

3. 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.
Exception: The Intensive Writing/Critical Inquiry Special Requirement must be completed at Coconino Community College.

4. 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.

Earning Tech Prep Credit (501.7.4)

The purpose of the Tech Prep program is to provide a pathway through which students at the high school level will be granted community college credit for specific articulated courses leading toward a degree or certificate from Coconino Community College. Eligibility of students in a Tech Prep program is determined by participating high schools.

To be eligible for credit

Students must complete a Tech Prep program in high school and enroll at CCC within two years of high school graduation to receive articulated community college credit. If the time limit has expired, eligibility for credit will be evaluated on a case-by-case basis by the Registrar/Director for Admissions.

To receive college credit

Tech Prep students must provide official high school transcripts to Admissions and Records and request that the transcripts be evaluated. Transcripts must document participation and completion of articulated Tech Prep courses at the secondary level. Each articulated course must be completed with at least a "B" letter grade. The student may apply for award of credit after successfully completing 6 credit hours at CCC within one academic year of enrollment to the College. Independent study, cooperative education, internship or practicum courses at CCC do not count as part of the 6 credit minimum requirement.

A student may apply a maximum of 12 hours of Tech Prep credit earned in high school toward any applicable CCC degree or certificate. Tech Prep credit awarded by CCC may not transfer to other colleges or universities.

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 and Records. A written request for an evaluation of test scores must be filed by the student with Admissions and Records. 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 4 or 5 on the AP may receive college credit. 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 and Records.

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 and Records 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 approved by the State Board of Directors for Community Colleges of Arizona. The academic policies and the operation of CCC are governed by the local CCC District Governing Board and by the State Board. CCC adheres to the Arizona General Education Curriculum approved by the Arizona Board of Regents (governing board for state universities) and by the 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. CCC classes follow curriculum approved by the State Board, and 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 AGECE 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 AGECE 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 AGECE.

If a student does not complete all 35 credits of the AGECE, lower division general education is not fulfilled at all Arizona public universities. When the AGECE 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 AGECE, 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

Financial Information



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 the State Board of Directors for Community Colleges of Arizona and are subject to modification by these Boards. 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 \$780 per semester for educational fees and books.
- A part-time student who registers for 6 credit hours should expect to pay approximately \$390 per semester for educational fees and books.
- A part-time student who registers for 1 to 3 credit hours should expect to pay approximately \$285 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 (the Hope Scholarship)

(Based on tax laws in effect for tax year 2001, IRS Form 8863.)

The Taxpayer Relief Act of 1997, signed by President Clinton on August 5, 1997 includes provisions that will benefit Coconino Community College students and/or parents. Attending CCC for two years can provide you with a \$1,500 per year tax credit under the Hope Scholarship. This is a dollar-for-dollar tax credit for the first two years of college against actual federal income taxes owed.

Taxpayers may claim 100% of up to the first \$1,000 spent in "out-of-pocket" tuition and fees (not books), and 50% of up to the second \$1,000 in tuition and fees, for a total of up to \$1,500.

Example

Student Pays	\$2,500	\$2,000	\$1,500	\$1,000	\$750
Tax Credit	\$1,500	\$1,500	\$1,250	\$1,000	\$750

This is a per student credit. Families with two children in college would be eligible to claim up to two \$1,500 credits. Or, if a husband and wife are both attending a community college, each can claim up to a \$1,500 credit.

Students must be enrolled at least half-time for a portion of the taxable year. The credit phases out for single tax payers with adjusted gross income between \$40,000 and \$50,000, and for joint filers with adjusted gross incomes between \$80,000 and \$100,000. Married couples must file jointly to qualify for credit. For more information, contact the Financial Aid Services.

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.

Out-of-County Fees

No student is required to pay additional out-of-county fees or tuition; however, residents of Arizona counties which do not have established community college districts are required to complete an Out-of-County Affidavit. The counties are Apache, Gila, Greenlee, and Santa Cruz. Affidavits are available from Admissions and Records.

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 at the time of registration.

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 and Records. 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 and Records.

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 rata 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 Services 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), and Leveraging Educational Assistance Partnership (LEAP), 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.

CCC does not offer any federal loan programs (Federal Direct, Federal Perkins, Federal Stafford Loans, Parent PLUS). (520.12)

General Eligibility Requirements for Federal Financial Aid (520.1.3)

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

1. Have a high school diploma or it's equivalent (GED). A copy of the diploma must be on file with Admissions and Records.
2. Be enrolled in and pursuing a degree or certificate program. Transfer students must have official academic transcripts on file and evaluated with Admissions and Records. Financial aid will not be awarded until this is completed.
3. Demonstrate financial need. Need is the difference between the cost of education and what the parent(s) and/or student are expected to contribute.
4. Be making satisfactory academic progress. For more information, see the Satisfactory Academic Progress policy.
5. 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.
- 6. Have a social security number.
- 7. 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 four different ways to complete this form. Choose one of the following ways to complete the form:

1. Electronic Application Process
 - Schedule an appointment with the OSFA. Before your appointment, you need to obtain a FAFSA, a Verification Worksheet, and a Post-secondary History form. At your appointment, you will need to provide the following documents:
 - a. Signed and completed FAFSA.
 - b. Signed copies of the previous year's federal tax return for you, your parent(s), and/or your spouse, if applicable.
 - c. Copies of previous year's W-2's for you, your parent(s), and/or your spouse, if applicable.
 - d. Signed Verification Worksheet.
2. 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; you 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.
3. Renewal Application
 - If you applied for federal financial aid in the previous academic year, you will receive a Renewal Application in the mail. Update the Renewal Application with current financial information and mail to the Federal Processor. This process can take as long as the Paper Application Process. The information provided on the Renewal Application is sent to CCC electronically; you will receive the results at approximately the same time. Additional documents may be requested from

you by Financial Aid Services when the electronic data is received.

4. Internet Application Process

You may complete the FAFSA on the World Wide Web at www.fafsa.ed.gov. You 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 four ways mentioned above, all students will need to submit the following documents to Financial Aid Services to have a complete file:

1. Statement of Educational Purpose

This form is available from Financial Aid Services. It 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.

2. Post-secondary History Form

This form requests the student to list all post secondary schools previously attended.

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 parent signatures required; student signature is required)
- Copies of signed federal tax returns of the student, and if the student is dependent, the parents' copies of W-2's
- Other documents requested by Financial Aid Services to resolve conflicting or questionable information.

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 and Records 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 the student signs.
- Accept responsibility for all agreements that the student 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 each 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 cumulative grade point average of 2.00 or higher.

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 semester 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 who have 40 or more credit hours (both transfer and CCC) will be required to submit a Student Education Plan (SEP), prepared with the help of an academic advisor, to Financial Aid Services. The student will receive funding for only those courses required to complete degree requirements and as outlined in the SEP to complete degree requirements and as outlined in the SEP.

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 earns. 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.

Program	Maximum credit hours
Intermediate Certificate (1–24)	30 credit hours
Advanced Certificate (1–45)	48 credit hours
Associate of Arts (60–65)	80 credit hours
Associate of Applied Science (60–65)	80 credit hours
Associate of Science (60–65)	80 credit hours
Associate of General Studies (60)	80 credit hours

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	10 credit hours
3/4 time based on 9 credit hours	7 credit hours
1/2 time based on 6 credit hours	5 credit hours

Students enrolled for five or fewer 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 NCR. Repeated courses and "IP" grades will be treated in accordance with established College policy.

Failure to Maintain Satisfactory Progress (520.1.13)

- Students 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. Transfer grades are not calculated into the 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:

1. **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 circumstances such as illness, death in the family, serious personal problems, etc. 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.
2. **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 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.
3. **Maximum Credit Hour Extension**
Students may appeal for an extension of the maximum hour limit if extenuating circumstances have prevented completion of a degree in a timely fashion: transfer hours that did not apply to their CCC major, change in major, dual major, extenuating circumstances have interfered with the completion of course work, etc. The following supporting documentation is required: letter from advisor supporting student's circumstance and Student Education Plan (SEP). Students must provide Financial Aid Services with a copy of the proposed schedule of classes each subsequent semester before their financial aid will be processed. Students will receive funding only for those classes listed on the SEP.

Appeals that fall outside the scope of these three categories will be evaluated on an individual basis by the Director for 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 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 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 Services representative; the Director for 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 Financial Assistance. The decision of the Committee will be final, and Financial Aid Services will notify the student in writing within ten days of the Committee's 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 be 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 (303.1)

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 which are essential to the learning environment. The following acts of academic dishonesty are among those which 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 which 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.

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 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 semesters, the student is placed on academic suspension.

Suspension (303.12.3)

A student on academic probation for two regular (Fall and 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 and 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, fresh start, 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. The Student Appeals Committee will review the student's case and make a recommendation for action. The Registrar/Director for Admissions will communicate this decision to the student, who may appeal the Committee's recommendation to the Vice President for Academic Affairs or designee. The Vice President's decision is final.

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.
- Instructors should drop a student whose unexcused absences exceed the equivalent of two weeks of class of a regular full semester.
- Instructors must drop a student whose unexcused absences exceed the equivalent of three weeks of class of a regular full semester.
- Absences will be counted regardless of when they occur during the semester or session, when the absences take place before the deadline for student-initiated withdrawal.
- Instructors may grant excused absences at their discretion.

Lateness

- At the instructor's option, late arrivals or tardiness may accumulate as unexcused absences with each tardy counting not more than one class hour.

Other

- Instructors may establish a more stringent attendance policy.
- 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.

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. After the deadline, students who prefer to be dropped with a "W" grade (withdrawal) rather than receiving the grade earned must request this from the instructor. Otherwise, they may receive a grade of "F" for the course. No student may drop a class during the last two weeks of a regular full semester.

Short Course

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

Absences after Student-Initiated Withdrawal

If an absence, which would otherwise result in a student being dropped, occurs after the deadline for student-initiated withdrawal, faculty 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.

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. A formal evaluation plan may not be required in a credit-free course.

Final Examinations (303.4)

Final examinations or suitable evaluations are required in all credit classes. Under no circumstances should a student make employment, travel or personal plans, which conflict with examination periods. In extenuating circumstances, a student may be excused from a final examination or take a final examination at an unscheduled time with written permission from the instructor.

Grades and Grade Appeals Grading (303.5)

The Coconino Community College grading system is as follows:

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
S ¹	Satisfactory	Not computed in GPA
U ¹	Unsatisfactory	Not computed in GPA
IP ¹	In Progress Grade	Not computed in GPA

¹ 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, Division 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 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, Division 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. A written "IP" Grade Contract 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, Division 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. This must be done in writing, 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.

- 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 interpretation by the Family Educational Rights and Privacy Act of 1974 as amended. Questions or clarification regarding educational records should be directed to Admissions and Records.
- Students must first appeal through informal procedures before initiating formal procedures. Formal procedures may be initiated only for final course grades.



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 six 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, or in the event the instructor and the student are unable to meet to discuss the reason(s) for the appeal, the student may then appeal to the responsible Extension Site Coordinator, Division Chair or appropriate Dean. The Extension Site Coordinator, Division Chair, or appropriate Dean will review the student's appeal and decide whether the grade or other decision will stand or be altered. The investigation may include a conference of involved persons, such as the faculty member, faculty peer(s), the student, Department and Division Chair, campus Dean, and others who may provide relevant information. The decision must be communicated to the student and the instructor, verbally or in writing, within twenty business days of the appeal.

Formal Procedures (303.6.5)

If the student is dissatisfied with the decision, he/she may further appeal to the Vice President for Academic Affairs. Such appeal must be made in writing within twenty business days of the date the supervisor notified the student of the decision and must describe the following:

- 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.

The Vice President for Academic Affairs will conduct a review of the formal appeal as presented by the student. The nature and activities of the review will be determined by the Vice President for Academic Affairs. The review must be completed within twenty business days of the date the Vice President for Academic Affairs received the student's written appeal.

After the review, the Vice President for Academic Affairs will render a decision which may confirm or alter the final course grade. The decision of the Vice President for Academic Affairs is considered final.

If the instructor is unable to participate in the appeals process, the Vice President for Academic Affairs, in conjunction with the instructor's supervisor, has the authority to alter the final course grade if evidence substantiates the change.

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 February. A choice of catalog must be declared at the time of application. All required documents, including official transcripts, must be submitted to the Admissions and Records Office by the stated deadline for each session. A nonrefundable fee of \$15 for each certificate and \$25 for each degree is required to initiate a graduation check. The graduation application initiates the graduation check procedure, completed by the Admissions and Records Office, to ensure that all requirements are met by the graduation semester.

College Reading Requirement (303.13.2)

Students applying for graduation in an Associate Degree program must have demonstrated successful completion of the College Reading requirement by one of the following:

- College assessment,
- Successful completion of English 141– Critical Reading or
- "C" or above in a reading intensive course as identified in the College's General Education Core Curriculum (GECC) and/or Arizona General Education Curriculum (AGEC).

Commencement Ceremonies (303.13.3)

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.

Courses Numbered Below 100 (303.13.4)

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 (303.13.5)

The requirements to earn each CCC degree and certificate are detailed in the Degrees and Certificates section. 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 (303.13.6)

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.

Minimum Grade Point Average (303.13.7)

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 (303.13.8)

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.



Special Topics Courses: 298 (303.13.9)

A limited number of credits earned in Special Topics (298) courses may count toward meeting graduation requirements. Students should consult with their academic advisor prior to arranging for Special Topics courses.

Waiver or Substitution of Program Requirements (303.13.10)

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 Division Chair for the Flagstaff Campus or Campus Dean for the Page Campus.

Graduation with Honors (303.13.11)

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 (303.13.12)

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 have a commitment to provide opportunities for successful academic experience for students.

The purpose of the course placement policy is to enhance student success by requiring placement in English, mathematics, 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, 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.

Exemptions (501.4.3)

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

- The student has an Associate's or higher 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 a record of previous placement assessment at CCC
- The student has 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:

Subject	ACT Scores	SAT Scores	Appropriate Course
Mathematics	≤ 14	≤ 320	MAT 055
	15–16	330–400	MAT 087
	17–20	410–520	MAT 121
	21–24	530–600	MAT 130, MAT 142, MAT 151, MAT 187
	25–26	610–640	MAT 172, MAT 184, MAT 212
	≥ 27	≥ 650	MAT 220
English	20+	420+	ENG 101 & exempt from reading

Appeal (501.4.5)

The final decision for student success rests with the student. Therefore, if the student wishes to appeal the placement decision, the student must see an advisor and must complete a Waiver of Enrollment Against Advise form. The Waiver is subject to approval. If approved, the Waiver will be kept in the student's official academic record in Admissions and Records.

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)

The 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 proficiency 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:

- Be 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
- Current Hepatitis-B vaccination (Page Campus only)
- TB test within six months of the start of class
- Proof of current health insurance

3. Spanish

All students who wish to enroll in a second semester Spanish course or above and cannot provide proof of having satisfied the prerequisite within the last five years must take the Spanish Proficiency Test.

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 which 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, which 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 courses at CCC will only be counted once toward fulfilling the credit requirements for any degree or certificate.

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 or most recent of the repeated course 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, Division Chair, or appropriate Dean, and approval of the Vice President for 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.

Second Degree Policy

Upon completion of an Associate of Arts, Associate of Business, Associate of Science, Associate of Applied Science, or Associate of General Studies degree from CCC, a student who wishes to pursue an additional degree other than Associate of General Studies must meet the following criteria:

- Students must meet the requirements of that degree as outlined in the Catalog in effect at the time of initial enrollment in the new degree program.
- Students must complete a minimum of 24 credits beyond those previously earned in the awarded degree.
- Credits applied to the new degree must have been completed with grades of "C" or better.
- The Associate of General Studies will not be awarded as a second degree.

Special Topics Courses: 298 (303.10)

Basic Guidelines (303.10.1)

Special Topics courses are intended to:

1. Allow students opportunities for academic learning beyond what the College provides in its regular curriculum.
2. 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)

1. Transfer to a university, 4-year, or 2-year college.
2. Credit for prior experience or learning.
3. Developmental studies or non-college credit activities.
4. 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.
5. 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)

1. A student may register for up to six credit hours of Special Topics courses each semester or summer session.
2. 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:

1. Decide on a Special Topic.
2. See an advisor.
3. Complete a proposal for Special Topics courses. See Student Proposal Guidelines for more information.
4. 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:

1. Area of subject the student intends to study.
2. Method of study the student proposes to use.
3. Explanation of why the student is interested in proposing this course.
4. Description of the course objectives (e.g. What does the student hope to learn by taking this course?)
5. 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 Services or go to the College's web site at www.coco.cc.az.us.

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. For more information on student complaint procedures and student rights and responsibilities, read the Student Code 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 Code.

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)

The mission of Coconino Community College is to promote student success through comprehensive learning opportunities for its community.

Student Code of Conduct (502.1.3)

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 conducts which may lead to college disciplinary actions or possible dismissal:

1. 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.
2. Possession, use, solicitation, or distribution of intoxicating liquors, narcotics, controlled substances or illegal drugs on college-owned or controlled property.
3. Theft or conversion of college-owned or personal property, possession of stolen property, or unauthorized entry into college-owned or controlled property.
4. Malicious destruction of college or personal property.
5. Endangering or threatening the life or physical safety of others or self, including detention or physical abuse of any person.
6. Failure to meet financial obligations to the College.
7. Falsification, misuse, or forgery of college records or documents including the Student ID card.
8. 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.
9. 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.
10. Behavior which 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.

Directory of College Personnel



Faculty



Colleen Carscallen, M.A.
English
B.A., Northern Arizona
University
M.A., Northern Arizona
University
Colleen.Carscallen@coconino.edu



Bryan Bates, M.A.
Biology
Environmental Science
B.A., Westminster College
M.A., Sangamon State
University
Bryan.Bates@coconino.edu



Dennis Connell, M.S.
Administration of Justice
Public Safety and Health
Department Chair
B.S., M.S., Northern Arizona
University
Dennis.Connell@coconino.edu



Bruce Belman, Ph.D.
Biology
B.A., Stanford University
Ph.D. University of California-
Santa Barbara
Bruce.Belman@coconino.edu



Joe Costion, M.A.
Industrial Technology
Instructional Technology
Department Chair
B.S., Northern Arizona
University
M.A., Northern Arizona
University
Joe.Costion@coconino.edu



Dave Bowman, B.A.
Computer and Office
Information Systems
Department Chair
B.A., University of Wyoming
Dave.Bowman@coconino.edu



Barbara Eickmeyer, M.Ed.
Spanish and Modern Languages
B.A., M.Ed., Northern Arizona
University
Barbara.Eickmeyer@coconino.edu



Ruth Foster, M.A.
Developmental English
B.A., University of Missouri
M.A., Northern Arizona
University
Ruth.Foster@coconino.edu



Maxie Inigo, M.S.
Mathematics
Math and Science Department
Chair
B.S., M.S., Northern
Arizona University
Maxie.Inigo@coconino.edu



Stephen Franklin, M.A.
Geography and Geographic
Information Systems
B.A., Texas A & M University
M.A., Southwest Texas State
University
Stephen.Franklin@coconino.edu



Jennifer Jameson, B.S.
Mathematics
B.S., University of Mary Hardin-
Baylor
Jennifer.Jameson@coconino.edu



Paul Holbrook, M.B.A.
Business and Accounting
Economics
B.S.B.A., Northland Pioneer
College
M.B.A., Northern Arizona
University
Paul.Holbrook@coconino.edu



Kathryn Kozak, M.S.
Mathematics
B.S., M.S., Northern Arizona
University
Kathryn.Kozak@coconino.edu



Bryce Humpherys, M.S.
Social and Behavioral Science
Page/Lake Powell Campus
B.A., Utah State University
M.S., Utah State University
Bryce.Humpherys@coconino.edu



Martin Lara, M.Ed.
Humanities and Liberal Studies
Liberal Studies Department
Chair
B.A., Fresno Pacific College
M.A. California State University
Domenguez Hills
M.M.A., American Baptist
Seminary of the West
M.A., M.Ed., Northern Arizona
University
Martin.Lara@coconino.edu

Directory of College Personnel



Alane Mathews, M.S.
Computer Information Systems
B.S., Illinois State University
M.S., Illinois State University
Alane.Mathews@coconino.edu



Pattie Odgers, Ed.D.
Computer and Office
Information Systems
B.A., M.A., Arizona State
University
Ed.D., Northern Arizona
University
Pattie.Odgers@coconino.edu



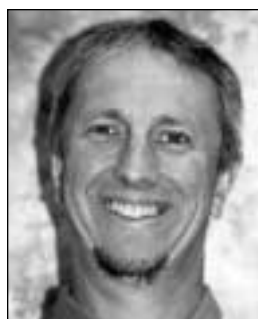
Michele Metcalf
Psychology
B.A., Southwest Texas State
University
M.A., Northern Arizona
University
Michele.Metcalf@coconino.edu



Alan Petersen, M.A.
Art, Fine Arts and Languages
Department Chair
B.F.A., M.A., Northern Arizona
University
Alan.Petersen@coconino.edu



Lynn Moksvold, B.S.
Business and Computer
Information Systems
Faculty Department Chair
Page/Lake Powell Campus
B.S., Arizona State University
Lynn.Moksvold@coconino.edu



Jeff Rhode, M.B.A.
Computer Aided Design and
Computer Information
Systems
B.S.B.A., M.B.A., M.A., Northern
Arizona University
Jeff.Rhode@coconino.edu



James Rhodes, M.A.
Psychology
Title III Program Development
Activity Coordinator
B.S., M.A., M.Ed., Northern
Arizona University
James.Rhodes@coconino.edu



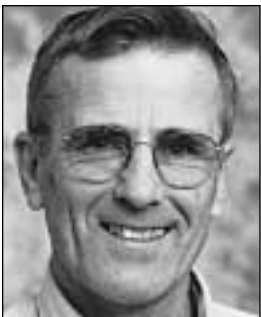
Kirsten Squint, M.A.
English
B.A., Eureka College
M.A., Miami University of Ohio
Kristen.Squint@coconino.edu



David Rudakewich, M.A.
History, Political Science and
Social and Behavioral Sciences
Department Chair
B.S., Indiana University
M.A., University of Oregon
David.Rudakewich@coconino.edu



Billie Swanson, M.F.A.
Art, English and Humanities
Page/Lake Powell Campus
B.A., University of Nebraska
B.A., Mesa State College
M.F.A., The School of the Arts
Institute of Chicago
Billie.Swanson@coconino.edu



Carlton Sheperd, M.A.
Chemistry and Astronomy
B.S., M.A., Bowling Green State
University
Carlton.Sheperd@coconino.edu



Sandra Thomas, M.S.
Allied Health
B.S., M.S., Northern Arizona
University
Sandra.Thomas@coconino.edu

Associate Faculty

Coconino Community college employees part-time associate faculty who contribute to the riches and breadth of the instructional program. Because of the large number of associate faculty employed, the faculty listed below are those who taught in the previous academic year.

Information regarding associate faculty may be obtained from the Human Resources Department.

Adam Gilardi	Danny K. Blackgoat	Harriet Louise Braun
Alan Spiegler	Darcy Lynn Falk	Harry E. Crull
Alice B. Knight	David Delmar	Helene Stolzenberg
Alicia J. Olfert	David Stone	Howard G. Salisbury
Allen G. Madle	David A. Gaspar	Jackie L. Eliason
Amanda S Kapp	David B. Berz	James K. Adkins
Ana M. Novak-Goodman	David E. Manning	James M. Macintyre
Andrea L. Stalker	David M. Dirlam	Jane M. Dalton
Ann M. Pertuit	David R. Johnston	Janell L. Hibbs
Anne E. Minard	Dawn Arszyla	Janice K. Kocjan
Arleen O. Berg	Deanna L. Prida	Janice K. Pulley
Ashley A. Johnson	Deborah Aurelia Martin-Willie	Janice M. Bourdage
Barbara Jean Fuller	Debra G. Sayble	Janice M. Hayes
Bernard Gazdzik	Denise J. Thornley	Jayne Lee
Bernice Austin-Begay	Denise S. Jackson	Jean Claire Cray
Beth Kovatch	Diane O. Wilshynsky-Dresler	Jean E. Rukkila
Beth A. Brown	Doris C. Nyland	Jeff A. McIntyre
Betty E. Renyer	Dwayne E. Richard	Jeffrey E. Jones
Betty Lou Cummings	Edward J. Newsom	Jennifer Billesbach
Bonnie J. Dent	Edward P. Fournier	Jennifer S. Liva
Bradley R. Ellico	Elaine C. Dillingham	Jill M. Divine
Breanna Rogers	Ellen Colby	Joan Armitage
Bruce E. Maxwell	Ellen L. Tibbetts	Joel G. Davis
Carl F. Cooke	Ellena C. Gonzales	John Linskey
Carol J. Wilson	Enriqueta Claudia Serrano	John F. Cardani
Carol J.C. Maxwell	Ester S. O. Fearghail	John G. Gliege
Carol K. Eastman	Eva Barraza	John H. Lloyd
Catherine Nation	Eva P. Ross	Jonathan S. Beller
Cathleen B. Nichols	Fe D. Murray	Joseph Zilfi
Cheryl K. Ossenfort	Fleur L. Darby	Judith Stiers
Christopher R. Black	Frances F. Kabotie	Judy D. Hall
Cindy A. Meyers	Frank Early	Julie A. Mitchell
Claudia L. Platt	Frank A. Chavez	Julie Joyce Thurston
Colin W. Thomas	Gerald V. Bacon	Karen Devonshire
Cynthy Kaufman	Gina B. Darlington	Karen E. Martinez
Daniel McMillian	Gloria S. Swann	Karen K. Tucker
Daniel R. Serpas	Glorya C. Mejdrich	Karen L. Connelly
Danny Lawler	Gwendolyn C. Swan	Karyn L. White

Kate M. Harkins	Patricia Ingerick	Sandra C. Burke
Kathleen M. Keays	Patricia Lauhban	Sandra E. Solomon
Kris V. Dennison	Patrick Staskey	Sandra L. Serpas
Kristen Dawn Waitz	Patty M. Gibbs	Sandra Lee Dihlmann Lunday
Kristi Hagen	Paul C. Worthen	Scott Kyle
L. Denise Tafoya	Paul H. Simpson	Sean P. Rivera-Mills
Lance P. Young	Paula K. Rector	Seth A. Holland
Laura L. Skillings	Pernell W. McGuire	Shanyn A. Money
Lauren C. Calvarese	Pete DeBartolo	Sharon M. Holbert
Laurence H. Boles	Peter Jacques	Shelley A. Silva
Lehaman J. Burrow	Peter A. Koehler	Shelly J. Shaffer
Letty M. David	Ray E. Henry	Shelly L. Rodriguez
Lillian Jane Baker	Ray L. Vernon	Sonya F. Schubert
Lisa A. Martinez	Ray R. Rossi	Stephanie L. Ludwig
Lloyd H. Hammonds	Ray V. Young	Stephen Stern
Loren McKay Jones	Renee E. Riedel	Steven R. Miller
Lori J. Santos	Richard Henn	Sunny J. Mckay
Lynda M. McCoy	Richard J. Sisson	Susan Sterman
Lynn T. David	Richard O. Weaverling	Susan M. Dix
Manuel E. Morales	Risa L. Garelick	Thomas M. Preston
Marc D. Goldberg	Rita K. Brown	Timothy A. White
Marilyn Lorene Maszk	Robert Corbin	Timothy P. Quigley
Mark W. Johnson	Robert Reynolds	Vicki L. Wright
Matthew M. Hamilton	Robert A. McCoy	Victoria A. Foster
Matthew P. Ray	Robert C. Margerison	William Jacobs
Meredith K. Monson	Robert Craig Yarbrough	William M. Branch
Michael Casey	Robert H. Hassell	
Michael D. Bradley	Robert W. Hale	
Michael John Bergner	Roberta I. Rogers-Fahrenz	
Michael L. Gillespie	Robin Rickli	
Nancy Norberg	Robin Scaramazzo	
Natalie T. Layman	Roger A. Howell	
Norma Ferrell	Ronald F. Martinez	
Norman P. Erickson	Rosemary K. Sewall	
Oly M. Ruiz	Russell Bull	
Paget R. Downey	Ruth A. Rivera	
Pamela Linnins	Sam Elliott	

Professional and Classified Staff

Academic Affairs

Keith Becker, Evening College Assistant
William Branch, CISCO Coordinator
Barbara Cotherman, Administrative Specialist
Geraldine Finch, Tech Prep Secretary
Edward P. Fournier, Curriculum and Articulation Services Coordinator
Betty LeForce, Division Secretary
Beth McCassalin, Administrative Secretary
Emily McRobbie, Faculty Development Coordinator
Ana Novak-Goodman, Science Lab Specialist
Glenda O'Yates, Functional Systems Analyst
Ann Stires, Tech Prep Coordinator
Patty Tuttle, Fourth Street Campus Coordinator
Scott Walton, CMT/FSC Area Coordinator
Carol Wilson, Administrative Assistant

Accounting and Finance

Sue Borst, Accounts Receivable Accounting Technician
Rose Calvin, Accountant
Susan Hoden, Functional Systems Analyst
Jean Lorenti, Cashier
Christy Owens, Payroll Accounting Technician

Admissions and Registration

Delaine Brannen, Distance Learning Administrative Specialist
Marrianna Dougherty, Admissions Coordinator
Elizabeth Gallegos, Assistant Registrar
Alvina Gutierrez, College Receptionist
Doris Nyland, Enrollment Services Generalist
Rebecca Warfield, Functional Systems Analyst

Business and Administrative Services

Eric Borst, Budget Coordinator
Nanette Wolf, Office Assistant

Facilities

Derek Button, Maintenance Supervisor
Michael Capps, Security Officer
Jana Kelly, Office Assistant
Richard Martinez, Security Officer
Al Nichols, Security Officer
Thomas Snyder, Maintenance Technician

Financial Aid

Lisa Hill, Financial Aid Advisory
Reuben Salazar, Financial Aid Specialist
George West, Office Automation Specialist

Human Resources

Dawn Armfield, Functional Systems Analyst
Anita Burns, Human Resources Analyst
Bess Goh, Human Resources Assistant

Information Technology Services

Robert Alban, Academic Computing Technician
Jean Aston, Desktop Support Technician
Keith Becker, Academic Computing Technician
Peter Brackett, Network and Web Technician
Juan Diego, Network Analyst
Tess Wymore, Systems Analyst

Learning Enhancement Services

Carlos Begay, Modern Languages Learning Assistant

Chris Black, Math/Science/Accounting Learning Specialist

Elizabeth Butkay, Math/Science/Accounting Learning Assistant II

Nancy Elliott, Disability Resources Coordinator

Kevin Elston, Computer Lab Learning Assistant

Erika Garland, Information Resource Center Learning Assistant

Patty Gibbs, Receptionist

Thomas Henry, Communication Skills Learning Specialist

Deborah Holbrook, Information Resources Center Coordinator

Sarah Jasper-Noreen, Learning Enhancement Services Assistant Director

Nora Jim, Receptionist

Dan Makil, Computer Lab Coordinator

Sandra Maxam, Modern Languages Learning Assistant

Joe Pino, Computer Lab Learning Assistant

John Pippen-Mandley, Disability Resources Administrative Specialist

Cheryl Shirley, Administrative Specialist

Page Campus

Loretta Douglas, Administrative Assistant

Thomas Morony, Security Officer

Elaine Parker, Administrative Assistant

Laura Skillings, Learning Enhancement Center Coordinator

Fannie Tracy, Custodian

Toni Wright, Executive Assistant

Public Relations and Marketing

Jimmy Gilmore, Public Relations Specialist

Cheryl Shirley, Publications Coordinator

President's Office

Lydia Adams, Executive Assistant

Carol Gallegos, Administrative Secretary

Purchasing and Auxiliary Services

James Duran, Auxiliary Services Clerk

Naomi Phillips, Purchasing Assistant

Dale Wallingford, Duplicating and Mail Services Technician

Small Business Development Center

Carla Fuller, Receptionist /Secretary

John Keegan, Business Development Specialist

Lee Vadnais, SBDC Coordinator

Extended Learning

Eva Jones, Community Education Coordinator

Rick McDonald, Instructional Technology Coordinator

Ron McFarland, Project Director

Student Development

Suzanne Botello, Vocational Student Development Coordinator

Sherrill Dana, Passages Program Coordinator

Gary Sager, Academic Student Development Coordinator

Pete Yanka, Student Development Assistant Director

Student Affairs

Vera Slim, Administrative Secretary

Administration

Jerry Baker, M.A.

Dean of Arts and Sciences
B.S., M.A., Central Michigan
University
Jerry.Baker@coconino.edu

Monica Baker, M.A.

Dean of Career and Technical
Education
B.S., B.S. Ed., M.A., Northern
Arizona University
Monica.Baker@coconino.edu

Jami Bradley, B.S., C.P.A.

Vice President for Business and
Administrative Services
B.S., Northern Arizona University
Jami.Bradley@coconino.edu

Linda M. Clark, M.Ed.

Director of Public Relations
and Marketing
B.S., M.Ed., Northern Arizona
University
Linda.Clark@coconino.edu

Cindy Cook, M.S.A., C.P.A.

Controller
M.S.A., James Madison University
Cindy.Cook@coconino.edu

Kathleen Corak, Ph.D.

Vice President for Academic Affairs
B.S., University of Montana
M.A., University of Montana
Ph.D., The Claremont
Graduate School
Kathleen.Corak@coconino.edu

Terree Duncan, M.A.

Vice President for Student Affairs
B.A., LaVerne College
M.A., California State University-
San Bernadino
Terree.Duncan@coconino.edu

Mark Easton, A.A.

Director of Facilities
A.A., Phoenix College
Mark.Easton@coconino.edu

Lloyd H. Hammonds, J.D.

Dean for the Page/Lake Powell
Campus
B.S., Truman State University
Juris Doctor, John Marshall Law
School
Lloyd.Hammonds@coconino.edu

Stephen Hill, M.A.

Director for Institutional Research
and Effectiveness
B.S., Western Carolina University
M.A., Clemson University
Stephen.Hill@coconino.edu

Thomas S. Jordan, Ph.D.

President
B.S., Ohio State University
M.Ed., Bowling Green State
University
Ph.D., Bowling Green State
University
Thomas.Jordan@coconino.edu

Michael Lainoff, M.S.

Dean for Continuing Education and
Director for Small Business
Development Center
B.A., University of Missouri
M.S., University of Oregon
Michael.Lainoff@coconino.edu

Todd Lutz, M.Ed.

Director of Information Services
B.G.S., M.Ed., Northern Arizona
University
Todd.Lutz@coconino.edu

Steven Miller, M.B.A.

Registrar/Director for Admissions
B.A.E.-S.E., Arizona State
University
M.B.A., University of Phoenix
Steven.Miller@coconino.edu

Shawn Nittmann, M.S.

Director of Learning Enhancement
Services
A.A., Cochise Community College
B.S., Colorado State University
M.S., Northern Arizona University
Shawn.Nittmann@coconino.edu

Craig Schill, M.B.A., P.H.R.

Director of Human Resources
B.S., University of Arizona
M.B.A., Northern Arizona
University
Craig.Schill@coconino.edu

Patt Sprengeler, M.A.Ed.

Director of Student Development
and Financial Aid
B.S., Arizona State University
M.A.Ed., Northern Arizona
University
Patt.Sprengeler@coconino.edu

Bill Yazel, M.S.

Director of Purchasing/
Auxiliary Services
B.S., San Jose State University
M.S., Saint Mary's College
Bill.Yazel@coconino.edu

Subject Index



Subject Index

A

- Ability to Benefit 12
- Absences 157
- Absences after Student-Initiated Withdrawal 157
- Academic Calendar, 2002–2003 iv
- Academic Integrity 156
 - Cheating 156
 - Honesty 156
 - Penalties 156
 - Plagiarism 156
 - Violation of Copyright 156
- Academic Load 138
- Academic Progress 156
 - Appeals 157
 - Attendance 157
 - Notification 156
 - Probation 156
 - Re-Admission 156
 - Suspension 156
- Academic Standards and Procedures 155–166
 - Absences 157
 - Absences after Student-Initiated Withdrawal 157
 - Academic Integrity 156
 - Academic Progress 156
 - Appeal 163
 - Appeals 157
 - Application for Graduation 160
 - Assuming Self-Responsibility 165
 - Attendance 157
 - Basic Guidelines 164
 - Belief and Purpose 162
 - Cheating 156
 - Class Cancellation Due to Inclement Weather 157
 - Class Orientation 158
 - College Reading Requirement 160
 - Commencement Ceremonies 161
 - Continuing Education Units 158
 - Course Placement 163
 - Course Prerequisites 163
 - Courses Numbered Below 100 161
 - Enrolling in a Special Topics Course 165
 - Exemptions 162
 - Final Examinations 158
 - First Class Attendance 157
 - Formal Procedures 160
 - Grade Appeals and Other Course
 - Requirement Decisions 159
 - Grade of Withdrawal 157
 - Grades and Grade Appeals 158
 - Grading 158
 - Graduation Procedures 160
 - Graduation with Honors 162
 - Honesty 156
 - Implementation of Policy 163
 - Incomplete Grades 158
 - In-Progress Grades 158
 - Lateness 157
 - Methods of Appeal 160
 - Minimum CCC Hours 161
 - Minimum Grade Point Average 161
 - Notification 156
 - Penalties 156
 - Placement and Prerequisites 162
 - Plagiarism 156
 - Probation 156
 - Proficiency Tests 163
 - Re-Admission 156
 - Regular Semester 157
 - Repeating Courses 164
 - Requirements 162
 - Rules/Limits/Deadlines 165
 - Satisfactory/Unsatisfactory Grades 159
 - Scholastic Honors 162
 - Second Degree Policy 164
 - Short Course 157
 - Special Topics Course: 298 164
 - Special Topics Courses 162
 - Statement of Commitment to Students 165
 - Student Code of Conduct 166
 - Student Proposal Guidelines 165
 - Student Rights and Responsibility 165
 - S/U Grades 161
 - Suspension 156
 - Timelines for Appeals 160
 - Violation of Copyright 156
 - Waiver or Substitution of Program 162
- Accounting Technician
 - Certificate 61
 - Course Descriptions (ACC) 88
- Accreditation inside front cover
- Act, Americans with Disabilities (ADA) 12
- Act, Carl Perkins Vocational Education 12
- Act, Student Right-to-Know and Campus Security 13
- Activities and Campus Life, Student 9
- ADA *see Americans with Disabilities Act*
- Add/Drop Procedures 138
- Administration 176
 - Administration of Justice
 - AA Degree 27
 - AAS Degree 44
 - Course Descriptions (AJS) 89
- Admission and Registration 135–144
- Admission Information 136–138
 - Admission Procedures 136
 - Admission Requirements 136
 - Alien In-State Student Status 137
 - Armed Forces of the United States 137
 - Continuous Attendance 137
 - Definition of Terms 137
 - Domicile 137
 - Eligible for “Regular Student” Admission 136
 - Eligible for “Special Student” Admission 136
 - Emancipated Person 137
 - In-State Student Status 137
 - International Students 136
 - Parent 137
 - Presumptions Relating to Student Status 137
 - Residency Procedures 136
 - Residency Requirements 136
 - Western Undergraduate Exchange Program 138
- Admission Procedures 136
- Admission Requirements 136
- Admission, Veterans’ 154

Advising 7
 Advisement 129
 Academic 6, 129
 Program 6, 129
 Registration 6, 129
 Vocational 6
 Affiliations 188
 AGECE *see Arizona General Education Curriculum*
 Aid and Scholarships, Financial 7
 Air Force Studies
 Course Descriptions (AES) 90
 Alien In-State Student Status 137
 Allied Health Sciences
 Course Descriptions (AHS) 90
 Alternative Energy Technician
 AAS Degree 45
 Certificate 62
 Course Descriptions (ITC) 115
 Americans with Disabilities Act (ADA) 12
 American Sign Language
 Course Descriptions (ASL) 91
 Anthropology
 Course Descriptions (ANT) 92
 Appeal 163
 Appeal, Methods of 160
 Appeal Procedures 148
 Appeal, Right to 153
 Appeals 157
 Appeals and Other Course Requirement
 Decisions, Grade 159
 Appeals Committee,
 Satisfactory Academic Progress 153
 Appeals, Timelines for 160
 Application for Graduation 160
 Applied Science Degree: AAS Degree, Associate of 43
 Applied Science Degree (AAS), Associate of 23, 24
 Architectural Design Technology
 AAS Degree 46
 Course Descriptions (ITC) 115
 Arizona General Education Curriculum (AGECE) 16, 21
 AGECE-A 17
 AGECE-B 18
 AGECE-S 18
 Arizona General Education Curriculum (AGECE) 21
 Decision Points for Transfer Students 19
 Degrees and Certificate Programs 23
 General Education Core Curriculum (GECC) 20
 Quick Reference to Degrees and
 Certificate Programs 24
 Summary of Minimum GECC 22
 Armed Forces of the United States 137
 Art *see Fine Arts/Visual Arts*
 Arts: AA Degree, Associate of 26
 Arts Degree (AA), Associate of 23, 24
 Assessment at CCC 3
 Assessment and Institutional Effectiveness 13
 Assessment of Institutional Effectiveness 3
 Assessment of Student Learning 3
 Assistance, Learning 7
 Assisted Living
 Certificate 63
 Associate Faculty 172

Associate of Applied Science: AAS Degree 43
 Associate of Applied Science Degree (AAS) 23, 24
 Associate of Arts: AA Degree 26
 Associate of Arts Degree (AA) 23, 24
 Associate of Business: ABus Degree 39
 Associate of Business Degree (ABus) 23, 24
 Associate of General Studies: AGS Degree 59
 Associate of General Studies Degree (AGS) 23, 24
 Associate of Science: AS Degree 40
 Associate of Science Degree (AS) 23, 24
 Assuming Self-Responsibility 165
 Attendance 157
 Attendance, Continuous 137
 Attendance, Veterans' 154
 Audit 139
 Automotive
 Course Descriptions (AUT) 95
 Aviation
 Course Descriptions (AVT) 95

B

Basic Guidelines (Transferring to CCC) 140
 Basic Guidelines, Special Topics Courses 164
 Belief and Purpose 162
 Benefit, Ability to 12
 Beta Gamma Chi *see Phi Theta Kappa*
 Biology
 Course Descriptions (BIO) 95
 Board, District Governing 1
 Board, State 1
 Bookstore 9
 Business *see Business Technologies*
 Business English Proficiency Test 163
 Business Technologies
 AAS Degree 47
 ABus Degree 39
 Course Descriptions (BUS) 96
 Business: ABus Degree, Associate of 39
 Business Degree (ABus), Associate of 23, 24

C

CAD Technician Certificate, Architectural 68
 Calculation of Federal Financial Aid Earned 148
 Calendar, 2002–2003 Academic iv
 Campus Life, Student Activities and 9
 Campus Security Act, Student Right-to-Know and 13
 Canceled Classes 147
 Cancellation Due to Inclement Weather, Class 157
 Cards *see Student ID Cards*
 Career Exploration and Educational Planning 8
 Carl Perkins Vocational Educational Act 12
 Carpentry Apprenticeship
 AAS Degree 48
 Certificate 64
 Course Descriptions (ITC) 115
 Catalog, College 6
 Catalog Choice 139
 Center, Information Resources 7
 Center, Educational Opportunity (EOC) at NAU 8

Subject Index

- Certificate Programs 60–86
 - Accounting Technician 61
 - Alternative Energy Technician 62
 - Assisted Living 63
 - Carpentry Apprenticeship 64
 - Clerical 65
 - Computer Software Technology 66
 - Construction Technology 67
 - Drafting: Architectural CAD Technician 68
 - Drafting: Computer-Aided Drafting 68
 - Early Childhood Education 69
 - Electrical Construction Wiring Training 70
 - Electrician Apprenticeship (IECA) 71
 - Employment Success 72
 - Fire Science 73
 - Hospitality 74
 - Legal Secretary 75
 - Manufacturing/Welding:
 - High Pressure Pipe and Tube Welding 76
 - Pipe Welding 76
 - Structural Welding 77
 - Medical Insurance, Coding and Billing 78
 - Medical Office Assistant 79
 - Medical Transcription 80
 - Network Engineering 81
 - Nursing Assistant 82
 - Phlebotomy 83
 - Pre-Professional Nursing 84
 - Psychiatric Technician 85
 - Sheet Metal Apprenticeship 86
 - Welding *see Manufacturing/Welding*
- Certificate Programs, Degrees and 23
- Certificate Programs, Quick Reference
to Degrees and 24
- Certificate Programs, Transfer Degrees, Degrees Not
Intended for Transfer 25–86
- Cheating 156
- Chemistry
 - Course Descriptions (CHM) 97
- Class Cancellation Due to Inclement Weather 157
- Class Fees 146
- Class Orientation 158
- Class Schedule 6
- Classification and Standing, Student 139
- Classified Staff, Professional and 174
- Clerical
 - Certificate 65
- Clubs and Activities *see Student Activities and
Campus Life and Phi Theta Kappa*
- Coconino Community College Foundation 4
- Coconino County Tech Prep 8
- Coconino Community College Transfer
Ombudsperson (TSO) 144
- Code of Conduct *see Student Rights and Responsibilities*
- Code of Conduct, Student 14, 166
- College Catalog 6
- College Disclosures, Support Services and 5–14
- College Disclosures 12–14
 - Ability to Benefit 12
 - Americans with Disabilities Act (ADA) 12
 - Assessment and Institutional Effectiveness 13
 - Carl Perkins Vocational Education Act 12
 - Directory Information 14
 - Drug Free College 12
 - Holidays 12
 - Notification of Rights Under FERPA 13
 - Religious Holidays 12
 - Sexual Harassment 13
 - Student Code of Conduct 14
 - Student Complaints 13
 - Student Identification Number 13
 - Student Right-to-Know and Campus Security Act 13
 - Voter Registration 14
- College, Drug Free 12
- College Foundation, Coconino Community 4
- College Publications 6
- College Reading Requirements 160
- College Security 10
- Commencement Ceremonies 161
- Commitment to Students, Statement of 165
- Community College Foundation, Coconino 4
- Community Service Program 8
- Complaints, Student 13
- Computer-Aided Drafting
 - *see Architectural Design Technology*
 - Courses Descriptions *see Drafting*
- Computer Information Systems
 - Course Descriptions (CIS) 98
 - Degree and Certificate *see Computer Software Technology*
- Computer Software Technology
 - AAS Degree 49
 - Certificate 66
 - Course Descriptions (CIS) 98
- Computing Services 7
- Conduct, Student Code of 14
- Consortium Credits on Satisfactory Progress,
Effects of 153
- Construction Management
 - AA Degree 28
 - Course Descriptions (ITC) 115
- Construction Technology
 - AAS Degree 50
 - Certificate 67
 - Course Descriptions (ITC) 115
- Contents, Table of iii
- Continuance of Eligibility 152
- Continuing Education Units 158
- Continuing Education Programs,
Non-Credit Courses/ 9
- Continuous Attendance 137
- Copyright, Violation of 156
- County Tech Prep, Coconino 8
- Course Descriptions 87–134
 - Accounting, ACC 88
 - Administration of Justice, AJS 89
 - Air Force Studies, AES 90
 - Allied Health Sciences, AHS 90
 - American Sign Language, ASL 91
 - Anthropology, ANT 92
 - Art, ART 92
 - Automotive, AUT 95
 - Aviation, AVT 95

Biology, BIO 95
 Business, BUS 96
 Chemistry, CHM 97
 Computer Information Systems, CIS 98
 Dance, DAN 101
 Drafting, DFT 102
 Early Childhood Education, ECE 103
 Economics, ECN 103
 Education, EDU 104
 Electronic, ELT 104
 Emergency Medical Services, EMS 105
 English, ENG 105
 Environmental Studies, ENV 108
 Fire Science, FSC 108
 French, FRE 109
 Geographic Information Systems, GIS 110
 Geography, GEO 110
 Geology, GLG 110
 German, GER 111
 History, HIS 111
 Honors, HON 112
 Hotel and Restaurant Management, HRM 112
 Human Development Education, HDE 113
 Humanities, HUM 113
 Independent Electrical Contractor
 Apprenticeship, IEC. 114
 Industrial Technology Construction, ITC 115
 Internship, INT 119
 Leadership, LDR 119
 Machine Shop, MCH 119
 Manufacturing and Industrial Technology, MIT 119
 Mathematics, MAT 120
 Military Science, MSC 122
 Music, MUS 124
 Music Performance, MUP 125
 Navajo, NAV 126
 Nursing, NUR 126
 Nutrition, NTR 127
 Office Information Systems, OIS 127
 Paralegal Studies, PAR 127
 Philosophy, PHI 128
 Physical Education, PHE 129
 Physics, PHY 129
 Political Science, POS 130
 Psychology, PSY 130
 Real Estate, RES 132
 Recreation, REC 132
 Religious Studies, REL 132
 Sociology, SOC 132
 Spanish, SPA 133
 Speech, SPC 134
 Theater, THR 134
 Course Placement 163
 Course Prefixes 22
 Course Prerequisites 163
 Course Requirement Decisions,
 Grade Appeals and Other 159
 Courses: 298, Special Topics 162
 Courses Numbered Below 100 161
 Courses, Repeating 164
 Credit by Exam 142

Credit Free Courses Procedures 139
 Credit Hours, Maximum Number 152
 Credit Hours, Minimum Number 152
 Credit for Prior Learning 141

D

Dance
 Course Descriptions (DAN) 101
 Decision Points for Transfer Students 19
 Definition of Terms 137
 Degree Policy, Second 164
 Degrees, Transfer *see Transfer Degrees*
 Degrees and Certificate Programs
 (AA, ABus, AAS, AS, AGS) 23
 Degrees and Certificate Programs,
 Quick Reference to 24
 Degrees Not Intended for Transfer,
 Certificate Programs, Transfer Degrees 25–86
 Degrees Not Intended for Transfer 43–59
 Administration of Justice: AAS Degree 44
 Alternative Energy Technology: AAS Degree 45
 Architectural Design Technology: AAS Degree 46
 Associate of Applied Science: AAS Degree 43
 Associate of General Studies: AGS Degree 59
 Business Technologies: AAS Degree 47
 Carpentry Apprenticeship: AAS Degree 48
 Computer Software Technology: AAS Degree 49
 Construction Technology: AAS Degree 50
 Early Childhood Education: AAS Degree 51
 Fire Science: AAS Degree 52
 Hospitality Management: AAS Degree 53
 Medical Office Assistant: AAS Degree 54
 Network Engineering: AAS Degree 55
 Office Information Systems: AAS Degree 56
 Paralegal Studies: AAS Degree 57
 Sheet Metal Apprenticeship: AAS Degree 58
 Descriptions, Course *see Course Descriptions*
 Directory, Telephone ii
 Directory Information 14
 Directory of College Personnel 167–176
 Administration 176
 Associate Faculty 172
 Faculty 168
 Professional and Classified Staff 174
 Disabilities Act, Americans with (ADA) 12
 Disability Resources 9
 Disclosures, College *see College Disclosures*
 Distance Learning 9
 District Governing Board 1
 Domicile 137
 Drafting
 AAS Degree *see Architectural Design Technology*
 Architectural CAD Technician Certificate 68
 Computer-Aided Drafting Certificate 68
 Course Descriptions (DFT) 102
 Drop/Add Procedures *see Add/Drop Procedures*
 Drug Free College 12

Subject Index

E

- Early Childhood Education
 - AAS Degree 51
 - Certificate 69
 - Course Descriptions (ECE) 103
 - Earning Tech Prep Credit 141
 - Economics
 - Course Descriptions (ECN) 103
 - Education *see Early Childhood and Elementary Education*
 - Educational Opportunity Center (EOC) at NAU 8
 - Educational Planning, Career Exploration and 8
 - Effects of Consortium Credits
 - on Satisfactory Progress 153
 - Electrical Construction Wiring Training Certificate 70
 - Electrician Apprenticeship Certificate (IECA) 71
 - Electronic
 - Course Descriptions (ELT) 104
 - Elementary Education
 - AA Degree 29
 - Course Descriptions (EDU) 104
 - Eligible for "Regular Student" Admission 136
 - Eligible for "Special Student" Admission 136
 - Emancipated Person 137
 - Emergency Medical Services
 - Course Descriptions (EMS) 105
 - Emergency Medical Services Proficiency Test 163
 - Employment
 - *see Career Exploration and Educational Planning*
 - Employment Success
 - Certificate 72
 - English
 - Course Descriptions (ENG) 105
 - English Proficiency Test, Business 163
 - Enhancement Services, Learning 7
 - EOC *see Educational Opportunity Center at NAU*
 - Enrolling in a Special Topics Course 165
 - Environmental Science
 - AS Degree 41–42
 - Course Descriptions (ENV) 108
 - Equal Opportunity/Nondiscrimination Statement
 - inside front cover
 - Examinations, Final 158
 - Exceptions to Refund Policy 147
 - Exemptions 162
-
- ### F
- Faculty 168
 - Faculty, Associate 172
 - FAFSA *see Free Application for Federal Student Aid*
 - Failure to Maintain Satisfactory Progress 152
 - Fall and Spring Semester 138
 - Family Educational Rights and Privacy Act 13
 - Fees, Non-Payment of 146
 - Fees, Out-of-County 146
 - FERPA, Notification of Rights Under 13
 - Final Examinations 158
 - Financial Aid 150–154
 - Continuance of Eligibility 152
 - Effects of Consortium Credits on Satisfactory Progress 153
 - Failure to Maintain Satisfactory Progress 152
 - Financial Aid and Scholarships 7
 - Financial Aid Application Process 150
 - Financial Aid Student
 - Rights and Responsibilities 151
 - Foundation Courses 152
 - Free Application for Federal Student Aid (FAFSA) 150
 - General Eligibility Requirements for Federal Financial Aid 150
 - Qualitative Standards 152
 - Quantitative Standards 152
 - Right to Appeal 153
 - Satisfactory Academic Progress (SAP)
 - Appeals Committee 153
 - Satisfactory Progress Policy for Financial Aid Recipients 151
 - Student Responsibilities 151
 - Student Rights 151
 - Verification 151
 - Veterans' Services 154
 - Financial Aid and Scholarships 7
 - Financial Aid Application Process 150
 - Financial Aid Student Rights and Responsibilities 151
 - Financial Information 145–154
 - Appeal Procedures 148
 - Calculation of Federal Financial Aid Earned 148
 - Canceled Classes 147
 - Class Fees 146
 - Exceptions to Refund Policy 147
 - Method of Return of Unearned Funds
 - by the Student 149
 - Non-Payment of Fees 146
 - Order of Return of Federal Financial Aid Funds 149
 - Out-of-County Fees 146
 - Petition for Exception to Refund Procedures 148
 - Processing of Refunds 147
 - Refund and Repayment Policy for Financial Aid Recipients 148
 - Refund Policy 147
 - Return of Unearned Financial Aid Funds 148
 - Returned Checks 146
 - Samples of Title IV Funds Repayment 149
 - Short Courses 147
 - Semester 147
 - Summer Session 147
 - Tax Credit for Tuition and Fees (The Hope Scholarship) 146
 - Tuition and Payment 146
 - Withdrawal Date 148
 - Withholding Student Records 146
 - Fine Arts/Visual Arts
 - AA Degree 30
 - Course Descriptions (ART) 92
 - Fire Science
 - AAS Degree 52
 - Certificate 73
 - Course Descriptions (FSC) 108
 - First Class Session, Requirement 151
 - Formal Procedures 160
 - Found, Lost and 10
 - Foundation, Coconino Community College 4

Foundation Courses 152
 Free Application for Federal Student Aid (FAFSA) 150
 French
 Course Descriptions (FRE) 109
 Freshman 139
 Full-Time Student 139

G

GECC*see General Education Core Curriculum*
 General Education 15–24
 Arizona General Education Curriculum
 (AGEC) 16, 21
 AGEC-A 17
 AGEC-B 18
 AGEC-S 18
 Course Prefixes 22
 Decision Points for Transfer Students 19
 Degrees (AA, ABus, AAS, AS, AGS)
 and Certificate Programs 23
 Education for Life 16
 General Education Core Curriculum (GECC) 20
 General Education Outcomes, Transfer Guidelines
 and Requirements 16
 General Education Values Statement 16
 Quick Reference to Degrees and
 Certificate Programs 24
 Summary of Minimum General Education
 Core Curriculum Requirements 22
 Thinking about Transferring? 16
 General Education Core Curriculum (GECC) 20
 General Education Outcomes, Transfer Guidelines
 and Requirements 16
 General Education Values Statement 16
 General Information i–4
 2002–2003 Academic Calendar iv
 Assessment at CCC 3
 Coconino Community College Foundation 4
 District Governing Board 1
 Message from the President i
 Purposes 2
 State Board 1
 Strategic Goals 3
 Table of Contents iii
 Telephone Directory ii
 Values Statement 2
 Vision and Mission 2
 General Eligibility Requirements for
 Federal Financial Aid 150
 General Studies
 AA Degree 31–32
 AGS Degree 59
 General Studies: AGS Degree, Associate of 59
 General Studies Degree (AGS), Associate of 23, 24
 Geographic Information Systems
 Course Descriptions (GIS) 110
 Geography
 Course Descriptions (GEO) 110
 Geology
 Course Descriptions (GLG) 110
 German
 Course Descriptions (GER) 111
 Goals, Strategic 3

Governing Board, District 1
 Grade Point Average, Minimum 161
 Grade Appeals, Grades and 158
 Grade Appeals and Other Course
 Requirement Decisions 159
 Grade of Withdrawal 157
 Grade Point Average, Minimum 161
 Grades and Grade Appeals 158
 Continuing Education Units 158
 Grading 158
 Incomplete Grades 158
 In-Progress Grades 158
 Satisfactory/Unsatisfactory Grades 158
 Grades, S/U 161
 Grading 158
 Graduation, Application for 160
 Graduation Procedures 160
 Application for Graduation 160
 College Reading Requirement 160
 Commencement Ceremonies 161
 Courses Numbered Below 100 161
 Graduation with Honors 162
 Minimum CCC Hours 161
 Minimum Grade Point Average 161
 S/U Grades 161
 Scholastic Honors 162
 Special Topics Courses: 298 162
 Waiver or Substitution of Program Requirements 162
 Graduation with Honors 162
 Guidelines (Transferring to CCC), Basic 140
 Guidelines, Student Proposal 165

H

Handbook, Student 6
 Harassment, Sexual 13
 High Pressure Pipe and Tube Welding
 *see Manufacturing/Welding*
 History
 Course Descriptions (HIS) 111
 Holidays 12
 Holidays, Religious 12
 Honesty 156
 Honors
 Course Descriptions (HON) 112
 Honors, Graduation with 162
 Honors, Scholastic 162
 Hope Scholarship *see Tax Credit for Tuition and Fees*
 Hospitality
 Certificate 74
 Hospitality Management
 AAS Degree 53
 Course Descriptions (HRM) 112
 Hotel and Restaurant Management
 AA Degree 33
 AAS Degree *see Hospitality Management*
 Certificate *see Hospitality*
 Course Descriptions (HRM) 112
 Human Development Education
 Course Descriptions (HDE) 113
 Humanities
 Course Descriptions (HUM) 113

Subject Index

I

- ID Cards *see Student ID Cards*
- Identification Number, Student 13
- Implementation of Policy 163
- Incomplete Grades 158
- In-Progress Grade 158
- In-State Student Status 137
- In-State Student Status, Alien 137
- Independent Electrical Contractor Apprenticeship
 - Course Descriptions (IEC) 114
- Index, Subject 177
- Information, Directory 14
- Information Resources Center (IRC) 7
- Institutional Effectiveness, Assessment and 13
- Institutional Effectiveness, Assessment of 2
- International Students 136
- Internship
 - Course Descriptions (INT) 119
- Internship Placement Services, Job and 8
- Internships 8
- IRC *see Information Resources Center*

J

- Job and Internship Placement Services 8

L

- Lateness 157
- Leadership
 - Course Descriptions (LDR) 119
- Learning Assistance 7
- Learning, Distance 9
- Learning Enhancement Services (LES) 7
- Legal Secretary
 - Certificate 75
- LES *see Learning Enhancement Services*
- Liberal Studies *see Arizona General Education Curriculum*
- Library Services *see Information Resources Center*
- Life, Student Activities and Campus 9
- Load, Academic 138
- Lost and Found 10

M

- Machine Shop
 - Course Descriptions (MCH) 119
- Manufacturing and Industrial Technology
 - Course Descriptions (MIT) 119
- Manufacturing/Welding
 - *see Manufacturing and Industrial Technology*
 - Course Descriptions (MIT) 119
 - High Pressure Pipe and Tube Welding Certificate 76
 - Pipe Welding Certificate 76
 - Structural Welding Certificate 77
- Mathematics
 - Course Descriptions (MAT) 120
- Medical Insurance, Coding and Billing
 - Certificate 78
- Medical Office Assistant
 - AAS Degree 54
 - Certificate 79
 - Course Descriptions (AHS) 90

- Medical Transcription
 - Certificate 80
- Message from the President i
- Method of Return of Unearned
 - Funds by the Student 149
- Methods for Appeal 160
- Military Science
 - Course Descriptions (MSC) 122
- Minimum CCC Hours 161
- Minimum Grade Point Average 161
- Mission, Vision and 2
- Music
 - Course Descriptions (MUS) 124
- Music Performance
 - Course Descriptions (MUP) 125

N

- Navajo
 - Course Descriptions (NAV) 126
- Network Engineering
 - AAS Degree 55
 - Certificate 81
 - Course Descriptions (CIS) 98
- Non-Credit Courses/Continuing Education Programs 9
- Non-Payment of Fees 146
- Non-Transfer Degrees
 - *see Degrees Not Intended for Transfer*
- Northern Arizona University, Educational
 - Opportunity Center (EOC) at 8
- Notifications 156
- Notification of Rights Under FERPA 13
- Number, Student Identification 13
- Nursing
 - Course Descriptions (NUR) 126
- Nursing Assistant
 - Certificate 82
- Nutrition
 - Course Descriptions (NTR) 127

O

- Office Information Systems
 - AAS Degree 56
 - Course Descriptions (OIS) 127
- Ombudsperson (TSO), Transfer 144
- Ombudsperson (TSO), CCC Transfer 144
- Opportunity Center (EOC) at NAU, Educational 8
- Order of Return of Federal financial Aid Funds 149
- Orientation, Student 7
- Out-of-County Fees 146

P

- Paralegal Studies
 - AAS Degree 57
 - Course Descriptions (PAR) 127
- Parent 137
- Parking and Parking Permits 10
- Part-Time Student 139
- Passages Program 9
- Payment *see Financial Information*
- Penalties 156

Perkins Vocational Education Act, Carl 12
 Permits, Parking and Parking 10
 Petition to Exception to Policy, Procedures. 148
 Phi Theta Kappa 9
 Philosophy
 Course Descriptions (PHI) 128
 Phlebotomy
 Certificate 83
 Physical Education
 Course Descriptions (PHE) 129
 Physics
 Course Descriptions (PHY) 129
 Pipe Welding *see Manufacturing/Welding*
 Placement and Prerequisites 162
 Appeal 163
 Belief and Purpose 162
 Course Placement 163
 Course Prerequisites 163
 Exemptions 162
 Implementation of Policy 163
 Proficiency Tests 163
 Repeating Courses 164
 Requirements 162
 Second Degree Policy 164
 Placement, Course 163
 Placement Services, Job and Internship 8
 Plagiarism 156
 PLATO *see Workforce Training Programs*
 Policy, Second Degree 164
 Political Science
 Course Descriptions (POS) 130
 Pre-Professional Nursing
 Certificate 84
 Pre-Social Work
 AA Degree 34
 Prefixes, Course 22
 Prerequisites, Course 163
 President, Message from the i
 Presumptions Relating to Student Status 137
 Prior Learning, Credit for 141
 Probation 156
 Procedure, Transfer to CCC 140
 Procedures, Add/Drop 138
 Procedures, Admission 136
 Procedures, Formal 160
 Procedures, Residency 136
 Processing of Refunds 147
 Professional and Classified Staff 174
 Proficiency Tests 163
 Business English 163
 Emergency Medical Services (EMS) 163
 Spanish 163
 Program, Community Service 8
 Program, Passages 9
 Program, Requirements, Waiver or Substitution of 162
 Programs, Certificate *see Certificate Programs*
 Psychiatric Technician
 Certificate 85
 Psychology
 AA Degree 35–36
 Course Descriptions (PSY) 130
 Publications, College 6
 Purposes 2

Q

Qualitative Standards 152
 Quantitative Standards 152
 Quick Reference to Degrees and
 Certificate Programs 24

R

Reading Requirement, College 160
 Re-Admission 156
 Real Estate
 Course Descriptions (RES) 132
 Recreation
 Course Descriptions (REC) 132
 Refund and Repayment Policy for
 Financial Aid Recipients 148
 Refund Policy 147
 Refund Policy, Exception to 147
 Refunds for Death of Student or Student’s Spouse,
 Parent, or Child 147
 Refunds for Military Service 147
 Refunds for Serious Illness 147
 Registration, Admission and 135–144
 Registration, Voter 14
 Registration Information 138–139
 Academic Load 138
 Add/Drop Procedures 138
 Audit 139
 Catalog Choice 139
 Credit Free Courses Procedure 139
 Fall and Spring Semester 138
 Freshman 139
 Full-Time Student 139
 Part-Time Student 139
 Semester 138
 Short Courses 138
 Sophomore 139
 Student Classification and Standing 139
 Summer 138
 Summer Session 138
 Withdrawal from Class 139
 Regular Semester 157
 “Regular Student” Admission, Eligible for 136
 Religious Holidays 12
 Religious Studies
 Course Descriptions (REL) 132
 Repeating Courses 164
 Requirements 162
 Requirements, Residency 136
 Reserve Officers Training Corps (ROTC) 9
 Residency Procedures 136
 Residency Requirements 136
 Resources Center, Information 7
 Resources, Disability 9
 Return of Unearned Federal Financial Aid Funds 148
 Returned Checks 146
 Right to Appeal 153
 Right-to-Know and Campus Security Act, Student 13
 Rights Under FERPA, notification of 13
 ROTC *see Reserve Officers Training Corps*
 Rules/Limits/Deadlines 165

Subject Index

S

- S/U Grades *see Satisfactory/Unsatisfactory Grades*
- Samples of Title IV Funds Repayment 149
- Satisfactory Academic Progress (SAP)
 - Appeals Committee 153
- Satisfactory Progress, Effects of
 - Consortium Credits on 153
- Satisfactory Progress, Failure to Meet 152
- Satisfactory Progress Policy for
 - Financial Aid Recipients 151
- Satisfactory/Unsatisfactory Grades 159, 161
- SBDC *see Small Business Development Center*
- Schedule, Class 6
- Scholarships, Financial Aid and 7
- Scholastic Honors 162
- Science: AS Degree, Associate of 40
- Science Degree (AS), Associate of 23, 24
- Second Degree Policy 164
- Security, College 10
- Security Act, Student Right-to-Know and Campus 13
- Self-Responsibility, Assuming 165
- Semester 138, 147
- Service Program, Community 8
- Services, Computing 7
- Services, Job and internship Placement 8
- Services, Learning Enhancement 7
- Services, Testing 7
- Sexual Harassment 13
- Sheet Metal Apprenticeship
 - AAS Degree 58
 - Certificate 86
 - Course Descriptions (ITC) 115
- Short Courses 138, 147, 157
- Sign Language *see American Sign Language*
- Single Parent/Displaced Homemaker Services
 - *see Passages Program*
- Small Business Development Center 10
- Sociology
 - AA Degree 37
 - Course Descriptions (SOC) 132
- Sophomore 139
- Spanish
 - Course Descriptions (SPA) 133
- Spanish Proficiency Test 163
- Special Requirements, AGECE 17
- “Special Student” Admission, Eligible for 136
- Special Topics Course, Enrolling in 165
- Special Topics Courses: 298 162, 164
 - Basic Guidelines 164
 - Enrolling in a Special Topics Course 165
 - Rules/Limits/Deadlines 165
 - Student Proposal Guidelines 165
- Speech
 - Course Descriptions (SPC) 134
- Spring Semester, Fall and 138
- Standards, Academic 153
- Staff, Professional and Classified 174
- Standing, Student Classification and 139
- State Board 1
- Statement of Commitment to Students 165
- Strategic Goals 3
- Statement, Values 2
- Structural Welding *see Manufacturing/Welding*
- Student Activities and Campus Life 9
 - Phi Theta Kappa 9
- Student Classification and Standing 139
- Student Code of Conduct 14, 166
- Student Complaints 13
- Student ID Cards 10
- Student Identification Number inside front cover, 13
- Student Handbook 6
- Student-Initiated Withdrawal, Absences after 157
- Student Learning, Assessment of 2
- Student Orientation 7
- Student Proposal Guidelines 165
- Student Records, Withholding 146
- Student Responsibilities 151
- Student Right-to-Know and Campus Security Act 13
- Student Rights 151
- Student Rights and Responsibilities 165
 - Assuming Self-Responsibility 165
 - Statement of Commitment to Students 165
 - Student Code of Conduct 166
- Student Rights and Responsibilities, Financial Aid 151
- Student Status, In-State 137
- Student Status, Presumptions Relating to 137
- Students, International 136
- Subject Index 177
- Substitution of Program Requirements, Waiver or 162
- Summary of Minimum GECC Requirements 22
- Summer 138
- Summer Session 138, 147
- Support Services 7–11
 - Advising 7
 - Bookstore 9
 - Career Exploration and Educational Planning 8
 - Coconino County Tech Prep 8
 - College Security 10
 - Community Service Program 8
 - Computing Services 7
 - Disability Resources 9
 - Distance Learning 9
 - Educational Opportunity Center (EOC) at NAU 8
 - Financial Aid and Scholarships 7
 - Information Resources Center (IRC) 7
 - Internships 8
 - Job and Internship Placement Services 8
 - Learning Assistance 7
 - Learning Enhancement Services (LES) 7
 - Lost and Found 10
 - Non-Credit Courses/Continuing Education
 - Programs 9
 - Parking and Parking Permits 10
 - Passages Program 9
 - Phi Theta Kappa 9
 - Reserve Officers Training Corps (ROTC) 9
 - Small Business Development Center 10
 - Student Activities and Campus Life 9
 - Student ID Cards 10
 - Student Orientation 7
 - Testing Services 7
 - Workforce Training Programs 11
- Support Services and College Disclosures 5–14
- Suspension 156

T	
Table of Contents	iii
Tax Credit for Tuition and Fees (Hope Scholarship)	136
Tech Prep, Coconino County	8
Tech Prep Credit, Earning	141
Telephone Directory	ii
Terms, Definition of	137
Tests	<i>see Proficiency Tests</i>
Testing Services	7
Theater	
Course Descriptions (THR)	134
Timelines for Appeals	160
Transcripts	<i>see Transfer and Credit by Exam</i>
Transfer and Credit by Exam	140–144
Basic Guidelines	140
Coconino Community College Transfer	
Ombudsperson (TSO)	144
Credit by Exam	142
Credit for Prior Learning	141
Earning Tech Prep Credit	141
Transfer of General Education Courses and Arizona	
General Education Curriculum (AGEC) Courses	
from Other Arizona Community Colleges or	
Universities to CCC	140
Transfer Ombudsperson (TSO)	144
Transfer Procedure	140
Transferring Credit from CCC	143
Transferring Credit to CCC	140
Transferring to Arizona Public Universities	143
Transfer Guidelines and Requirements, General	
Education	16
Transfer Degrees	25–42
Administration of Justice: AA Degree	27
Associate of Arts: AA Degree	26
Associate of Business: ABus Degree	39
Associate of Science: AS Degree	40
Construction Management: AA Degree	28
Elementary Education: AA Degree	29
Environmental Science: AS Degree	41–42
Fine Arts/Visual Arts: AA Degree	30
General Studies: AA Degree	31–32
Hotel and Restaurant Management: AA Degree	33
Pre-Social Work: AA Degree	34
Psychology: AA Degree	35–36
Sociology: AA Degree	37
Vocational Technology Education: AA Degree	38
Transfer Degrees, Degrees Not Intended for Transfer,	
Certificate Programs	25–86
Transfer of General Education Courses and Arizona	
General Education Curriculum (AGEC) Courses	
from Other Arizona Community Colleges or	
Universities to CCC	140
Transfer Ombudsperson (TSO)	144
Transfer Procedure (to CCC)	140
Transfer Students, Decision Points for	19
Transfer to Arizona Public Universities	143
Transferring Credit from CCC	143
Transferring Credit to CCC	140
Transferring to Arizona Public Universities	143
Tuition and Payment	146
U	
United States, Armed Forces of the	137
V	
Values Statement	2
Verification	151
Veterans' Services	154
Veterans' Admission	154
Veterans' Attendance	154
Veterans' Educational Benefits	154
Veterans' Retention	154
Violation of Copyright	156
Vision and Mission	2
Vocational Education Act, Carl Perkins	12
Vocational Student Services	<i>see Career Exploration and Educational Planning</i>
Vocational Technology Education	
AA Degree	38
Voter Registration	14
W	
Waiver or Substitution of Program Requirements	162
Welding	<i>see Manufacturing/Welding</i>
Western Undergraduate Exchange Program (WUE)	138
Withdrawal, Absences after Student-Initiated	157
Withdrawal Date	148
Withdrawal from Class	139
	<i>see also Add/Drop Procedures</i>
Withdrawal, Grade of	157
Withholding Student Records	146
Workforce Training Programs	11
WUE	<i>see Western Undergraduate Exchange Program</i>

A f f i l i a t i o n s

Coconino Community College is a member of the following organizations:

American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
American Library Association
American Payroll Association
Arizona Academic Administrators' Association
Arizona Association for Institutional Research
Arizona Association for Supervision and Curriculum Development
Arizona Association of Collegiate Registrars and Admissions Officers
Arizona Association of District Governing Boards
Arizona Association of Student Financial Aid Administrators
Arizona Association of Student Personnel Administrators
Arizona Association of Veterans' Program Administrators
Arizona Coalition for Human Services
Arizona Community College Association
Arizona Community College Presidents' Council
Arizona High School/College Relations Council
Arizona Occupational Administrators' Council
Arizona PostSecondary Access Coalition
Arizona Society of Certified Public Accounts
Arizona State Small Business Development Center Network
Arizona Vocational Association
Association for Institutional Research
Association for Women in Psychology
Association of College and Research Librarians
Association of Small Business Development Centers
Association on Higher Education and Disability
Chambers of Commerce: Flagstaff, Sedona, Page, Williams, Grand Canyon
Coconino County Private Industry Council
College and University Personnel Association
Community College Business Officers
Community College Institute for Research and Development
Council of North Central Two-year Colleges
Flagstaff Alliance for the 21 st Century
Government Finance Officers Association
Greater Flagstaff Economic Council, Inc.
Greater Williams Economic Development Council
International Accounts Payable Association
Mojave Educational Services Cooperative
National Academic Advising Association
National Association of College and University Attorneys
National Association of College and University Business Officers
National Association of Colleges Auxiliary Services
National Association of Educational Buyers
National Association of Purchasing Managers
National Association of Student Employment Administrators
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National Association of Veterans' Program Administrators
National Council for Occupational Education
National Institute for Staff and Organizational Development (NISOD)
North Central Association of Community Colleges and Schools
Northern Arizona Human Resources Association
Pacific Association of Collegiate Registrars and Admissions Officers
Society for College and University Planning
Society of Human Resource Management
Western Association of Student Employment Administrators
Western Association of Student Financial Aid Administrators