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

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

District Mission Statement

San Joaquin Delta Community College District serves the needs of students and the District community by providing excellent post-secondary education to the associate degree level, general education and preparation for transfer to other post-secondary institutions, career and technical education, economic development, and the development of intellectual autonomy. To achieve this objective, the faculty and staff are committed to offering high quality instructional programs, student services, and efforts to enhance the public good. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.

District Vision Statement

The faculty, staff, and students of San Joaquin Delta Community College District envision a community of lifelong learners, passionately pursuing and achieving ever-higher educational goals, and fully appreciating the diverse and dynamic world around them.

In fulfilling its mission and vision, San Joaquin Delta College acts upon the following principles:

- The Board of Trustees, faculty, staff, and students believe excellence requires
  - Open and honest communication,
  - Commitment to high academic standards,
  - Respect for intellectual and ideological diversity,
  - Appreciation of historical perspective,
  - Appropriate application of advancing technologies,
  - Investment in career and technical education, and economic and workforce development,
  - A vital connection to the arts,
  - Celebrating and embracing the cultural diversity of the community, and
  - Opportunities for physical development and competitive athletics.

- Institutional renewal includes continuous improvement through
  - evidence-based institutional research concerning student access, retention, success,
  - effective methods of developing and revising educational programs and services,
  - the study and application of effective methods of teaching and learning,
  - commitment to clear outcomes and effective assessment to enhance student performance,
  - the enhancement of appropriate student-centered support services,
  - the effective application of technologies, and
  - the continual professional development of all faculty and staff.

- Student success and equity at the post-secondary level may require appropriate developmental instruction as well as instruction in English as a second language, through an institutionally-integrated developmental education program that leads directly toward completion of a degree, certificate, and/or to transfer to another post-secondary institution, or viable employment.

- Appropriate educational resources are available to all qualified students.

- Delta College commits to encouraging good citizenship, responsible leadership, and wise stewardship of resources through ethical leadership, and respect for education as a lifelong endeavor.
Welcome Message from Dr. Kathleen A. Hart, Superintendent/President

Welcome to all continuing, new, and prospective students!

On behalf of the Board of Trustees, faculty, administrators and staff, thank you for choosing to continue your education at San Joaquin Delta College. We are delighted that you have recognized the many advantages of attending Delta, including our low cost and generous financial aid. You will find this Student Handbook to be helpful, as it includes a planning calendar for the 2017-18 academic year, as well as updated information about Delta’s programs, services, policies and procedures.

Many students select Delta as their “first choice” college because of the high quality and diversity of programs, the excellent faculty and the strong support services. However, the extensive student life activities (e.g., clubs, sports, cultural events, etc.) are also a part of the Delta College environment that will enrich your college experience and help to make your educational journey more enjoyable.

San Joaquin Delta College is here to serve our students and our community. Our success is measured by your success. We look forward to partnering with each of you and our community as we work together for a better future. Together we can achieve endless possibilities.

Sincerely,

Kathleen A. Hart, Ph.D.
Superintendent/President
History

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

Facilities - Watch us Grow!

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

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

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

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

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

President of the Board
MS. JANET RIVERA
(209) 401-9903
E-mail: jrivera@deltacollege.edu
Area 3, North Stockton

Vice President of the Board
MR. RICHARD VASQUEZ
(209) 351-7306
E-mail: rvasquez@deltacollege.edu
Area 4, Lodi

Clerk of the Board
MR. STEVE CASTELLANOS, FAIA
(209) 481-9678
E-mail: scastellanos@deltacollege.edu
Area 5, Northern District

Trustee
DR. TERESA BROWN
(209) 836-8911
E-mail: tbrown@deltacollege.edu
Area 6, Tracy

Trustee
DR. CATHERINE MATHIS
E-mail: cmathis@deltacollege.edu
Area 7, Manteca-Escalon

Trustee
MS. C. JENNET STEBBINS
(209) 943-0444
E-mail: jstebbins@deltacollege.edu
Area 1, South Stockton

Trustee
MR. CARLOS HUERTA
Phone: (209) 915-4377
Email: chuerta@deltacollege.edu
Area 2, Central Stockton

Student Representative
MR. MARLU REYES
(209) 954-5100 (Student Activities Office)
(209) 954-5484 (Student Government Office)
E-mail: asdestudenttrustee@deltacollege.edu

Superintendent/President
DR. KATHLEEN A. HART
(209) 954-5018
E-mail: khart@deltacollege.edu
ADMINISTRATION

Superintendent/President
DR. KATHLEEN A. HART
Horton Administration - Room 103
(209) 954-5018
E-mail: khart@deltacollege.edu

Assistant Superintendent/Vice President of Instruction
DR. MATTHEW WETSTEIN
Horton Administration - Room 102
(209) 954-5047
E-mail: mwetstein@deltacollege.edu

Assistant Superintendent/Vice President of Student Services
DR. LISA COOPER WILKINS
Horton Administration - Room 107
(209) 954-5632
E-mail: lcooper-wilkins@deltacollege.edu

Vice President of Operations
MR. GERARDO CALDERON
Forum – Room 201
(209) 954-5054
E-mail: gcalderon@deltacollege.edu

Interim Vice President of Human Resources & Risk Management
DR. VICKI NICHOLSON
Horton Administration - Room 202
(209) 954-5059
E-mail: vnicholson@deltacollege.edu

Vice President of Administrative Services
DR. JEFF MENGE
Horton Administration - Room 208
(209) 954-5022
E-mail: jmenge@deltacollege.edu

Director of Marketing, Communications and Outreach
SHELLY VALENTON
Horton Administration - Room 110
(209) 954-5382
E-mail: svalenton@deltacollege.edu
INSTRUCTIONAL PROGRAMS - ADMINISTRATION

Assistant Superintendent/Vice President of Instruction
MATTHEW WETSTEIN, Ph.D.
Horton Administration - Room 201
(209) 954-5047
mwetstein@deltacollege.edu

Dean, Student Learning & Assessment
GINGER HOLDEN, Ph.D.
(209) 954-5040
Horton Administration - Room 201
gholden@deltacollege.edu

Dean, Career Technical Education and Workforce Development
SALVADOR VARGAS, M.S.Ed.
(209) 954-5093
Horton Administration, Room 102F
svargas@deltacollege.edu

Acting Dean, Regional and Distance Education
MARTHA VILLARREAL, J.D.
(209) 954-5866
Holt 121, Room F
mvillarreal@deltacollege.edu

Associate Dean, South Campus at Mountain House
JESSIE GARZA-RODERICK, Ed.D.
2073 S. Central Parkway, Mountain House, CA 95391
(209) 833-7900 or (209) 954-5151, ext. 7900
jgarza-roderick@deltacollege.edu

Director of Institutional Research and Effectiveness
KRISTINA MERLINO
(209) 954-5039
SCMA, Room 149
kmerlino@deltacollege.edu

Enrollment Manager
CHRISTINA SNEDDEN
(209) 954-5367
SCMA, Room 147
csneedden@deltacollege.edu
Issues with instructors should be addressed first with the instructor of the course. If the issue cannot be resolved at that level, the student may contact the Division Dean presiding over the course of study. Please contact the appropriate division office for further information.

Agriculture, Science & Mathematics Division
SCMA 338
LAURA OCHOA-SANCHEZ, M.S.W., Division Dean
(209) 954-5354
deltacollege.edu/div/scimath
Agricultural Tech., Animal Science, Astronomy, Biology, Chemistry, Farm Activities, Geography, Geology, Mathematics, Natural Resources, Ornamental Horticulture, Physics, Plant Science.

Applied Science, Business & Technology
Holt 140
DANELL HEPWORTH, M.S., Division Dean
(209) 954-5230
deltacollege.edu/div/astech

Arts & Communication Division
Holt 240
CHRISTOPHER GUPTILL, M.A., Division Dean
(209) 954-5209
deltacollege.edu/div/finearts
NOTE: To book College facilities or theatres, contact the Facilities Coordinator at (209) 954-5427 or events@deltacollege.edu

Health Sciences Division
Locke 203
JULIE KAY, M.S.N., Division Dean
deltacollege.edu/div/hs
(209) 954-5454

Humanities, Social Science, Education, Kinesiology, and Athletics Division (HSSEKA)
Budd 319
DARYL ARROYO, Ph.D., Division Dean
(209) 954-5262
deltacollege.edu/div/socsci / deltacollege.edu/div/athletics

Library & Learning Resources Division
Goleman Library
SHELI AYERS, M.A., Acting Division Dean
(209) 954-5139
http://www.deltacollege.edu/dept/library
English, English as a Second Language (ESL), Foreign Language, Goleman Tutoring Center, Journalism, Learning Resources, Library, Reading.
Welcome Message from Dr. Lisa Cooper Wilkins  
Assistant Superintendent/Vice President of Student Services

Greetings!

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

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

Our dedicated Student Services Professionals, Counseling Faculty, and Police Department Personnel are committed to your success as students enrolled in the high-quality academic and career education programs that Delta offers. To complement your studies, we have many ways you can continue learning by getting involved campus life outside of the classroom.

So as you read through this handbook, you will notice that we offer a wide range of support for students. Please visit our Student Services website and click on the links that follow to learn more about areas such as admissions, records and registration; assessment; career and transfer services; childcare; counseling; financial aid and scholarships; learning communities such as Puente, AFFIRM, and EPIC; student activities, clubs and organizations as well as programs or assistance for students who identify as having a disability, hold Undocumented status, are an International Student, a Foster Youth, a Veteran, or a member of the LBGTQQIAAP community among many others.

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

I wish you much success in the 2017-18 academic year and am glad you have chosen Delta College to pursue your dreams!

Sincerely,

Dr. Lisa Cooper Wilkins  
Assistant Superintendent/Vice President of Student Services  
Office: Administration Building – Room 107  
Phone: 209-954-5632  
Email: StudentServices@deltacollege.edu  
My preferred gender pronouns are: She/Her/Hers
MISSION

We are Student Service Professionals who engage in collaborative partnerships with integrity and accountability to create an inclusive learning environment that supports student access and success, promotes whole student development as well as provides effective student services, fosters student engagement and nurtures self-efficacy.

VISION

Student Services is a recognized leader in the fostering and support of student success as a high tech and high touch educational institution

VALUES

Integrity – Practicing strong moral and ethical principles to ensure transparency and internal consistency

Collaboration – Working in partnership within and across departments to serve students and all members of the campus community nurturing innovation, engaging in effective problem solving and active teamwork.

Cultural Competency – Engaging and communicating across abilities and cultures to foster an environment of inclusion

Compassion – Practicing empathy, respect and kindness in support of our collective success while maintaining professionalism

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

Service – Being responsive to the needs of the campus and local community as part of role in advancing student success

Commitment – Being focused and driven to achieve institutional excellence by valuing accountability, teamwork and serving students with integrity
Assistant Superintendent/Vice President of Student Services

LISA COOPER WILKINS, Ed.D.
(209) 954-5632
Horton Administration Building - Room 107
E-mail: lcooper-wilkins@deltacollege.edu

Dean, Counseling & Special Services

DELECIA ROBERTSON, M.B.A.
(209) 954-5151, EXT. 6279
DeRicco Student Services Building, 2nd Floor
Email: drobertson@deltacollege.edu

Dean, Enrollment Services & Student Development

ANGELA TOS, Ed.D.
(209) 954-5151, EXT. 6185
DeRicco Student Services Building, 1st Floor
Email: atos@deltacollege.edu

District Police Chief

ROBERT DI PIERO, M.S.
(209) 954-5000
Lourn Phelps Police Services Building
North Burke Bradley Road
Email: rdipiero@deltacollege.edu
STUDENT SERVICES PROGRAMS AND SERVICES

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

Admissions & Records, International Students & Evaluations

AMY COURTRIGHT, Director
(209) 954-5151, Ext. 6128
acourtright@deltacollege.edu

KAREN SEA, Registrar
(209) 954-5151, Ext. 6127
ksea@deltacollege.edu

- Admissions & Records
  DeRicco 128, 1st Floor
  (209) 954-5151, Ext. 6182
  admissions@deltacollege.edu

- International Students
  DeRicco 132, 1st Floor
  (209) 954-5151, Ext.6126

Assessment Services

CHRIS FRYMIRE, Manager
DeRicco 110, 1st Floor
(209) 954-5151, Ext. 6112
cfrymire@deltacollege.edu

- Assessment Services

CalWORKs

TIFFANIE PANELLA, Director
DeRicco 213, 2nd Floor
(209) 954-5151, Ext. 6251
tpanella@deltacollege.edu

- CalWORKs Assessment
  LaSHONNA JACKSON, Coordinator
  DeRicco 206, 2nd Floor
  (209) 954-5151, Ext. 6206
  ljackson@deltacollege.edu

- Delta College WorkNet Center
  DeRicco 208, 2nd Floor
  (209) 954-5151, Ext. 6300
  www.deltacollege.edu/dept/worknet

Career/Transfer Center

JAZMIN AMEN, Director
jamen@deltacollege.edu

- Career Transfer Center
  DeRicco 219, 2nd Floor
  (209) 954-5151, Ext. 6218/6219/6338
  http://ctc.deltacollege.edu/
Child Development Center  
NANCY COOK, Director  
(The Child Development Center is located in the Dr. Hazel Hill Building; the Pacific Ave. side of campus)  
(209) 954-5700  
ncook@deltacollege.edu

Counseling & Special Services (Counseling, SSSP, DSPS, EOPS, CARE, Career Transfer Center, AFFIRM, PUENTE, Guidance Courses, Student Disciplinary and Grievance Appeals)  
DELEcia ROBERTSON, Dean  
DeRicco 234, 2nd Floor  
(209) 954-5151, Ext. 6277  
drobertson@deltacollege.edu

Delta Sierra Regional Alliance Transition  
SHAYLA WALKER, Project Manager  
DeRicco 208, 2nd Floor  
(209) 954-5151, Ext. 6334  
swalker@deltacollege.edu

Enrollment Services & Student Development (Admissions & Records, Assessment Services, Delta Sierra Regional Alliance Transition, Financial Aid, Scholarships & Veterans Services, Foster Youth Education & Support Programs, Student Activities & ASDC/Clubs, Student Code of Conduct)  
DR. ANGELA TOS, Dean  
DeRicco 128, 1st Floor  
(209) 954-5151, Ext. 6185  
atos@deltacollege.edu

Financial Aid, Scholarships & Veterans Services  
TINA LENT, Director  
DeRicco 124, 1st Floor  
(209) 954-5151, Ext. 6125  
tlent@deltacollege.edu

ELBA SERRANO, Assistant Director  
DeRicco 125, 1st Floor  
(209) 954-5151, Ext. 6124  
eserrano@deltacollege.edu

JOHN ERVIN III, Manager  
Veterans Resource Center  
(209)954-5151, Ext. 6166  
jervin@deltacollege.edu

Foster and Kinship Care Education & Youth Empowerment Strategies for Success (YESS)/Independent Living Program (ILP)  
AUDREY THOMAS, Foster Youth Education and Support Programs, Acting Manager  
Budd 205  
(209) 954-5291  
arthomas@deltacollege.edu
Police Services & Public Safety Programs
ROBERT DI PIERO, District Police Chief
Lourn Phelps Police Services Building
North Burke Bradley Road Across from Shima 1 Parking Lot
(209) 954-5000
Police Services available 24 hours a day, 7 days a week

Student Activities (Student Clubs & Associated Students of Delta College (ASDC))
AJA BUTLER, Director
Shima 101
(209) 954-5100
abutler@deltacollege.edu

Office of Student Equity and Diversity
ED AGUILAR, Manager
Science and Math Building #342/341
(209) 954-5377
eaguilar@deltacollege.edu

Student Success & Support Program (SSSP)
HONG PHAM, Manager
DeRicco 238, 2nd Floor
(209) 954-5151, Ext. 6238
hpham@deltacollege.edu

Student Support Services (DSPS & EOPS/CARE)
DANITA SCOTT, Director
DeRicco 234, 2nd Floor
(209) 954-5151, Ext. 6229
dscott@deltacollege.edu

Disability Support Programs & Services (DSPS)
www.deltacollege.edu/dept/dsp

Extended Opportunity Programs & Services (EOPS)
www.deltacollege.edu/dept/eops
Follow the 6 Steps to Successful Registration

Step 1. FINANCIAL AID
DeRicco Lobby
financialaid@deltacollege.edu

Financial Aid is designed to help meet direct educational expenses. This includes tuition, books, supplies, transportation, and related living costs. Students may apply for grants, student loans, employment programs, and scholarships. Dollar amounts for individual aid programs vary from a minimum of $200 to a $5,920 maximum.

The State of California Board of Governors Grant (BOGG) Fee Waiver has provided an assistance program to waive the enrollment fee for students who qualify. All students are encouraged to apply for this waiver. YOU MAY QUALIFY!

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

Step 2. APPLICATION FOR ADMISSION
DeRicco Lobby
admissions@deltacollege.edu
(209) 954-5151, Ext. 6191

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

A. ADMISSION REQUIREMENTS

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

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

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

Returning Students

- Request an official sealed transcript from all other U.S. regionally accredited colleges/universities.
- Mail to:
  San Joaquin Delta College
  Attn: Evaluations Office
  5151 Pacific Avenue
  Stockton, CA 95207-6370
- Pay ALL past due fees and clear any administrative holds from your record
- Provide official sealed high school transcripts (if applicable)
Please Note: If you have already completed an Assessment Placement (AP) test at San Joaquin Delta College, you will not need to take the full AP test again.

**Transfer Students**
All transfer students must provide:

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

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

- Assessment/Placement test scores from the college you are transferring from and request to have test scores evaluated by San Joaquin Delta College’s Assessment Center. Submit scores by **FAX: (209)954-3833**, or **Mail to**:
  - San Joaquin Delta College  
  ATTN: Assessment Center 5151  
  Pacific Avenue, Box 134  
  Stockton, CA 95207-6370
  Or, you may complete the Assessment at Delta (See Step 3).

**Current High School Students**
Students who are enrolled in high school may be considered for admission under the College Early Start Program. Refer to the “Admissions to Special Programs” section below.

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

**B. NOW THAT YOU'RE ADMITTED**

**Delta Student ID Number (SID)**

At least two business days after submitting your Application for Admission, please visit the Delta College home page, select “Register” at the top of the page, and follow the directions provided to log in to Online Registration. For the initial login only, you will use your social security number and birth date.

Be sure to record your Delta ID number as you will need it for all subsequent logins and your Delta ID will be used on all printed documents such as your class schedule, academic history, class rosters, etc.

**Protecting Your Records/Creating a PIN**

To protect the confidentiality of your student records, it is **highly recommended** that you create a Personal Identification Number (PIN). To create a PIN, log into Online Registration and select the "Create PIN" option. Be sure to record your PIN in a safe place where others cannot gain access to it.

If you forget your PIN, you must request that your PIN number be reset in person at the Admissions and Records Office. A valid picture ID is required to reset a PIN. Your PIN cannot be reset by phone or e-mail request; this is for your protection.

A PIN number established for access to registration and student records is separate from the PIN established for online courses. If you have questions about establishing a PIN number, please click on "Live Help" in online registration.
Student E-mail Accounts

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

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

**To Find Your Student Email Address**

1. At least two business days after submitting your Application for Admission, please visit the Delta College home page, select “register” at the top of the page, and follow the directions provided to log in to Online Registration. For the initial login **only**, you will use your social security number and birth date.

2. Once you have successfully logged into Online Registration, under “Welcome”, your student e-mail account information will appear. It will be the first initial of your first name followed by your last name and three randomly assigned numbers. This is followed by “@students.deltacollege.edu”. For example, John Smith’s login could be jsmith321.” Your password is your date of birth entered as **mmddyy** or the PIN number you have created.

For assistance with issues related to accessing your email account, please contact: sjdchelp@deltacollege.edu

C. ADMISSION TO SPECIAL PROGRAMS

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

1. **Basic Peace Officer Academy (Peace Officers Standards and Training - POST)**  
   Holt 134  
   (209) 954-5258  
   Information regarding the Basic Peace Officer Academy may be obtained from the Academy Office.

2. **College Early Start Program**  
   (Admissions, DeRicco Lobby)  
   [www.deltacollege.edu/dept/ar/admissions/k12college.html](http://www.deltacollege.edu/dept/ar/admissions/k12college.html)  
   (209) 954-5151, Ext. 6181  
   - All College Early Start students must meet San Joaquin Delta College's admissions, academic assessment and course prerequisite requirements. Students applying to attend Delta College through the College Early Start Program (high school students who are not graduates), must also provide a [College Early Start Enrollment Form](http://www.deltacollege.edu/dept/ar/admissions/k12college.html) at the time of application. Signatures of the parent or legal guardian and the high school principal are required. Home-schooled students must also provide a Private School Affidavit.

   - The Dual Enrollment Program - offered to High School students in the San Joaquin and Calaveras Counties - provides FREE college level courses in both the Transfer and Career Pathways allowing high school students to get a jump start on their college education by taking college credited courses while still in high school.

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

3. **Health Science Programs**

   Locke 203
   http://www.deltacollege.edu/div/hs/index.html
   (209) 954-5454
   Information regarding the Registered Nurse Program (Associate Degree Nursing), CNA, Vocational Nurse, Psychiatric Tech. and Radiologic Technology, Speech Language Pathology Assistants (SLPA) programs may be obtained from the Health Sciences division office, Locke Center, Room 203.

4. **International Student Program**

   DeRicco 141
   Contact the International Student Program Office (209) 954-5151, Ext. 6126 / FAX (209) 954-3769.
   Application deadlines: Fall semester-May 1; Spring semester-October 1.

**Step 3. ASSESSMENT**

   Assessment, DeRicco 120
   http://www.deltacollege.edu/dept/assess/
   (209) 954-5151 ext. 6120
   The purpose of the academic assessment is to ensure that each student’s educational experience with Delta College is productive and rewarding. The results will help in placement for courses appropriate to academic levels.

   Assessments are offered during the day and evening prior to the start of the semester and throughout the term. **Students must make an appointment to take the Assessment Test.** To schedule an appointment, from the homepage, click on “Student Services”, then select Assessment Center. Priority seating will be given to students who have the appointment confirmation page with them at the time and date of the test. **You must provide a picture I.D. and your Delta I.D. number** at the time of assessment.

**New/Non-exempt Students**

   New and non-exempt students are required to go through the Assessment Compass Evaluation (ACE). The ACE combines an academic skills assessment using a computerized test called COMPASS and a short presentation developed by guidance counselors which explains the reasons for assessment and the role it plays in course selection. The ACE averages 2 hours in length; however, it is not timed.

**English as a Second Language (ESL) Students**

   ESL students who do not have a high school diploma or a United States equivalency must take the Combined English Language Skills Assessment (CELSA). Some ESL students with a high school diploma or equivalency may choose to take the CELSA.

**Exempt Students**

   A student may be exempt from assessment if he/she has:
   - Taken the assessment at another college and transferred the scores to the Assessment Center
   - Provided official transcripts from a U.S. regionally accredited college/university showing satisfactory completion of English Composition and/or college level math to the Evaluations Office
   - Exercised a one-course waiver to take a course that does not have a prerequisite assessment level requirement
   - Been declared as Level I

**Step 4. ORIENTATION AND COURSE PLANNING**

   Counseling, DeRicco 234
   www.deltacollege.edu/dept/guidance/
   (209) 954-5151, ext. 6276
   New students must complete an orientation session and receive a first semester course list from a counselor to earn priority registration points. All new students should attend the New Student Group Advising (NSGA) sessions. Students must apply and complete the assessment prior to attending the New Student Group Advising sessions or meeting with a Delta College counselor. For the most up-to-date NSGA information, visit: counseling.deltacollege.edu.
Registration is conducted via the Online Registration system. From the Delta College homepage click on “Register.”. Free computer access is available in the E-Services Lab, DeRicco 149.

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

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

The maximum unit enrollment prior to the beginning of the fall or spring term is 18 units, and 9 units for the summer intersession. Additional units may be added after the term begins the fall and spring maximum limit is 24 units and 12 units in summer.

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

A. How to Register Online

1. From the Delta College home page, www.deltacollege.edu, click on “Register” and then “Online Registration”. Read all information and instructions carefully.

2. LOGIN: Enter your Delta ID and PIN (Personal Identification Number).

3. Select the desired registration term. Example, Fall 2017, Spring 2018

4. Add classes from the Open Class List
Identify desired course and select the “Add to Class” option.
If the class is full and space is still available on the Wait List, click the “Add to Wait List” option.
The registration system will prevent time conflicts, multiple registrations in the same course, and placement on multiple wait lists for the same course.

5. Print your schedule; it will show the fees you currently owe.

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

Prior to the beginning of the term, a student may be moved from the Wait List to full enrollment if another registered student drops the class. Students are encouraged to check their Class Schedule and student e-mail for changes in enrollment status.

The student must attend the first class session to be moved from the Wait List into official enrollment. Fees are assessed and payable at the time the student is moved into full enrollment. A student on a Wait List with an administrative hold that prohibits registration or a student who is absent from class may be dropped from the Wait List. The instructor admits students to the class based upon their position on the Wait List at the close of Registration. If there are no students on the Wait List, or all Wait List students have been admitted, then the instructor may admit other students who show up at the first class meeting. Admission is subject to class
size and available seating.

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

1. **Wait List Add Procedure:** Attend the class on the first day to request the instructor’s permission to add the course. If permission is granted by the instructor, you must log into Online Registration and from the Open Class List, select the "Add to Wait List" option. If you need assistance, click on Live Help.

2. **Instructor Add Memo Procedures:** Complete the information requested on the Instructor Add Memorandum (available in class). This form must be submitted by the instructor to the Admissions and Records Office.

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

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

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

**What is a Hold?**
A hold is a block on a student’s record that prohibits one or more of the following:

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

Holds are placed because of unpaid financial obligation to the college, student academic performance, or student misconduct. The definition of proper financial obligation shall include, but is not limited to, student fees, obligations incurred through the use of facilities, equipment or materials, library fines, unreturned library books, materials remaining improperly in the possession of the student, and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

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

**Step 6. COLLEGE FEES**
Once registered, an email will be sent to your Delta College student email account with fee payment information. Enrollment and Non-Resident fees are due and payable at the time of registration. A hold will be placed on your account prior to the next registration cycle and access to student records will be prohibited if Enrollment and Non-Resident Fees are not paid in full.

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

- San Joaquin Delta College Admissions & Records Office
  5151 Pacific Avenue, Box 102
  Stockton, CA 95207-6370
A. FEES, TUITION, & EXPENSES (as of 2015-16 academic year*)

**Mandatory fees include**

- **California Residents**
  
  Enrollment Fee per Unit* …………………… $ 46.00

- **Residents of Other States/Countries**
  
  Enrollment Fee Per Unit* …………………… $ 46.00
  + Non-Resident Tuition**……………        +$211.00
  = Total Non-Resident Fee per Unit ..……….. $257.00

*Fees are subject to change by the California Legislature.

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

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

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**AB 540 Exemption from Non-Resident Tuition**

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

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

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

B. OTHER FEES & EXPENSES

**Additional or Optional Fees include:**

- **Course Audit Fee:** $15.00 per Unit
- **Textbooks and Supplies** vary per class per semester. Check with the Bookstore for pricing. Course- specific laboratory and supply fees may be charged. A Reserve Book Program is available through the Library. (A student may temporarily use a textbook in the library only and usually for 1-hour at a time.) For assistance, go to the Reserve Desk of the library and ask for help with the Reserve Book Program.
- **Parking Fees** – See Parking Fees and Regulations
- **Library Fees** – See Library Services or contact the Library Circulation Desk
- **Student Activity Fee /Student Body (ID) Card/Mustang Pass (Optional):** $10.00
  
  The Student Activity fee is a $10 optional fee charged at the time of registration during the fall and spring terms. Funds collected from the fee are used to support campus life activities, clubs, and scholarships. Students that pay the fee are eligible to: receive a Mustang Pass (student ID card) or validation sticker; apply for scholarships funded by the ASDC; access the ASDC Food Pantry; and receive discounts at local businesses and on-campus events. Request to waive the fee must be received by the refund deadline stated in the Class Schedule. The fee is not refundable. For lost or stolen replacement Student Body Cards/Mustang Passes only, students pay the fee in the Bookstore and take their receipt to the ASDC office for processing. The replacement fee for a Mustang Pass is $10. The payment can be made to the Delta College Bookstore.
- **Student Representation Fee** (Optional): $1.00
  
  A student may decline to pay the Student Representation Fee for religious, political, financial, or moral
reasons. Waiver forms are available online on the Admissions and Records webpage under "Forms" or in
the Admissions and Records Office.

C. REFUND INFORMATION

Refund Policy
If a student drops a class or withdraws from San Joaquin Delta College, the student is not necessarily entitled to a
refund. Refunds will be given for classes dropped by the published refund deadline. For late starting and short
term classes, see the refund date printed on your Class Schedule. Refunds subject to $10 processing fee.

Procedure for Requesting Refunds
Obtain a Refund Request form online on the Admissions and Records webpage at
http://www.deltacollege.edu/dept/ar/admissions/documents/RefundRequest042213.pdf or at the Admissions
and Records Office, DeRicco Student Services Building Lobby. The form must be received no later than Thursday
of the fourth week of the semester for full-term classes, or no later than three business days after ten percent of
the length of the class for short-term classes.

For parking permit refunds, attach the unused parking permit to the Refund Request form. Parking permit
refunds will be granted only if all classes are dropped by the published deadline date, or no later than three business
days after ten percent of the length of the class for short-term classes.

For added convenience you may download a printable version of the Refund Request Form and submit it by mail
to:
San Joaquin Delta College
Admissions & Records Office
5151 Pacific Avenue, Box 102
Stockton, CA 95207

Refund Process Details
San Joaquin Delta College has partnered with BankMobile, a refund management company, to disburse student
fee refunds as quickly as possible. This new system is designed to make sure student refunds are distributed faster,
with greater security, and with more convenience. This program serves to help us quickly deliver school payments
to students in a matter of days after the refund is processed, and eliminates the need for students to wait for a
check and is even better, if a student already has a BankMobile account. For more information on the refund

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

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

- Automobiles $30.00
- Motorcycles $24.00
As an alternative, a Daily Permit, allowing parking through midnight on the day of purchase, may be purchased
for $2.00 (quarters only). Purchase a Daily Permit at the permit machines in all parking lots (quarters only). If
you have a problem with a permit machine, contact District Police at 954-5000.

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

Parking permits are enforced Monday through Friday, 24 hours a day, for day and evening parking; Monday,
beginning at 12:00 a.m. through Friday ending at 11:59 p.m. Parking permits are not required during weekends,
holidays, or during semester breaks. All other Vehicle Code sections are enforced 24 hours per day, 7 days per
week.
WARNING: During peak times, campus parking lots fill to capacity. Do not park in lots belonging to businesses adjacent to the College. Violators are subject to tow at violator's expense.

Parking Violation Fines

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

Lost or Stolen Permits

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

Disability Parking

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

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

Bicycle Lockers

Bicycle lockers are available for students/staff on a per term rental basis for $10.00*. Contact the Student Activities Office located in Shima 101 or by calling (209) 954-5100.

*Bicycle lockers require a $5.00 lock deposit
Applications for evaluation of records for receipt of an Associate Degree or Certificate must be submitted to the Evaluations Office. Check with Evaluations for specific dates and deadlines. The evaluation of your records will show which units are degree-applicable and which requirements still need to be fulfilled to obtain an Associate Degree and/or Certificate. Please allow a minimum of three weeks for the evaluation to be completed.

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

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

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

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50 - 4.00</td>
<td>Gold Tassel</td>
</tr>
<tr>
<td>3.00 - 3.49</td>
<td>Silver Tassel</td>
</tr>
</tbody>
</table>

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

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

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

Honors at graduation are denoted on the diploma and transcripts as follows: Highest Honors - 4.00; High Honors - 3.70–3.99; Honors - 3.30–3.69; Honorable Mention - 3.00–3.29.
### LABS AVAILABLE TO STUDENTS

1. **Academic Computer Lab**
   - **Danner 202**
   - Hours vary by semester. Check lab.
   - **(209) 954-5350**
   - INTERNET ACCESS available for currently enrolled students for course-related assignments and research.

2. **Athletic Learning Center (The Zone)**
   - **Budd 205**
   - Mon-Thurs: 7:30 a.m.-4:00 p.m. & 5:30 p.m.-7:30 p.m.
   - Friday: 7:30 a.m.-2:00 p.m.
   - The newly created student-athlete learning center, The Zone, was developed to assist student-athletes to enhance their study skills and study habits. The Zone is available for student-athlete tutoring, studying, and computer access to assist student-athletes in achieving their goals while participating in the Athletic Program at San Joaquin Delta College. All are welcome.

3. **CalWORKs Job Specific Basic Skills Lab (JSBS)**
   - **Danner 204**
   - Mon-Thurs: 8:00 a.m.-4:00 p.m.
   - Fri: 8:00 a.m.-1:00 p.m.
   - [http://www.deltacollege.edu/dept/calworks/jsbs](http://www.deltacollege.edu/dept/calworks/jsbs)
   - JSBS is a supervised lab environment designed specifically for CalWORKs students. The lab is an additional approved activity for CalWORKs students who need to meet activity requirements. Instructors assign curriculum and tutoring is available. Supervised study time is also available in this lab for CalWORKs students. See your CalWORKs Academic Advisor.

4. **DSPS Computer Support Lab**
   - **DeRicco 114**
   - Mon-Thurs: 8:30 a.m.-2:00 p.m.
   - Friday: 8:30 a.m.-11:30 a.m.
   - **(209) 954-5151, Ext. 6113**
   - This lab provides access to Internet-based student services and academic support using assistive technology for students who are eligible with DSPS. Support with memory retrieval, organizational strategies and disability management is provided.

5. **E-Services Lab (Admissions, Registration, Financial Aid)**
   - **DeRicco 149**
   - Mon and Thurs: 8:00 a.m.-6:00 p.m.
   - Tues and Wed: 8:00 a.m.-5:00 p.m.
   - Fri: 8:00 a.m.-3:00 p.m. (Hours may adjust at peak times)
   - [http://finaid.deltacollege.edu/e-serviceslab](http://finaid.deltacollege.edu/e-serviceslab)
   - The following online services are offered:
     - **Admissions**
       - Complete Application for Admission
       - Register for Classes
       - Retrieve Delta Student ID Number
       - Access SJDC Student E-mail
       - Print Academic History/Grades
       - Add/Drop Classes
       - Verify Enrollment
       - Pay Fees Online
       - Download Forms
       - Request Transcripts
     - **Financial Aid**
       - Complete FAFSA-Financial Aid Application
       - Obtain Federal PIN Number
       - Access Financial Aid Forms
       - Complete the California Dream Act Application
       - Scholarship Applications
       - Check Financial Aid Status
6. **ESL Lab (English as a Second Language)**
   Holt 201
   Mon-Thurs: 8:00 a.m.-9:30 p.m.
   Friday: 8:00 a.m.-4:30 p.m.
   (209) 954-5352

7. **Goleman Library Tutoring Center**
   Goleman 135
   Mon–Thurs: 8:00 a.m.-6:30 p.m.
   Friday: 8:00 a.m.-1:00 p.m.
   (209)954-5296
   [http://www.deltacollege.edu/dept/content/index.html](http://www.deltacollege.edu/dept/content/index.html)
   Goleman Library Tutoring Center was developed to assist students who need tutoring in content subjects and study skills techniques. For more information and assistance, go to room 135 on the first floor of the library. All tutoring is provided by trained tutors in the supervised setting of the Goleman Tutoring Center. Tutoring is a free service offered to all Delta College students.

8. **Math/Science Learning Center**
   SCMA 162
   Mon–Thurs: 8:00 a.m.-4:30 p.m.
   Friday: 8:00 a.m.-2:00 p.m.
   (209) 954-5542
   [http://www.deltacollege.edu/dept/tutor/](http://www.deltacollege.edu/dept/tutor/)
   All tutoring is provided by instructors and trained tutors in the supervised setting of the Learning Center. Tutoring is a free service offered to all Delta College students.

9. **Mini Computer Lab**
   South Campus at Mountain House
   2073 S. Central Parkway, Mountain House, CA 95391
   Mon–Thurs: 8:00 a.m.–7:00 p.m.
   Friday: 8:00 a.m.–5:00 p.m.
   (209) 833-7900 or 954-5151, Ext. 7900
   The mini lab is available to students and offers six (6) computers for use. Students can access Admissions & Records and Financial Aid information via Internet access, as well as special programs for career testing and assessment, and software linked to geology, nutrition and math.

10. **Music Lab/Music Library**
    Holt 105
    Mon–Thurs: 8:00 a.m.-6:30 p.m.
    Friday: 8:00 a.m.-2:30 p.m.
    (209) 954-5250

11. **Reading/Writing Learning Center (RWLC)**
    Goleman 222
    Mon-Thurs: 8:00 a.m. – 4:30 p.m.
    Fri: 8:00 a.m.-2:00 p.m.
    (209) 954-5657
    [http://www.deltacollege.edu/dept/rwlc](http://www.deltacollege.edu/dept/rwlc)
    Tutoring is provided by trained tutors and staff in the supervised setting of the Learning Center. Tutoring is a free service offered to all currently enrolled Delta College students.
The Academic Alert System provides instructors an opportunity to give an early warning to students who experience difficulty maintaining satisfactory progress in a given class. Students will receive an Academic Alert letter referring them to appropriate referrals. Reasons for receiving an Academic Alert letter include excessive absences or tardiness, incomplete homework, at risk of being dropped, or student in need of basic skills. If you receive an Academic Alert letter, we urge you to speak with your instructor so that you can work out a reasonable plan for the semester, or go to the Student Resources link listed above.

Admissions, Records & Registration

The office of Admissions, Records, and Registration coordinates the admission & registration process and maintains student records. Prior to enrolling in classes, individuals who have never attended San Joaquin Delta College and students who have not attended for more than one semester, must apply online for admission to the College. Online applications may be completed at the Stockton campus in the E-Services Lab, Room 149, DeRicco Student Services building, or in the Mini Computer Lab at South Campus at Mountain House, 2073 S. Central Parkway, Mountain House, CA.

AFFIRM

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

Articulation Office

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

Assessment Center

All students enrolling for the first time are required to take an academic assessment test. Some returning students may need to take an assessment test to meet specific course and/or program prerequisites. The purpose of academic assessment is to ensure that each student's educational experience with Delta College is productive and rewarding. Assessments are offered during the day and evening before the term begins and throughout the term. The Assessment test is free and is not a pass/fail exam. (See Step 3 in Registration Process)

You must provide a picture I.D. and your Delta I.D. number at the time of assessment.

Students must make an appointment to take the Assessment Test. To schedule an appointment, from the homepage, click on “Student Services”, then select Assessment Center. Priority seating will be given to
students who have the appointment confirmation page with them at the time and date of the test.

Athletics - Men’s/Women’s Intercollegiate Sports  Budd 119
Physical Ed, Recreation & Athletics (PERA)  (209) 954-5176
www.deltacollege.edu/div/athletics

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

Bookstore  (1st floor/outside) Danner Hall
Regular hours: Mon-Thurs: 7:30 a.m. – 6:00 p.m.*  (209) 954-5949
Friday: 7:30 a.m. – 3:00 p.m.*
http://bookstore.deltacollege.edu/home.aspx
*Summer hours may vary. Extended hours will be announced prior to Fall/Spring semester. Please check the bookstore website for details.

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

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

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

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

- Book Buyback is offered during finals week.

- For replacement Student Body cards only, students pay the fee in the Bookstore and take their receipt to the ASDC office (Shima 101) for processing.

CalWORKs Assessment  DeRicco 208
Mon–Fri: 8:00 a.m.–4:30 p.m.  (209) 954-5151, Ext. 6335
Sat: by appointment only
http://www.deltacollege.edu/dept/worknet/CalWksAssmnt.htm

The CalWORKs Assessment Center is designed to test the interests, aptitudes and skill levels of CalWORKs participants to assist in the development of an employment plan needed by San Joaquin County Human Services Agency (HSA). The staff is trained to assist participants identify their vocational and employment goals.

CalWORKs Program  DeRicco 209
Mon–Fri: 8:00 a.m.–5:00 p.m.  (209) 954-5151, Ext. 6209
www.deltacollege.edu/dept/calworks

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

Career Center
DeRicco 219
Mon–Fri: 8:00 a.m.–5:00 p.m. (209) 954-5151, Ext. 6338 or Ext. 6219
http://etc.deltacollege.edu/

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

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

Child Development Center
(Enter Parking Lot C-1)
Pacific Avenue Frontage/Delta College Stockton Campus (209) 954-5700
FALL & SPRING: Mon–Fri: 7:30 a.m.–4:00 p.m.
SUMMER: Mon - Thurs: 7:30 a.m.–4:00 p.m.
Fri: 7:30 a.m. – 11:30 a.m.
http://www.deltacollege.edu/dept/childdevctr

The San Joaquin Delta College Child Development Center offers full-day State Preschool and extended day child care to children ages 18 months to 5 years (not entered in Kindergarten). State-licensed, priority enrollment is given to eligible children of Delta College students and staff; eligible community children accepted with space available. The Center serves as a learning environment for several disciplines. Families need to demonstrate need and be income eligible.

Community Education
Locke 107
Mon-Fri: 8:00 am-5:00 p.m. (209) 954-5045
http://www.communityed.delta.edu

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

Computer Lab (See Labs)

Counseling Center
DeRicco 234
Mon-Thurs: 8:00 a.m.–5:00 p.m. (209) 954-5151, Ext. 6276
Friday: 8:00 a.m.–12:00 p.m.
www.deltacollege.edu/dept/guidance

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

DSPS (Disability Support Programs & Services)
DeRicco 234
Mon-Fri: 8:00 a.m.–5:00 p.m. (209) 954-5151, Ext. 6272
www.deltacollege.edu/dept/dsps

Upon request, DSPS provides accommodations to students with verified disabilities. Services are based upon the individual functional limitations and may include reader, interpreter, note taking assistance, mobility assistance, use of adaptive equipment, faculty or community liaison, etc. Academic and disability-related counseling is also available.
PLEASE NOTE: If a student with verified disabilities is absent from class sessions due to a disability-related circumstance (such as surgery or other treatment, injury, or an illness that is related to his/her disability or results in disability) and the student wishes to remain registered for classes, contact Disability Support Programs and Services (DSPS) as soon as possible. If DSPS determines that the absences are disability-related, DSPS will promptly contact the professor to determine whether allowing the student to remain in the class and/or receiving an incomplete should be provided as an academic adjustment or reasonable modification to accommodate the disability. If the student does not agree with DSPS and the professor’s decision, he/she may file a grievance (through Human Resources). Visit DSPS at DeRicco 234 or call (209) 954-5151, Ext. 6272.

DSPS Learning Skills Office
DeRicco 105
Mon-Thurs: 8:30 a.m.–2:00 p.m.
Friday: 8:30 a.m.–11:30 a.m.
Adult Learning Disability review and assessment is provided to qualified students currently attending Delta College. Appointments are required for orientation meetings.

E-services Lab (See Labs)

Pre-Employment Services (Career Transfer Center)
DeRicco 219
Mon–Fri: 8:00 a.m.-5:00 p.m.
http://ctc.deltacollege.edu
Employment services assist students in developing their employment portfolio including master application, resume, cover letter, information and guidelines on the interview process, and refining interviewing skills. Students have access to online employment services, and can obtain information on how to investigate the hidden job market. A one-unit job-seeking skills course, Guidance 33, is also available.
Other services included:
- Job announcements and referrals
- Resume development and critique
- Refine interviewing skills
- Online employment access

EOPS (Extended Opportunity Programs & Services)
DeRicco 234
Mon–Fri: 8:00 a.m.-5:00 p.m.
www.deltacollege.edu/dept/eops
EOPS provides support for full-time students who are low income and building their basic Math and English skills. Services include individualized counseling, priority registration, transportation, textbook and grant assistance (as budget allows), special events, workshops and transfer services.

CARE (Cooperative Agencies Resources for Education)
CARE, an affiliate of EOPS, is designated to support EOPS students who are single, head of household, 18 years of age or older, a recipient of Temporary Assistance for Needy Families (TANF)/CalWORKs.

ESL - English as a Second Language
Holt 201
Mon-Thurs; 7:30 a.m.-3:30 p.m./4:30 p.m.–9:30 p.m.
Friday: 8:00 a.m.–12:00 p.m.
www.deltacollege.edu/dept/esl
The ESL program includes four levels of ESL classes. Each level consists of oral language development, grammar, and reading and writing that prepare students for employment and higher education.

Financial Aid, Scholarships & Veterans' Services
DeRicco Lobby
Administrative Office Hours
Mon-Thurs: 9:00 a.m.-4:00 p.m.
Financial Aid Applications (209) 954-5115
Friday: Please visit our Information Desk between 8:00 a.m.-5 p.m. http://finaid.deltacollege.edu

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

TO APPLY for financial aid, or for additional details about financial aid, go to the online link listed above or visit us in the DeRicco Student Services building. For DATES & DEADLINES, check the website listed above. To attend a Financial Aid Workshop, contact the E-Services Lab at (209) 954-5151, Ext. 6149.

- Financial Aid - Federal Work Study Program DeRicco Lobby
  Mon–Fri: 8:00 a.m.–5:00 p.m. (209) 954-5151, Ext. 6165
  www.deltacollege.edu/dept/wkstudy
  The Federal Work Study Program is a job placement service available to students who meet financial aid eligibility requirements. Work Study jobs both on campus are available to all eligible students who carry a minimum of 6 units.

- Financial Aid - Scholarships DeRicco Lobby
  Mon–Fri: 8:00 a.m.–5:00 p.m. (209) 954-5151, Ext. 6131
  http://finaid.deltacollege.edu/scholarships
  The scholarship application period begins the 2nd week of January with a deadline of March 2. Required documents include an Online Scholarship Application, two (2) Letters of Recommendation, and Transcripts. Scholarship supporting documents must be submitted online. Scholarships are available to incoming, continuing and/or transfer students.

- Financial Aid - Veteran's Services DeRicco Lobby
  Mon–Fri: 8:00 a.m.–5:00 p.m. (209) 954-5151, Ext. 6171
  http://www.deltacollege.edu/dept/finaid/veteran/index.html
  Delta College maintains services to assist veterans and eligible dependents with the certification process, including information related to counseling, academic advising, tutorial assistance, VA work-study, and assistance with check inquiries.

Food Services Office & Kitchen - Danner Hall
http://www.deltacollege.edu/dept/foodservice (209) 954-5080

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

- Cafeteria Danner Hall, 1st Floor
  Mon–Friday: 7:00 a.m.–2:00 p.m. (while classes are in session)
  The Cafeteria proudly serves Starbuck’s Coffee, and provides a variety of choices, featuring breakfast and lunch menus. Lunch items include a salad bar, grilled and Mexican entrees, pizza and deli sandwiches. Delta students with a valid ASDC student ID card receive a 10% discount!

- Java Jitters (Proudly brews Starbucks Coffee) Danner Hall, 1st Floor
  Mon–Fri: 7:00 a.m.–1:00 p.m.
  Java Jitters proudly serves Starbuck’s Coffee, hot and cold beverages, bagels, pastries, muffins, sandwiches, salads and soup. Check our “Coffee of the Week!” Delta students with a valid ASDC student ID card receive a 10% discount!
Foster Youth Empowerment Strategies for Success (YESS) Program
Foster & Kinship Care Education (FKCE)/Independent Living Program (ILP)  Budd 205
Mon–Thurs: 7:30 a.m.–4:30 p.m.  (209) 954-5291 or 954-5836
arthomas@deltacollege.edu
www.deltacollege.edu/dept/fostercare/ilp.html
Delta College's Youth Empowerment Strategies for Success (YESS) program prepares foster and former foster youth 16-21 years of age for their move into independent adult living.
The mission of the Foster & Kinship Care Education (FKCE) program is to provide education and support opportunities to caregivers of children and youth in out-of-home care so that these providers may meet the needs of children and youth in the foster care system. Contact the program for more information.

Gallery (L.H. Horton, Jr.)  Shima 144
Hours vary.  http://gallery.deltacollege.edu  (209) 954-5507

Guidance & Counseling (See Counseling Center)

Instructional Services Office  Horton Administration 102
Mon–Fri: 8:00 a.m.–5:00 p.m.  (209) 954-5036
See Instructional Programs – Administration/Division Offices.
http://www.deltacollege.edu/div/instserv/INSTRUCTIONALSERVICES/Instructionindex.html

International Student Program  DeRicco 141
Mon–Thurs: 8:00 a.m.–4:00 p.m.  (209) 954-5151, Ext. 6126
Fri: 8:00 a.m.-12:00 p.m.
http://www.deltacollege.edu/dept/outreach/isp/
The International Student Program accepts applications for admission to the College, as well as providing a variety of services to F-1 student visa holders from other countries. Services include assistance relating to immigration regulations (change of status, program extension, school transfer, etc.), on and off campus referrals to services and housing information.

Instructional Programs (See Division Offices)

Learning in Retirement Program *  Holt 123
Stockton Institute for Continued Learning (SICL)  (209) 954-5013
SICL is a member-motivated and governed Learning in Retirement organization. Its purpose is to provide personal enrichment, educational opportunities, volunteer challenges, and social activities in a campus environment utilizing the resources of the College and the experience of its members.
*The Learning in Retirement Program is a Delta College program, operated under the auspices of the Older Adult Council of the SJDC Foundation.

Library, Learning Resources & Language Arts
Irving Goleman Library  Main Campus
Mon–Thurs: 8:00 a.m.-6:30 p.m.  Reference Desk (209) 954-5145
Friday: 8:00 a.m.-1:00 p.m.  Circulation Desk (209) 954-5143
Mon–Thurs: 8:00 a.m.-6:30 p.m.  Goleman Tutoring (209) 954-5296
http://library.deltacollege.edu/
The Goleman Library houses a collection of more than 100,000 titles of print and audiovisual materials and provides a rich collection of journals, magazines, newspapers, e-books, and other professional sources in
The library offers UC/CSU transferable library information literacy courses, library workshops, and course-integrated library instruction to help students meet their research and information needs. It also provides reference and circulation services, content tutoring, library tours, audiovisual materials and listening/viewing stations, photocopy equipment, group study rooms, and computers with Internet access and Microsoft Office applications for students to conduct research and complete their assignments.

Users must have a library card for service that can be obtained at the Circulation Desk on the 2nd Floor of the library. A valid ID is required to obtain a library card. (The staff will not look up library card numbers for any users.) In addition, users will have to pay a $2.00 fee for Library card replacement. Users who owe $5.00 or more in library fees will not be allowed to use an Internet-access PC or check out library materials of any kind (including reserves/text books). This applies to library services offered at the Stockton campus and the South Campus at Mountain House.

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

The Goleman Library Tutoring Center was developed to assist students who need tutoring in content subjects and study skills techniques. For more information and assistance, go to room 135 on the first floor of the library. (See Labs)

Library Services South Campus at Mountain House Center, Room 402
2073 S. Central Parkway, Room 402, Mountain House, 95391 (209) 954-5151, Ext. 6080
Mon–Thurs: 8:30 a.m.-7:00 p.m.
Fri: 10:00 a.m.-2:00 p.m.
Reference Assistance: Mon-Fri: 10:00 a.m.-2:00 p.m.
http://library.deltacollege.edu/mountain_house.html

The South Campus at Mountain House (SCMH) Library houses a collection of reserve books, including textbooks from the Reserve Book Program and a small collection of circulating materials. Additional circulating materials from the collection at the Irving Goleman Library in Stockton may be requested by library cardholders via the library catalog and/or GoCat, and will be brought to the SCMH library for students to check out for the regular loan period. There are four computers, providing full access to the library’s variety of electronic online databases and Internet access.

All users must have a library card for service. A library card can be obtained at the SCMH library or at the Stockton campus’ Irving Goleman Library. A valid ID is required to obtain a library card.

Lost & Found Property (See Police Services)

Math and Science Learning Center (See Labs)

Manteca Center (Farm Lab) 5298 Brunswick Rd., Manteca 95336
Mon–Fri: 8:00 a.m.–5:00 p.m.
(209) 954-5151 or (209) 239-3555
The Manteca Center, a farm laboratory, is located just north of Manteca, CA.
To reach the Manteca Center, exit Hwy. 99 at Lathrop Rd., turn north on 99 Frontage Rd. to Brunswick Rd., turn left.
From I-5, take Lathrop Rd. exit east. Turn left on North 99 Frontage Rd. to Brunswick, and turn left.
The Market at Delta College is the cleanest and safest Market in all of Stockton and is open every weekend rain or shine with the exception of Christmas Day, New Year’s Day, Easter Sunday, and July 4th. The Market offers a variety of vendors including new and used merchandise, fresh produce, novelties, appliances, a food court and more. Net revenues from The Market go to Delta College’s Foundation.

MESA/CCCP (Math, Engineering, Science Achievement California Community College Program) (209) 954-5318 Mon–Fri: 8:00 a.m.–5:00 p.m.
www.deltacollege.edu/dept/mesa/
Delta College MESA/CCCP is based on a rigorous academic enrichment program that uses various components to support community college students to excel in math, engineering, and all areas of science to prepare for transfer and major in these fields at four-year colleges and universities. In addition, the programs’ components help build an academically based peer community to provide mutual student support and motivation. Students must have declared a major in the field of math, engineering, computer science, health science, life science, earth science, biology, mathematics or chemistry and indicate intent to transfer to a four-year university. Student must be ready for, or have completed, Intermediate Algebra (Math 82).

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

Mobility Center/First Aid (209) 954-5790
Mon–Thurs: 7:30 a.m.-4:00 p.m. First Aid (209) 954-5077
Friday: 7:30 a.m.-12:00 p.m. Mobility (209) 954-5078
The Mobility Center provides assistance traversing the campus for students with physical limitations. For assistance at times other than the hours listed above, call District Police at 954-5000 or use any blue emergency phone. First Aid facilities are designed to render minimal first aid in case of sudden illness or accident. All medical emergencies should be reported to District Police at (209) 954-5000.

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

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

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

**EMERGENCY Phone Numbers:** Campus Blue Light Phones are Direct-Dial Emergency Telephones. They are located on every floor, in every center, along pathways, and at entrances to the parking lots. **NOTE:** If you cannot speak, all you need to do is activate the line by removing the receiver from the cradle and the dispatcher will identify your location and send assistance.

In an EMERGENCY, use a CAMPUS BLUE LIGHT phone, dial 5000 or 911 from any office or classroom, or dial 954-5000 from your CELL phone. Save this number to your cell phone.

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

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

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

**Additional Phone Information**
- Disability Support Programs & Services (DSPS): 954-5151, ext. 6272
- Mobility Center/First Aid Unit, Danner 101: 954-5077 or 954-5078
- Facilities Management: 954-5063 or 954-5064
- Facilities Rental: 954-5427 or events@deltacollege.edu
- Public Information Officer: 954-5051
- Risk Management & Support Services: 954-5035

**Lost & Found Property**

Lost property should be turned over to an officer, taken to the District Police Department, or the Campus Mail Room, located on the 1st floor of the Horton Administration Building, Room 108, 954-5017. (Property left at the Mail Room will be turned over to District Police.) Unclaimed property is disposed of after 90 days.
In addition to General Admission to the College, this program requires an additional, separate admission process. This 866-hour intensive and extended course is certified by the Commission on Peace Officer Standards and Training (P.O.S.T.) and satisfies the minimum training requirements for entry-level peace officers. www.post.ca.gov/training/bt_bureau/regular.asp

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

Post Office (Mailroom)
Mon-Fri: 8:00 a.m.-5:00 p.m.
(US Mail services, stamps, temporary Lost & Found)
(209) 954-5017

Public Information Office
Mon-Fri: 8:00 a.m.-5:00 p.m.
www.deltacollege.edu/dept/publicinfo
The Public Information Office is devoted to promoting the college and committed to keeping faculty, staff, students and the community as a whole aware of Delta College’s classes, events, and happenings.

Puente Project
Mon–Thurs: 8:00 a.m.–5:00 p.m.
Fri 8:00 a.m.-12:00 p.m.
www.deltacollege.edu/dept/puente/index.html
Puente Project is a national award winning program that has helped thousands of underserved students reach their academic dreams. Puente’s goal is to increase the number of students who transfer to four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Puente is open to all students.

Reading/Writing Learning Center (See Labs)

Reentry Services
Mon–Fri: 8:00 a.m.–5:00 p.m.
http://ctc.deltacollege.edu/reentry.html
Reentry Services are designed to ease the transition of students returning to the academic environment after an extended absence. Services include orientation of the admission and registration process, campus and community referral, scholarship information and childcare resources.

Scholarships (See Financial Aid)

Small Business Development Center (SBDC) (Northeastern California)
56 S. Lincoln St., Downtown Stockton
Mon-Fri: 8:00 a.m.-5:00 p.m.
www.sbdc.deltacollege.edu
The SBDC assists new and existing businesses to be competitive in a complex marketplace through free individualized business consulting and business workshops. Services are provided in San Joaquin, Calaveras, Amador, and Alpine counties.
The Office of Student Activities provides services and activities that support student life and student development at Delta College. The department supports a diverse collection of student clubs and organizations that contribute to the campus and surrounding community. Through participation in student led clubs, Delta College students have the ability to engage in experiences that explore academic, professional, political, social, cultural, religious and community service interests.

Through our Pride Center we support lesbian, gay, bisexual, transgender, queer and questioning students through programming and educational outreach to improve the campus climate for LGBTQIA+ individuals as well as advocate for the respect and safety of all members of the campus community.

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

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

San Joaquin Delta College’s South Campus at Mountain House (SCMH) Center is located in Mountain House, CA. The site is a 114-acre campus, with 84,000 square feet of interior space. It is projected to serve up to 3,500 students within the first 5 years and as many as 18,000 by its 25th year. It includes 15 classrooms; 4 science labs; and the Cisco Networking Lab. SCMH includes a student computer lab, study hall, and student lounge. District Police services are located in Room 202A. Administrative and faculty offices are located on the premises. SCMH offers approximately 130 courses and full-time counseling services.

The South Campus at Mountain House Library houses a collection of reserve books, including textbooks from the Reserve Book Program and a small collection of circulating materials. There are four computers, providing full access to the library’s variety of electronic online databases and Internet access. (See Library Services for more information).

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

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

Transfer Center DeRicco 219
Mon–Fri: 8:00 a.m.–5:00 p.m. (209) 954-5151, Ext. 6219
http://ctc.deltacollege.edu/
The Transfer Center provides a variety of support services for students making the transition to a four-year college or university. Transfer services and resources include:

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

Veteran Resource Center (VRC) DeRicco 141
Mon–Fri: 8:00 a.m.–5:00 p.m. (209) 954-5151 Ext. 6151
https://www.deltacollege.edu/dept/finaid/veteran/VeteranResourceCenter
Delta College’s Veteran Resource Center provides computers for use by veterans, a quiet study area, tutoring, and workshops on a variety of subjects.

Veteran's Services (Financial Aid) DeRicco Lobby
Mon and Thu: 8:00 a.m.–6:00 p.m. (209) 954-5151 Ext. 6171
Tue and Wed: 8:00 a.m. – 5:00 p.m.
Fri: 8:00 a.m.-3:00 pm.
https://www.deltacollege.edu/dept/finaid/veteran/index.html
Delta College maintains services to assist veterans of the Armed Forces of the United States of America and eligible dependents with the certification process, including information related to counseling, academic advisement, tutorial assistance, VA work-study, and assistance with VA benefit inquiries. (See also Financial Aid)

WorkNet Center DeRicco 208
Mon-Thurs: 8:00 a.m.-4:30 p.m. (209) 954-5151, Ext. 6300
Fri: 8:00 a.m.-12:00 p.m.
www.deltacollege.edu/dept/worknet
The Delta College WorkNet Center offers three (3) levels of service for job seekers:

- Core Services (available to adults 18 years of age and over)
  - Informational workshops
  - Job listing
  - Office support products (telephones, copiers, fax machines, printers, computers) in order to keep in contact with employers
  - Labor Market Information (employment rates, projected wages, skill requirements)
  - Information about education and training providers
  - Assessment and Career Planning tools
  - Information and referral to community agencies for support services
  - Free “professional” email account to use for job search
**Intensive Services** (Workforce Investment Act (WIA) eligibility for Dislocated Workers and/or Adult Services do apply)
- Comprehensive Assessment
- Career Counseling
- Referral to training (when appropriate)
- Staff assisted job search

**Training Service** (WIA eligibility applies, services based on funding, assessment results and suitability factors)
- On-the-job training
- Occupational Skills Training
Students are encouraged to familiarize themselves with these documents. This Student Handbook lists excerpts from selected policies and procedures that are particularly important to students. Policies and Procedures may be revised throughout the year and are subject to change. A complete listing of Delta College policies and procedures can be found on the Delta College website at [http://www.deltacollege.edu/div/trustees/policies.html](http://www.deltacollege.edu/div/trustees/policies.html).

### Absence from Class

(Per BP/AP 5075 Course Registration, Adds & Drops)

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

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

A student, who is absent from class due to a disability-related circumstance (such as surgery, other treatment, an injury, or an illness that is related to a disability or results in a disability) and who is notified by the College that he/she has been dropped, and the student intends to remain registered for the class, the student may meet promptly with a Disability Support Programs and Services (DSPS) Counselor to request assistance to remain registered for the class.

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

Per BP5075, “Course Registration, Adds & Drops” (see page 39 for full policy description):

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

Mandatory Withdrawals: On or before the last business day before the course census date, a faculty member shall mandatorily drop a student who has been identified as a no show or is no longer participating in the course, except if there are extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, and other circumstances beyond the control of the student. Nonparticipation is defined as excessive unexcused absences.

Excessive absenteeism is defined as one more absence than the class meets per week.

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

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

### Academic Renewal

AP 4240

A. The purpose of academic renewal is to disregard students’ previously recorded substandard academic performance, when such work does not reflect their current demonstrated ability.

Academic renewal encourages students to continue efforts toward their educational objectives. Therefore, academic renewal allows students the benefits of their current level of ability and performance, and does not permanently penalize them for poor performance in the past.

B. Students who wish to request academic renewal must petition the Director of Admissions and Records. Academic renewal will be applied only under the following conditions and with the following limitations:

1. Academic renewal may be requested for up to five courses of previous unsatisfactory course work in which grades of "D," "F," or "NC" or "NP" have been recorded. The course work for which the renewal is requested must be identified in the application.

2. Prior to the application for academic renewal, a period of at least one year must have elapsed subsequent to the semesters for which renewal is requested, during which period the student must have completed at least 12 units at Delta College (or another regionally accredited college,) with a grade point average of 2.0.
3. Academic renewal is available only for courses taken at San Joaquin Delta College.
4. Academic renewal may be granted for a total of five courses only.
5. Academic renewal is irreversible.
6. Courses used for awarding of a degree or certificate are not eligible for academic renewal unless another equivalent course replaces the renewed course on the evaluation.

C. It is highly recommended that currently enrolled students discuss educational objectives with a counselor and develop an appropriate Student Education Plan.

D. Academic renewal granted by San Joaquin Delta College does not guarantee that special programs or other institutions will approve or honor such actions. The determination will be made by the respective transfer institutions.

E. Effect of Academic Renewal on the Academic Record

1. When a student is granted academic renewal for a class, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a complete and true record of all academic work. Cumulative grade point average on students’ permanent record excludes all course work that has been approved for academic renewal.
2. No course work approved for academic renewal will apply toward graduation, certificate, or AA degree.
3. Grade point average computation for graduation with honors and other awards uses all work including course work approved for academic renewal.

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

<table>
<thead>
<tr>
<th>Award of Grades and Grade Points (as of 2011)</th>
<th>BP/AP 4230</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Procedure BP 4230</td>
<td>Courses shall be graded using the grading system established by Title 5. The grading system shall be published in the college catalog(s) and made available to students.</td>
</tr>
<tr>
<td>Administrative Procedure AP 4230</td>
<td></td>
</tr>
<tr>
<td>A. Academic Record Symbols and Grade Point Average</td>
<td></td>
</tr>
<tr>
<td>The following symbols may be assigned by professors to be placed on a student's permanent academic record to describe performance in a class:</td>
<td></td>
</tr>
<tr>
<td>1. Evaluative Symbols (Final Grades)</td>
<td></td>
</tr>
<tr>
<td><strong>Symbols</strong></td>
<td><strong>Definition</strong></td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>Exemplary Work</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>Very Satisfactory</td>
</tr>
<tr>
<td>C+</td>
<td>Better than Satisfactory Work</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Less than Satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>FW</td>
<td>Student ceased participating in the class and failed to withdraw in a timely manner</td>
</tr>
<tr>
<td>P</td>
<td>Passing (At least satisfactory-units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to August 14, 2008)</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (Less than satisfactory, or failing-units not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to August 2008)</td>
</tr>
</tbody>
</table>
2. Non-Evaluative Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the professor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Assistant Superintendent/Vice President of Student Services until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one semester following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The student, under extenuating circumstances, may request an extension of the time limit for making up the "I" by submitting a General Petition for consideration.

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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
</tr>
<tr>
<td>X</td>
<td>Credit by Examination</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (Authorized)</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
</tr>
<tr>
<td>FW</td>
<td>Non-Participation, Failure to Withdraw</td>
</tr>
</tbody>
</table>

B. Grade Awards and Reports
1. Final academic record symbols are assigned to students at the end of each academic term and submitted to the Office of Admissions and Records. Professors, in assigning academic record symbols, will employ their best professional judgment and maintain records which will substantiate the basis for the symbols awarded.

2. Grades issued to students shall be assigned by the professor of the course. The determination of the student's grade by the professor, in the absence of the professor's mistake, fraud, bad faith, or incompetence shall be final.

3. Students shall be notified of their final grades after the completion of an academic term.

4. Final grades shall be posted on the student's permanent record.

5. Professors shall keep a record of grades for each student.

6. If abuses in the academic record symbols awarded to students are to reported or discovered by the Assistant Superintendent/Vice President of Instruction, these cases will be handled by the Assistant Superintendent/Vice President and the Division Dean in consultation with the professor(s) involved.

<table>
<thead>
<tr>
<th>Course Registration, Adds &amp; Drops</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BP 5075</strong></td>
</tr>
<tr>
<td><strong>Requirements for Registration</strong></td>
</tr>
<tr>
<td>A. Have an active application for admission on file.</td>
</tr>
<tr>
<td>B. Meet mandatory assessment requirement. All new Delta College students enrolling in college for the first time will be required to participate in skills assessment prior to registration, unless exempt under AP 5051.</td>
</tr>
<tr>
<td>C. Provide official transcripts from any college previously attended.</td>
</tr>
<tr>
<td>D. Clear all fees and/or administrative and academic holds that prevent enrollment.</td>
</tr>
<tr>
<td><strong>Requirements for Attendance</strong></td>
</tr>
<tr>
<td>It is the instructor’s responsibility to ensure that all students attending class are officially enrolled. Under no circumstances should a student be allowed to attend class if he/she is not officially enrolled.</td>
</tr>
</tbody>
</table>

Students are expected to attend class on a regular basis.

A. A student who fails to attend any of the first three class sessions at the beginning of a term may be dropped from that class unless the student has advised and obtained an absence approval from the faculty member. The foregoing statement will be read by every faculty member to every class at the first session and for as many subsequent sessions as the faculty member feels to be necessary.

B. No drops will be allowed from a credit class after 50% of the class has elapsed; a grade must be issued.

**Mandatory Withdrawals**

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

**Discretionary Withdrawals**

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

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

**Last Date of Attendance**

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

The Last Date of Attendance is not defined as the last date of course log in, and is not the same as the drop date.
See AP 5075, Course Registration, Adds, and Drops

## Course Registration, Adds & Drops

### Regular Registration

A. Prior to each semester, the District will provide a regular registration period.

   Dates of registration will be available via the Internet and the Schedule of Classes. Detailed plans for registration will be developed and administered by the Director of Admissions and Records.

B. Enrollment in a regular semester or summer intersession must be undertaken by the close of registration period.

### Implementing Prerequisites, Corequisites, and Limitations on Enrollment

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

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

### Student Unit Load

1. **Regular Semester**

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

2. **Inter-Session**

   Students who have been unconditionally admitted may be allowed to register for not more than nine (9) units prior to the beginning of summer session. Students may add an additional three (3) units after the summer session has begun for a total unit limitation of twelve (12) units per intersession. Students who have been conditionally admitted will be allowed to register for the number of units prescribed on the basis of their conditional admission to the College by the Assistant Superintendent/Vice President of Student Services or designee. Students enrolled under Conditional Admission will not be permitted to add additional units without the written authorization of the Assistant Superintendent/Vice President of Student Services or designee.

### Adding Courses During Registration

Students may add courses through the registration period using the Internet.

### Late Registration

#### Census Classes:

A. During the regular semester or the summer intersession, students may only register up to, and including, the last day of business immediately preceding the census date for the class.

#### Positive Attendance Classes:

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

### Rosters

A. Each faculty member will have access to the class rosters for each class taught during the current semester on the first day of the class via the online roster system. The roster will include the names of all students who have registered prior to the beginning of the term. The student’s name on the roster is an authorization to be in that class.

B. Faculty are responsible for managing enrollment in their classes by meeting College deadlines for submission of adds, drops, and submission of census and/or positive attendance rosters, grade rosters, and roster certification forms.

C. If enrollment in a particular course is permitted after classes have begun, the student will be directed to get on the
electronic wait list or complete an Instructor Add Memorandum. Students may be moved, by the instructor, from the electronic Wait List to full enrollment through the due date for the Wait List Roster. Under no circumstances should students be allowed to attend class if they are not enrolled properly. If there is a discrepancy, the student should be referred promptly to the Admissions and Records Office to ascertain the problem concerning enrollment.

D. Enrollment management assistance is provided to faculty by the Admissions and Records Office. An instructor hotline, e-mail support, and in-person assistance is available.

Absence from Class

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

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

A student, who is absent from class due to a disability-related circumstance (such as surgery, other treatment, an injury, or an illness that is related to a disability or results in a disability) and who is notified by the College that he/she has been dropped, and the student intends to remain registered for the class, the student may meet promptly with a Disability Support Programs and Services (DSPS) Counselor to request assistance to remain registered for the class.

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

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

Withdrawals

Withdrawals, or drops, are authorized through the last day of the eighth week of instruction or 50% of the term, whichever occurs earlier. Withdrawals, or drops, prior to the beginning of the semester will be permitted without charge. A student may withdraw from a course and receive a "W" for the same course only two times.

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

1. Student is allowed no more than three enrollments that result in grading symbols of “D,” “F,” “NC,” “NP,” and “W.”

2. Students who are allowed to enroll for the third time are not allowed to drop the class on or after the census date—they are required to receive a grade.

3. Students must request permission from the instructor to add the course once classes have begun.

4. Student must provide the instructor with a copy of petition to repeat the approved class.

5. Student is allowed to enroll only after all other credit-seeking students have been added to the class.

6. Students are required to seek support services such as tutoring, counseling, etc. as determined by the College Counselor.

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

C. The District will not collect apportionment for enrollment in a class after a total of three repetitions resulting in “W”s, grades, or other non-evaluative symbols.

Withdrawal from Graded Courses

A. Withdrawal from Full-Term Census Course:

1. Students who withdraw from one or more courses through the last day before the census day or date will have no entries made on their transcripts for the courses enrolled in at the time of withdrawal.

2. Students who withdraw from one or more courses on or after the census day or date through the last day of the eighth week of instruction or 50% of the term, whichever occurs earlier, of the fall/spring semesters or 50% of the term for Intersessions, will have “W’s” entered on their transcripts for those courses in which they were enrolled at the time of withdrawal from the College.
3. Students who withdraw from one or more courses after the last day of the eighth week of instruction or 50% of the term, whichever occurs earlier of the fall/spring semester or the last day of the fourth week for Intersession, will have a grading symbol other than a “W” as prescribed in Administrative Procedure 4230, i.e., A, B, C, D, F, CR, NC, P, NP, IP, RD, or I, entered on their transcripts for those courses in which they were enrolled at the time of the withdrawal.

4. Notwithstanding the above, students who are members of an active or reserve United States military service and who receive orders compelling withdrawal from courses at any time on or after the census day or date shall have the notation “MW” entered on their transcripts in accord with the provisions of Administrative Procedure 4230.

B. Withdrawal from Courses not Coterminal with the Term and Actual Hours of Attendance Courses:

1. Students who withdraw from one or more courses on or before the last day before the census day or date of the course will have no entries made on their transcripts for the courses enrolled in at the time of withdrawal.

2. Students who withdraw from one or more courses in the period between census day or date and 50% of the course will have a “W” entered on their transcripts for the courses in which they were enrolled at the time of withdrawal from the College.

3. Students who withdraw from one or more courses during the final 50% of the course will have a grading symbol other than a “W” as prescribed in Administrative Procedure 4230, i.e., A, B, C, D, F, CR, NC, P, NP, IP, RD, or I entered on their transcripts for those courses in which they were enrolled at the time of withdrawal.

4. Notwithstanding the above, students who are members of an active or reserve United States military service and who receive orders compelling withdrawal from courses after the census day or date of the first 20 percent of the course shall have the notation “MW” entered on their transcript in accord with the provisions of Administrative Procedure 4230.

Withdrawal from College or from a Course:

A. Student Initiated

Students should drop courses using the Internet.

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

B. Instructor Initiated

1. Mandatory:

   A student who violates the District’s attendance policy within the first census period will be dropped by the instructor.

2. Discretionary:

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

C. Disability-Related Absences

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

D. Reinstatement After Drop

A student dropped from class due to nonparticipation or excessive absences may file a General Petition within five business days of return to class if the student feels that there are extenuating circumstances beyond his or her control which justify remaining in the class. Such appeals will be forwarded to the instructor to determine if the student’s academic progress warrants special consideration.
Course Audit is defined as the enrollment of a student in a course without award or notation the student’s transcript of credit, units attempted, grade, or grade points. Students may be permitted to audit classes at San Joaquin Delta College under the following circumstances and using the following procedures.

A. It is the policy of San Joaquin Delta College that students are permitted to audit courses only in order to address specific or unusual educational circumstances. Therefore, a course may be audited only upon recommendation of a college counselor and with the approval of the instructor.

B. Students auditing a course are expected to complete the same coursework and examination procedures as other students enrolled in the course for credit or a grade.

C. No grade, credit, units, units attempted, or grade points will be awarded to the student for a course being audited. Record of enrollment to audit the course will be maintained as part of the student's academic history, but will not be noted on the official transcript.

D. A specific course may be audited by a student only one time.

E. A student may not change an enrollment to audit a course to an enrollment for credit or a grade nor change an enrollment for credit or grade to an enrollment for audit.

F. Enrollment to audit a course may only be made during the late registration period and only on a space available basis.

G. Student enrollment to audit a course will be charged a fee in an amount determined each term by the Superintendent/President in accord with the provisions of Education Code §76370.

H. In accord with the provisions of Education Code §76370, enrollment of students to audit courses will not be claimed by the college as enrollment for apportionment attendance purposes.

### Course Repetition

**BP/AP 4220.1**

I. **Substandard Grade**

   A. Any course in which a grade of “D” or “F” has been received may be repeated once in order to attempt to raise the grade and grade points. The better grade and grade points earned will be counted in computing the grade point average as if it were another new course. Units attempted, grade, and grade points of the substandard grade will be removed from the totals for the semester in which it was earned, but the course will remain listed on the student’s permanent record with the appropriate notations. In no case will duplicate units be allowed toward graduation. A course must be repeated before the next advanced course to which it is a prerequisite is attempted.

   B. Any course in which a student has received a grade of “No Credit” or “No Pass” may be repeated once in order to attempt to raise the grade to “Credit” or “Pass” (or to a letter grade of “A, B, C, D, or F,” provided the course permits this option). If the student receives the “Credit” or “Pass” grade, units will be awarded. If the student receives a letter grade of “A, B, C, or D,” units and grade points will be awarded.

   C. The limitations above notwithstanding, a student may petition Director of Admissions and Records for permission to repeat a course more than once to address a substandard grade with the following limitations:

   D. Student is allowed no more than three enrollments that result in grading symbols of “D,” “F,” “NC,” “NP,” and “W.”

   E. Students who are allowed to enroll for the third time are not allowed to drop the class on or after the census date and are required to receive a grade.

   F. Students must request permission from the instructor to add the course once classes have begun.

   G. Student must provide the instructor with a copy of the petition to repeat the approved class.

   H. Student is allowed to enroll only after all other credit-seeking students have been added to the class.

   I. Students are required to seek support services such as tutoring, counseling, etc., as determined by the College Counselor.

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

   K. The District will not collect apportionment for enrollment in a class after a total of three repetitions resulting in “W”’s, grades, or other non-evaluative symbols.
II. Significant Lapse of Time
A student may petition the Director of Admission and Records for permission to repeat a course when another institution of higher education to which the student seeks transfer has established a recency requirement which the student will not be able to satisfy without repeating the class.

A. If the Director of Admissions and Records determines that a student needs to repeat an active participatory experience course, as defined in Title 5 Section 55000, in physical education, or visual or performing arts, or an active participatory course that is related in content due to significant lapse of time, that repetition shall be counted in applying the limit set forth in Title 5 Section 55000 (c) except that, if the student has already exhausted the number of repetitions permitted under subdivision (c), and additional repetition due to significant lapse of time may be permitted or required by the District.

B. When a course is repeated pursuant to a significant lapse of time, the previous grade and credit in computing the student's grade point average will be disregarded.

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

A. The course is required for legally mandated training,

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

C. Repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances, or

D. The student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as authorized above.

IV. Extenuating Circumstances
A student may repeat a course only if:

A. the repetition is expressly authorized by another provision of this article; or

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

V. General and Occupational Work Experience
A student may earn up to a total of 16 semester units, subject to the following limitations.

A. A maximum of six semester units may be earned during one enrollment period in general work experience education.

B. A maximum of eight semester units may be earned during one enrollment period in occupational work experience education.

When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.

VI. Special Class for Student with Disability
A student with a disability may petition the Director of Disability Support Programs and Services to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related provided that:
A. When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;

B. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or

C. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

VII. Legally Mandated Courses

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

VIII. Significant Change in Industry or Licensure Standards

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

See AP 5075, Course Registration, Adds, and Drops

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

A. Determination of Eligibility to Take the Examination: The student must be currently registered at the College, enrolled in the semester in which CBE is requested, and making satisfactory academic progress. The student must meet the prerequisite(s) for the course for which CBE is requested. A student who does not meet the prerequisite(s) may seek entry into the class via a Declaration of Equivalency or Matriculation Appeal Petition (See AP 5052 – Open Enrollment). The student cannot have successfully completed or be currently enrolled in the course for which CBE is requested.

B. Students petitioning for CBE must meet the following criteria:

1. Credit may be granted to any student who satisfactorily passes an examination approved and conducted by appropriate authorities of the College.

2. CBE may be granted only for a course listed in the current College Catalog. Each division shall maintain a list of courses which may be challenged for CBE.

3. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

4. CBE courses must be awarded a letter grade (A, B, C, D, or F), except for courses that are offered only as a credit/no credit grading option.

5. Units for which credit is given by examination shall not be counted in determining residency required for the associate degree or certificate.

6. A student may not receive credit for a CBE if the student has already completed a more advanced course in the same subject matter.

7. CBE may not be considered part of the student's program for enrollment verification purposes.

8. A student may not earn more than 12 semester units of academic credit by examination.

9. CBE is not offered during the summer intersession.

Procedures and Responsibilities

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

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

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

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

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

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

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

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

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

For information or assistance, contact the Vice President of Human Resources & Employee Relations in Horton Administration 102, (209) 954-5059. ADA/Sec. 504 Coordinator.

Alcohol / Drug Free Environment

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

Enrollment Prerequisites/Corequisites & Limitations on Enrollment

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

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in Administrative Procedure 5055 and District programs that permit restricted enrollment — the A.D.N. program, the L.V.N. program, the Psychiatric Technician program, the Radiologic Technician program, the SLPA Program, the P.O.S.T. Academy, and the Firefighter I Academy.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except and provided for in Administration Procedure 5055 and District programs that permit restricted enrollment — the A.D.N. program, the L.V.N. program, the Psychiatric Technician program, the Radiologic Technician program, the SLPA Program, the P.O.S.T. Academy, and the Firefighter I Academy.

- A student may challenge an enrollment limitation on any of the following grounds:
  - The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
  - The District is not following its enrollment procedures.
  - The basis for the limitation does not in fact exist.

A. Prerequisite or Corequisite Challenge Process

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

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

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

1. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite. Students claiming completion of the equivalent to the prerequisite through completion of a similar requirement at another institution, or through other means, shall follow the equivalency
approval procedures in Section I.

2. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites.

3. The prerequisite or corequisite is in violation of the District’s prerequisite/corequisite Board Policy and/or Administrative Procedure.

4. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

C. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan (SEP).

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

1. Matriculation Prerequisite/Corequisite Appeals Process

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

1. The student shall submit a petition, including evidence in support of the petition, to the Office of Admissions and Records. The Office of Admissions and Records will forward the petition for consideration to the appropriate division dean.

2. The division dean/director shall make a determination on the merits of the petition, in consultation with appropriate faculty knowledgeable about the discipline, preferably faculty qualified to teach in the discipline, but not the instructor of the section in which the student wishes to enroll.

3. If the student is dissatisfied with the decision of the division dean/director, a request may be made to the Office of Admissions and Records for review by the Matriculation Appeals Committee.

F. For challenges based on non-academic grounds as described in Section B, the student shall submit a petition, including evidence in support of the petition, directly to the Matriculation Appeals Committee.

G. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to the determination of whether the student's challenge should be upheld are or ought to be in the District’s own records, then the District has the obligation to produce that information.

H. The Matriculation Appeals Committee shall conduct its proceedings in accordance with the following:

1. The committee shall judge the relevancy of evidence and make its findings according to the evidence.

2. The committee shall make recommendations for the disposition of the petition and maintain records of all petitions and appeals.

3. The decision of the committee shall be final. The chairperson shall notify the student and the Matriculation Coordinator, the Assistant Superintendent/ Vice President of Instructional Services, the Assistant Superintendent/Vice President of Student Services, or the Curriculum Committee Chairperson, as appropriate, of the decision of the committee.
4. Students may not submit a Matriculation Appeal Petition for the same course if the petition was previously denied.

5. Students may not submit a Matriculation Appeal Petition for the same course if the petition was previously granted, but the student did not successfully complete the course with a grade of A, B, C, or P. (See AP 4230, Grading Symbols)

I. Prerequisite Equivalency Declaration Process

1. Any student who does not meet a class prerequisite or corequisite, but who believes he or she has completed the equivalent of the prerequisite or corequisite at another institution or has met the prerequisite or corequisite standard through some other means, may seek entry into the class by filing a Petition for Declaration of Course Equivalency with the Office of Admissions and Records. Official transcripts from the institution at which the class prerequisite or equivalent was completed and the course description for courses taken outside of the State of California shall be provided by the student at the time the Petition for Declaration of Course Equivalency is filed. Students filing a petition will be allowed to enroll in the course pending the disposition of the petition, if space is available at the time the petition is filed.

2. The instructor of the course in which the student is enrolled will review the Petition for Declaration of Course Equivalency and make a determination as to whether the equivalency will be accepted. The instructor will notify the student and the Office of Admissions and Records if the petition is denied and the student will be removed from enrollment in the course.

3. Denial of a Petition for Declaration of Course Equivalency may be appealed to the Matriculation Appeals Committee. The student may remain enrolled in the class while the Committee considers the appeal.

<table>
<thead>
<tr>
<th>Enrollment Priorities for Registration</th>
<th>AP 5055</th>
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</thead>
<tbody>
<tr>
<td>Priority registration will be provided for students who enroll in a community college for the purpose of: degree or certificate attainment, transfer to a four-year college or university, and/or career advancement. Students who have enrolled in courses at the college prior to the spring 2014 semester are not required to complete orientation, assessment, or to develop a student education plan for the purposes of priority registration. Priority registration dates and times are based on Board Policy 5055, in accordance with the Student Success &amp; Support Program.</td>
<td></td>
</tr>
<tr>
<td>Registration priority shall be provided to students in the order of the groups listed below:</td>
<td></td>
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</table>

**Group One: Special Populations**
The following groups who have completed orientation, assessment, and enveloped student education plans shall have equal priority:

- Identified active or former members of the Armed Forces of the United States (DD214).
- Any member or former member of the State Military Reserve.
- Foster youth who are currently in foster care or emancipated foster youth up to 24 years of age. This priority registration shall remain in effect only until January 1, 2017, and as of that date is repealed by the State of California, unless a later enacted statute, that is enacted before January 1, 2017 deletes or extends that date (AB 194).
- Students who are eligible and currently receiving services through:
  - California Work Opportunity and Responsibility to Kids (CalWORKs);
  - Disability Support Programs and Services (DSPS)
  - Extended Opportunity Programs and Services (EOPS).

**Group Two: Special Populations**
The following groups who have completed orientation, assessment, and developed student education plans shall have equal priority:

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

**Group Three:**
The following groups shall be assigned priority based on the points earned for each of the weighted variables listed below. Students with the most points will receive higher priority assignments.
Continuing students not on academic or progress probation.
Probationary students who have for two consecutive terms (excluding summer): Successfully completed for each term, more than 50 percent of their courses with a term GPA of at least a 2.0 as defined in Education Code Section 55031.
Middle College high school students.
First-time Delta students who have completed orientation, assessment, and development of student education plans.

Weighted Variables:
1. Number of Delta A.A.-Appropriate Units Completed:
   - 01 - 15 = +5
   - 16 - 30 = +10
   - 31 - 45 = +20
   - 46 - 75 = +30
   - 76 - 90 = +20
   - 91 - 99 = +10

2. Highest Degree Earned or Eligible for:
   Lower Priority will be assigned to students who have received a B.A./B.S. or higher degree at any accredited institution:
   - B.A./B.S., Degree = -5

3. Cumulative Grade Point Average (GPA):
   GPA multiplied by a pre-determined factor established by the Matriculation and Student Access Committee, with a maximum point value of 40:
   - GPA of 0.00 to 0.99 multiplied by 1
   - GPA of 1.00 to 1.99 multiplied by 2
   - GPA of 2.00 to 2.99 multiplied by 5
   - GPA of 3.00 to 4.00 multiplied by 10

4. Verified Veteran Dependent = +5

Group Four:
The following groups who have not completed orientation, assessment and development of student education plans shall have equal priority:
- First-time Delta students.
- Returning Delta students who have not been in attendance for two consecutive terms (excluding summer).
- Concurrently-enrolled high school students: This does not include students attending a middle college high school if the student is seeking to enroll in a community college course that is required for the student's middle college high school program.

Registration priority is lost at the first registration opportunity after a student:
- Is placed on academic or progress probation or any combination thereof for two consecutive terms, as defined in Education Code Section 55031
- Has earned one hundred (100) or more degree-applicable units at this District.
- For the purposes of this procedure:
  A unit is earned when a student receives a grade of A, B, C, D, or P as defined in Education Code Section 55023.

The 100 unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in Education Code Section 55000(i) or special classes as defined in Education Code Section 55000.

Units earned through credit by examination, advanced placement, International Baccalaureate or CLEP are exempt from the 100 unit limitation.
For more information you may contact Admissions and Records at: sjdchelp@deltacollege.edu or you may speak with your counselor for a full explanation of your priority point summary.
A. The instructor of a course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith or incompetency.

B. Students who believe that an error was made in a grade entered on their permanent record may petition the Director of Admissions and Records to correct the record. Petitions for a grade change must be filed no later than one (1) year after the term for which the grade was posted and will be made only after the assigning instructor determines the validity of such a petition and issues a written authorization for the grade change.

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

C. In cases of alleged instructor fraud, bad faith or incompetence, the final determination regarding the removal or change of a grade or adjustment of fees will be made by the Superintendent/President or designee as set forth by Administrative Procedure 5530, (Student Rights and Grievances).

D. Only one grade change petition per course is allowed.

E. Students who believe that an error was made in enrollment, non-resident, or class fees charged against their student account based on last date of attendance may petition the Director of Admissions and Records to correct the record. Petitions for a removal of fees must be filed no later than one (1) year after the term for which the fees were charged and will only be made after the instructor of record determines the validity of such a petition based on last date of attendance and issues a written authorization for the correction of the drop date.

F. Fees will not be changed for courses completed more than one (1) year prior to the date of a petition except as noted in paragraph “C” above.

G. Only one request for adjustment of fees petition per course is allowed.

H. The District will consider petitions for documented special circumstances for 1-1/2 (one and one half) years.

Juveniles (Children) on Campus BP 3900

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

B. Minor children may not accompany their parent or another adult to any class unless the child is officially enrolled in the class or unless the child is invited to the class by the instructor for instructional purposes. Parents or other adults may not leave minor children unaccompanied on campus while attending classes or at any other time.

C. District personnel arranging for field trips or other visits to campus by high school, middle school, or elementary school students shall make appropriate arrangements with school district personnel to provide adequate supervision for students on campus. Such supervision shall include, at a minimum, one adult teacher, counselor, or other responsible chaperone for each 50 high school or middle school children and one adult, teacher, counselor, or other chaperone for each 30 elementary school children.

D. Any individual or group who leases District facilities or any part thereof primarily for children's entertainment must provide chaperones and such supervision as may be required by the Dean of General Education and Transfer or the Dean of Arts and Communication Division Dean.

Parking Policy AP 6750 / BP 6750

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

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

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

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

A. Parking Rules and Regulations

1. Parking is restricted to those areas designated and marked for parking. White lines are painted on the parking areas to indicate spaces where vehicles may be parked. Parking on driveway shoulders, in parking lots in unmarked areas, or in any manner which will restrict the flow of traffic, is prohibited. The District, having marked areas designated for parking, is under no obligation to mark all areas where parking is prohibited.

2. Except as provided otherwise in these regulations, all vehicles excluding District-owned vehicles, parking on District campuses must display a valid parking permit. The requirement to display a valid parking permit is enforced 24 hours a day, Monday through Friday with the exception of those days when classes are not in session. Parking is free of charge on Saturdays and Sundays. All other parking regulations are enforced at all times.

3. Special parking areas have been designated for District vehicles and the disabled who have been issued special disabled placards by the Department of Motor Vehicles, and special permit parking.

4. Thirty minute parking spaces, designated by appropriate signs in the parking lots, may be used for loading, unloading, or short-term parking. It is not necessary to display a parking permit for use of these spaces.

5. Motorcycles and other two-wheeled motor vehicles must park in areas specially designated for parking of such vehicles.

6. Parking a vehicle on District property overnight, or at any time for purposes of storage or repairing such a vehicle (except for emergency repairs) is prohibited unless a permit has been obtained in advance from the District Police Department.

7. Parking of motor homes, trailers, boats, or any other vehicle on campus District property for the purpose of habitation or storage is prohibited.

B. Parking Permits and Parking Permit Fees

1. Semester parking permits may be purchased at designated offices on campus or daily permits may be purchased from vending machines in campus parking lots.

2. Parking permits will be displayed so as to be readily visible from the exterior of the vehicle.

3. Parking permits are transferable from vehicle to vehicle.

4. The issuance of a parking permit for a vehicle is not a guarantee of a parking space. General parking areas are open to all students and visitors on a first-come, first-served basis.

5. Lost or stolen parking permits may be replaced by making a report at the District Police Department. The Superintendent/President, in consultation with the Director of Police Services and Public Safety Programs is empowered to establish a reasonable fee for replacement of lost or stolen parking permits.

6. Visitor parking permits for specific limited periods may be issued without charge by authority of the Director of Police Services and Public Safety Programs or a District Police Sergeant.

7. Parking Permit Fees - See Administrative Procedure 5030, Fees.

C. Special Parking Requests

Any group or individual desiring special parking privileges shall make a request to the Director of Police Services and Public Safety Programs who shall evaluate the request and may grant special parking privileges where warranted. Any groups granted special parking privileges shall pay for the cost of special arrangements and services.
D. Amount of Fines and Warning Citations

1. The Director of Police Services and Public Safety Programs in consultation with the Superintendent/President will make recommendations to the Board of Trustees concerning the amount of fines to be levied for parking related infractions. The Board of Trustees will approve or disapprove any changes to the bail schedule for all parking related violations.

2. Warning citations, instead of regular citations for violation of parking regulations may be issued in circumstances warranting such use.

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### Scholarship Honors

#### Policy 5210

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

**A. President's Honor List**

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

**B. Dean's Honor List**

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

### Scholastic Probation

**AP 4250**

#### Standards for Probation

**A. Academic Probation:** A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a cumulative grade point average of less than 2.0.

**B. Progress Probation:** A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded, reaches or exceeds fifty percent (50%).

**C. Notification of Probation Status**

1. **First Semester Probation:** Students who are placed on first semester academic or progress probation shall be notified of their status in writing by Admissions and Records. The notification will inform the student of their status and the required intervention services provided by the College.

2. **Second Semester Probation:** Students who are placed on second semester academic or progress probation shall be notified of their status in writing by Admissions and Records. The notification will inform them of their status, loss of eligibility for the BOGG Fee Waiver and Priority Registration, and of the required intervention services provided by the College.

#### II. Removal from Probation

**A. Academic Probation:** A student shall be removed from Academic Probation when the student’s cumulative grade point average is 2.0 or higher.

**B. Progress Probation:** A student shall be removed from Progress Probation when the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded, drops below 50%.

**C. Admissions and Records shall notify astudent when he/she is removed from probation.**

#### III. Probation Appeals

A student has the right to appeal “second semester probation status” if the student believes there are extenuating circumstances warranting an exception to “second semester probation status.” The granting of this appeal is based on the review of the probationary semester(s) to determine if the semester(s) do not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.
1. A student must meet with a counselor to explain what extenuating circumstances existed, why the appeal should be granted, and provide strong evidence supporting his/her reasons. The Counselor will recommend to the Director of Admissions and Records or designee if the appeal should be granted, and whether the first and/or second semester on probation should be exempt from determining “second semester probation status.”

2. The Director of Admissions and Records or designee shall notify the student if the appeal is granted. Based on the determined priority registration deadlines, the student shall regain his/her placement in the appropriate priority registration group and eligibility for the Board of Governors Fee Waiver if the student has not exceeded the unit limitation.

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

Smoking/Tobacco-Free Campus

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

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

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

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

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

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

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

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

- Notification of the Smoke-Free Environment shall be published on a continual basis in the College Catalog, handbooks, websites, Class Schedules, and other appropriate locations.
- “Welcome to Delta College: We Are a Smoke-Free Campus” signs will be posted at major campus entrances.
- “No Smoking” signs may be posted at building entrances, breezeways, air intake systems, etc., as needed.

No cigarette urns will be placed on District property

Standards of Student Conduct

A student enrolled at San Joaquin Delta Community College District assumes an obligation to conduct him/herself in a manner compatible with the District’s function as an educational institution. This includes the obligation to act with honesty, integrity, and respect. Students are expected to treat members of the campus community, District property, and personal property of members of the campus community with respect and to take care not to cause harm to others or their property.
The Superintendent/President shall establish regulations setting standards and expectations for student conduct, including regulations specifying acts by students that constitute student misconduct and the disciplinary consequences for such misconduct as defined in Administrative Procedure 5500, Standards of Student Conduct.

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

| Standards of Student Conduct | Administrative Procedure AP 5500 |

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

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

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

1. Academic Misconduct – Plagiarism (including plagiarism in a student publication), cheating, or other forms of academic dishonesty, intended to gain unfair academic advantage. The following list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty, cheating, plagiarism or falsification. Faculty and administrators may identify other acts constituting any of said types of student misconduct.

   a. Academic Dishonesty/Plagiarism: presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student’s own efforts. Examples of plagiarism include, but are not limited to, the following:

      i. Failing to use proper citations as acknowledgment of the true source of information found in a paper, written or oral examination, or any other academic exercise.

      ii. Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student’s own, in any academic exercise.

      iii. Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.

      iv. Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the professor as part of any academic exercise.

      v. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.

      vi. Assuming another individual’s identity or allowing another person to do so on one’s own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student’s grade or academic standing.

      vii. Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member’s permission.

   b. Other Academic Misconduct: Alteration, distortion, forgery, falsification, or fabrication of data, records, or any information relevant to the student’s participation in any course or academic exercise or tampering with such information as collected or distributed by the faculty member.

      i. Falsifying, or attempting to falsify, attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.

      ii. Inventing, fabricating, or falsifying data as part of the completion of any academic exercise.
iii. Knowingly furnishing false information (or facilitating the furnishing of false information) to a District official, faculty member, or staff member or campus office.

iv. Forgery, alteration, or misuse of a District document, key, or identification instrument.

v. Misrepresenting one's self to be an authorized agent of the District or one of its auxiliaries.

2. Other Misconduct (Non-Academic):

a. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of others participating in District activities, to property within the District community or poses a significant threat of disruption or interference with District operations.

b. Dishonesty (Non-academic dishonesty), lying, corruption, deceit, fraud or deception.

c. Unauthorized entry into, presence in, use of, or misuse of District property.

d. Willful, material and substantial disruption or obstruction of a District-related activity, or any on-campus activity.

e. Participating in an activity that substantially and materially disrupts the normal operations of the District, or infringes on the rights of others participating in District activities.

f. Willful, material and substantial obstruction that impedes the flow of pedestrian or other traffic, on or leading to District property or at a District activity held at a remote location.

g. Disorderly, lewd, indecent, or obscene behavior on District property or at a District activity, or directed toward others participating in District activities.

h. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of, or persistent abuse of, District personnel.

i. Encouraging, permitting, or assisting another person to do any act that could subject him or her to discipline.

j. Engaging in expression which is obscene; libelous or slanderous; or which incites students so as to create a clear and present danger of the commission of unlawful acts on the District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

k. Conduct that threatens, endangers, or harms the health or safety of any person within the District community; including communicable disease and the failure to address or treat communicable disease, infection or infestation (including insects), strong body odor of alcohol or marijuana emanating from one’s person, spitting, physical abuse, physical injury, threats, intimidation, harassment, stalking, sexual harassment, indecent exposure, sexual battery, rape or other types of sexual misconduct.

l. Engaging in harassing or discriminatory behavior based on religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or status as a veteran or other status protected by law.

m. Hazing or conspiracy to haze is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of a college (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of a College. The term “hazing” does not include customary athletic events or District sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

n. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and District procedures) or the misuse of legal pharmaceutical drugs (BP/AP 3550).

o. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and District procedures), or public intoxication while on District property and/or at a District activity (BP/AP 3560) at a remote location.

p. Smoking, use or sale of tobacco-related products in any area prohibited by law or by regulation of the District (BP/AP 3570).

q. Theft or extortion of property or services from the District or others participating in District activities, misappropriation of District resources, or knowing receipt of any stolen property including that of the District or private property while on District property and/or at a District activity at a remote location.
r. Unauthorized destruction or damage to District or property under the use of the District (BP/AP 6520).
s. Possessing, selling, using or misusing, or furnishing, firearms or guns, replicas, BB, pellet or soft air guns, ammunition, explosives, fireworks, knives, swords, tasers, stun guns or other weapons, dangerous chemicals, or other dangerous objects (without the prior authorization of the District Superintendent/President or designee) on District property or at a District activity at a remote location.
t. Unauthorized recording, photographing, dissemination, or publication of academic presentations (including handwritten notes) for any purpose.
u. Possessing, selling, using or misusing, or furnishing pornographic materials or items.

v. Misuse of District computer facilities, its network, or resources including:
   i. Unauthorized entry into a file for any purpose; including electronic sabotage, i.e., downloading virus software or any other method of sabotaging District computers.
   ii. Unauthorized transfer of a file.
   iii. Use of the identification or password of other individuals.
   iv. Interference with the work of a member of the District community, interference with normal District operations, or violation of copyright laws.
   v. Sending obscene or intimidating and abusive messages through the District’s network services.
   vi. Accessing, viewing or downloading any type of lewd, obscene or pornographic materials, and/or sharing or sale of said materials.
   vii. Violation of the District’s computer use policy.

w. Violation of any published District policy, rule, regulation or Superintendent/President’s or designee’s directive.
x. Failure to comply with directions of, or interference with, any District official or any public safety officer while acting in the performance of his/her duties.
y. Falsification, distortion, or misrepresentation of information related to a student discipline matter.

z. Initiation of a student discipline proceeding in bad faith.

aa. Disruption or interference with the orderly progress of a student discipline proceeding:
   i. Attempting to discourage another from participating in the student discipline matter.
   ii. Attempting to influence the impartiality of any participant in a student discipline matter.
   iii. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
   iv. Failure to comply with the sanction(s) imposed under a student discipline proceeding.

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

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

See BP/AP 5500 Standard of Conduct, BP/AP 5520 Student Discipline, AP 5530 Student Rights, Grievances & Grade Disputes, BP/AP 3550 Drug Free Environment and Drug Prevention Program, BP/AP 3560 Consumption of Food and Drink: Alcoholic Beverages, BP/AP 6520 Security for District Property.
The Superintendent/President shall establish procedures for the imposition of discipline for student misconduct in accordance with the requirements for due process of the federal and state law and regulations. The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student. The procedures shall be made widely available to students through the College Catalog, District website and other appropriate means.

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

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

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

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

Appeals to Disciplinary Action

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

### Student Discipline and Disciplinary Appeals

**Administrative Procedure AP 5520**

The purpose of this procedure is to provide a prompt, fair and equitable means to address student misconduct. The procedure shall be implemented in a manner providing students with all due process rights to which they are entitled under state and federal law, and not for the purpose of retaliation. Students alleged to be guilty of misconduct may also be subject to civil proceedings in a court of law that may be initiated by the District, other agencies or individuals. Students alleged to have violated state or federal law may also be subject to criminal procedures by agencies with jurisdiction.

This administrative procedure shall not be implemented in a manner that will infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

A. Definition of Terms:

1. Administrative Warning: A warning issued to a student by the Discipline Officer or designee, that further violation of District policy will result in serious consequences.

2. Administrative Withdrawal: Withdrawal from a course or courses by order of an administrator of the District, usually as a result of violation of District policy.

3. Board: The Board of Trustees of the San Joaquin Delta Community College District.
4. Day: A day during which the District is in session and regular classes are held, excluding Saturdays, Sundays and holidays.

5. Discipline Officer: The Superintendent/President’s appointee to administer discipline for student behavior that violates the Student Code of Conduct in accordance with the requirements for due process under federal and state laws and regulations (BP/AP 5500 Standards of Student Conduct).

   Discipline Officer Behavioral Misconduct, Assistant Superintendent/Vice President of Student Services, or his/her designee (Dean of Enrollment Services and Student Development).

   Academic Misconduct, Assistant Superintendent/Vice President of Instruction, or his/her designee (Dean of Student Learning and Assessment).

6. District: The San Joaquin Delta Community College District.

7. Expulsion: Permanent dismissal or exclusion of the student by the Board of Trustees from all classes and activities of the District. Any student expelled pursuant to this procedure shall be permanently prohibited from being enrolled in any community college facility in the District or participating in any class, program, extra-curricular activity, or any event on or off campus that is affiliated with the District. (Education Code Section A.7., A.11. and A.12.)

8. Hearing Officer: The Superintendent/President shall appoint a Hearing Officer to assist students with the disciplinary appeal process and/or grievance process, coordinate hearings for appeals to disciplinary suspensions and/or student grievances (See BP/AP 5530), and train Hearing Panel members to facilitate fair and efficient hearings. The Hearing Officer shall remain neutral. This person may be the Assistant Superintendent/Vice President of Student Services, or designee, usually the Dean of Counseling and Special Services.

9. Notice of Intended Discipline: Written Notice to a student that a misconduct report has been received by the Discipline Officer.

10. Notice of Disciplinary Decision: Written Notice to a student that a decision has been made on the type of sanction that will be imposed for violation of the Student Code of Conduct. In cases of long-term suspension or expulsion, the student will receive notification from the Superintendent/President.

11. Probation (Misconduct): Misconduct Probation is a period of provisional attendance for violations of District policy and procedures (BP/AP 5500), during which, any additional misconduct will likely result in more serious sanctions and possible suspension from the District. A specific period of time is designated and may include specific restrictions and extra requirements on the student that vary with each case.

12. Probation (Academic): Academic or Progress Probation, which relates to satisfactory educational progress; i.e., grades or coursework (See BP/AP 5055).

13. Professor/Faculty: An academic employee of the District, in whose class a student is enrolled, or Counselor who is providing or has provided services to a student, or other academic employee who has responsibility for a student’s educational program.

14. Removal from Class: Exclusion of a student, by a professor/faculty member, barring student from class for the day of the removal and the next class meeting, equal to two (2) class sessions. (Education Code A.7. and B.5.)

15. Removal from the District Property: The action of the professor, administrator, or classified staff of the District to discipline a student by removal/exclusion from classrooms, offices, and other areas of the campus.

16. Student Advocate: A student appointed by the Associated Students of Delta College (ASDC), who may assist the student in advisement on discipline policy and organization of documents, presentations and related materials for a disciplinary appeal hearing or grievance claim.
17. Student: Applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending.

18. Superintendent/President: The Superintendent/President of the San Joaquin Delta Community College District.

19. Suspension, Types of:

   a. Immediate Suspension/Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the Superintendent/President or designee, usually the Assistant Superintendent/Vice President of Student Services, for any person to remain on campus in accordance with California Penal Code Section 626.4, where the Superintendent/President or designee, has reasonable cause to believe that such person presents a threat to the safety of the campus community or has willfully disrupted the orderly operation of the campus.

   b. Short-term Suspension: Exclusion of the student for good cause from one or more classes for a period of up to ten (10) consecutive days of instruction by the Superintendent/President or designee. Any student suspended pursuant to this procedure shall be prohibited from participating in any class, program, extracurricular activity, or any event, on or off campus that is affiliated with the District.

   c. Long-term Suspension: Exclusion of the student for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the College for one or more terms by the Superintendent/President or designee, either the Dean of Enrollment Services and Student Development, or the Dean of Student Learning and Assessment, depending upon the type of infraction. Any student suspended pursuant to this procedure shall be prohibited from being enrolled in the District or participating in any class, program, extracurricular activity, or any event, on or off campus that is affiliated with the District (Education Code A.5., A.10., and A.11.).

20. Time Limits: Any times specified in this procedure may be shortened or lengthened on a case-by-case basis.

21. Written or Verbal Reprimand: An admonition to the student to cease and desist from conduct determined to violate the standards of Student Conduct. A record of the fact that a verbal or written reprimand has been given may become part of a student's permanent record at the College.

B. Disciplinary Reporting Process:

1. Removal (Dismissal) from Class or Other Area:

   a. A professor, administrator, or classified staff of the District may discipline a student by Removal from Class or other areas of the District. Such decision shall be at the sole discretion and professional judgment of the District employee. All such decisions shall be final. Decisions by professors, administrators, or classified staff of the District to impose removal from class or other areas on a student shall not limit the District from imposing further discipline as described herein.

   b. Professors, administrators, or classified staff of the District imposing Removal from Class or other areas of the District for a two day removal or more consecutive days on a student shall file a written report on a Student Misconduct Report Form (Form 5510, available on the District's Student Services Division Webpage), and submit it to the appropriate Discipline Officer, documenting the reasons the discipline was imposed.

2. Reporting Violations:

   a. Academic Dishonesty Violations: Plagiarism, cheating, falsifying information for an academic exercise, and other forms of academic misconduct. Faculty, administrators, or classified staff must complete a Misconduct Reporting Form (Form 5510, available on the District’s Student Services Division Webpage), and submit it to the Dean of Student Learning and Assessment.

   b. Behavioral Violations: Furnishing false information to a District official, forgery, willful disruption. Faculty, administrators, or classified staff must a Misconduct Reporting Form (Form 5510, available on the District’s Student Services Division Webpage), and submit it to the Dean of Enrollment Services and Student
Development.

c. Safety Concerns or Extremely Disruptive Behavior: Disorderly, lewd, or indecent conduct, dangerous or illegal activities, theft, drugs, alcohol or tobacco issues. Faculty, administrators, or classified staff should contact District Police Services, as well as complete a Misconduct Reporting Form (Form 5510, available on the District's Student Services Division Webpage), and submit to the Dean of Enrollment Services and Student Development. When Police Services are included, a District Police Report will be generated and submitted Assistant Superintendent/Vice President of Student Services, as well as the Dean of Enrollment Services and Student Development.

3. Notice to Student:

   a. When a Misconduct Reporting Form or District Police Report is received by the Discipline Officer, a Notice of Intended Discipline will be generated and sent to the student by postal mail at the address on record, as well as to the student’s Delta email address.

   b. The Notice of Intended Discipline shall include a specific description of the misconduct; a short statement of the facts supporting a determination of misconduct; type of possible disciplinary action; the right of the student to meet with the Discipline Officer to discuss the matter or to respond in writing, and must be provided to the student within ten (10) days of the date on which the conduct took place, was reported to the Discipline Officer, or the District reasonably learned of the conduct.

   c. The student has ten (10) business days from the date of the Notice of Intended Discipline to schedule an appointment and/or respond in writing. This does not mean that the student has to “meet” within ten (10) days. The student must “respond” to the Notice within this timeframe.

   d. The meeting must occur no sooner than five (5) days after the Notice of Intended Discipline (Section C.1) is provided. At the meeting, the student must again be told the facts leading to determination that discipline is warranted. The student will be given an opportunity to respond verbally, in writing, or provide information to dispute the report. If the student chooses not to meet, or fails to attend a meeting with the Discipline Officer, or fails to submit a written response after being given a reasonable opportunity to do so, the student waives their right to provide input or rebuttal. The Discipline Officer may move forward to take disciplinary action, which may be an Administrative Warning, Misconduct Probation, or Suspension, depending on the severity of the violation.

   e. The Notice of Disciplinary Decision will be generated and sent to the student by postal mail at the address on record, as well as to the student’s Delta email address, and must be provided to the student within ten (10) days of the date of the student's meeting; or, if the student fails to meet with the Discipline Officer during the allotted time, the Discipline Officer may issue the Notice of Disciplinary Decision.

   f. The Notice shall include a specific description of the misconduct, a short summary of the determination, and type of disciplinary action taken. The Discipline Officer shall provide the student with his or her decision to impose an administrative warning, misconduct probation, or short-term suspension, or no further action. When discipline is imposed, the Notice of Disciplinary Decision will include the length of time of the probation, suspension or the nature of the lesser disciplinary action. The decision of the Discipline Officer on a short-term suspension shall be final. In cases of Long-Term Suspension or Expulsion, the Notice of Disciplinary Decision will include the right to appeal the Discipline Officer's decision (Section F).

C. Suspension or Expulsion: Before any disciplinary action to impose a short-term or long-term suspension or expulsion on a student, the following will apply:

1. Short-term Suspension: Within ten (10) days after meeting with the Discipline Officer, as described in Section B.3., or if no meeting is held, after ten (10) days have passed since the Notice of Intended Discipline was served, the Discipline Officer shall provide the student with his or her decision to impose a short-term suspension. Where short-term suspension is imposed, the Notice will include the length of time of the suspension or the nature of the lesser disciplinary action. The decision of the Discipline Officer on a short-term suspension shall be final.
2. Long-term Suspension: If the decision is to impose a long-term suspension, before a long-term suspension is imposed the Notice of Disciplinary Decision will include the right of the student to request a formal appeal hearing and a copy of this policy describing the procedure for an appeal hearing.

3. Expulsion: Within ten (10) days after the meeting described in Section B.3., or if no meeting is held, within ten (10) days of serving the Notice of Intended Discipline in Section C.1., the Discipline Officer will review the evidence with the Assistant Superintendent/Vice President of Student Services to decide whether to recommend expulsion to the Superintendent/President. The Assistant Superintendent/Vice President of Student Services will notify the Superintendent/President of his/her Recommendation of Expulsion, and the Superintendent/President will provide his or her recommendation to the Board of Trustees. Written Notice of Disciplinary Decision to recommend expulsion shall be provided to the student by the Discipline Officer. The Notice will include the right of the student to request a formal disciplinary appeal hearing before expulsion is recommended to the Board of Trustees, and shall include a copy of this policy describing the procedure for an appeal hearing.

D. Immediate Suspension/Withdrawal of Consent to Remain on Campus is ordered by the Superintendent/President, or designee (in most cases the Assistant Superintendent/Vice President of Student Services) when he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order.

1. The Superintendent/President or designee, usually the Assistant Superintendent/Vice President of Student Services, or his/her designee, will make reasonable attempt to notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus, that Consent to Remain on Campus has been withdrawn, and that he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Assistant Superintendent/Vice President of Student Services, a written report must be promptly made to the Superintendent/President.

2. Any person as to who Consent to Remain on Campus has been withdrawn, who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a pre-arranged meeting or hearing, is subject to arrest [Penal Code Section 626.4].

3. In cases where an immediate suspension has been ordered, the time limits contained in this procedure shall not apply, and, where a long-term suspension or expulsion is recommended, reasonable opportunity for a formal hearing shall be afforded to the student within ten (10) days. Nothing shall prohibit immediate suspension, where immediate suspension is required, provided a reasonable opportunity for a hearing is afforded the student within ten (10) days.

4. The disciplinary action may include, but need not be limited to, suspension, dismissal, or expulsion [Education Code Section 66017]. The hearing will be conducted in accordance with the provisions of this procedure related to immediate suspensions.

E. Hearing Panel Appointments: At the beginning of the academic year, the Superintendent/President, the presidents of the Academic Senate, Management Senate, Classified Senate, and Associated Students of Delta College (ASDC) shall each establish a list of at least five (5) persons who will serve on Disciplinary Appeal Hearing Panels and/or Student Grievance Hearing Panels. Persons who accept appointment to one of these hearing panels, agree to make themselves available when a hearing panel must be convened.

1. Hearing Panels for any Disciplinary Appeal action shall be composed of one (1) Superintendent/President appointee, one (1) administrator, one (1) faculty member, one (1) classified staff member, and one (1) student. The Superintendent/President or designee, usually the Dean of Counseling and Special Services, shall serve as the Hearing Officer, and shall compose Disciplinary Appeal Hearing Panels from the names on these lists.

2. Hearing Panels for any Student Grievance action shall be composed of one (1) Superintendent/President appointee, one (1) administrator, one (1) faculty member, and one (1) student. When a Student Grievance is related to academic, grade-related issues, classified staff will not participate on the Student Grievance Hearing Panel. The Superintendent/President or designee, usually the Dean of Counseling and Special Services, shall serve as the Hearing Officer, and shall compose Student Grievance Hearing Panels from the names on these lists.
3. Any District employee or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner, shall not serve on that hearing panel, and must recuse him or herself from the Hearing Panel.

4. Hearing Panel Chair(s): The Superintendent/President or designee, usually the Hearing Officer, shall appoint one (1) member of the panel to serve as the Chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing, unless there is a vote by a majority of the other members of the panel to the contrary.

5. Hearing Panel Training: Annually, members appointed to serve on Disciplinary Appeal or Student Grievance Hearing Panels shall be trained on responsibilities; including, the requirements of Board Policy and Administrative Procedures in the area of student discipline, student grievances, effective hearing protocol, roles and responsibilities of panel members and the chair, and other issues bearing upon the integrity and effectiveness of these Hearing Panels.

F. Request and Scheduling of Disciplinary Appeal Hearing

1. Request for Disciplinary Appeal Hearing (for long-term suspension or expulsion only): Within five (5) days after the Notice of Disciplinary Decision by the Discipline Officer or designee, the student may request a formal appeal hearing. The request must be made in writing to the District's Hearing Officer on a Request for Disciplinary Appeal Hearing Form (Form 5525), which is available from the Hearing Officer.

2. When a student is removed by Immediate Suspension/Withdrawal of Consent to Remain on Campus, the Superintendent/President or designee, usually the Assistant Superintendent/Vice President of Student Services, shall notify the Hearing Officer that a reasonable opportunity for a hearing must be afforded the student within ten (10) days of the date of removal. The Hearing Officer shall be responsible for notifying and organizing the Disciplinary Appeal Hearing Panel. (Section A.15.a. and D.3.)

3. Notice and Schedule of Disciplinary Appeal Hearing: The Hearing Officer will be responsible for notifying the student of the appeal hearing date, time and location at least two (2) days in advance of the hearing. The formal hearing shall be held within thirty (30) days after a formal request for an appeal hearing is received.

4. Evidence/Hearing Materials: The student shall have access to all disciplinary evidence materials at least three (3) days in advance of the appeal hearing. In addition, the student must submit all rebuttal evidence materials three (3) days in advance of the appeal hearing. Any/all evidence submitted by the student less than three (3) days in advance of the hearing shall not be accepted.

G. Conducting the Disciplinary Appeal Hearing

1. The members of the Disciplinary Appeal Hearing Panel shall be provided with a copy of the Notice of Intended Discipline, Notice of Disciplinary Decision, evidence, written reports or statements, and any written response provided by the student before the hearing begins.

2. Evidence regarding the conduct described in the Notice of Intended Discipline, Notice of Disciplinary Decision, evidence, written reports or statements shall be presented by the District's Discipline Officer, or designee, or the District's General Counsel.

3. The District representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Witnesses may include administrators, faculty, classified staff members, or other students who have direct knowledge of the issues leading to the recommendation for disciplinary action. District employees who have referred students for disciplinary action shall have the right to make a statement at the hearing in support of their referral and recommendations.

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

5. Unless the Disciplinary Appeal Hearing Panel determines to proceed otherwise, the District representative and the student shall each be permitted to make an opening statement. Thereafter, the District representative shall make
the first presentation of evidence, followed by the student. The District representative may present a rebuttal statement and/or evidence after the student completes his or her evidence. The burden shall be on the District representative to prove by substantial evidence that the facts alleged are true.

6. The student may represent him or herself, and may also have the right to be represented by a person of his or her choice. The Disciplinary Hearing Panel may also request legal assistance. Any legal advisor provided to the hearing panel may sit with the panel in an advisory capacity to provide legal counsel, but shall not be a member of the panel.

7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be submitted in writing to, and received by, the Hearing Officer no less than five (5) days prior to the date of the hearing.

8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree otherwise. For purposes of this section, faculty, administrators, classified staff members, and students who referred the matter for disciplinary action shall not be considered witnesses and shall be allowed to be present within the closed hearing.

9. The District shall record the hearing either by audio or stenographic recording, which shall be the only recording made of the hearing. No witness who refuses to be recorded may be permitted to give testimony. In the event the hearing is audio-recorded, the Disciplinary Hearing Panel chair shall, at the beginning of the hearing, ask each person present to identify them by name; and, thereafter, shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing or copying service. The student may request a copy of the recording. If the District causes the recording to be transcribed, the District shall provide a copy of the transcription to the student within one business day after receipt of the completed transcription by the District. However, the District is under no obligation to cause the recording to be transcribed.

10. All testimony shall be taken under oath. The Disciplinary Hearing Panel Chair, or court reporter, shall administer the oath. Written statements of witnesses, under penalty of perjury, shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio-recorded is not considered to be unavailable. In other words, mere refusal by a witness to be recorded is not an acceptable excuse for submitting written testimony in lieu of verbal testimony.

11. Within five (5) days following the close of the hearing, the Disciplinary Hearing Panel Chair shall prepare and submit a Hearing Summary to the Superintendent/President. The Hearing Summary shall state whether or not the Hearing Panel recommends upholding or overturning the disciplinary action imposed upon the student. The Hearing Summary shall include specific factual findings regarding the accusation, specific conclusions regarding any student conduct found to constitute good cause for imposition of discipline, and shall be based only on the record of the hearing, and not on matters or evidence outside of that record. The record consists of the Notice of Intended Discipline, Notice of Disciplinary Decisions, evidence, written reports, the written response of the student, if any, and the oral and written evidence produced at the hearing.

H. Final Decision on Suspension or Expulsion Matters

1. Within five (5) days following receipt of the Hearing Panel's recommended decision, the Superintendent/President shall render a written final decision. The Superintendent/President may accept, modify or reject the factual findings and/or recommended discipline of the Hearing Panel. However, in no event may the Superintendent/President impose discipline that is more severe than the discipline set forth in the Notice of Disciplinary Decision. If the Superintendent/President modifies or rejects the Hearing Panel's findings and/or recommended discipline, the Superintendent/President shall review the record of the hearing and prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President is entitled to determine and impose all forms of discipline, except for expulsion. The decision of the Superintendent/President shall be final with respect to all discipline that the Superintendent/President is authorized to impose.

2. Expulsion: If the Superintendent/President determines that expulsion is the appropriate discipline, the Superintendent/President shall make that recommendation to the Board of Trustees. Expulsion may be decided upon and imposed only by the Board of Trustees. (Education Code Section 72122).
3. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board of Trustees after receipt of the recommended decision. The Board of Trustees shall consider an expulsion recommendation in Closed Session, unless the student has requested that the matter be considered in a public meeting in accordance with this procedure (Education Code Section 72122).

4. The student shall be notified of the date, time, and place of the Board of Trustees meeting in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting. The student may, within forty-eight (48) hours after receipt of the Notice of Intended Discipline, request that the hearing be held as a public meeting. However, even if the student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, only consideration of the factual findings shall be conducted in Open Session. Deliberation on the appropriate discipline shall always be conducted in Closed Session. Further, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any other student in Closed Session.

5. The Board of Trustees may accept, modify, or reject the findings, decisions and recommendations of the Superintendent/President. If the Board of Trustees modifies or rejects the decision, the Board of Trustees shall review the record of the hearing and prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

<table>
<thead>
<tr>
<th>Student Rights, Grievances, and Grade Disputes</th>
<th>Board Policy BP 5530</th>
</tr>
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<tbody>
<tr>
<td>Students shall be entitled to seek redress over improper District decisions and actions that are contrary to District policies, procedures or laws, and that adversely affect a student’s status, rights or privileges. To this end, the Superintendent/President shall establish procedures allowing students to file grievances that provide a prompt and equitable means of resolving student concerns over allegedly improper District decisions that adversely affect a student’s status, rights or privileges. The procedures shall apply to grievances regarding:</td>
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<td>1. The exercise of rights of free expression protected by the state and federal constitutions and Education Code Section 76120.</td>
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<tr>
<td>2. Infringement of any right specifically granted to the student by law or a duly established District policy or procedure.</td>
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<td>3. Course grades, to the extent permitted by Education Code Section 76224(a), which provides: &quot;When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the professor of the course and the determination of the student's grade by the professor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.&quot; “Mistake” may include, but is not limited to errors made by a professor in calculating a student’s grade and clerical errors.</td>
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This policy does not entitle students to seek redress over student disciplinary actions (disciplinary appeals), which are covered under separate Board Policies and Administrative Procedures (BP/AP 5520).

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

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

<table>
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<th>Student Rights, Grievances, and Grade Disputes</th>
<th>Administrative Procedure AP 5530</th>
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<td>A. Purpose</td>
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<tr>
<td>The purpose of this procedure is to provide a prompt and equitable means for resolving student grievances, a District decision or action which has adversely affected his or her status, rights or privileges as a student. The procedures shall include:</td>
<td></td>
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</tbody>
</table>
1. The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

2. Infringement of any right specifically granted to the student by a duly established District rule or regulation.

3. Academic Grade Dispute Procedures, which are only allowed to the extent permitted by Education Code Section 76224(a), which provides, "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the professor of the course and the determination of the student's grade by the professor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

   - **Mistake** - an unintentional errors or omissions made by professor in calculating a student’s grade, and/or clerical errors.
   - **Fraud** - the deliberate misrepresentation, of the truth to secure an unfair or unlawful gain.
   - **Bad Faith** - an intentional or malicious act that infringes on the rights of another.
   - **Incompetence** - Lack of ability, legal qualification, or fitness to discharge a required duty.

Prior to filing a grievance to dispute a grade, students shall request a grade change by completing a petition for Change to Academic Record within one year from the end of the term in which the grade was received (Refer to AP 4231, Education Code 76224, and Title 5 Section 55025 for further details).

B. Exclusions

This procedure does not apply to:

1. Student disciplinary actions, which are covered under separate Board Policy BP 5500, Standards of Student Conduct and Administrative Procedures, AP 5500 Standards of Student Conduct, Student Misconduct Report Form (Form 5510 available on the District’s Student Services Webpage), and AP 5520, Student Discipline and Appeals Procedures.

2. Challenges of Course or Program pre-requisites or co-requisites, which must be resolved through policies and procedures of the applicable academic department; and/or the Matriculation Appeals Committee.

3. Financial Aid eligibility which must be appealed through the online appeal process on the District’s Financial Aid, Scholarships & Veterans Services webpage.

4. Parking Citations which must be appealed through the online appeal process on the District’s Police Department webpage.

5. Police Citations (i.e., "tickets" for moving violations, alcohol, etc.) which must be directed to the criminal justice system (court) in the same way as any traffic violation.

6. Students with concerns regarding professional, clinical, standards or training issues within specialized programs must follow the specialized grievance procedures listed in the specific program handbook:
   - a. Law Enforcement Police Academy (Peace Officers Standards & Training - POST)
   - b. Nursing Program - Associate Degree and Vocational (Health Sciences Division)
   - c. Psychiatric Technician Program (Health Sciences Division)
   - d. Radiologic Technology Program (Health Sciences Division)

7. Unlawful Discrimination and Harassment complaints which must be handled through the District’s Administrative Procedures (See AP 3435/AP 3435.1). Discrimination and Harassment Complaint Procedure and Investigative Process, available from the District’s Human Resource and Employee Relations office or on the District’s website.

C. Definition of Terms

1. Academic Grade Dispute/Grade Grievance: A claim by a student that his/her final grade was given by the professor in violation of Education Code Section 76224(a).

2. Day: Unless otherwise provided, day shall mean a day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

3. Grievance: A complaint related to the exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120; infringement of any right specifically granted to the student by a duly established District rule or regulation; or grade dispute that qualifies under Education Code Section 76224(a). No other issues qualify as a grievance.
4. Grievant: The student who is filing a grievance.

5. Hearing Officer: The Superintendent/President shall appoint a Hearing Officer to assist students with the grievance process, coordinate hearings and/or student grievances (other than academic grade dispute grievances, AP 5530, Student Rights and Grievances), and train Hearing Panel members to facilitate fair and efficient hearings. The Hearing Officer shall remain neutral. This person may be the Assistant Superintendent/ Vice President of Student Services, or designee, usually the Dean of Counseling and Special Services.

6. Hearing Panel: A panel that is composed of members appointed in accordance with this procedure.

7. Non-Participant: A non-participant is any person invited to attend the hearing by either party to the grievance, who may not participate in hearing discussions and only attends as an observer.

8. Party: The student or any person or persons named as responsible for the student's alleged grievance together with their representatives. "Party" shall not include the Hearing Panel, the District Hearing Officer or Non-Participants.

9. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.

10. Senator for Student Advocacy: A student appointed by the Associated Students of Delta College (ASDC), who may assist the student a grievance policy and in organization of documents, grievance hearing presentation and related materials.

11. Student: A currently enrolled student, a person who has filed an application for admission, or a former student. A grievance by a non-student applicant (for admission to the College) shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

12. Superintendent/President: The Superintendent/President of the San Joaquin Delta Community College District.

13. Time Limits: For good cause, the Hearing Officer or Panel may adjust time limits described in this procedure.

D. Informal Resolution (Other than Academic Grade Disputes)

1. A student, believed to have been adversely affected by the act of a professor, administrator or other staff of the District, must make a reasonable, good faith attempt to resolve the matter within ten (10) days of the alleged act. To this end, the student shall complete a Grievance Mediation Form (Form 5535, available on the District’s Student Services Webpage) and then attempt to discuss the matter with the staff member involved, or with the staff member’s immediate supervisor, or the District administrator in charge of the program or department, usually a Dean or Director. Note: unless the student timely files a Grievance Mediation Form, the student shall be precluded from pursing a formal resolution of the grievance as provided below.

2. An equitable solution should be attempted before persons directly involved in the case have stated official positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion to strengthen the case for or against persons directly involved in the dispute, or for any purpose other than the settlement of the informal grievance.

3. In the case of grievances related to Section A.1. Violation of the exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120, and/or Section A.2. Infringement of any right specifically granted to the student by a duly established District rule or regulation:

   The District’s Hearing Officer shall facilitate informal meetings and discussion between persons directly involved in a grievance at the outset of a dispute. In an attempt to resolve a grievance informally, the student may seek the assistance of the Associated Students of Delta College’s (ASDC) Senator of Student Advocacy.

4. In the case of grievances related to Section A.3., Academic Grade Disputes, the student must first request a grade change by completing a Petition for Change to Academic Record (AP 4231, Grade Changes) within one year from the end of the term in which the grade was received (Refer to AP 4231, Grade Changes, Education Code 76224, and Title 5 Section 55052 for further details). If the student has completed this process, see Section J. of this procedure.

E. Formal Resolution (Other than Academic Grade Disputes)

1. The burden shall be upon the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as specified in this procedure.

2. A Grievance Mediation Form (Form 5535 available on the District’s Student Services Webpage) shall be filed by the student with the Hearing Officer within ten (10) days of the date that the student knew or should have known of the basis of the grievance. Failure of the student to file the completed grievance form within the specified time period shall constitute a waiver of any right to further proceedings.
3. Within ten (10) days following receipt of the Grievance Mediation Form, the Hearing Officer shall advise the student of his or her rights and responsibilities under these procedures.

4. If, at the end of five (5) days following the student's first meeting with the Hearing Officer, there is no resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing, by completing a Request for Grievance Hearing Form (Form 5540 available on the District’s Student Services Webpage) and submit it to the Hearing Officer.

5. The Hearing Officer will perform a preliminary review of the Request for a Grievance Hearing to determine if the student has met the conditions to pursue a formal hearing.

6. If the Hearing Officer determines that any of the grounds for a grievance has not been satisfied, the Hearing Officer will notify the student in writing that the request for a grievance hearing has been rejected, and state the specific reason(s) for the rejection.

7. If the Hearing Officer determines that all the conditions for a grievance hearing have been met, the Hearing Officer shall notify the student of the hearing date, time and location at least two (2) days in advance of the hearing. At this time, the person(s) against whom the grievance is filed shall be notified of the status of the grievance, and shall be given a copy of the Grievance Mediation and Request for Grievance Hearing forms, along with any other documentation that has been provided.

F. Determination to Grant or Deny a Request for Grievance Hearing (Other than Academic Grade Disputes)

1. The formal hearing shall be held within fifteen (15) days after a formal request for a hearing is received. Within ten (10) days following receipt of the Request for Grievance Hearing, the Hearing Officer shall notify the Hearing Panel members.

2. At a regularly scheduled meeting of the Hearing Panel, the panel shall first meet in private, without the parties present, to review the Request for Grievance Hearing form, and determine if there are sufficient grounds for a hearing based on the following:
   a. The grievant is a student as defined in these procedures, which include applicants and former students;
   b. The statement contains facts which, if true, would constitute a grievance under these procedures;
   c. The grievant is personally and directly affected by the alleged grievance;
   d. The grievance was filed in a timely manner;
   e. The grievance clearly is not without foundation and has not been filed for purposes of harassment.

3. If the Hearing Panel finds that the request satisfies each of the requirements, the Hearing Panel Chair shall notify the parties that the Grievance Hearing will proceed.

4. If the grievance does not meet each of the requirements, the Hearing Panel Chair shall notify the parties present that the hearing will not proceed. The Hearing Panel Chair will notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection, and provide the procedures for appeal to the Superintendent/President. This notice will be provided within two (2) days of the date the decision is made by the Grievance Hearing Panel.

5. Any appeal relating to a Grievance Hearing Panel’s decision that the Statement of Grievance does not present a grievance as defined in these procedures, shall be made in writing to the Superintendent/President within five (5) days of that decision. The Superintendent/President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Superintendent/President’s decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

G. Request for Hearing Panel (Other than Academic Grade Grievance)

1. At the beginning of the academic year, the Superintendent/President, the presidents of the Academic Senate, Management Senate, Classified Senate, and Associated Students of Delta College (ASDC) shall each establish a list of at least five (5) persons who will serve on Disciplinary Appeal Hearing Panels (AP 5520, Student Discipline and Appeal Procedure) and/or Student Grievance Hearing Panels, (other than an Academic Grade Grievances). Those who accept appointment to serve on hearing panels agree to be available when a hearing panel is convened. Members will serve a term of two years.

2. Hearing Panels for a Grievance (other than an Academic Grade grievance) shall be composed of one (1) Superintendent/President appointee, one (1) administrator, one (1) faculty member, one (1) classified staff member,
and one (1) student. The Hearing Officer shall compose (5) five-member Hearing Panels from the names on these lists described above and shall designate who shall act as chair of the panel.

3. When a student's grievance is related to an Academic grade dispute the Hearing Panel will be formed per Section J of this procedure.
   
   a. No administrator, faculty, classified member or student shall serve on any hearing panel who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner. Any party to the grievance may challenge for cause any member of the Grievance Hearing Panel prior to the beginning of the hearing by addressing a written challenge to the Hearing Officer, who shall determine whether cause for disqualification has been shown.
   
   b. If the Hearing Officer finds that sufficient grounds for removal of a member of the panel have been presented, the panel member shall be removed and a new member designated.
   
   c. The Hearing Officer shall coordinate scheduling of hearings; and shall assist all parties and the Hearing Panel to facilitate a fair and efficient resolution of the grievance. The Hearing Officer will not participate in the hearing, but will be available for questions and clarification of process.
   
   d. The District Hearing Officer shall remain neutral.

4. Hearing Panel Training: Members appointed to serve on Disciplinary Appeal or Student Grievance Hearing Panels shall be regularly trained on responsibilities; including the requirements of Board Policy and Administrative Procedures in the area of student discipline, student grievances, effective hearing protocol, roles and responsibilities of panel members and the chair, and other issues bearing upon the integrity and effectiveness of these Hearing Panels.

H. Grievance Hearing Procedure (Other than Academic Grade Disputes) The Hearing Panel Chair shall maintain an orderly meeting and permit no person to be subjected to abusive treatment. In this regard, the Hearing Panel Chair may eject or exclude any person who refuses to be orderly. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

1. The members of the Hearing Panel shall be provided with a copy of the Statement of Grievance and Request for Grievance Hearing Form, all evidence, statements, reports, and any written response provided by the respondent before the hearing begins.

2. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

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

4. Unless the Hearing Panel determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation followed by the respondent(s). The grievant may present rebuttal evidence after the respondent(s)’ evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as specified above.

5. Each party to the grievance may represent him or herself, and may be represented by a person of his or her choice. The Hearing Panel may also request legal assistance through the Superintendent/President's office. Any legal advisor provided to the Hearing Panel may sit with the panel in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

6. Grievance Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request shall be made no less than five (5) days prior to the date of the hearing. The Grievance Hearing Panel may approve or deny such a request.

7. Nonparty witnesses shall not be present at the hearing when not testifying unless all parties and the Grievance Hearing Panel agree to the contrary.

8. The District shall record the hearing either by audio or stenographic recording. This shall be the only official recording made of the hearing. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by audio recording, the Hearing Panel Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name and, thereafter, ask witnesses to identify themselves by name. The audio recording shall remain in the custody of the District at all times, unless released to a professional transcribing
or copying service. The student may request a copy of the recording. If the District causes the recording to be transcribed, the District shall provide a copy of the transcription to the student after receipt of the completed transcription by the District. However, the District is under no obligation to cause the recording to be transcribed.

9. All testimony shall be taken under oath. The oath shall be administered by the Hearing Panel Chair or court reporter. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify, as determined by the Hearing Panel Chair. A witness who refuses to be audio recorded shall not be considered to be unavailable. In other words, mere refusal by a witness to be recorded is not an acceptable excuse for submitting written testimony.

10. Within ten (10) days following the close of the hearing, the Hearing Panel Chair shall prepare and send to the Superintendent/President a written recommendation by the Panel. The recommendation shall include specific factual findings regarding the grievance and include specific conclusions regarding whether a grievance has been established as defined above, and shall include a specific recommendation regarding the relief to be afforded the grievant, if any. The recommendation shall be based only on the record of the hearing and not on matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

I. Superintendent/President’s Decision (Other than Academic Grade Disputes)

1. Within ten (10) days following receipt of the Grievance Hearing Panel’s recommendation(s), the Superintendent/President shall send to all parties his or her written decision, together with the Hearing Panel’s recommendations. The Superintendent/President may accept or reject the recommendation(s) of the Hearing Panel. The factual findings of the Hearing Panel shall be accorded great weight. If the Superintendent/President does not accept the recommendation(s) of the Hearing Panel, the Superintendent/President shall review the record of the hearing and prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President’s decision shall be final.

J. Academic Grade Dispute Grievance - Informal Resolution

1. A student shall first challenge a grade by completing a Petition for Change to Academic Record (AP 4231, Grade Changes) and provide documentation to support the request. The petition will be sent to the professor for review and input. Once the professor responds, the student will be notified via student email by the Director of Admissions, Records and Registration. Only one Petition for Change to Academic Record (grade change petition) is allowed per course (AP 4231, Grade Changes, Education Code 76224, and Title 5 Section 55025) and must be submitted within one year from the end of the term in which the grade was received. (Refer to AP 4231, Education Code and 76224, Title 5 Section 55025 for further details).

2. A student who believes a final course grade was assigned due to mistake, fraud, bad faith, or incompetence, Education Code 76224(a), must meet first with the faculty member to resolve his or her concern.

   a. If meeting with the professor does not resolve the issue, the student may obtain a Grievance Mediation Form (Form 5535, available on the District’s Student Services Webpage) from the Division Dean of the course of study. The student will return the completed Grievance Mediation Form to the applicable Division Dean with a specific statement of the alleged wrong-doing, the name of the faculty member, name of the course, and the nature of relief sought by the grievant. The burden shall be upon the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established.

   b. The Division Dean may schedule a meeting of all parties concerned, if appropriate. The Division Dean shall make a recommendation to the parties within ten (10) instructional days.

K. Academic Grade Dispute Grievance - Formal Resolution

1. If either party is dissatisfied with the recommendation of the Division Dean, he or she may appeal the matter to the Assistant Superintendent/Vice President of Instruction, or designee, within ten (10) days of the Division Dean’s recommendation by submitting a Request for Grievance Hearing Form (Form 5540, available on the District’s Student Services Webpage). The burden shall be upon the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established.

2. Upon receiving the student’s request for a formal Grade Dispute Grievance Hearing, the Assistant Superintendent/Vice President of Instruction or designee will review the request to determine whether the Request for a Grievance Hearing presents sufficient grounds for a hearing. Grade grievances are only allowed to the extent permitted by Education Code Section 76224(a) which provides, When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the professor of the course and the determination of the student’s grade by the professor, in the absence of mistakes, fraud, bad faith, or incompetency, shall be final.
a. **Mistake** may include, but is not limited to, unintentional errors or omissions made by a professor in calculating a student’s grade, and/or clerical errors.

b. **Fraud** An intentional perversion of the truth for the purpose of inducing another to part with something valuable or to surrender a legal right.

c. **Bad Faith** Synonymous with fraud, neglect, or refusal to fulfill some duty or contractual obligation, not prompted by an honest mistake as to one’s rights or duties.

d. **Incompetence** Lack of ability, legal qualification, or fitness to discharge a required duty.

3. If the Assistant Superintendent/Vice President of Instruction or designee determines that the grounds for a Grade Dispute Grievance have not been satisfied, the Assistant Superintendent/Vice President of Instruction or designee will notify the student in writing within then (10) days of the determination that the grievance has been rejected, and state the specific reason(s) for the rejection.

4. If it is determined that there are sufficient grounds, the Assistant Superintendent/Vice President of Instruction or designee shall notify the student in writing and convene a Hearing Panel within fifteen (15) days of the determination, in accordance with the following:

   a. California Teachers’ Association (CTA) contract language states in Article XVI-Evaluation of Faculty, 16.1.3 Definitions, 16.1.1., Authorized evaluators include Division Deans, Directors, Immediate Supervisors, Deans, Assistant Superintendent/Vice President of Student Services, Assistant Superintendent/Vice President of Instruction, and outside evaluators.

   b. Therefore, only the administrative positions listed above shall have authority to evaluate whether or not a faculty member made a mistake, committed fraud, bad faith, or was incompetent in assigning a grade. Thus, the Hearing Panel for Academic Grade Dispute Grievance hearings shall be composed of the Assistant Superintendent/Vice President of Instruction, the Assistant Superintendent/Vice President of Student Services, an Instructional Dean and the Division Dean/Immediate supervisor of the faculty member.

5. Within five (5) days following the close of the hearing, the Assistant Superintendent/Vice President of Instruction or designee shall prepare and send a written recommendation of the Panel to the Superintendent/President. The recommendation shall include specific factual findings regarding the grade dispute, and include specific conclusions regarding whether a grade dispute has been established, and include a specific recommendation regarding the relief to be afforded the grievant, if any. The recommendation shall be based only on the record of the hearing and not on matters outside of that record. The record consists of the original grade dispute consisting of the Grievance Mediation Form, the Request for Grievance Hearing Form, any written response, and the oral and written evidence produced at the hearing.

6. The Superintendent/President shall review the recommendation of the panel. The Superintendent/President shall make a written decision within ten (10) instructional days and notify the parties involved.

7. The Superintendent/President’s decision shall be final.

See AP 5500 Standards of Student Conduct, AP 5530 Student Rights, Grievances & Grade Disputes
Student Rights & Responsibilities

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

A. Admissions

Student Rights:
1. The College will provide equal educational opportunity for all students, regardless of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), gender, sexual orientation, or status as a Vietnam-era veteran, who have met admission qualifications and course/program prerequisites. (Policy 5060, Sec. A)

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

Student Responsibilities:
1. Each student has the responsibility to select an educational goal in the application for admissions, i.e., A.A./A.S. degree, transfer, vocational certificate, personal development, improvement of basic skills, or undecided. (Title 5, Article 4, 55530 Student Rights)

2. The student has the responsibility to meet all course prerequisites. (AP 5052)

3. Each student must assume responsibility for compliance with the instructions and regulations set forth in the College Catalog for selecting courses which will permit achievement of individual educational objective, and for satisfying course prerequisites.

4. The student should attend class and study regularly. (Title 5, Article 4, 55530 (d)(3) Student Rights)

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

College Rights:
1. The College assumes no responsibility for the misinterpretation of policies and procedures as presented in the Catalog & the Schedule of Classes.

2. The College reserves the right to change the regulations, fees, and other information contained in the Catalog as required without prior notice.

3. The College reserves the right to refund enrollment, non-resident tuition, and differential fees upon request for courses dropped before the end of the first two weeks of instruction for full-term classes or before the end of ten percent of the length of the class for short-term classes. Refunds will be made upon request for courses dropped later if the program change is a result of action by the District to cancel or reschedule a class or to drop a student from a class where the student fails to meet a prerequisite. Refund request forms must be received by the Admissions and Records Office not later than after the final date to qualify for refund. Refunds are subject to a $10.00 processing fee. (AP 5030, A & B)

4. It is the right of an instructor to drop any student “who fails to attend any class session during the first three sessions of the class at the beginning of a term”...”unless the student has advised and obtained an absence approval” from the faculty member. (Policy 5150)

5. It is the right of the instructor to drop a student from class when absences become excessive. (AP 5150)

College Responsibilities
B. Orientation

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

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

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

C. Academic Assessment

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

College Rights:
1. In all programs and classes requiring special screening and entrance examination, San Joaquin Delta Community College will make the final selection of students. (AP 5070.1 - 5070.6, AP 5080.1)
2. Academic Assessment is required for all first time Delta College students prior to class registration. Assessment will include reading, writing, and mathematical skills. An alternate to academic assessment may be met by one of the following:
   i. Provide official transcripts from a regionally accredited college or university that show the award of an A.A./A.S., B.A./B.S., or higher
   ii. Provide official transcripts from a regionally accredited college or university that show completion of English 1A or above or the equivalent and Math 82 or above or the equivalent, each with a grade of “C” or better.
   iii. Provide comparative assessment tests/evaluations and/or placements from regionally accredited colleges or universities.
   iv. Enroll in courses specifically exempt from assessment.
   v. Enroll in exclusively level 1, basic skills courses in reading, writing, and/or mathematics.
   vi. Enroll exclusively in non-credit courses.
   vii. Request a one-course waiver to enroll in a course or in sequential courses with prerequisite “none” within a single academic term. (Note, a course is considered sequential if one course is prerequisite to another and both courses are taken within the same term.) A student may extend this waiver for additional courses(s) provided that the student continues to take no more than one course or sequential courses in a single term and provided the previous course to which the waiver had been applied was passed with a grade of “C” or better.

D. Guidance and Counseling

Student’s Rights:
1. All students have the right to receive personal, academic and career guidance. (Title 5, Article 4, 55520 & AP5110)
2. Students may file a complaint with the Vice President of Student Services if a student service which was advertised in the schedule under the section “Services Available to Students” and which was recommended to the students in the SEP was not available. (Title 5, Article 4, 55534)

Student Responsibilities:

1. The student should declare a specific educational goal or should be working toward determining a goal during the term after which the student has completed 15 semester units of degree-applicable courses. (Title 5, Article 4, 55530)

2. The student should meet with a counselor to develop a Student Education Plan (SEP) - a program of study and services needed by the student to enable the individual to obtain his/her educational objective. (Title 5, Article 4, 55525, AP 5050)

3. It is the student’s responsibility to seek assistance in achieving the declared educational goal i.e., make an appointment for appropriate guidance and counseling. (Title 5, Article 4, 55530 (d) Student Rights)

4. It is the student’s responsibility to make progress toward the declared educational goal. (Title 5, Article 4, 55530)

5. It is the student’s responsibility to maintain satisfactory academic progress. (Title 5, Article 4, 55530)

College Rights

1. Delta College has the right to establish appropriate student services i.e., guidance services, orientation, academic advisement, etc. (Title 5, Article 4, 55523)

2. If a non-exempt student fails to cooperate with the district in the development of a Student Educational Plan (SEP) within 90 days after declaring the specific educational goal, or fails to abide by the terms of their specific educational plan, San Joaquin Delta College may suspend or terminate services. (Title 5, Article 4, 55530)

College Responsibilities

1. Delta College has the responsibility to provide staff to facilitate the guidance process. (Title 5, Article 4, 55523)

2. Delta College has the right to recommend the necessary services for students to achieve the stated academic goal. (Title 5, Article 4, 55523)

3. Delta College will make available to all students organized educational, vocational and personal-social counseling. In those instances where there is counseling specialization, individual counselors may be designated for each specific area. A student will be encouraged to request counseling for personal-social problems which might interfere with satisfactory academic progress. (Title 5, Article 4, 55520 & AP 5110)

Counseling services primarily responsible for:

1. Providing guidance in program planning - immediate and long range.

2. Administering and interpreting various non-academic tests.

3. Counseling students with low scholastic achievement, including the special counseling required by Title 5, §131, of the California Administrative Code.

4. Counseling regarding any academic, career or personal problems that are related to the student’s education.

5. Providing, directly and by referral, occupational information services.

6. Providing, by referral, assistance in the securing of employment.

7. Providing referrals for students who are in need of psychological services including emergency mental health counseling and/or long-term therapeutic support.

8. Providing special assistance to students who are on academic dismissal status to improve scholastic performance or pursue reinstatement to the College. (AP 5110)

9. Providing assistance to students who are applying for financial aid requiring an academic progress report or financial aid disqualification appeal.

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

E. Prerequisites, Co-requisites, & Limitations on Enrollment

Student’s Rights:
1. Students have the right to be informed of the procedures to claim equivalency to courses or other requirements. (AP 5052)

2. Students have the right to be informed through the Student Handbook, and Catalog of the definitions of prerequisites, corequisites and limitations on enrollment including the differences among them and the specific prerequisites, corequisites and limitations on enrollment which have been established. (AP 6156.1, AP 5052)

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

**Student’s Responsibilities:**

1. Students have the responsibility to become informed and to follow established policies and procedures regarding declaration of equivalency process.

2. Students have the responsibility to become informed about the definitions of prerequisites, corequisites and limitations on enrollment including the difference among them.

3. Students have a responsibility to become informed of the specific prerequisite, corequisite and limitations on enrollment which have been established.

4. Students have a responsibility to become informed of the procedures to challenge prerequisites, corequisites, and limitations on enrollment as well as the circumstances to make such challenges.

5. Students have the responsibility to follow the prerequisite or corequisite challenge process. (AP 5052)

6. Students have the responsibility to provide satisfactory evidence that the challenge should be upheld if such facts are not in the College's own records. (AP 5052)

**College’s Rights:**

1. The College assumes no responsibility for misinterpretation of policies and procedures as presented in the Student Handbook, Catalog or the Schedule of Classes.

2. It is the College’s right to establish prerequisites, corequisites, and limitations on enrollment per its policies and procedures. (AP 4230)

3. The decision of the Matriculation Appeals Committee shall be final. (AP 5052)

**College Responsibilities:**

1. The College has the responsibility to establish a process to establish prerequisites and corequisites only upon the recommendation of the Academic Senate. Certain limitations on enrollment must be established in the same manner. (AP 4260)

2. It is the College’s responsibility to enforce prerequisites, corequisites, and limitations on enrollment which have been established per established policies and procedures.

3. The College has the responsibility to establish, implement and publicize a prerequisite, corequisite challenge process. (AP 5052)

4. The College has the responsibility to provide information, for a specific challenge if said information is in the College’s own records. (AP 5052)
Educational Privacy Rights of Students

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

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

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

Rates for 2010-11 Cohort

**Completion Rate:**
46.3%

**Transfer Rate:**
35.3%

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in 2010-2011 academic year, a cohort of all certificate, degree, and transfer-seeking first-time students were tracked over a six-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this six-year tracking period (2015-16 academic year).

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or transferred during a six-year period, from 2010-2011 through Spring 2016.

**Campus Safety & Security**

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

**AA/AS General Education Requirement**: Courses which satisfy general education requirements for the Associate Degree.

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

**Academic Dishonesty/Plagiarism**: See Standards of Conduct (BP 5500/AP 5500)

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

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

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

**Academic Year**: Fall and Spring semesters.

**Add**: Officially enrolling in a course.

**Advisory on Recommended Preparation**: A condition of enrollment that is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

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

**Assessment/Placement Tests**: Tests given prior to registration for classes. The results are used to help the student select appropriate classes.

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

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

1. All lower division courses accepted toward the baccalaureate degree by the California State University of University of California or designed to be offered for transfer.
2. Courses that apply to the major in non-baccalaureate occupational fields.
3. English courses not more than one level below the first transfer level composition course, typically known as English 1A. Each student may count only one such course as credit toward associate degree.
4. All mathematics courses above and including Intermediate Algebra.
5. Credit courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board require entrance skills at a level equivalent to those necessary for the courses specified in subsections (3) and (4) above.

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

**Bachelor's Degree (B.A., A.B., or B.S.)**: A baccalaureate degree granted by a four-year college or university which recognizes a student’s satisfactory completion of an organized program of study consisting of at least 120 semester units.

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

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

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

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

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

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

**Class Section**: A specific course code number as identified in the class schedule.

**College Work Study (CWS)**: A program of federal aid which provides funds for student jobs.

**Commencement**: The ceremony or the day for conferring degrees or diplomas. (See Graduation)
Community Education Programs/Classes Non-College Credit: Fee-based classes offered through the Community Education Department.
Corequisite: A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.
Course: A series of lectures, labs, or other matter providing instruction on a specific subject.
Course Audit: Enrollment in a course without award or notation on transcript of credit, units attempted, grade, or grade points.
Course Description: Brief statement about the content of a particular course.
Credit: Refers to the units earned by completing a course.
Credit by Examination: Course or unit credit granted for demonstrated proficiency in a given area as determined by examination.
CSU: California State University System
CSU General Education Requirement: Courses which satisfy general education breadth requirements for California State Universities.
Degree: A diploma granted by a college stating that the student has successfully completed a course of study in a specific field. The most common degrees are:
1. A.A. - Associate of Arts
2. A.S. - Associate of Science
3. B.A. - Bachelor of Arts
4. B.S. - Bachelor of Science
Disability Support Student Service: A support service offered through Disability Support Programs and Services (DSPS) to facilitate equal access for students with a documented disability.
Dismissal: A situation caused by low academic or progress performance or misconduct in which the student may not continue at the College without approval for readmission.
Drop: Official removal (withdrawal) from a course, but student remains enrolled in college.
DRSS: DeRicco Student Services Center. The building is located at the front of the college, just off Pacific Avenue, Cunningham (C-1) parking lot.
Elective: A course which is not required for a major or general education but is acceptable for credit. An elective course may be in any area of study offered at San Joaquin Delta College.
Excessive Absenteeism: One more absence than the class meets per week (see Course Registration, Adds & Drops BP/AP 5075).
Federal Work Study (FWS) A federal aid program which provides fund for student jobs.
FKCE: Foster & Kinship Care Education
Full-time Student: A student enrolled in twelve or more course units in a regular semester or four or more units during the summer intersession.
General Education Requirements: A group of courses required to earn a degree which provides a broadly based education.
Good Standing: A student whose grade point average and cumulative grade point average is a C (2.0) or better and has a course completion ratio of over 50%.
Grade Point: A=4, B=3, C=2, D=1, F=0
Grade Point Average (GPA): An overall level of academic achievement used as a measure in making decisions regarding good standing, probation, disqualification, and dismissal, eligibility for graduation, and transfer to four-year institutions. The grade point average is derived from the following unit system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>FW</td>
<td>0</td>
</tr>
</tbody>
</table>

The G.P.A. is calculated by dividing the total number of grade points received by the number of units attempted. “Credit/No Credit”, “W”, “I” and “No Pass” grades are not used in computing the grade point average.
Graduation: The award or acceptance of an academic degree or diploma.
Hold or Hold Code: A Hold is a block on a student's record that prohibits one or more of the following: ability to obtain a registration appointment; ability to register; ability to access student transcripts, diplomas, certificates; ability to Add, Drop, or Withdraw from classes. To investigate a hold placed on his/her academic record, a student should log into the Student Portal (MyDelta) and select the Student Home tab.
Hour: Same as credit, unit, unit (See Credit).
IGETC: Interssegmental General Education Transfer Curriculum is a series of courses that Delta College students may use to satisfy lower division general education requirements at any CSU and most UC campuses. All coursework applicable to the IGETC must be completed in order to be accepted by CSU and UC. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC.
campus.

Independent Study: Individual study in areas not covered by a regular course.

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

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

Limitations on Enrollment: A condition of enrollment, which limits how students qualify for a particular program. Limitations apply to courses that include public performance or intercollegiate competition where a tryout or audition is necessary. Some courses require formal admission to a particular program in order to enroll (e.g. Associate Degree Nursing and Licensed Vocational Nursing programs).

Lower Division: Courses at the freshmen and sophomore level of college.

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

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

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

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

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

One Course Waiver: A waiver from the assessment requirement may be granted by the Registrar to a student who wishes to enroll in a single course with no prerequisite. A student may extend this waiver for additional courses with no prerequisites, provided the student continues to take no more than one course in each semester and provided the previous course to which the waiver had been applied was passed with a grade of “C” or better. Application of this waiver shall not exempt the student from other course requisites.

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

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

Open Exit: A course(s) which may be completed upon fulfillment of course requirements at any time during the semester.

Pass/No Pass: A grading system by which units of credit may be earned, but no letter grade is assigned. Such units are not used in computing the grade point average.

Plagiarism: The illegal act of copying, stealing or passing off the ideas or words of another as one's own; to use another's production without crediting the source; to commit literary theft; to present as new and original, an idea or product derived from an existing source. (Academic Dishonesty - BP/AP 5500)

Prerequisite: A condition of enrollment a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Probation: A period of time in which a student is conditionally enrolled contingent upon either improvement of scholastic achievement, improvement of course completion ratio, and/or conduct compliance.

Program Changes: Adding or dropping classes after the semester begins.

Progress Dismissal: A student who has been placed on Progress Probation shall be subject to dismissal if the percentage of units in which the student has been enrolled, for which entries of “W”, “I”, “No Credit” and “No Pass” are recorded, reaches or exceeds fifty percent in at least three consecutive semesters.

Progress Probation: A student, who has enrolled in a total of at least 12 semester units as shown by the official academic record, shall be placed on Progress Probation when the percentage of all units in which a student has enrolled, and for
which entries of “W”, “I”, “No Credit” and “No Pass” are recorded, reaches or exceeds fifty percent.

**Registration:** The process of selecting and enrolling in classes and paying the required fees.

**Schedule of Classes:** A publication used during registration, providing the subject, course number, course title, units, time, instructor and location of classes offered.

**Semester:** A term of the academic year-Fall and Spring, each lasting approximately eighteen weeks.

**Student Educational Plan (SEP):** Requirements a student must meet and the courses, programs, and services required to achieve the stated goal. The SEP is developed by the student and counselor.

**Student Load:** The number of course units in which a student enrolls in any given term. Full time status equals 12 or more units.

**Student Right-To-Know:** SRTK refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice.

**Successful Completion:** A minimum grade of C or better or Credit.

**TBA (To Be Announced/Arranged):** A notation in the Schedule of Classes indicating when the time of a class may be arranged independently or the location is to be announced.

**Transcript:** An official document of courses taken showing the final grade received. Official transcripts must bear a seal of the College and signature of a designated college official.

**Transfer:** Changing enrollment from one college to another after meeting the requirements for admission to the second institution.

**Transfer Course:** A course acceptable for credit from one college to another.

**Units:** A measure of college credit based on one unit for each lecture hour per week or for every two to three laboratory hours per week.

**Units Attempted (UA):** Total number of units in which a student has enrolled.

**Units Completed (UC):** Total number of units for which a student has received a grade of A, B, C, D, or F or Credit/No Credit and Pass/No Pass.

**U.C.:** The University of California System

**Upper Division:** Courses or classes intended for the junior and senior years of college.

**Variable Units:** The range of units which may be earned in a given course (e.g. 1-3 units).

**Withdrawal from College:** Official removal from all courses in a given term.

**Withdrawal from Course/s:** Official removal from a course or courses in a given term, but student remains enrolled in college.