.

The Transcript Evaluator will record these equivalencies on the Course Articulation form.

- If CCC does not have an equivalent course, the course will be transferred as a specified number of credits satisfying requirements of the appropriate General Education area (Arts/Humanities, Social/Behavioral Sciences, Physical/Biological Sciences, or Options) and/or Arizona General Education Curriculum (AGEC) Special Requirements area(s) (Intensive Writing/Critical Inquiry, Ethnic/Race/Gender Awareness, and/or Contemporary/Global or International Awareness). The student requesting the transfer evaluation must provide documentation that the course is part of the GECC at the transferring institution. A Request for Substitution form must be initiated by the student, completed by an advisor, and approved by the appropriate Division Chair for the Flagstaff Campus or Campus Dean for the Page Campus.

- If the course fulfills one or more of the AGEC Special Requirements at the transferring institution, CCC will transfer it to fulfill those requirements. The student requesting the transfer evaluation must provide documentation that the course meets the AGEC requirements at the transferring institution. A Request for Substitution form must be initiated by the student, completed by an advisor, and approved by the appropriate Division Chair for the Flagstaff Campus or Campus Dean for the Page Campus.
- University credits may be transferred back to CCC to satisfy AGEC requirements and/or CCC degree requirements. To obtain an AGEC stamp on the transcript, however, students need to comply with the 15 credit hours in residence requirement below.

Per the Arizona state AGEC policy, "A minimum of 15 semester credits of course work must be completed within the community college district certifying completion of the AGEC." The 15 hours of course work referred to in the policy can be in any area and do not have to be GECC or AGEC courses.

Credit for Prior Learning (501.7.5)

Students enrolled at CCC may be awarded a total of 30 credit hours for prior learning completed through the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Support Examination Program (DANTES), Advanced Placement Examinations (AP), and/or military training. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Credit granted by CCC may not transfer to other colleges or universities.

Official test scores for CLEP, DANTES, and AP must be sent directly by the testing agency to Admissions, Records and Registration. A written request for an evaluation of test scores must be filed by the student with Admissions, Records and Registration. Students seeking an evaluation for military training should consult the Registrar/Director for Admissions or designee regarding proper documentation.

CLEP offers general examinations in Social Science/History, Natural Sciences, Humanities, English, Mathematics and additional examinations in specific subject areas. CCC may grant credit for general examinations with a minimum score of 500 and credit in applicable subject areas with a minimum score of 50. CCC may grant credit for DANTES examinations with a minimum score of 50.

The Advanced Placement Program recognizes that some students are able to complete college-level courses while attending high school. Students who have taken an Advanced Placement course in their secondary school and who scored 3, 4 or 5 on the AP may receive college

credit. The awarding of credit varies by discipline. Official scores must be sent directly from the testing agency to CCC for evaluation. A written request for an evaluation of test scores must be filed by the student with Admissions, Records and Registration.

Credit by Exam (501.7.6)

1. Acceptance of credit by examination is based on the belief that some students may have previously acquired the knowledge and/or competencies required to complete a particular class and that instruction in this area would be repetitive.
2. Credit by exam, achieved by completing a CCC developed departmental examination is subject to the following restrictions:
 - Credit through college developed exams will be granted only to students with a declared major in a degree or certificate program.
 - A student cannot receive credit by examination for a course that is equivalent to or lower than that in which they are currently enrolled, or for which they already have received credit, nor for a prerequisite for a course already completed.
 - Before a student may take an exam, she/he must have signed approval from the appropriate area coordinator and division chair.
 - The charge for credit by exam is equivalent to the current tuition rate per credit hour.
 - Fees paid by the student to take examinations must be paid in advance and are nonrefundable.
 - In order to receive credit for the challenged course, the student must meet or exceed the defined level of competency for the exam.
 - The student will be permitted not more than one retest per course. The retest must occur within the semester during which the first test was taken
 - Notification by Testing Services of credit award or non-award will be sent to the Admissions, Records and Registration Office, advising, and the student.
 - Transcripts will reflect only that credit by examination has been granted. Satisfactory performance on the exam will be indicated by a "CE" for pass on the student's transcripts. No record is made of failing scores.
 - The exam grade will not be calculated into the student's cumulative grade point average.
 - Credit by exam may be used to satisfy CCC AGEC course requirements.
 - Credits earned by exam are not considered as part of the total credits that must be earned at CCC toward a degree or certificate.
 - Evaluation of the credit by examination for transfer will be determined by each college and/or university. It is the responsibility of the student to work with the college or university of choice on transferability.
 - Credit by exam is not available for all courses. Availability is determined by the area coordinator for each discipline.
 - Approved tests will be kept on file in Testing Services.

Transferring Credit from CCC

The Coconino County Community College District is one of ten state community college districts. The academic policies and the operation of CCC are governed by the local CCC District Governing Board. CCC adheres to the Arizona General Education Curriculum approved by the Arizona Board of Regents (governing board for state universities) and by the former State Board of Directors for Community Colleges of Arizona. CCC is accredited by the North Central Association of Colleges and Schools, the regional accrediting body. Courses numbered 100–299 may be eligible for transfer to other colleges and universities. The procedure for determining the transferability of a particular CCC course is as follows:

- For CCC courses taught Fall semester 1991 or Spring semester 1992, one of Arizona's accredited community colleges (Yavapai College) permitted CCC to use its course prefix and number system and its course outlines to facilitate the transfer process during CCC's initial two semesters of operation. Students or institutions wishing to determine the transferability of a particular CCC course taught either Fall semester 1991 or Spring semester 1992 should consult the Yavapai College section of the 1991–92 Course Equivalency Guide published by the Arizona Commission for Postsecondary Education.
- For CCC courses taught summer session 1992 forward, students or institutions should consult the CCC section of the appropriate Course Equivalency Guide published by the Arizona Commission for Postsecondary Education.

Transferring to Arizona Public Universities (501.7.8)

Arizona public community colleges and universities (Northern Arizona University, University of Arizona, Arizona State University) have agreed upon a common structure for a transfer general education curriculum. This curriculum provides students attending any Arizona state community college with the opportunity to build a general education curriculum that is transferable upon completion without loss of credit to another Arizona state community college or university. This common agreement is called the Arizona General Education Curriculum (AGEC).

Completion of the AGEC will fulfill lower division general education requirements at all Arizona state community colleges and universities and will be fully applicable to the baccalaureate degree, but may not apply to degrees articulated with the Transfer Guide Pathway (TG-XR). Students completing the AGEC will still be required to fulfill lower division major requirements and prerequisites within their college and major/minor area of study. Some majors have significant prerequisites and/or program requirements that must be completed before a student may be admitted to upper

division course work. Community college students who are undecided about which of the Arizona public universities they plan to attend or what program of study they intend to pursue are advised to explore educational options while they complete the AGEC.

If a student does not complete all 35 credits of the AGEC, lower division general education is not fulfilled at all Arizona public universities. When the AGEC is not completed, the general education credits will be evaluated by the university on a course-by-course basis using the Course Equivalency Guide and applied depending on the degree and college. For more information regarding the AGEC, see Quick Reference for Programs and General Education Requirements in this catalog.

Students intending to transfer to an Arizona public university are strongly encouraged to meet regularly with an advisor to understand students' rights and responsibilities related to the transfer and applicability toward a degree of program core curriculum, courses and credits.

Transfer Ombudsperson (TSO) (501.7.9)

Each Arizona state university and community college has appointed a TSO to resolve problems by transfer students as reported by students, advisors, faculty members and college officials. The TSO has the responsibility to ensure compliance with the transfer and articulation agreements and resolve problems concerning the transfer and applicability of community college credit to university programs. Students may file complaints with the university TSO or report complaints to the TSO at the community college where the transfer course work was completed.

Coconino Community College Transfer Ombudsperson (TSO) (501.7.10)

Students wishing to report a problem in transferring CCC credit to a university should provide a written request to the CCC TSO including:

- the name of the university
- the declared major at university
- a comprehensive statement regarding the problem or complaint related to transfer of credit or core curriculum
- a summary of the action taken by the student prior to submitting the complaint
- copies of any documentation provided to the student from university officials

Dual Enrollment

Dual enrollment course offerings meet CCC's curricular requirements and competencies. The participating high school instructors meet qualifications established by CCC and students meet college prerequisite/ placement requirements. Instead of being offered at the college campus, these classes are part of the student's regular high school schedule at the high school campus.

This catalog was prepared on the basis of the best information available at the time of publication. All information is subject to change without notice, obligation, or liability.

Financial Information

Class Fees

Certain classes charge fees in addition to tuition. Refer to the Schedule of Classes published each semester and summer session for class fee information. The Schedule of Classes is subject to change without notice.

Estimated Educational Expenses

Coconino Community College's charges for educational fees are approved annually by the CCC District Governing Board and are subject to modification by this Board. The following is intended to provide prospective students with information regarding approximate expenses. It is not to be interpreted as limiting the College's need to adjust charges in response to rising costs.

- An Arizona resident who registers as a full-time student should expect to pay approximately \$1280 per semester for educational fees and books.
- A part-time student who registers for 6 credit hours should expect to pay approximately \$640 per semester for educational fees and books.
- A part-time student who registers for 1 to 3 credit hours should expect to pay approximately \$562 per semester for educational fees and books.
- The student should consult the most recent Schedule of Classes for current and complete information concerning expenses.

Tax Credit for Tuition and Fees

There are two tax credits available to help offset the costs of higher education by reducing the amount of your income tax. They are the Hope credit and the lifetime learning credit. Refer to IRS Publication 970, Tax Benefits for Education for more information.

Non-Payment of Fees

A student who fails to meet financial obligations to CCC may be dropped from classes and will be barred from future enrollment until debts are settled.

Returned Checks

Any check returned by the bank will result in the assessment of a \$25 processing fee to the student's account. A student who pays for registration or any other college obligation with a returned check may be subject to legal action and/or the cancellation of registration. The College reserves the right to refuse credit cards or checks for any transaction. Paying for the use of other college services by personal checks may be disallowed for any individual who has a check returned by the bank. If any payment tendered is unauthorized, incomplete, or received after the due date, registration fees will be considered as unpaid and the student will be dropped from all classes.

Tuition and Payment

Tuition costs are summarized in the appropriate Schedule of Classes. Tuition does not include additional charges for class fees, books or supplies. To complete advance registration, tuition must be paid (or financial aid arrangements completed) by the payment deadline for advance registrants. To register for classes at any other registration period, payment or financial aid arrangements must be made by 5pm the next business day.

Withholding Student Records

Coconino Community College may deny enrollment, official transcripts, degrees, and/or certificates to students with outstanding obligations to the College relating to fees, college equipment or materials, or any other obligation. Failure to respond to notifications regarding outstanding obligations may result in the withholding of student records and involuntary withdrawal from the College.

Canceled Classes

In the event a class is canceled by the College, a 100% refund of tuition and fees will be issued. The refund due the student will be processed after the add/drop period and will be mailed to the student's last known address unless prior arrangements have been made with the Business Office.

Refund Policy

A refund of tuition is made only to students who follow official withdrawal procedures. A withdrawal is not official until cleared through Financial Aid Services and processed by Admissions, Records and Registration. Note that the refund information below differs for full semester classes and shorter classes.

Semester

Tuition paid will be refunded to students officially withdrawn from full semester classes on or prior to the 15th business day of the semester based on the following schedule:

- 100% of tuition and fees through the 10th business day of the semester.
- 50% of tuition and fees from the 11th through the 15th business day of the semester.
- No refund on or after the 16th business day of the semester.

Note: Business days are defined as Monday through Friday, excepting official holidays. See the semester calendar in the Schedule of Classes for actual published dates. The date used to calculate the refund is the date of official withdrawal.

Summer Session

Tuition will be refunded to students officially withdrawn from summer session classes based on the following schedule:

- 100% of tuition and fees through the 5th business day of the session.
- No refund on or after the 6th business day of the session.

Short Courses

Tuition will be refunded to students officially withdrawn from short courses (those meeting less than a full semester) based on the following schedule:

- 100% of tuition and fees up to and including the 1st class session. To be eligible for a 100% refund, the withdrawal must be initiated no later than the 1st business day following the 1st class session.
- No refund on or after the 2nd business day following the first class session.

This restricted refund schedule for short courses is necessary due to the limited period of class time.

Processing of Refunds

Note: Refund processing will not begin until after the add/drop period.

All refunds that may be due a student will first be applied to debts owed the College. Refunds will be mailed to the student's last known address unless prior arrangements have been made with the Business Office. It is the student's responsibility to notify the College of any change in address by completing a Change of Address form and submitting it to Admissions, Records and Registration. *Note: If paid by credit card, refund will be credited to the credit card originally used for payment.*

Exceptions to Refund Policy

In the event the following circumstances arise, the student enrolled in the course may request a refund by submitting a completed Refund Request Form to the cashier.

• Refunds for Serious Illness

A pro rate refund will be made to a student suffering

from a serious illness that necessitates a withdrawal from class(es), as long as the request is made prior to the end of the semester in which the illness occurs. The student must produce a verifiable doctor's statement certifying that the illness prevents the student from attending class(es).

• Refunds for Death of Student or Student's Spouse, Parent, or Child

A 100% refund will be made to the student or the student's estate, in the event of death of the student or student's spouse, parent, or child that results in a withdrawal from class(es). The Refund Request must be made prior to the end of the semester in which the death occurs. The student must provide a death certificate or newspaper obituary notice with proof of relationship (i.e., birth certificate, marriage license, etc.). In the event of a student death, the estate must produce a death certificate.

• Refunds for Military Service

A student belonging to the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station will be allowed to withdraw and receive a 100% refund of tuition and fees, provided the course has not been completed. The student must provide a copy of the military orders within six months of the student's withdrawal.

Refund Requests will be determined by the Controller. The Controller may determine that the Refund Request does not meet the criteria above and deny the Request. The student may process a Petition for Exception to Refund Procedures upon denial by the Controller.

Petition for Exception to Refund Procedures

A student may submit a written petition to the Controller requesting an exception to the refund procedures for circumstances not included in the Refund Policy. The written request must include the following information:

- Date
- Student Name
- Address
- Phone Number
- Student ID Number
- Term
- Course Number(s), Title(s), and Sequence Number(s)
- Reason for refund request; supporting documentation may be attached
- Student Signature

Petitions for Exception to Refund Procedures must be submitted to the Controller within the term for which the refund is being requested. The Refund Review Committee is established to provide equitable and consistent determinations on Petitions for Exception to Refund Procedures not covered by the Refund Request Procedures. The Refund Review Committee membership will include the Controller, a Student Affairs representative, and a full-time faculty representative.

The Refund Review Committee will determine refunds requested through the petition process. Petitions will be reviewed within ten business days following submission by the student. The Controller will notify the student in writing of the Committee's determination within five business days of the decision. The written notification will include the reason, if denied.

Appeal Procedures

A student may appeal the action of the Refund Review Committee by submitting a written request to the Vice President for Student Affairs or designee within five business days following notice of the Refund Review Committee's decision. The statement of appeal must include a copy of the:

- student's petition,
- the finding by the Review Committee,
- the reason for the appeal.

The Vice President for Student Affairs may consult with appropriate personnel when necessary. The Vice President will inform the student of his/her determination concerning the appeal, in writing, within five business days of receiving the appeal. The decision of the Vice President is final.

Refund and Repayment Policy for Financial Aid Recipients (520.1.17)

The Higher Education Amendments of 1998 require that if a recipient of federal financial aid withdraws from a school during a semester in which the recipient began attendance, the school must calculate the amount of federal financial aid the recipient did not earn and those funds must be returned.

Withdrawal Date

The withdrawal date is:

- The date the student began the withdrawal process as defined by the school;
- The date the student otherwise provided official notification to the school of the intent to withdraw; or
- If the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the midpoint of the semester for which federal financial aid was disbursed or a later date documented by the school.

Calculation of Federal Financial Aid Earned (520.1.18)

The percentage of the semester completed is the total number of calendar days in the semester divided by the number of days completed by the student as the withdrawal date. The student has earned 100% of the federal financial aid received if the withdrawal date occurs after 60% of the semester has been completed. If the student's withdrawal date occurs before 60% of the semester has been completed, the percentage of federal financial aid earned is equal to the percentage of the semester completed as of the withdrawal date.

Return of Unearned Federal Financial Aid Funds (520.1.19)

If the student receives more federal financial aid funds than the amount earned, the school, the student, or both must return the unearned funds as required, and in the order specified below. The school must return the less of:

- The total amount of unearned aid; or
- The amount of institutional charges incurred for the semester multiplied by the percentage of unearned aid.
- The student must return 50% of the remaining grant funds.

Method of Return of Unearned Funds by the Student
Repayment of grant funds will be due to the school within 45 days of repayment notification. Grant funds not repaid after 45 days will be referred to the Department of Education for collection.

Order of Return of Federal Financial Aid Funds

1. Federal Pell Grant
2. Federal SEOG
3. LEAP

Samples of Title IV Funds Repayment

1. A student completes 40 days of a 111-day semester. He has received a total of \$2,150 in federal financial aid as follows: \$1,650 Federal Pell Grant, \$500 Federal SEOG. His total school charges are \$396.

- a. % of earned federal aid = $40/111 = 36\%$
- b. % of unearned federal aid = $100\% - 36\% = 64\%$
- c. Total amount of unearned federal aid = $64\% \times \$2,150 = \$1,376$
- d. Amount of unearned federal aid attributed to school charges = $64\% \times \$396 = \253 . The school must return \$253 to the Federal Pell Grant.
- e. Amount of unearned federal aid attributed to non-school charges = $\$1,376 - \$253 = \$1,123$ is allocated to the Federal Pell Grant. Federal regulation only requires that the student pay 50 percent of this amount. This means that the student must pay \$561.50 back to the Federal Pell program. The school will bill the student.
- f. The student owes \$253 for school charges and \$561.50 for non-school charges for a total of \$814.50.

2. A student completes 69 days of a 111-day semester. She has received a total of \$2,075 in federal financial aid as follows: \$1,575 Federal Pell Grant, \$500 LEAP. Her total school charges are \$401.

- a. % of earned federal aid = $69/111 = 62\%$
- b. The student has earned 100% of the federal financial aid received because the student completed over 60% of the semester.

Financial Aid (520.1)

Coconino Community College offers a variety of financial aid to full and part-time students. The types of financial support available include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Academic Competitiveness Grant (ACG), and Leveraging Educational Assistance Partnership (LEAP), Federal Stafford Student Loan, Federal PLUS Loan, campus employment, and scholarships. The College uses the Free Application for Federal Student Aid (FAFSA) as its application for all federal financial aid programs. A separate application is required for scholarships. Complete information concerning these programs and necessary applications for scholarships and grants is available through the office of Student Financial Assistance.

General Eligibility Requirements for Federal Financial Aid (520.1.3)

To be eligible for federal financial assistance, a student must:

- Self certify that he/she has a high school diploma or a GED, or was home schooled, on the admissions application.
- Be enrolled in and pursuing a degree or certificate program. Transfer students must have official academic transcripts evaluated by and on file with Admissions, Records and Registration. Financial aid will not be awarded until this is completed.
- Demonstrate financial need. Need is the difference between the cost of education and what the parent(s) and/or student are expected to contribute.
- Be making satisfactory academic progress. For more information, see the Satisfactory Academic Progress policy.
- Meet one of the following citizenship requirements: U.S. citizen; U.S. national; U.S. permanent resident who has an Alien Registration Receipt Card (I-151 or I-551).

If you are not in one of the above categories, you must have one of the following documents from the U.S. Immigration and Naturalization Service:

- An I-94 with one of the following endorsements: "refugee," "asylum granted," "indefinite or humanitarian parole," or "Cuban-Haitian entrant."
- A temporary residency card (I-668).
Students from the Marshall Islands, the Republic of Palau, and the Federated States of Micronesia should consult with Financial Aid Services concerning their eligibility for federal student aid.
Students attending school only on an F1 or F2 student visa, a J1 or J2 exchange visitor visa or a G series visa are not eligible for federal financial aid.
- Have a social security number.
- Be registered with Selective Service, if required.

Financial Aid Application Process (520.1.4)

Federal regulations require the submission of a number of documents by students applying for financial aid. In most instances, the documents listed below will constitute a complete file; however, any additional documentation requested by Financial Aid Services must be submitted before a file will be considered complete.

Free Application for Federal Student Aid (FAFSA) (520.1.5)

This no-cost need-analysis form provides the information necessary for any federal financial aid award.

There are 3 different ways to complete this form:

- **Paper Application Process**
Obtain a FAFSA, complete, and mail to the Federal Processor. CCC's institutional ID number is 031004. This process can take as long as six to eight weeks and possibly longer if information changes during the process. The information provided on the FAFSA is sent to CCC electronically; the student will receive the results at approximately the same time. If required additional documents will be requested by Financial Aid Services when the electronic data is received.
- **Renewal Application**
Dependent upon when the student applied for federal financial aid in the previous academic year, the student will receive a Renewal Application in the mail or by e-mail. Update the Renewal Application with current financial information and mail to the Federal Processor or process through FAFSA on the WEB. The paper renewal process can take as long as the Paper Application Process. The FAFSA on the WEB process can take up to two weeks. The information provided on both types of Renewal Application is sent to CCC electronically. If the student's application was processed through the mail the student will receive the results at approximately the same time. If the student processed his or her application through FAFSA on the WEB, CCC will receive the student's information usually within two weeks. Additional documents may be requested from the student by Financial Aid Services when the electronic data is received.
- **Internet Application Process**
The student may complete the FAFSA on the World Wide Web at www.fafsa.ed.gov. The student will need a computer that has access to the internet and that is attached to a printer. For additional information or technical assistance about the FAFSA on the web, contact FAFSA's customer service at (800) 801-0576.

In addition to completing the FAFSA in one of the three ways mentioned above, all students will need to submit a Statement of Educational Purpose. The Statement of Educational Purpose is a statement that all aid applicants must sign affirming that the student will use his/her

financial assistance for educational purposes; is not in default on any Title IV loan or owes a refund on any Title IV grant; and authorizes the College to use his/her Federal Pell Grant and any other financial assistance to pay tuition and fees and any other College charges.

Verification (520.1.6)

If the student is selected for verification by the Federal Processor or files electronically, the student will be required to submit the following in addition to the documents listed above:

- Verification Worksheet with required signatures (if the student is dependent, one parents signature is required; student signature is also required)
- Copies of signed federal tax returns of the student, spouse (if applicable), and if the student is dependent, signed copies of the parents' tax returns
- Copies of W-2's will be requested for student, spouse (if applicable), and if the student is dependent copies of W-2's for parents.
- Other documents requested by Financial Aid Services to resolve conflicting or questionable information.

Refund and Repayment Policy for Financial Aid Recipients (520.1.17)

The Higher Education Amendments of 1998 require that if a recipient of federal financial aid withdraws from a school during a semester in which the recipient began attendance, the school must calculate the amount of federal financial aid the recipient did not earn and those funds must be returned.

Financial Aid Student Rights and Responsibilities (520.1.7)

Student Rights

The student has a right to:

- Know which financial aid programs are available at the College.
- Know the deadlines for submitting applications for each of the programs available.
- Know how financial need is determined. This includes cost for tuition, room and board, travel, books and supplies, and personal and miscellaneous expenses considered in your budget.
- Know how the refund and repayment policies of the College work.
- Know how Financial Aid Services monitors satisfactory academic progress and the consequences of failing to maintain satisfactory academic progress.

Student Responsibilities

The student has the responsibility to:

- Keep his/her address current with Admissions, Records and Registration and Financial Aid Services.
- Complete all applications accurately and submit them on time to the right place.
- Provide correct information. In most instances,

misreporting information on financial aid application forms is a felony offense under federal law.

- Submit all additional documentation, verification, corrections, and information requested by the College.
- Read, understand, and keep a copy of all forms that he/she signs.
- Accept responsibility for all agreements that he/she signs.
- Make satisfactory academic progress toward a degree.
- Notify Financial Aid Services of any changes in his/her financial situation, the number of family members attending college, or household size.

Satisfactory Progress Policy for Financial Aid Recipients (520.1.8)

It is the student's responsibility to meet and maintain satisfactory progress while earning a degree or certificate. This policy applies to students receiving federal and state financial aid and should not be confused with the College's Academic Progress policy. The Satisfactory Progress policy includes three elements:

1. Minimum grade point average (GPA);
2. Maximum number of credit hours after which a degree/certificate must be granted;
3. Minimum number of credit hours completed per semester or academic year.

These three standards measure both qualitative and quantitative progress. Students will be ineligible for federal and state financial aid if these standards are not met. Student progress will be reviewed at the end of the academic year (spring semester) to determine eligibility for federal and state financial aid for the upcoming semester, academic year, and/or summer session. The academic year begins with Fall semester and continues through spring. Students who have completed a sufficient number of credit hours within the academic year are eligible to receive federal and state financial aid for the summer session. Students who have not completed the required number of credit hours for which they were funded will be placed on probation for the next semester. Students who receive Title IV funds on a probationary basis must meet the stated probation requirements or their eligibility will be suspended.

Qualitative Standards (520.1.9)

Students receiving Title IV funds must maintain a minimum cumulative grade point average of 2.00 after completion of their second semester.

Students transferring in with a cumulative grade point average of less than a 2.00 and less than 24 credit hours will be placed on probation their first semester in attendance.

Student transferring in with a cumulative grade point average of less than a 2.00 and greater than 24 credit hours are not considered to be making satisfactory academic progress and are not eligible for financial aid funds.

Foundation Courses (520.1.10)

A maximum of 30 credit hours of foundation classes may be counted towards a student's "Minimum Credit Hour per Academic Year" requirement; however, the credit hours for foundation classes will not be charged against the total maximum credit hours allowed. The exact number of allowable foundation credit hours will be determined by the student's academic skill assessment results.

Continuance of Eligibility (520.1.11)

Student records are reviewed at the end of each academic year for compliance with the three Satisfactory Progress elements: minimum cumulative GPA, maximum number of credit hours earned, and minimum number of credit hours completed per academic year. Students who meet all three of these standards are eligible for further federal and state financial aid consideration for the following academic year.

Students receiving Title IV funds are strongly encouraged to meet with an academic advisor to ensure they are meeting certificate/degree requirements.

Quantitative Standards (520.1.12)

Maximum Number of Credit Hours

The maximum time frame for completion of a degree or certificate is measured by the total number of credit hours a student has attempted. This includes transfer hours and all semesters of enrollment (including summer session) and applies to each degree or certificate pursued whether or not financial aid was received. Once the maximum number of hours is completed, the federal financial aid eligibility ends

The maximum number of credit hours for which a student may receive federal financial aid funding toward the completion of a degree or certificate, includes all transfer and CCC credits, cannot exceed 150% of the credit hours required for that program. Once this 150% of credit hours is reached, students are not considered to be making Satisfactory Academic Progress and are not eligible for financial aid funds.

A student with a Bachelor's degree or higher will be considered to have exhausted maximum timeframe eligibility.

Second Degree or Certificate

The student must meet the College's criteria for a second degree. The student may be eligible for federal financial aid funding beyond first degree or certificate, ranging from 7 to 24 credit hours depending on program type, certificate or degree.

Dual Majors

The student may be eligible for federal financial aid up to 24 credit hours beyond first major.

Minimum Number of Credit Hours per Academic Year

Students receiving Title IV funds are expected to complete at least 80% of the semester credit hours enrolled as outlined in the following chart:

Credit hours load	80% Minimum completion each semester
Full time based on 12 credit hours	9 credit hours
3/4 time based on 9 credit hours	7 credit hours
1/2 time based on 6 credit hours	4 credit hours
Less than 1/2 time based on 5 credit hours	4 credit hours

Students enrolled for less than five hours must complete the number of hours funded (i.e., if a student is funded for one credit hour, the student must complete the 1 credit hour).

The following grades do not count toward the "Minimum Credit Hours per Academic Year" requirement: W, I, AU, U and NR, F. Repeated courses will be treated in accordance with established College policy. In progress (IP) grades will not be counted until a final grade has been posted.

Failure to Maintain Satisfactory Progress (520.1.13)

- Students, both continuing and transfer, who fail to meet the minimum cumulative GPA must use their own financial resources (unless an appeal is approved for a probationary semester) and attend one semester or summer session earning at least six credit hours at CCC to raise their cumulative GPA.
- Students who fail to complete the required minimum number of credit hours for which they were funded will be placed on probation the following semester.
- Students who have exceeded the established maximum credit hours will be required to submit an appeal and have eligibility status determined on an individual basis. Until a determination is made on the appeal, the student will be ineligible to receive federal financial aid funds.
- Students who have been placed on financial aid probation must meet the conditions of the appeal or attain academic good standing by the end of the semester or eligibility will be suspended. Suspended students will not be eligible to receive funds until such time as academic good standing is attained. Students in this category will be required to appeal in order to be reevaluated to have eligibility reinstated.
- Students who are placed on academic probation will automatically be placed on financial aid probation.
- Students who are placed on academic suspension will automatically be placed on financial aid suspension.

Right to Appeal (520.1.14)

In order to receive funds during the probationary period, students must submit a Satisfactory Academic Progress Appeal Form with supporting documentation to Financial Aid Services. Satisfactory progress appeals may fall into one of three categories:

- **Withdrawals/Waiver of a Semester**
Students who have not completed the necessary number of credit hours for federal funding because the student withdrew from the semester may appeal to have the semester waived under extenuating circumstances such as personal illness or accident, serious illness or death within the immediate family, serious personal problems or other circumstances beyond the reasonable control of the student. The following supporting documentation is required: letter from attending physician, counselor, medicine man/woman, hand trembler/shakers, etc., addressing the specific problem, dates student was unable to attend school, and a comment on their current condition and ability to complete course work in the future.
- **Probation Extension (one semester only)**
Students who have failed to earn the minimum number of credit hours during a probationary semester for which the student was funded may appeal to receive federal funding for the following semester if extenuating circumstances, as identified above, have prevented completion of the minimum number of credit hours. The following supporting documentation is required: letter from attending physician, counselor, medicine man/woman, hand trembler/shakers, etc., addressing the specific problem, dates student was unable to attend school, and a comment on the student's current condition and ability to complete course work in the future.
- **Maximum Credit Hour Extension**
Students may appeal for an extension of the maximum hour limit if extenuating circumstances, as identified above, have prevented completion of a degree in a timely fashion. The following supporting documentation is required: letter from attending physician, counselor, medicine man/woman, hand trembler/shakers, etc., addressing the specific problem, dates student was unable to attend school, and a comment on the student's current condition and ability to complete course work in the future and a letter from advisor providing number of hours needed to graduate and projected graduation date.

Appeals that fall outside the scope of these three categories will be evaluated on an individual basis by the Director for Student Support Services and Financial Assistance.

Students who have conditions set forth in the appeal approval and do not meet these conditions will be suspended from financial aid and must complete a minimum of half-time status within one semester at

CCC using their own resources to regain eligibility or may submit a new appeal.

Satisfactory Academic Progress (SAP) Appeals Committee (520.1.15)

A student may appeal the decision of the Director for Student Support Services and Financial Assistance by submitting a written request to have his/her appeal forwarded to the SAP Appeals Committee. The composition of the SAP Appeals Committee will be the following: Registrar/Director for Admissions, one advisor, one Faculty, and one Student Affairs representative; the Director for Student Support Services and Financial Assistance will serve in an ex-officio capacity. In this written request, the student must attach any additional documentation to support his/her appeal.

Financial Aid Services staff will schedule a SAP Appeals Committee meeting to review any appeals submitted. The student will have the option of being in attendance and will be scheduled for a specific time if he/she chooses to be in attendance. The Committee may either uphold, reverse, or modify the decision of the Director for Student Support Services and Financial Assistance. The SAP Appeals Committee will review the student's case and make a recommendation to the Vice President for Student Affairs. The Vice President for Student Affairs will render a final decision based upon the recommendation of the SAP Appeals Committee. The Financial Aid Services will notify the student in writing within ten business days of the Vice President for Student Affairs' decision.

Effects of Consortium Credits on Satisfactory Progress (520.1.16)

If a student has a consortium agreement between CCC and another institution in which CCC is the parent institution, credits earned at the non-parent institution will count as though they were earned at CCC and will count towards Satisfactory Academic Progress requirements.

Veterans' Services

Veterans' Educational Benefits (520.1.20)

Coconino Community College is approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. Eligible students and those who wish to determine their future eligibility should apply through Financial Aid Services.

It is recommended for Veterans making an initial application for their benefits to submit a certified copy

of their DD 214 (member four copy). Eligible dependents making an initial application under Chapter 35 must provide their parent's or spouse's VA claim number.

Students planning to attend the College under the VA vocational rehabilitation program should contact their vocational rehabilitation specialists before registration. This contact may be made through Financial Aid Services. Additional services to be offered by Financial Aid Services include application for all VA benefits, professional educational counseling, tutorial assistance, and referral services.

Veterans' Admission (520.1.21)

By Arizona statute, no failing grades received by a veteran at an Arizona university or community college prior to military service may be considered when determining admissibility. This exception applies only to veterans who were honorably discharged, have served in the U.S. Armed Forces for a minimum of two years, and have previously enrolled at a university or community college in Arizona .

All veterans must declare a major and list their educational goal as degree/certificate (DC) or degree to transfer out (DT). They must also submit Official Academic Transcripts from all previous schools attended by the end of their first semester of attendance. They must also request those transcripts to be evaluated by Admission and Records.

Proper advising and course planning are strongly encouraged. Veterans and their dependents are not allowed to enroll in course repeats, course audits, or independent study courses without prior approval by Financial Aid Services.

Students admitted or readmitted to the College under this statute are subject to academic standards, graduation, and other academic regulations in this catalog.

Veterans' Retention (520.1.22)

All veterans and dependents of veterans must successfully complete 60% of their coursework with the individual grades and cumulative grade point average required by the College to continue toward graduation. If less than 60% of the coursework is completed, or if the grade point average falls below that required by the academic probation, suspension, or dismissal policy, veterans or veterans' dependents will be placed on probation the following semester. If individual grades and the cumulative grade point average are not maintained during that semester, the veteran or veterans' dependents will be suspended or terminated from their educational allowances effective the ending date of the semester, and notice will be sent to the VA regional office within thirty days following.

When the progress or status of a veteran is changed, a notice will be sent by the College to the VA regional office, within thirty days following the date of the change or the last day of attendance.

Veterans' Attendance (520.1.23)

Veterans and veterans' dependents are paid to attend and complete coursework. Attendance records are maintained by all faculty. If at any time Financial Aid Services is notified that a veteran's attendance is inconsistent with College standards, benefits may be reduced accordingly and the VA regional office notified. In some cases, the veteran may be dropped for nonattendance. See Academic Procedures for more information.

Academic Standards and Procedures

Academic Integrity (303.11)

Honesty (303.11.1)

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating are violations of the College's Student Code of Conduct. The general descriptions below emphasize those boundaries of academic conduct that are essential to the learning environment. The following acts of academic dishonesty are among those that may lead to college disciplinary action or possible dismissal:

Plagiarism (303.11.2)

Plagiarism is defined as submitting assignments, examinations, or other academic work which is not entirely the work of the student. This can include, but is not limited to such practices as: quoting without giving proper credit to a source, expanding someone else's work without giving proper credit, adopting as one's own an actual document (including the copying of computer or other electronic media), directly using someone else's ideas rather than words without giving proper credit.

Cheating (303.11.3)

Cheating is defined as submitting assignments, examinations or other work that is based upon sources or activities forbidden by the instructor. Cheating includes the furnishing of materials to another person for purposes of aiding that person to cheat. When an unfair academic advantage is gained by a person through deception or other means, that action is defined as cheating.

Violation of Copyright (303.11.4)

The unauthorized copying of copyrighted material, whether print or computer media, is unacceptable and is considered an act of academic dishonesty. Moreover, such practice is illegal and makes the violator subject to legal penalty.

Penalties (303.11.5)

The following penalties may be applied in instances of academic dishonesty:

- A student caught in an act of academic dishonesty on an assignment may or will, at the discretion of the instructor, be assigned a grade of "F" for that assignment or for the entire course, regardless of the length of time the student has been in attendance.
- A student found to have committed an act of academic dishonesty may be dismissed from CCC. The length or time period of the dismissal will depend upon the nature of the offense and may be permanent.

Academic Progress (303.12)

Notification (303.12.1)

Students affected by the procedures in this section will be notified of academic probation and/or suspension on the semester grade reports, which are sent to the student's last known address.

Students receiving financial aid are subject to Satisfactory Academic Procedures. For more information, see Satisfactory Progress Policy for Financial Aid Recipients. Refer to CCC policy (520.1.8) as stated in this catalog.

Probation (303.12.2)

A student will be placed on academic probation if the cumulative grade point average is less than 2.00. Students should be aware that graduation requires a minimum cumulative grade point average of 2.00.

Students on academic probation may not take more than 12 credit hours per fall or spring semester (4 credit hours per summer session). Advisor approval is

required prior to registration. A student placed on probation status has two regular (Fall and Spring) semesters to raise the cumulative grade point average to 2.00. If the minimum cumulative grade point average is not met at the end of two cumulative semesters, the student is placed on academic suspension.

Suspension (303.12.3)

A student on academic probation for two regular (Fall/Spring) semesters who fails to raise the cumulative grade point average to the required minimum will be placed on academic suspension and barred from registration for the period of one regular (Fall/Spring) semester.

Re-Admission (303.12.4)

An academically suspended student may apply for re-admission by submitting a petition for re-admission at least one month prior to the beginning of the semester or summer session for which the student seeks enrollment. The petition will be reviewed by the Registrar/Director for Admissions or designee.

The Registrar/Director for Admissions or designee may elect to approve the petition as submitted, to approve the petition with conditions (e.g. limited coursework, specific classes allowed, other classes denied, etc.), to uphold suspension, or to take other action which is deemed in the best interest of the student. Re-admission may include a change in major, removal of grades, adjustment of cumulative grade point average, etc. If the student is readmitted, he/she will automatically be placed on academic probation.

Appeals (303.12.5)

Students who desire to appeal a probation, suspension, or denial of re-admission decision must submit a letter detailing the basis of the appeal to the Registrar/Director for Admissions within 4 months of the decision. The Student Academic Appeals Committee will review the student's case and make a recommendation to the Vice President of Academic Affairs. The Vice President will render a decision which will be considered final and will convey that in writing to the student via certified mail within five business days. A copy of the letter will be sent to the Registrar and to the Student Academic Appeals Committee.

Attendance (303.2)

Because attendance is essential to academic success, CCC students are expected to attend regularly and punctually all classes in which they are enrolled. Attendance requirements must be published in the course syllabus distributed to students.

First Class Session Requirement

All students are required to attend the first class session of each course in which they are enrolled. Failure to attend the first class session or to notify the instructor prior to the class session of an inability to attend may result in the student being dropped from the class by the instructor.

Absences

- Instructors may drop a student whose unexcused absences exceed the equivalent of one week of class of a regular full semester.
- It is recommended that an instructor drop a student whose unexcused absences exceed the equivalent of three weeks of class of a regular full semester.
- Instructors may grant excused absences at their discretion.

Lateness

- At the instructor's discretion, late arrivals (tardy) may count as an unexcused absence for that class meeting.

Other

- Instructors may establish a more stringent attendance policy that must be stated on their syllabus.
- Instructors are under no obligation to make special arrangements for students who have missed class assignments due to unexcused absences.
- Students are responsible for notifying their instructors in advance of any planned absences and for completing all class assignments as required.
- Instructors have the discretion to excuse absences for illness, optional activities related to other classes, or personal emergencies.
- Absences due to the student representing the College in some official capacity or due to participation in a required field trip in another class will be excused upon presentation of verifying evidence by an authorized college official.
- Web or online courses area special category. As web courses come in a variety of modalities, instructors must publish their attendance policy in their syllabus on the course website. There must be a definition of what qualifies as attendance for the course in the published attendance policy.

Grade of Withdrawal**Regular Semester**

After the midpoint of the instructional period, instructors may drop a student for excessive absences with a "W" grade (withdrawal). Students may drop a class until the deadline published in the appropriate academic calendar and in the Schedule of Classes. Students who prefer to be dropped with a "W" grade (withdrawal) rather than receiving the grade earned must, after the deadline of a student initiated withdrawal, request this from the instructor. The instructor has the discretion to grant or deny such

requests. If a withdrawal is not granted, the student will receive the grade earned for the course. No student may drop a class during the last two weeks of a regular semester or the equivalent in non-traditionally scheduled courses.

Short Course

Withdrawals and drops in short or non-traditionally scheduled courses will be handled according to a timeline proportional to the regular semester timeline.

Absences after Student-Initiated Withdrawal Deadline

If an absence, which would otherwise result in a student being dropped, occurs after the deadline for student-initiated withdrawal, the instructor may either drop the student by indicating a "W" grade (withdrawal) on the grade roster or retain him/her on the class roster and award the grade warranted by the student's performance. All drops must conform to the college policy. Written petitions for exception to procedures may be presented to the Registrar/Director for Admissions or designee for action.

Class Cancellation Due To Inclement Weather

Should CCC need to cancel classes due to inclement weather, the media will be so informed. Please listen to local radio and television stations for announcements. If the public schools cancel classes due to inclement weather, CCC classes held at those schools will not meet. If CCC cancels classes and NAU does not, CCC classes scheduled to meet at NAU will meet as scheduled. The cancellation of CCC classes will only affect those areas receiving the inclement weather and areas affected will be identified in the media announcements.

Class Orientation (303.3)

At the beginning of each credit course, instructors will give each student a written course syllabus which includes attendance requirements, an assignment schedule, a formal evaluation plan, a semester calendar, grading criteria for the course, and other pertinent information.

Final Examinations (303.4)

Final examinations or projects are scheduled for most courses and may not be taken early except under exceptional circumstances and with the instructor's consent. Students should consult the course syllabus before making any plans that could conflict with finals.

Grades and Grade Appeals (303.5)

Letters	Grades	Grade Points/ Credit Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Unsatisfactory	1
F	Failure	0
I	Incomplete	Not computed in GPA
W	Withdrawal	Not computed in GPA
Au	Audit (no credit)	Not computed in GPA
IP*	In Progress Grade	Not computed in GPA
NC	Non-Credit (no credit)	Not computed in GPA
S*	Satisfactory	Not computed in GPA
U*	Unsatisfactory	Not computed in GPA

* These grades are used for approved courses only.

To calculate your GPA:

1. Multiply the number of credit hours earned in each class by the points assigned to the letter grade
2. Add the points of all classes
3. Divide by the total number of credits

Example

Course Number	Course Title	Grade	Credit	Grade Points/ Letter	Total Grade Points
ENG 101	College Composition I	A	3	x 4	12
FRE 101	Beginning French I	B	4	x 3	12
Total			7 cr.		24 grade points

Your GPA = Grade Points/Credits = 24/7 = 3.4 GPA

Continuing Education Units (303.7)

Continuing Education Units (CEUs) may be awarded for participation in individual and professional development courses, workshops and seminars. One CEU typically represents ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction as approved by the Vice President for Academic Affairs. CEUs provide students with a standard of measurement to quantify their education experience. CEUs also provide recognition of one's efforts to broaden his or her knowledge, skills and experiences by establishing a permanent record of educational history.

Incomplete Grades (303.5.3/303.5.4)

A grade of "I" may be requested by a student only at the end of a semester in which the student has done the following:

- Averaged a grade of "C" or better in at least 80% of the work required for the course

- Presented a case documenting circumstances which prevent completion of the course requirements by the end of that semester
- Entered into the Contract for Incomplete Grade with the instructor.

All contracts must be reviewed and approved by the Extension Site Coordinator, Department Chair, or appropriate Dean. It is the exclusive responsibility of the student receiving a grade of "I" to contact the instructor and complete the course. A Contract for Incomplete Grade will not exceed one regular semester following its approval. "I" grades issued during a summer session must be completed by the end of the following fall semester. Upon completion of course work outlined in the contract, the instructor will initiate a Change of Grade form. If the instructor is no longer available, the student should contact the Extension Site Coordinator, Department Chair, or appropriate Dean. If the work required is not completed the semester following the approval of the contract, the grade specified on the contract will be posted to the student's permanent record.

In-Progress Grade (303.5.5)

In cases where circumstances warrant, the instructor may assign an "IP" grade. An "IP" grade is not to be used in place of an "I" grade. The "IP" grade is used where it is known at the time of registration that class completion will require work in excess of a single semester or session. An "IP" Grade Contract, available at the registration office or from a faculty secretary, should be completed by the instructor and the student. The contract must have definite starting and ending times. The "IP" Contract must be approved in advance by the Extension Site Coordinator, Department Chair, or appropriate Dean. Once the contract is successfully completed, the "IP" grade will be changed to a letter grade assigned by the supervising faculty.

Satisfactory/Unsatisfactory Grades (303.5.6)

If a course description in the College Catalog indicates a course may be taken for an "S/U" grade, the student may elect the S/U option. A S/U Grade contract, available at the registration office, must be completed, with the consent of the instructor, no later than the deadline to add classes as published in the appropriate Schedule of Classes. The deadline to add classes is also the deadline to change from an S/U to A-F or Audit status. Students electing the S/U option should be aware that:

- Once awarded, the "S" or "U" grade may not be changed to a letter grade.
- The "S" grade is equivalent to a grade of "C" or better; however, neither the "S" nor the "U" grade is calculated in the grade point average.
- The "S" grade may carry credit toward graduation or toward meeting professional requirements.

- The "S" grade shows on the transcripts as credit hours earned for the semester and will be used toward meeting the credit hours required of a full-time student and toward determining Financial Aid eligibility. Refer to CCC policy (303.13.8) as stated in this catalog.
- The "U" grade shows on the transcript but not as credits earned for the semester; therefore, the "U" grade does not count toward meeting the hours required of a full-time student or toward determining Financial Aid eligibility.
- Courses taken for S/U credit for which a grade of "S" is earned will satisfy prerequisites.

Grade Appeals and Other Course Requirement Decisions (303.6)

Students may appeal a grade or other decision pertinent to completion of course requirements through administrative procedures. These procedures will be determined by the College President after consultation with faculty and administrators.

Students may appeal a grade or other decision affecting completion of course requirements as follows:

- Students must represent themselves in the appeal process, i.e. third parties will not be permitted to represent students
- Potential intervention by third parties or examination of educational records is subject to the Family Educational Rights and Privacy Act of 1974 as amended. Questions or clarification regarding educational records should be directed to Admissions, Records and Registration.
- Students must first appeal through informal procedures as noted in the Student Handbook before initiating formal procedures. Formal procedures may be initiated only for final course grades. Refer to CCC policy (308.6.4.C) as stated in this catalog.

Timelines for Appeal (303.6.3)

Students who fail to initiate an appeal within the timelines defined below forfeit their right to appeal:

- Non-final grades and other decisions within twenty business days from the date the grade was assigned or other decision made, or twenty business days from the date the student learned of the assigned grade or decision.
- Final course grades within four months following course completion.

Methods for Appeal (303.6.4)

Appeal customarily begins (and often ends) with a discussion between the student and the instructor, leading to a mutually satisfactory understanding. If such understanding is not reached, the student may then appeal to the responsible Extension Site Coordinator, Department Chair or appropriate Dean. The responsible Extension Site Coordinator, Department Chair, or appropriate dean will meet with the student and the

instructor and make a reasonable attempt to mediate a mutually satisfactory understanding.

If such understanding is not reached, the student may then contact the Registrar's office within 20 business days and begin the formal process for appeal to the Student Academic Appeals Committee.

The Registrar will be responsible to contact the members of the Student Academic Appeals Committee and set up a hearing.

The membership of the Student Academic Appeals Committee will consist of 3 students, 3 faculty and 3 non-academic college staff, including the Registrar. Their goal will be to determine the most appropriate action to be taken when students appeal a grade. In order to best accomplish this, the committee will adhere to the following guidelines:

- No member of the Student Academic Appeals Committee who has a personal interest in the particular case will be permitted to sit in judgment during the proceedings.
- The Student Academic Appeals Committee shall allow an initial presentation by the student and then by the instructor involved (if necessary), after which it may call such other witnesses, as it deems necessary.
- The student and instructor will be given every reasonable opportunity to present their case.
- Both the student and the instructor shall have the right to be present during the presentation of any testimony before the Student Academic Appeals Committee.
- Student Academic Appeals Committee hearings shall be closed to all but the parties involved.
- The burden of proof shall be on the student.
- The Student Academic Appeals Committee's final decision in any particular case must be based solely upon testimony and other evidence given to the Student Academic Appeals Committee in that case.

Student Responsibility (303.6.5)

The Student can obtain a Grade Appeal Form from the Registrar's office for the purpose of the hearing, the student must provide written information regarding:

- The nature of the appeal, specifying the grade, relevant conditions about the issue, and any descriptive evidence of major significance.
- The reasons for the appeal, including any evidence which supports the student's belief that the grade was unfairly or incorrectly assigned, unsubstantiated by evidence, inaccurate, or otherwise unreasonable.
- A solution acceptable to the student.
- A completed Grade Appeal Form, attached to the documentation.

The Registrar will inform the student of the hearing with reasonable notice.

After the hearing, the Student Academic Appeals Committee will render a recommendation to the Vice

President of Academic Affairs, which may confirm or alter the final course grade. The Vice President of Academic Affairs will render a decision based upon the recommendation of the Student Academic Appeals Committee. That decision is considered final and will be communicated to the student in writing via certified mail within five days of the decision. The Registrar and the instructor will receive a copy of the letter as will the Student Academic Appeals Committee. All pertinent documentation shall become part of the student's permanent file.

Graduation Procedures (303.13)

Application for Graduation (303.13.1)

Students who believe they will be eligible to graduate with a CCC degree or certificate at the close of Fall semester must consult their Academic advisor and submit an application for graduation no later than the first Monday of October. Summer and spring semester applications for graduation must be completed no later than the first Monday of March. A choice of catalog must be declared at the time of application, refer to Catalog Choice Procedures (501.5) in this catalog. All required documents, including official transcripts, must be submitted to the Admissions, Records and Registration Office by the stated deadline for each session. A nonrefundable fee for each degree is required to initiate a graduation check. The graduation application initiates the graduation check procedure, completed by the Admissions, Records and Registration Office, to ensure that all requirements are met by the graduation semester.

Commencement Ceremonies (303.13.2)

Procedures for participation in commencement ceremonies will be announced the semester prior to the ceremony. Spring commencement will include students who have been awarded degrees the prior summer and fall semesters and candidates for spring degrees. Students requiring 6 or fewer credits to be eligible for graduation and will complete those credits during the summer session following the annual commencement ceremony may apply for graduation and participate in the commencement ceremony. Upon final degree clearance, an official College diploma or certificate will be issued either by mail or the student may pick up their degree or certificate at the registration office. Refer to the Application for Graduation.

Courses Numbered Below 100 (303.13.3)

Only students graduating with an Associate of General Studies Degree may count courses numbered below 100 toward graduation. A maximum of 12 credits may be completed in courses numbered below 100.

Graduation Requirements (303.13.4)

The requirements to earn each CCC degree and certificate are detailed in the Degrees and Certificates section of this catalog. Requirements are also summarized below. Degree and certificate-seeking students are advised to work closely with their academic advisor to ensure that they are making appropriate progress toward fulfilling graduation requirements.

Minimum CCC Hours (303.13.5)

To graduate from CCC, a student must complete a minimum number of credit hours at CCC with a "C" or better.

- To earn an Associate of Arts, Associate of Business, Associate of Science, Associate of Applied Science, or Associate of General Studies degree the student must successfully complete at least 15 credit hours of CCC coursework applicable to the degree.
- To earn a certificate, the student must successfully complete at least one-third of the required credit hours in CCC coursework applicable to the certificate. Refer to Transfer Procedure (501.7.2) in this catalog.

Minimum Grade Point Average (303.13.6)

No student may graduate with a cumulative CCC grade point average of less than 2.00. Students completing a transfer degree (Associate of Arts, Associate of Business, or Associate of Science degree) must complete all courses with a grade of "C" or better.

S/U Grades (303.13.7)

A maximum of 12 credits may be completed with a grade of "S" in applicable associate degree programs. No more than 3 credit hours of "S" may count for the certificate if the program allows. Refer to Grading Procedures (303.5.6) in this catalog.

Special Topics Courses: 298 (303.13.8)

A limited number of credits earned in Special Topics (298) courses may count toward meeting graduation requirements, depending on the degree. Students should consult with their academic advisor prior to arranging for Special Topics courses. Refer to Special Topics (303.10) in this catalog.

Waiver or Substitution of Program Requirements (303.13.9)

Students may request a substitution of graduation course requirements. Program substitution requests will be evaluated on a case-by-case basis as recommended by the academic advisor or other College officials, and approved by the appropriate Division Dean for the Flagstaff Campus or Campus Dean for the Page Campus.

Graduation with Honors (303.13.10)

Students graduating with a degree who complete at

least 30 credits at CCC, and whose grades qualify will be granted the following designations:

- Cum Laude 3.40 to 3.69 Cumulative CCC GPA
- Magna Cum Laude 3.70 to 3.89 Cumulative CCC GPA
- Summa Cum Laude 3.90 to 4.00 Cumulative CCC GPA

Students graduating with a certificate who complete at least 15 credits at CCC, and whose grades qualify will be granted the following designations:

- Honors 3.50 to 3.89 Cumulative GPA
- High Honors 3.90 to 4.00 Cumulative GPA

These designations will be shown on the student’s diploma and on official transcripts.

Scholastic Honors (303.13.11)

Students who complete at least 6 credits during a semester and whose grades qualify will be granted the following designations:

- Vice Presidents’ List 6 or more credits per semester 3.50 to 3.99 Semester GPA
- President’s List 6 or more credits per semester 4.00 Semester GPA

Placement and Prerequisites (501.4)

Belief and Purpose (501.4.1)

Coconino Community College believes academic achievement is directly related to the course placement students receive prior to their enrollment. We are committed to providing our students with opportunities for a successful academic experience.

The purpose of the course placement policy is to enhance student success by requiring placement in English, mathematics, Spanish and reading. Placement is designed to help students determine their current skills and knowledge levels, and to direct them to the appropriate classes.

Requirements (501.4.2)

Students will be required to complete placement assessments under the following conditions:

- The student is taking his/her first college credit English or Mathematics Course, with the exception of MAT 055.
- English and Mathematics placement testing and the reading assessment should be completed prior to the first semester of enrollment. The English, Mathematics, and Reading requirements should be pursued in each subsequent semester until those requirements are fulfilled. See Graduation Procedures for more information.
- The student is degree seeking and does not have previous college credit in English, Reading, or Mathematics. (Degree-seeking students will not be

allowed to enroll in classes after completion of 18 hours if they have not taken appropriate placement tests and completed the reading assessment.)

- Transfer students who completed prerequisite courses more than five years prior to the semester in which prerequisite proof is required must take CCC Mathematics and English placement tests.

Exemptions (501.4.3)

Students may be exempt from the placement test if at least one of the following conditions applies:

- The student has already earned at least an Associate’s degree
- The student has earned transferable college credits in English, mathematics and/or reading, with a grade of “C” or better within the five years previous to date of enrollment
- The student has earned transferable college credits in Spanish with a grade of “C” or better within the 2 years previous to the date of enrollment
- The student has a record of previous placement assessment at CCC
- The student has provided SAT or ACT scores

Course Placement (501.4.4)

A student’s score on a CCC’s placement test, the SAT, or ACT, determines his/her placement in a specific course. This placement should be discussed with an advisor who is skilled in assessing the student’s need in the context of factors that affect student success.

CCC course placement in mathematics and English based on ACT or SAT scores:

	ACT	SAT	
Subject	Scores	Scores	Appropriate Course
Math	< 14	< 320	MAT 055
	15–16	330–400	MAT 087
	17–20	410–520	MAT 121
	21–24	530–600	MAT 142, 151, 187
	25–26	610–640	MAT 130, 172, 212
	> 27	> 650	MAT 220
English	20+	420+	ENG 101 & exempt from reading

Appeal (501.4.5)

If a student wishes to appeal class placement, the student must follow the procedures established by the academic department.

Implementation of Policy (501.4.6)

To ensure consistency of student placement within the Coconino Community College District in the implementation of this policy, the following will apply:

- All sites shall use the same assessment instruments or their equivalents
- All sites shall adhere to the same cut-off scores
- Placement scores will be valid for two years from the date of the original assessment

- The student will be permitted no more than one re-test per discipline each semester
- Copies of placement test results will be kept on file in the Registrar's Office

Proficiency Tests (501.4.7)

Proficiency Tests are designed to help students determine their preparedness for taking specific courses. Check the Schedule of Classes or the Testing Services web site at www.coco.cc.az.us/~lec/testing/default.htm for test dates and times.

1. Business English

All students who wish to enroll in the BUS 204 (Business Communications) course must have completed ENG 101 (College Composition I) and either BUS 111 (Business English) or satisfy appropriate placement on the Business English Proficiency Test. This test is an option for students who do not wish to take BUS 111.

2. Emergency Medical Services

The Department of Health Services requires the following prior to registration for EMS 131:

- 18 years of age or older (picture ID required)
 - Current "Health Care Provider" CPR Certification
 - Passing score on the CCC administered reading placement test for EMS
 - Evidence of MMR vaccination
 - TB test within six months of the start of class
- Students taking courses at the Page campus and performing clinicals at the Page hospital will also require to provide the following:
- Current Hepatitis-B vaccination
 - Proof of current health insurance

Course Prerequisites

Prerequisites are listed below the class in the Schedule of Classes, as well as in the Course Descriptions in this catalog. A prerequisite may be an appropriate placement test score, a class or classes that precede the class in question; skills; or consent of instructor. A course taken to satisfy a prerequisite must be completed with a grade of "C" or better. A student will not be allowed to enroll in a course that requires a prerequisite unless he/she has presented evidence of having satisfied that prerequisite. Evidence includes CCC mathematics or English placement test scores, appropriate ACT/SAT scores, a copy of transcripts or a grade report showing completion of an appropriate prerequisite course, or consent of instructor. Students seeking to prove prerequisites with evidence such as transcripts, grade reports, or score reports, must submit their evidence in person or with their mail-in registration. An audited course will not satisfy the prerequisite for a course in which the student wants a letter grade. The College reserves the right to require official transcripts or other documents if the evidence presented by the student does not clearly prove that course prerequisites have been met. Students who completed prerequisite classes or tests

more than five years prior to the semester in which prerequisite proof is required must take CCC mathematics and English placement tests.

Repeating Courses (303.9)

Credit bearing courses at CCC will only be counted once toward fulfilling the credit requirements for any degree or certificate unless allowed in the degree or certificate requirements.

Students may repeat up to four times:

- Courses for credit in the case of music and dance performance, art studio, physical health and wellness, creative writing, and foundation courses needed to raise skill levels necessary for success in college-level work

Students may repeat a course as necessary:

- in order to acquire certification
- in order to update knowledge and/or skills due to periodic content changes (e.g. Tax Preparation)
- for retraining in or upgrading of job-related skills

Students may repeat, but not receive duplicate credit for:

- a course one time in order to improve a grade of C or better
- a course two times for which the previous grade(s) received was "F," "D," or "U"

Only the higher grade(s) will be used in computing the grade point average. All grades will be posted on the permanent record and transcript.

A student may be allowed to repeat a course beyond the limit with recommendation from the appropriate Extension Site Coordinator, Department Chair, or appropriate Dean, and approval of the Vice President of Academic Affairs.

Repeating In Violation of Policy

A student found to be repeating a course in violation of this policy will have registration for the course canceled, without refund of tuition and fees. Such cancellation may occur at the time of registration or whenever a college official becomes aware of the violation. Refer to Repeating Courses Procedures (303.9) in this catalog.

Second Degree Policy

The student must meet the requirements of that degree as outlined in the current Catalog at the time the second degree is declared.

1. The student must complete a minimum of 15 credit hours beyond those earned in the previously awarded degree of which at least one-third must be completed at CCC.
2. All other graduation requirements must be met as outlined in the graduation procedures (303.13).

Special Topics Courses: 298 (303.10)

Basic Guidelines (303.10.1)

Special Topics courses are intended to:

- Allow students opportunities for academic learning beyond what the College provides in its regular curriculum.
- Allow students to design a special academic course to meet a special need that the College does not otherwise meet. Usually this study will be more advanced or specialized than the regular 2-year college curriculum, and can be taken only after a student has completed the introductory courses in the discipline of interest.

Special Topics courses are not intended for: (303.10.2)

- Transfer to a university, 4-year, or 2-year college, although they “may” be accepted elsewhere.
- Credit for prior experience or learning.
- Developmental studies or non-college credit activities.
- Cooperative job placements, work study, internships or similar activities if the course activity is part of routine job responsibilities and the work is not directly supervised by a faculty member.
- Individualized study of a course in the college catalog. Special Topics courses are studies outside our catalog offering. (Independent Study allows students in special cases to take a course from our college catalog individually.)

Rules/Limits/Deadlines (303.10.3)

- A student may register for up to six credit hours of Special Topics courses each semester or summer session.
- A limited number of credits earned in Special Topics courses may count toward meeting graduation requirements. See Graduation Procedures for more information.

Enrolling in a Special Topics Course (303.10.4)

To enroll in a Special Topics course, the student must:

- Decide on a Special Topic.
- See an advisor.
- Complete a proposal for Special Topics courses. See Student Proposal Guidelines for more information.
- Identify a faculty member who has knowledge/expertise in the area to be studied. The student must complete the contract form and send it with the faculty signature, along with the proposal, to the Division Chair or appropriate Dean for approval.

Student Proposal Guidelines (303.10.5)

The proposal provided to faculty members should include a detailed description of the project and the following information:

- Area of subject the student intends to study.
- Method of study the student proposes to use.
- Explanation of why the student is interested in proposing this course.
- Description of the course objectives (e.g. What does the student hope to learn by taking this course?)
- Timeline for the completion of the course.

Student Rights and Responsibilities (503.1)

To obtain a full text copy of the Student Code of Conduct, contact the Vice President for Student Affairs or go to the College’s web site at www.coconino.edu.

All students at Coconino Community College are considered to be responsible adults. Therefore, they are accountable for their own personal behavior. The College expects all students to obey local, state, and federal laws and conform to the College’s standards of conduct.

Students enrolled at Coconino Community College are responsible for abiding by the laws governing the College and are expected to observe standards of conduct set by the College. The College receives its authority to set conduct standards under the policies of the State Board of Directors for Community Colleges of Arizona. These policies, in turn, are guided by laws enacted by the Arizona State Legislature.

Administrative procedures relating to student conduct, disciplinary action, and involuntary withdrawal will be determined by the President in consultation with appropriate administrative staff, faculty and students. Procedures will be followed to ensure due process should a student violate a college rule or regulation not directly involving academic performance and achievement. The College President is expressly authorized to enforce the rules set forth under the “Student Code of Conduct.”

Assuming Self-Responsibility (503.1.1)

Self-responsibility entails respect for student rights, eliminating blame, acknowledging mistakes, working toward constructive change, and challenging injustice and unethical acts of others. As a member of the campus community, students are expected to be responsible for themselves, to assist others in accepting their responsibilities, and to help make the college community a better place.

Statement of Commitment to Students (503.1.2)

Coconino Community College provides personalized and accessible opportunities in higher education by offering transfer, career and technical programs, and community interest courses.

Student Code of Conduct (503.1.3)

Coconino Community College offers its students the opportunity to learn in an environment where individual rights are respected. As in any group situation, respect for individual rights is best achieved when each group member acts in ways that are reasonable and responsible. Conduct is expected to be consistent with the learning environment and is subject to standards set by the College.

The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the college community.

Listed below are the behaviors that may lead to college disciplinary actions or possible dismissal:

- Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the city, county, state or nation.
- Possession, use, solicitation, or distribution of intoxicating liquors, narcotics, controlled substances or illegal drugs on college-owned or controlled property.
- Theft or conversion of college-owned or personal property, possession of stolen property, or unauthorized entry into college-owned or controlled property.
- Malicious destruction of college or personal property.
- Endangering or threatening the life or physical safety of others or self, including detention or physical abuse of any person.
- Failure to meet financial obligations to the College.
- Falsification, misuse, or forgery of college records or documents including the Student ID card.
- Knowingly furnishing false or incomplete information to the College or to a college representative or official in response to an authorized request, including a legitimate request by an identified college official, that a person identify him/herself.
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on college-owned or controlled property except as expressly authorized by the law or by institutional regulation.
- Behavior that interferes with the orderly functioning of the College, interferes with an individual's pursuit of an education, or disrupts the learning environment on college-owned or controlled property or during an authorized college class, field trip, seminar, or other meeting, or college-related activity on or off college property.