

2019  
2020



**SCOTTSDALE  
COMMUNITY COLLEGE**  
A MARICOPA COMMUNITY COLLEGE

# CATALOG







# WELCOME TO SCOTTSDALE COMMUNITY COLLEGE!



Welcome to Scottsdale Community College. Your success is our highest priority. At SCC, we offer excellent instruction, affordable tuition, an engaged and vibrant college life, and a variety of student support services to help you succeed as an SCC Artichoke.

Whether you are the first in your family to seek a college education or you come to SCC from a strong college-going tradition, we know that your time at our wonderful college, with our excellent faculty, will make a difference in your life!

Scottsdale Community College is one of ten Maricopa Community Colleges located across the Valley of the Sun. We are honored to be the only public two-year college located on tribal land thanks to a long-time partnership with the Salt River Pima-Maricopa Indian Community. Together, we host a community of diverse learners from around the world, across Arizona, and throughout the larger Scottsdale community – all who have distinct and important goals for growth and success. If you, too, are seeking an enriching academic experience that will help you achieve your dreams, you'll know from your first step onto campus that SCC is the right choice for college success. Whether you seek the general education of a transfer pathway, or specialized instruction toward a high-demand career, a Maricopa Certificate of Completion or Associate degree is well respected and accepted by universities and employers throughout Arizona and beyond.

At SCC our goal is to make a difference every day in the lives of our students. Let's make a difference in yours!

Respectfully,

Chris Haines, M.Ed.  
Interim President

Scottsdale Community College is accredited by:  
The Higher Learning Commission (HLC) and is a member of the North Central Association.  
Phone: 312.263.0456 • [www.ncahlc.org](http://www.ncahlc.org)



# SCOTTSDALE COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

## VISION:

Scottsdale Community College will be a premier educational and cultural center that serves the needs of its diverse communities by providing innovative and creative opportunities to learn, grow, and achieve.

## MISSION:

Scottsdale Community College improves the quality of life in our communities by providing challenging, supportive, and distinctive learning experiences. We are committed to offering high-quality, collaborative, affordable, and accessible opportunities that enable learners to achieve lifelong educational, professional, and personal goals.

## SCC fulfills this mission by:

- Delivering rigorous and relevant instruction
- Providing outstanding support to students, faculty, and staff
- Encouraging an open and dynamic exchange of learning among the college, tribal nations, and local and world communities
- Promoting civic responsibility, sustainability, and global engagement
- Fostering personal growth and connectedness

## VALUES:

### ***Excellence***

We value excellence in all areas because it optimizes the ability to compete and achieve distinction academically, professionally, and personally. By setting high standards, SCC maximizes effectiveness and improves the quality of life for all. We honor our communities by expecting and recognizing exemplary performance.

### ***Learning***

We value learning because it broadens our experience and promotes lifelong growth and success. We are committed to providing opportunities for students, employees, and members of our communities to learn and to develop personally and professionally.

### ***Integrity***

We value integrity because it leads to a culture of respect and trust, resulting in a supportive environment in which people can thrive. SCC strives for integrity through decision making which is ethical, data informed, fiscally sound, and strategic. We uphold academic freedom. We expect personal responsibility and accountability from all individuals.

### ***Innovation***

We value a culture of innovation because we must anticipate and address the evolving needs of our communities. By encouraging and supporting appropriate risk taking and creative problem solving, we meet these needs and solidify our reputation as a premier community college.

### ***Inclusiveness***

We value inclusiveness because we all benefit by embracing a diversity of voices, viewpoints, and experiences. SCC cultivates success when individuals from a wide variety of backgrounds are respected and empowered to contribute.

### ***Connectedness***

We value connectedness because it creates a sense of belonging and establishes a community of learners. Through effective communication and collaboration among students, faculty, staff, and community members, we build a collective identity as well as the mutual understanding and respect necessary to achieve our mission.



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**SCC PHONE NUMBERS**

Phone Numbers Use Area Code 480.

**Academic and Career Advisement..... 423-6539**  
 Accounting/Statistics Learning Center .....425-6717  
 ACE Program (Achieving A College Education).....423-6450  
**Admissions, Registration and Records..... 423-6100**  
 Alumni/Development .....423-6380  
 American Indian Program.....423-6531  
 Assessment/Testing.....423-6433  
 Bookstore.....423-6554  
**Bursar/Cashier’s Office (see Student Business Services)**  
 Campus Tours .....423-6450  
 Center for Civic & Global Engagement.....423-6590  
 Copy Center .....423-6645  
 Counseling .....423-6524  
 Culinary Arts Reservations.....423-6084  
 Disability Resources and Services.....423-6517  
 Dual Enrollment .....423-6450  
 Faculty Resource Center .....423-6490  
**Financial Aid Answer Center (toll-free 24/7)..... 1-855-622-2332**  
 First Aid (College Police Department).....423-6175  
 Fitness and Wellness Center .....423-6604  
 Honors Program .....423-6525  
 Information Desk (Operator).....423-6000  
 Institutional Advancement and Community Engagement...423-6380  
 Lost and Found (College Police Department).....423-6175  
 Marketing and Public Relations.....423-6380  
 Math Tutoring Center .....423-6145  
 Media Services .....423-6652  
 Natural Sciences Tutoring Center.....425-6726  
 Online Classes (ACC, BPC, CIS, MST, OAS classes only) .....423-6588  
 Outreach and Recruitment.....423-6450  
**Registration by Telephone..... 423-6100**  
 Service Desk (Technology HelpDesk).....423-6274  
 Service-learning & Leadership .....423-6545  
 Social/Behavioral Sciences Learning Center (SBLC).....423-6223  
**Student Business Services (formerly Bursar/Cashier) .... 423-6148**  
 Student TechCenter (Computer Lab).....423-6261  
 Testing Center .....423-6433  
 Veterans Services.....423-6562  
 Welcome Center.....423-6700  
 Writing Center (Tutoring Assistance).....423-6416

**THE MARICOPA  
 COMMUNITY  
 COLLEGES**

Chandler-Gilbert Community College ..... (480) 732-7000  
 2626 East Pecos Road, Chandler, AZ 85225  
[www.cgc.maricopa.edu](http://www.cgc.maricopa.edu)

Estrella Mountain Community College..... (623) 935-8000  
 3000 North Dysart Road, Avondale, AZ 85392  
[www.estrellamountain.edu](http://www.estrellamountain.edu)

GateWay Community College..... (602) 286-8000  
 108 North 40th Street, Phoenix, AZ 85034  
[www.gatewaycc.edu](http://www.gatewaycc.edu)

Glendale Community College..... (623) 845-3000  
 6000 West Olive Avenue, Glendale, AZ 85302  
[www.gccaz.edu](http://www.gccaz.edu)

Mesa Community College..... (480) 461-7000  
 1833 West Southern Avenue, Mesa, AZ 85202  
[www.mesacc.edu](http://www.mesacc.edu)

Paradise Valley Community College ..... (602) 787-6500  
 18401 North 32nd Street, Phoenix, AZ 85032  
[www.paradis valley.edu](http://www.paradis valley.edu)

Phoenix College..... (602) 285-7500  
 1202 West Thomas Road, Phoenix, AZ 85013  
[www.phoenixcollege.edu](http://www.phoenixcollege.edu)

Rio Salado College ..... (480) 517-8000  
 2323 West 14th Street, Tempe, AZ 85281  
[www.riosalado.edu](http://www.riosalado.edu)

Scottsdale Community College ..... (480) 423-6000  
 9000 East Chaparral Road, Scottsdale, AZ 85256-2626  
[www.scottsdalecc.edu](http://www.scottsdalecc.edu)

South Mountain Community College ..... (602) 243-8000  
 7050 South 24th Street, Phoenix, AZ 85042  
[www.southmountaincc.edu](http://www.southmountaincc.edu)

Maricopa Community Colleges ..... (480) 731-8000  
 District Office  
 2411 West 14th Street, Tempe, AZ 85281  
[www.maricopa.edu](http://www.maricopa.edu)

*The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements, and regulations published in this catalog.*

**REGISTRATION** — Consult the Online Class Schedule or [www.scottsdalecc.edu](http://www.scottsdalecc.edu) for registration and drop/add information.

### Summer Semester - 2019

Classes Begin .....	Tuesday .....	May 28
Schedule Adjustments .....	Tuesday–Wednesday .....	May 28–May 29
Observance of Independence Day ( <i>campus closed</i> ) .....	Thursday .....	July 4
Summer Semester Ends .....	Thursday .....	August 1

### Fall Semester - 2019

Classes Begin .....	Saturday .....	August 17
Observance of Labor Day ( <i>campus closed</i> ) .....	Monday .....	September 2
Spring 2020 Priority Registration for Currently Enrolled Students .....	Monday .....	September 30
Last Day to File Application for December 2019 Graduation .....	Friday .....	October 4
Spring 2020 Open Registration Begins .....	Monday .....	October 7
Last Day for Student Withdrawal <b>without</b> Instructor's Signature .....	+	
Observance of Veterans' Day ( <i>campus closed</i> ) .....	Monday .....	November 11
Thanksgiving Holiday Recess ( <i>campus closed</i> ) .....	Thursday–Sunday .....	Nov. 28–Dec. 1
Last Day Student Initiated Withdrawal Accepted .....	++	
Last Day of Classes .....	Sunday .....	December 8
*Final Exams .....	Monday–Thursday .....	December 9–12
Mid-Year Recess Begins for Students .....	Friday .....	December 13
Fall Semester Ends .....	Friday .....	December 13
Mid-Year Recess ( <i>campus closed</i> ) .....		December 25 through January 1

### Spring Semester - 2020

Classes Begin .....	Saturday .....	January 11
Observance of Martin Luther King, Jr. Holiday ( <i>campus closed</i> ) .....	Monday .....	January 20
Observance of Presidents' Day ( <i>campus closed</i> ) .....	Monday .....	February 17
Last Day to File Application for May 2020 Graduation .....	Friday .....	February 28
Summer/Fall 2020 Priority Registration for Currently Enrolled Students .....	Monday .....	March 2
Last Day for Student Withdrawal <b>without</b> Instructor's Signature .....	+	
Spring Break ( <i>campus closed March 12–13</i> ) .....	Monday–Sunday .....	March 9–15
Summer/Fall 2020 Open Registration Begins .....	Monday .....	March 16
Last Day Student Initiated Withdrawal Accepted .....	++	
Last Day of Classes .....	Sunday .....	May 3
*Final Exams .....	Monday–Thursday .....	May 4–7
Commencement .....	Friday .....	May 8
Spring Semester Ends .....	Friday .....	May 8
Observance of Memorial Day .....	Monday .....	May 25

### Summer Semester - 2020

Classes Begin .....	Tuesday .....	May 26
Schedule Adjustments .....	Tuesday–Wednesday .....	May 26–27
Observance of Independence Day ( <i>campus closed</i> ) .....	Thursday .....	July 2
Summer Semester Ends .....	Thursday .....	July 30

- \*Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting.  
 +See your student schedule in [my.maricopa.edu](http://my.maricopa.edu) for the Last Day to Withdraw without an Instructor Signature for each class in which you are enrolled.  
 ++ Refer to the Important Deadlines for Students section in this publication to determine the last day for student initiated withdrawal.

**Applied Sciences****CHAIR: Myron Brower/480.423.6229**

AJS	Administration of Justice Studies
ARC	Architectural Technology
EQS	Equine Science
FOR	Forensic Science
INT	Interior Design
TCJ	Tribal Court Justice Studies

**Business and Computer Information Systems****CHAIR: Susan Peterson/480.423.6289**

ACC	Accounting
BPC	Business-Personal Computers
CIS	Computer Information Systems
EPS	Entrepreneurial Studies
GBS	Business
IBS	International Business
MGT	Management
MKT	Marketing
MST	Microsoft Networking Technology
REA	Real Estate
SBS	Small Business Management
SBU	Society and Business

**Counseling****CHAIR: Ramona Santiesteban/480.423.6537**

CPD	Counseling and Personal Development
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**English, World Languages & Journalism****CHAIR: Susan Moore/480.423.6426**

CRE	Critical Reading	<i>World Languages:</i>
CRW	Creative Writing	FRE French
ENG	English	ITA Italian
ENH	English Humanities	SLG Sign Language
ESL	English as a Second Language	SPA Spanish
HON	Honors	
JRN	Journalism	
MCO	Mass Communication	
RDG	Reading	

**Fine Arts****CHAIR: Lucas Messer/480.423.6230**

ARH	Art Humanities
ART	Art (Computer, Photographic, Visual)
COM	Communication Arts
HUM	Humanities
LDR	Leadership
MHL	Music: History and Literature
MTC	Music: Theory and Composition
MUC	Music: Commercial and Business
MUP	Music: Performance and Private Instruction
TCM	Motion Picture/Television Production
THE	Theatre Arts
THF	Theatre and Film
THP	Theatre Performance and Production

**Health, Physical Education, Recreation & Dance****CHAIR: Amy Goff/480.423.6685**

DAH	Dance Humanities	SSH & SUS Sustainability
DAN	Dance	
EXS	Exercise Science	
FON	Food and Nutrition	
HES	Health Science	
PED	Physical Education	
REC	Recreation	
WED	Wellness Education	

**Health Sciences/Nursing****CHAIR: Karen Hobbs/480.423.6288**

HCC	Health Core Curriculum
HCR	Health Care Related
NCE	Nursing: Continuing Education
NUR	Nursing Science

**Hospitality, Tourism, and Culinary Arts****CHAIR: Gary Ward/480.423.6269**

CUL	Culinary Arts
HRM	Hospitality & Tourism Management

**Library Science****CHAIR: Kristine Cwengros/480.425.6641**

IFS	Information Studies
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**Mathematics****CHAIR: Donna Slaughter/480.423.6123**

CSC	Computer Science
ECE	Engineering Science
EEE	Electrical Engineering
MAT	Mathematics

**Natural Sciences****CHAIR: Merry Wilson/480.423.6392**

AST	Astronomy
BIO	Biology
CHM	Chemistry
GLG	Geology
PHY	Physics

**Social and Behavioral Sciences****CHAIR: Paul Weser/480.423.6210**

AIS	American Indian Studies
ASB	Cultural Anthropology
ASM	Anthropology
ECH	Early Childhood Development
ECN	Economics
EDU	Education
EPD	Education Professional Development
GCU	Geography, Cultural
GPH	Geography, Physical
HIS	History
PHI	Philosophy
POS	Political Science
PSY	Psychology
REL	Religious Studies
SOC	Sociology



# LEARN. GROW. ACHIEVE.



Take a five-minute virtual tour of Scottsdale Community College.  
Click on the picture to begin your tour.





**ANY  
TIME  
PLACE  
DEVICE**

## OVER 200 Applications Available online!

SCC has an exciting new way to access hundreds of software applications...  
*both on and off campus!*

Using Citrix technology, faculty, staff and students can access programs via an Internet connection using your campus network login information.

You also have convenient access to your "home" drive, which is your personal & private network storage area for your files.

Imagine using SketchUp® while you're in a coffee shop using your iPad® or laptop.

**Work anywhere, free yourself!**

[myscc.scottsdalecc.edu](http://myscc.scottsdalecc.edu)



# COURSES & DEGREES

Scottsdale Community College has more than 1,500 courses and programs designed to help you earn an associate degree, certificate, or provide a strong foundation for university transfer.



## THE ASSOCIATE IN ARTS, BUSINESS, ELEMENTARY EDUCATION, FINE ARTS, SCIENCE & TRANSFER (AA, ABUS, AAE, AAFA, AS)

SCC offers several degrees in these categories. If you complete a transfer degree, you will be guaranteed to enter an Arizona university with Junior (3rd year) status.

## THE ASSOCIATE IN GENERAL STUDIES (AGS)

A degree for students whose educational goals require flexibility. Any elective course numbered 100 and above qualifies for the AGS.

## THE ASSOCIATE IN APPLIED SCIENCE (AAS)

A degree for students who wish to attain a depth of technical expertise by completing an occupational program. For transfer information visit [www.scottsdalecc.edu/admissions/advisement/university-transfer-tutorial](http://www.scottsdalecc.edu/admissions/advisement/university-transfer-tutorial)

## THE ARIZONA GENERAL EDUCATION CURRICULUM CERTIFICATE (AGEC)

A choice of three 35-36 credit "blocks" that meet all lower-division university general education requirements.

## CERTIFICATE OF COMPLETION (CCL)

Certificate coursework provides the specific skills necessary for success in a chosen occupation. Fewer credits are required than degree programs.

## ACADEMIC CERTIFICATE (AC)

A certificate for students who wish to gain additional expertise in an academic area.

### • Classes • Certificates • Associate Degrees

#### APPLIED SCIENCES

- Administration of Justice Studies ○ ● ●
- Architectural Technology ○ ● ●
- Corrections ○ ●
- Crime Scene Investigation ○ ●
- Equine Science ○ ● ●
- Fingerprint Identification and Photography ○ ●
- Forensic Science ○ ● ●
- Interior Design ○ ● ●
- Law Enforcement ○ ●
- Legal Studies ○ ●
- Tribal Court Justice Studies ○ ●
- Victimology ○ ●

### • Classes • Certificates • Associate Degrees

#### BUSINESS & INFORMATION SYSTEMS

- Accounting ○
- Bookkeeping ○ ●
- Business Administration Fastrack ○ ● ●
- Business-Personal Computers ○ ● ●
- Computer Hardware & Network Support ○ ●
- Computer Info Systems Technologies ○ ● ●
- Data Analytics ○ ●
- Database Development ○ ●
- General Business ○ ● ●
- Entrepreneurial Studies ○ ●
- International Business ○
- iOS Application Development ○ ●
- Linux Professional ○ ●
- Management ○ ●
- Marketing ○ ●
- Network Administration ○ ● ●
- Organizational Management ○ ● ●
- Programming and Systems Analysis ○ ● ●
- Real Estate ○
- Retail Management ○ ● ●
- Small Business Management ○ ●
- Social Media Marketing ○ ●
- Society and Business ○
- Web Design/Development ○ ● ●

### • Classes • Certificates • Associate Degrees

#### COUNSELING

- Counseling and Personal Development ○

#### ENGLISH, WORLD LANGUAGES AND JOURNALISM

- Creative Writing ○ ●
- Critical Reading ○
- English ○
- English as a Second Language ○
- Honors ○
- Humanities (English) ○
- Journalism ○ ●
- Mass Communication ○
- Reading ○
- World Languages
- American Sign Language ○
- French ○
- Italian ○
- Spanish ○

# UNDECIDED ABOUT YOUR MAJOR?

The Academic and Career Advisement Center can help you discover your interests and strengths, setting you on a challenging and rewarding educational path.

<https://www.scottsdalecc.edu/students/advisement>

Complete list of Degrees & Certificates: [www.scottsdalecc.edu](http://www.scottsdalecc.edu)



• Classes • Certificates • Associate Degrees

### FINE ARTS

- Art (Computer, Photographic, Visual) ○ • ●
- Art Humanities ○
- Audio Production Technologies ○ • ●
- Communication Arts ○
- Disc Jockey Techniques, Electronic Music ○ • ●
- Graphic Design: Visual Communication ○ • ●
- Humanities ○
- Motion Picture/Television Production (Tracks: Film and Television Production, Editing, Screenwriting) ○ • ●
- Music (Commercial and Business, History and Literature, Performance, Private Instruction, Theory & Composition) ○
- Music Business ○ • ●
- Theatre Arts/Technical Theatre ○ • ●
- Theatre Performance and Production ○ •

### HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

- Dance ○ • ●
- Dance Humanities ○
- Dance Performance and Technology ○ • ●
- Exercise Science and Personal Training ○ • ●
- Health Science ○
- Nutrition ○ •
- Physical Education ○
- Recreation Management ○ • ●
- Sustainability ○
- Wellness Education ○
- Yoga Instruction ○ •
- Yoga Therapy ○ •

• Classes • Certificates • Associate Degrees

### HEALTH SCIENCES

- Health Care Related ○
- Health Core Curriculum ○
- Nursing (Continuing Education, Nursing Science) ○ • ●
- Practical Nursing ○ •

### HOSPITALITY/TOURISM AND CULINARY ARTS

- Commercial Bakery and Pastry Arts ○ •
- Culinary Arts ○ • ●
- Culinary Fundamentals ○ •
- Hospitality: Golf Management ○ • ●
- Hospitality: Hotel Management ○ • ●
- Hospitality: Meeting and Event Management ○ •
- Hospitality: Restaurant Management ○ • ●
- Hospitality: Spa and Wellness Center Management ○ • ●
- Hospitality: Tourism Development and Management ○ • ●

### LIBRARY SCIENCE

- Information Studies ○

• Classes • Certificates • Associate Degrees

### MATHEMATICS

- Computer Science ○
- Electrical Engineering ○
- Engineering Science ○
- Mathematics ○

### NATURAL SCIENCES

- Astronomy ○
- Biology ○
- Chemistry ○
- Geology ○
- Physics ○

### SOCIAL AND BEHAVIORAL SCIENCES

- American Indian Studies ○
- Anthropology ○
- Early Childhood Development ○
- Economics ○
- Education ○
- Education Professional Development ○
- Geography (Cultural, Physical) ○
- History ○
- Philosophy ○
- Political Science ○
- Psychology ○
- Religious Studies ○
- Sociology ○
- Tribal Development ○ • ●



# HOW TO USE YOUR CATALOG

## THIS CATALOG WAS DEVELOPED FOR YOU.

It includes important information to help you plan for college. The catalog includes information about courses, resources and services, program descriptions, degree requirements and college policies and procedures.

## THE FOCUS OF THIS CATALOG IS ON YOUR SUCCESS.

It provides you with the information to be a successful student. It is your responsibility to review the information and use your catalog.

We recommend that you use your catalog in the following ways.

### Learn about Courses and Degree Requirements

- Prior to selecting your courses, review the Academic Calendar, Graduation Requirements and SCC programs and make certain you have the time to meet the course requirements.
- Knowing what a course is about and how it fits into your program or academic goals is one of the main requirements for proper course selection.
  - Instructions on how to access course information online are located on page 123.
  - If you are working to complete an Associate's Degree, you will need to become familiar with the General Education Degree Requirements. Degree information begins on page 25. Degree checksheets to help you keep track of your progress are available in the Advisement Center and on SCC's website at <https://www.scottsdalecc.edu/programs>.

### Learn Where and How to Get Things Done

- The catalog will help you locate resources and assist you in becoming familiar with college policies and procedures. Information is available about resources which can help you, such as Academic Advisement, Admissions and Records, Counseling, Special Services, Financial Aid, and the Library. MCCCDC Policies and Procedures begin on page 124, and Student Services and Support information on page 13.
- Use your catalog to explore educational and career options available to you. The Counseling faculty are here to help you learn more about your interests, skills, values and personal goals in order to identify a satisfying career.

Be sure to keep your address, telephone number, email address, and Academic Plan current in your MyMaricopa account.

# STUDENT SERVICES

## Academic and Career Advisement

480.423.6539

<https://www.scottsdalecc.edu/students/advisement>

The mission of the Academic and Career Advisement is to assist students in the creation of education plans to achieve their academic, career and life goals. We promote a proactive approach that engages students in their development and success.

The Advisement Center provides academic information and advisement for all students. Assistance is available to aid the student in defining academic goals, choosing an educational program, selecting appropriate courses, learning about majors and degrees, exploring career possibilities, graduation, transferring to other colleges, and job search assistance.

Advising offers students an opportunity to meet one-on-one with a concerned faculty or staff member to make decisions about college and to receive referrals to a wide variety of campus resources.

Students are strongly encouraged to seek advisement prior to registering for each semester. To prepare for advisement, students should gather their transcripts, placement test scores and any other information that might be relevant to their educational planning.

Academic and Career Advisement is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

## Admissions, Registration & Records

480.423.6100

<https://www.scottsdalecc.edu/students/admissions>

The SCC Admissions, Registration & Records Office is located in the Student Services Building. This office provides information and services concerning the following:

- Athletic Eligibility
- Class Schedules/Catalogs
- Grades/Grade Corrections
- Graduation
- Name/Address Change
- Registration
- Residency
- Schedule Changes
- Student Records
- Transcripts
- Verification Letters
- Withdrawal

**Photo ID is required for all transactions.**

See **My.maricopa.edu Online Student Center**, page 17, information on how to access many of these services.

The Admissions, Registration & Records Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

## American Indian Program

480.423.6531

<https://www.scottsdalecc.edu/academics/american-indian-program>

The American Indian Program Office provides assistance to American Indian students enrolled at Scottsdale Community College through three program components which include Support Services, Curriculum Development and Indian Community Outreach.

Students can obtain special services such as college counseling, academic advisement, financial aid advisement and general assistance through the Support Services component. The Curriculum component provides the American Indian Program and Instructional Divisions the opportunity to develop transferable courses in American Indian Studies, Tribal Development and programs responsive to tribal education needs. The American Indian Program Office also provides academic outreach services to surrounding Indian communities and coordinates activities and events for the Junior ACE program. The American Indian Program sponsors the Sun Earth Alliance Indian Club and the American Indian Honor Society.

The American Indian Program Office is located in the Indigenous Cultural Center, ICC203, and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Wednesday from 7:30 a.m. to 6:00 p.m.; Thursday from 9:00 a.m. to 6:00 p.m.; closed on Friday.**

## Bookstore/Follett

480.423.6554

<http://www.scottsdaleccshop.com>

Textbooks can be rented or purchased online. Bookstore hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m.; Friday from 8:00 a.m. to 2:00 p.m. Summer hours are Monday through Thursday from 9:00 a.m. to 5:00 p.m.; closed on Friday. Also see Bookstore Policies, page 23.

## Campus Tours

480.423.6450

<https://www.scottsdalecc.edu/students/visit-scc>

Scottsdale Community College offers student-guided walking tours of campus for prospective students. Each campus tour includes a tour of the academic buildings and student service offices. Tours last approximately 75 minutes.

Campus tours are scheduled by appointment through the Outreach and Recruitment office. Walk-in tours are not available. We are happy to accommodate larger group tours at an alternate time. To view the tour calendar and schedule an appointment, submit a Campus Tour Request online at: [www.scottsdalecc.edu/students/visit-scc](http://www.scottsdalecc.edu/students/visit-scc).

A Self-Guided Tour packet is available at the Welcome Center (SC 118) for prospective students and their guests who are unable to schedule a Guided Campus Tour.

Contact Brenna Stein in Outreach and Recruitment if you have any questions regarding campus tours:

Call 480-423-6450, or [outreach@scottsdalecc.edu](mailto:outreach@scottsdalecc.edu).

## Center for Civic & Global Engagement

480.423.6590

<https://www.scottsdalecc.edu/students/civic-global-engagement>

The Center for Civic & Global Engagement (CCGE) creates meaningful programs on campus to help SCC's students become civically-engaged and globally-aware citizens of the world.

CCGE oversees Council of Student Leaders, the formation of student clubs and organizations, voter registration, student IDs, transit passes and student accident insurance. The programs and special events for this year can be found on the website listed above.

**STUDENT IDs:** Student ID cards are available to students who have registered for a current or future course at SCC. Come by CCGE with a picture ID and your Student ID Number for a FREE ID card. Information is available on discounts available locally to SCC students with ID cards. Note that while your first ID card is FREE, replacement cards are \$5. Please pay at the Student Business Services (formerly Cashier's) Office and then bring your receipt to CCGE to obtain your replacement card.

## Clubs/Organizations for Students

480.423.6590

<https://www.scottsdalecc.edu/students/clubs>

Participation in various clubs and organizations on campus provides students an opportunity to acquire leadership, planning and social skills that are important for successful living.

The Center for Civic & Global Engagement maintains a list of active clubs and organizations. Or, you can stop by to find out how to start an organization of your very own!

### SCC Clubs/Organizations

Artie's Community for Service (ACeS)	SCC Christian Student Club
Artists Creating Theatre (ACT)	SCC Film Club
Collegiate DECA @ SCC	SCC Fitness & Nutrition Club
Council of Student Leaders	SCC Outdoor Adventure Club
Creative Connect SCC	SCC Robotics Club
Geology of Earth & Ocean Science Club (GEOS)	SCC Student Nurses' Assoc.
Hospitality & Tourism Club	SCC Veterans Association
Latino Student Association	Sexuality & Gender Alliance (SAGA)
Male Empowerment Network (M.E.N.)	Sonoran Desert Club
Music Industry Club	Sun Earth Alliance Indian Club
Phi Theta Kappa	Triple Threat: The Musical Theatre Club @ SCC
SCC ASID (Interior Design)	Turning Point USA @ SCC
SCC Chess Club	Women Rising

## Council of Student Leaders

480.423.6590

[clubs.scottsdalecc.edu/csl](http://clubs.scottsdalecc.edu/csl)

The Council of Student Leaders exists to preserve student rights, serve student needs, provide funding for student activities, and to serve as the official voice of the student body. It includes eight executive officers, 10 students-at-large and numerous club representatives. Recruitment occurs at the end of the Spring term and the start of the Fall term; interested students should stop by the Center for Civic & Global Engagement, SC-185, to pick up an application, or call (480) 423-6590.

As a student member of the Council, students learn valuable leadership skills, plan special projects, and serve as a representative of and to the SCC campus. They meet new people and gain new experiences. They work on committees and volunteer in our community. They not only change the lives of others but also their own. Most importantly, they do all this and more, and HAVE FUN doing it!

## Counseling Services

480.423.6524

<https://www.scottsdalecc.edu/students/counseling/counseling-and-support>

The mission of Counseling Services is to support learning and retention by assisting students with identifying and achieving their diverse personal, educational, and



career goals. Our mission is achieved through individual counseling, instruction, and crisis intervention, in addition to consultation and training for faculty and staff. Counseling Services is located in the Student Center (SC) 108, and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 4:00 p.m. **Summer hours are Monday through Thursday from 9:00 a.m. to 5:00 p.m. and closed on Friday.** Services provided by the counseling faculty include:

### Educational Counseling

Assist students by providing support and guidance in areas such as: balancing life, work and school demands; study strategies; coping with test and math anxiety; and setting meaningful educational and career goals.

### Personal Counseling

Involves meeting with students from diverse backgrounds on a wide range of personal issues that affect student success.

### Career Counseling

Assist students to explore their values, interests, skills, strengths and personality, in the development of the career decision-making process.

### Assessment

Provide assessment inventories and interpretation to assist students with self-discovery and career exploration.

### Referral

Provide information and referral to campus resources or outside agencies for assistance with personal concerns that may require long-term counseling or psychotherapy treatment options.

### Consultation & Training

Counselors strive to promote student success and foster a positive learning environment by providing consultation and training for SCC faculty and staff.

### Classroom Instruction

Each semester Counseling Faculty teach courses in personal, educational, and career development. They range from personal awareness to skill development. These one, two, and three credit courses are offered both day and evening.

## Culinary Arts Dining Rooms

480.423.6284

<https://www.scottsdalecc.edu/programs/culinary-arts>

The Culinary Arts Department operates student-run dining facilities for both lunch and dinner during the fall and spring semesters. Located in the Applied Sciences Building on the northeast area of campus, the Artichoke Grill features an *à la carte* luncheon menu Wednesday through Friday from 11:30 a.m. to 1:00 p.m. with prices ranging from \$3.50 to \$7.95. The Desert Oasis is open Wednesday through Friday from 6:00 p.m. to 7:30 p.m. and serves a complete four-course menu ranging from \$26-\$30 plus beverage and tax.

Our menus, which change weekly, feature American Regional culinary creations. Menus for each week are available at:

[www.artichokegrill.com](http://www.artichokegrill.com)

Both The Artichoke Grill and The Desert Oasis are available for individual dining as well as private group functions. Reservations are recommended and can be made by calling the phone number listed above or go to Open Table at:

[www.opentable.com/the-desert-oasis-the-artichoke-grill-reservations-scottsdale](http://www.opentable.com/the-desert-oasis-the-artichoke-grill-reservations-scottsdale)

## Disability Resources and Services

480.423-6517

<https://www.scottsdalecc.edu/students/disability-services>

Disability Resources and Services (DRS) provides information and services to students with any documented disability, who are attending classes at Scottsdale Community College. Disability Resources and Services strives to empower students, foster independence, and promote achievement of realistic career and educational goals.

Students who wish to receive academic accommodations are required to contact the DRS office and follow an intake eligibility process prior to receiving accommodations. Appropriate documentation must be presented to DRS verifying the existence of a disability as defined under Section 504 of the Federal Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990; and establishing a clear connection between the accommodations being requested and the effects of the disability. The DRS office, along with the campus community, will assist students to discover, develop, and demonstrate their full potential and abilities.

DRS is located in the Student Center Building, Room 125. Call (Voice) 480-423-6517 for more information. Office hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

## Facility Scheduling Services

480.423.6506

<https://www.scottsdalecc.edu/facility-rental>

Facility Scheduling Services is responsible for coordinating the use of non-academic campus facilities, such as public conference rooms and outdoor spaces. Any individual or organization wishing to hold events on the SCC campus may begin by submitting a Reservation Request available at:

[www.weba.scottsdalecc.edu/forms/facility/extevent.aspx](http://www.weba.scottsdalecc.edu/forms/facility/extevent.aspx)

All requests must be received no later than twenty (20) business days prior to the event.

Any student club wishing to schedule a meeting, event or fundraiser on the SCC campus should first consult with the Club Advisor, who can then submit an online Facility Reservation Request using the 25Live Scheduling System available at:-

<https://www.scottsdalecc.edu/employees> > 25Live Event & Vehicle Scheduling

Events that raise money for a specific cause must also meet the college's requirements for fundraising (see "Fundraising Policy," page 24).

Additional information regarding scheduling and use of college facilities is available at:

<https://www.scottsdalecc.edu/facility-rental>

View the Campus Events Calendar at:

<https://www.scottsdalecc.edu/calendars>

## Financial Aid

MCCCD Answer Center 1-855-622-2332  
(toll-free day or night)

<https://www.scottsdalecc.edu/students/financial-aid>

The student financial aid program is designed to provide assistance to students from federal, state, institutional, and private funding sources. The program also provides information about sources of funding and application procedures to assist students and their families in meeting college expenses.

Student financial aid may be provided in the form of grants, scholarships, employment, and loans. The Financial Aid Office can provide complete scholarship and financial aid information, or information can be accessed online (see link above).

Financial aid applications are required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and Summer Sessions.

Applications are available online (see link above).

The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

## Food Services

480.423.6240

Scottsdale Community College contracts with Chartwells to provide food services on the campus. The SCC Cafeteria is located on the north side of the Student Center Building.

Fall and Spring semesters, the Cafeteria is open from

7:00 a.m. - 7:00 p.m. Monday through Thursday, and 7:00 a.m. - 1:00 p.m. on Friday. The Cafeteria is open 8:00 a.m. - 1:00 p.m. Monday through Thursday in the Summer and closed on Friday.

## Vending Machines

Vending machines are available throughout the campus to provide soft drinks, snacks, sandwiches, salads, and candy. If money is lost in any of the machines, contact the Food Service Manager in the cafeteria.

## Honors Program

Honors Program 480.423.6525

<https://www.scottsdalecc.edu/academics/honors-program>

SCC Honors offers motivated students a pathway to enhance their competitive advantage for future academic and professional goals. Through rigorous curriculum and quality co-curricular activities, SCC Honors promotes academic excellence and offers several scholarship opportunities. The program is for students who enjoy intellectual challenges and desire to become critical thinkers, effective communicators, and strong leaders.

Students are challenged to:

- participate in shared learning;
- discuss ideas rationally and logically;
- express thoughts clearly; and
- relate national and international issues with those being discussed in class.

Information about Honors classes and the Honors Program application can be found online at [www.scottsdalecc.edu/academics/honors-program](http://www.scottsdalecc.edu/academics/honors-program).

Email [honors@scottsdalecc.edu](mailto:honors@scottsdalecc.edu) for office hours or consult with an academic advisor in Academic and Career Advisement (480) 423-6539.

## Housing

480.423.6590

<https://www.scottsdalecc.edu/students/civic-global-engagement>

Scottsdale Community College has no residence halls. Out-of-town students will need to make their own arrangements for housing in one of the nearby cities where ample rental units are available. Questions regarding housing may be directed to the Center for Civic & Global Engagement.

## Information Desk

480.423.6000

The Scottsdale Community College operator transfers calls campuswide to faculty and staff.

## Intercollegiate Athletics

480.423.6285

[www.gochokes.com](http://www.gochokes.com)

Scottsdale Community College is a member of the National Junior College Athletic Association and has men's and women's intercollegiate sports teams. Men may participate in basketball, golf, baseball, and soccer. SCC men's teams have competed in national tournaments in baseball, basketball, and golf. Women may participate in basketball, golf, soccer, softball, and volleyball. SCC women's teams have competed nationally in basketball, golf, soccer, and volleyball.

If you have an interest in participating in intercollegiate athletics, please go to [www.gochokes.com](http://www.gochokes.com), where you can find the appropriate coach to contact on the staff directory.

## Library Services

480.423.6651

<http://library.scottsdalecc.edu/index>

The SCC Library is the focal point for information services on the SCC campus. The collection includes books, periodicals, reference works, online databases, and DVDs to support campus instruction. The Library strives to facilitate quality library instruction and service focusing on student success, information literacy, and teaching and learning excellence.

The SCC Library's web site provides access to several resources, including the online catalog which contains the holdings of the Maricopa Community College Libraries. There is a large selection of proprietary databases of magazine and journals, and newspaper articles. Students may access all library databases from off-campus. Research assistance is available in person or by 24/7 chat through our webpage at <http://library.scottsdalecc.edu>

To check-out library materials, you must show a photo ID with a current address; or students may use an SCC student ID or a Fitness Center ID. The loan period for most materials is three weeks. Fines accrue for reserve materials and limited loan items.

Photocopiers are available. Study rooms can be reserved in advance.

Library hours are Monday through Thursday from 7:30 a.m. to 9:30 p.m.; Friday, 7:30 a.m. - 3:00 p.m.; and closed on weekend. Please note the Library may be closed on certain holidays. **Call or check the website for holiday, intersession and summer hours.**

## Mailboxes

480.423.6645

Faculty and support staff mailboxes are located in the copy center in the southwest corner of the library building

in Room LIB 482. Material to be mailed or distributed may be left with a copy center team member including intercampus mail, outgoing mail and district mail. Individual stamps for personal mail may also be purchased on a convenience basis. Call the copy and mail center during its hours of operation: 6:30 a.m. until 6:00 p.m., Mondays through Thursdays, and until 5:00 p.m. on Fridays. **Call or check the website for holiday, intersession and summer hours.**

## Media Services

480.423.6652

<https://www.scottsdalecc.edu/students/media-center>

SCC's Media Services assists faculty, staff and students with services to enhance teaching and learning including calculators for rent, duplication and video transfer services for DVD's, CD's, and VHS tapes as well as scanning from print, overhead transparencies and 35mm slides. Color prints and large format poster printing are also available. Media Services is located in the IT building on the east side of campus, Room 120. Call (480) 423-6652 for more information, or visit the website.

## My.maricopa.edu Online Student Center

At [My.maricopa.edu](http://my.maricopa.edu) students can do the following:

- Apply for admissions
- Register for courses
- Add/drop courses
- Check class schedule
- Check fee balance and pay fees
- Address verification/correction
- Request official transcripts
- View unofficial transcript
- Check holds
- View financial aid
- Check student grades
- Check course availability
- Track degree progress

**If you need assistance with the My.maricopa website, contact the 24-hour technical support hotline at 1-888-994-4433 or visit SCC's Welcome Center.** The Welcome Center is located in the Student Center Building (SC 118) and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m. (Welcome Center opens at 9:00 a.m. on Thursdays in May and June); closed on Friday.**



## mySCC Any • Time • Place • Device

<https://www.scottsdalecc.edu/students/myacc>

mySCC allows any SCC student to access PC-based applications from almost any computing device.

- Mac users? No problem!
- Linux users? No problem!
- Old computer? No problem!
- Dial-up connection? No problem!

mySCC extends SCC's computer labs beyond the limitations of the physical buildings. All students have equal access to applications, data, and network resources. Currently, there are over 200 different software applications available via mySCC.

Besides applications, students also have access to data files in both their home directory and shared folders.

Call SCC Service Desk at 480-423-6274 (Option 3) if you have questions.

## Psi Gamma Chapter of Phi Theta Kappa

480.423.6525

Psi Gamma is the Scottsdale Community College chapter of Phi Theta Kappa, the honor society for two-year colleges. Phi Theta Kappa offers an exhilarating and inspiring atmosphere for educational enhancement. Active membership stimulates personal growth, provokes the mind and sets a standard for the student's future. Every other year Phi Theta Kappa selects a new study topic and expects its members to participate in related activities and explore them in depth.

An invitation to join is extended to currently enrolled students who have accumulated at least 12 credit hours of 100 or above level classes and have attained a grade point average of 3.5 or higher.

The standards of Phi Theta Kappa are set forth in the four hallmarks: scholarship, leadership, service and fellowship. Psi Gamma is pleased that its efforts in the four hallmarks have resulted in recognition at various regional and international conventions as one of the top chapters in the country.

Psi Gamma is active on the campus, in the community, in the Arizona region and at the international levels. Activities include conducting meetings twice a month, participating in the Honors Forum, as well as community service projects, blood drives and bone marrow testing. Psi Gamma members attend regional camping trips, leadership and regional conventions, the Honors Institutes and International Convention. There is something interesting for everyone, but most rewarding is the friendship that will be developed with other students. Contact the Honors Office for more information.

## Service Desk

### SCC IT

480.423.6274 (Option 3)

<https://www.scottsdalecc.edu/students/scc-help-desk>

The SCC IT HelpDesk provides faculty, staff, and students, (both on and off campus) a primary point of contact within SCC for college-supported technology services and technical assistance. HelpDesk personnel can be reached by phone or e-mail at helpdesk.its@scottsdalecc.edu.

Walk-ins are also welcome in the Information Technology Building, Room IT100 and IT123. For more information, visit our website.

### Maricopa IT

1.888.994.4433

*(If using an SCC campus phone, dial 9 first to access outside line.)*

<https://my.maricopa.edu/>

Are you having trouble logging in or navigating your My.maricopa student center? Contact Maricopa's Help Desk by calling or submitting a help desk ticket. In order to better serve you, you will need to have the following ready: Your MEID (username), full name, phone number, e-mail address, campus, and description of the problem. Technical support is available 24 hours every day.

## Service-learning & Leadership

480.423.6545

<https://www.scottsdalecc.edu/students/service-learning-leadership>

The Service-learning & Leadership Office was created to help students take their learning to the next level by facilitating opportunities to connect classroom instruction to real-world experience through two main methods: (1) service-learning; and (2) leadership lessons. In each of these venues, students will work to develop as more engaged and aware citizens by addressing needs within our local and global communities.

## Student Accident Insurance

480.423.6590

<https://www.scottsdalecc.edu/students/insurance>

Each student is covered by a student accident insurance policy paid for by student activity fees. This policy provides for medical care and treatment in case of accident while on campus, while participating in athletic events, while riding in college vehicles en route to participate in intercollegiate competition, or while participating in any college-sponsored event, either on or off campus.

For information on student accident insurance plans, and/or student accident and sickness plans beyond the above-mentioned circumstances, please visit the website listed above or the Center for Civic & Global Engagement in SC185.

## Student Business Services

480.423.6148 Phone

480.423.6189 Fax

sbs@scottsdalecc.edu

<https://www.scottsdalecc.edu/sbs>

The Student Business Services (formerly Bursar/Cashier's) office provides students with a variety of payment options and can answer questions regarding payments, refunds, pay to print, financial aid disbursements, book advances, transcripts, and tuition/fee charges.

### The payment methods accepted include:

- Cash
- Check, Money Order, Cashier's Check - Made payable to SCC
- Visa, MasterCard, American Express, Discover Card
- Tuition Waivers
- Fee Waivers
- Third Party Authorizations
- Military Tuition Authorizations
- Student Payment Plan

### A picture ID is required for all transactions.

The Student Business Services office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

## Student Orientation Sessions (SOAR)

480.423.6700 (SCC Welcome Center)

<https://www.scottsdalecc.edu/students/admissions/soar>

SCC's Orientation is designed to prepare you for achieving your goals and to help you discover and learn about the many resources that SCC has to offer.

### Pre-Orientation

Our online pre-orientation introduces students, parents, and community to the programs we offer at SCC and how to become a student at SCC. Through a series of videos, we introduce you to our campus resources, explain academic

pathways, introduce financial aid options, and share a little about our campus life and engagement.

- Available to anyone, at any time, and at your own pace.
- Discover our campus resources.
- Learn about next steps to getting registered at SCC.

### Scottsdale Orientation, Advising and Registration (SOAR)

After you have completed the pre-orientation, you must attend SOAR to get advised and registered for classes if:

- You have never attended college.
- Have earned less than six college credits.
- Are a former early college student: ACE, Hoop of Learning, or Dual Enrollment.

**Note:** Students with prior college credit (except early college courses, or less than six college credits) do not need to attend SOAR, but must meet with an advisor. Be sure to bring unofficial transcripts of all completed college coursework.

### Artie's Fall Welcome

Artie's Fall Welcome is for all new students and those returning to SCC after a hiatus.

- Artie's Fall Welcome takes place right before each semester begins.
- Learn about the specifics of your program.
- Meet the faculty who teach in your program.

## Student TechCenter

480.423.6261

<https://www.scottsdalecc.edu/students/student-techcenter>

The Student TechCenter provides support for all currently enrolled students and has Windows 7, Windows XP and Apple computers, printers and scanners. Lab personnel are able to help with user accounts and passwords, accessing the SCC wireless network and mySCC, and general computer and application questions. Collaboration rooms can be reserved for group work. The lab is located in the Information Technology Building, Room IT100. The TechCenter is open Monday through Thursday from 7:00 a.m. to 8:00 p.m.; Friday and Saturday 8:00 a.m. to 4:00 p.m.; closed Sunday and during intersessions. Summer hours are Monday through Thursday 7:00 a.m. to 8:00 p.m.; closed Friday, Saturday and Sunday.

For more information, please call or visit the link above.

## Testing Center

480.423.6433

<https://www.scottsdalecc.edu/students/testing-center>

The Testing Center is an integral part of services provided to incoming and currently enrolled students at Scottsdale Community College. Students come to the Testing Center for course placement through high school GPA, ACT scores, GED scores, or placement testing (ACCUPLACER), as needed. In addition, we provide course placement for English as a Second Language students with the CELSA exam, and course makeup and accommodated exams. There is no charge for these tests. Students must bring valid school, state, or federal photo identification and their eight-digit Maricopa student ID number for testing services.

Placement tests are administered on a walk-in basis with test START times Monday through Thursday 8:00 am – 3:30 pm, and Friday 10:00 am – 2:30 pm. **Summer test times are Monday through Thursday 7:30 am – 3:30 pm (testing starts at 9:00 am on Thursday in May and June) – closed on Friday.** Results are provided after testing is completed.

Course make up and accommodated exams are available by appointment only at [www.scottsdalecc.edu/tcapp](http://www.scottsdalecc.edu/tcapp).

Other tests and services, such as the HESI A2 and proctored exams for other colleges are also available. Fees are applicable for these services; please contact the Testing Center for more information.

The Testing Center is located in the Student Center Building (SC 150) and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m.

**Summer office hours are Monday through Thursday 7:30 a.m. to 6:00 p.m. (testing starts at 9:00 a.m. on Thursday in May and June; closed on Friday.**

## Transit Service

Students and visitors requiring public transportation to the campus can call (480) 312-7250 for current information on arrival and departure times for the free Scottsdale Trolley. Information on trolley and bus service is also available at the following websites:

[www.scottsdaleaz.gov/trolley](http://www.scottsdaleaz.gov/trolley)

[www.valleymetro.org](http://www.valleymetro.org)

## Tutoring Services

<https://www.scottsdalecc.edu/students/tutoring>

### Accounting/Statistics Learning Center (BUS 112)

480.425.6717

<https://www.scottsdalecc.edu/students/tutoring/accounting-statistics>

The Accounting/Statistics Learning Center is located in the Business School (BUS) building, Room 112. Free tutoring services are available for students currently enrolled at SCC in the following courses:

- ACC111 Principles of Accounting I
- ACC112 Principles of Accounting II
- ACC211 Financial Accounting
- ACC212 Managerial Accounting
- GBS221 Business Statistics

**Proof of current enrollment is required.** The Center cannot accommodate students who are enrolled in other courses or who attend courses at other colleges.

The center's hours change periodically. For the most up-to-date hours, please visit our website.

### Math Tutor Center (CM 441A)

480.423.6145

Center hours vary by semester. For the most up-to-date hours, please visit our website at:

<https://www.scottsdalecc.edu/students/tutoring/math>

Services offered:

- Drop-in tutoring for math and physics in an open study lab with Math help always available; check tutor schedule for Physics
- Computers/software/printing
- Calculator assistance/programs/check out for hourly use in the center only
- Math DVD/video tutorials
- Text, solution manuals, and study guides available for use in the center only.

**Please Note:**

**SCC Student ID is required to check out resources for use in the Math Tutor Center.**

### Natural Sciences Center (NS 107)

480.425.6726

Center hours vary by semester. For the most up-to-date hours, please visit our website at:

<https://www.scottsdalecc.edu/students/tutoring/natural-science>



Services offered:

- Drop-in tutoring for Astronomy, Biology, Chemistry, Geology, and Physics; check tutor schedule for availability
- Computers/software/printing
- Biology and chemistry models
- Textbooks, solution manuals, and study guides available for use in the center.

**Please Note:**

**SCC Student ID is required to check out resources for use in the NS Tutor Center.**

**Social/Behavioral Sciences Learning Center (SBE 158)**

480-382-6239 (call/text) or

480.423.6223 (call/voice message)

<https://www.scottsdalecc.edu/students/tutoring/social-behavioral-science>

The primary focus of the Social/Behavioral Sciences Learning Center is to help students develop the skills to become independent, effective, and efficient learners. Tutoring is available for American Indian Studies, Anthropology, Climatology, Economics (Micro and Macro), Education, Geography (Physical and Cultural), Meteorology, Philosophy (Logic), Psychology, Religion, and Sociology.

These **services and resources** are free to all SCC students in a welcoming, supportive environment, which encourages student learning and success. See below for the link to our Tutoring Calendar:

- Individual and group tutoring, including online and phone tutoring for select classes
- Two reservable study rooms with laptops and 55" monitors
- Assistance with homework, labs, test preparation, essays, research papers, and APA documentation
- Guidance for computer-based assignments and tutorials (Canvas, NCSS/SPSS, WebAssign)
- 17 PC computers – updated and fast internet access with laser printer
- Makeup exams/quizzes for SB courses
- Secure lockers for personal items
- Textbooks and digital media available for most SB courses (use in the SBLC only)

**SBLC Hours of Operation & Tutoring Calendar**

<http://alturl.com/zxbt7>

**SBLC Tutor Request Form**

<http://alturl.com/y2ixw>

The SBLC is located off the center hall in the Social/Behavioral Science Building, Room SBE-158. Fall and spring semester hours are Monday through Thursday

from 8:00 a.m. to 8:00 p.m.; and 10:00 a.m. to 3:00 p.m. on Fridays. Please call/text/leave message to verify summer and intersession hours.

**Writing Center (LC 379)**

480.423.6416

<http://showcase.scottsdalecc.edu/writingcenter/>

The Writing Center's services are free to all currently enrolled SCC students and include the following:

**In-Person Tutoring**

- English, ESL, and Reading tutors to assist with all SCC writing assignments for any SCC class
- Communications tutors to assist with presentations and other COM assignments
- Foreign language tutors to help students develop grammar, pronunciation, and conversation skills
- Group conversation practice for ESL and foreign language students

**Online Assistance**

- One-to-one, real-time English tutoring
- Online review of writing assignments for any class
- Grammar, writing and citation guides

**Computer Lab**

- Computers, printers, and scanner available to all students
- Techs on-site to provide help with Canvas, My Maricopa, student e-mail, Turnitin, etc.
- Private rooms for recording video/audio assignments
- Independent and tutor-supported ACCUPLACER test preparation and skills review
- ESL and foreign language grammar and pronunciation drills

**Other Services**

- Reference materials for help with research papers and other writing assignments
- Group meeting rooms

The Writing Center is located in the Language and Communication Building, Room LC 379. During the fall and spring semesters, the Center is open for computer use Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Friday from 7:30 a.m. to 3:00 p.m. **Summer hours are Monday through Thursday from 7:00 a.m. to 7:00 p.m.**

A student may receive tutoring for the SCC class or classes in which he/she is currently enrolled. A student may not receive tutoring for any class taken at another college or university regardless of concurrent enrollment at SCC. Students are strongly encouraged to schedule tutoring appointments in advance. For information about English, ESL, Reading, Communications, and foreign language tutoring hours, please call the Writing Center at the number listed above or visit the website.

## Veterans Services

480.423.6562

<https://www.scottsdalecc.edu/students/veteran-services>

Scottsdale Community College is certified by the Arizona Department of Veterans' Services (ADVS) as a **Veteran Supportive Campus** and strongly supports Veterans Services on campus through orientations, peer mentoring and other programs designed for student veterans. As a Veteran you are invited to avail yourself of these services as the first step in achieving your college objectives.

Veterans Services provides the appropriate certification and referrals for all necessary SCC and community services. Veterans are provided an essential line of communication for Department of Veterans Affairs/Veterans Administration inquiries, educational benefit information, pertinent legislative news and the necessary advising to ensure a smooth transition to the college environment for all veterans and dependents.

RECIPIENTS SHOULD NOTE: "Campus Policy and VA Compliance Regulations" will differ regarding Academic Standards, Enrollment Restrictions, Residency Status, etc.

All G. I. Bill® Educational Benefits recipients must report to SCC's Veterans Office on a semester basis for V.A. benefits certification. The office is located in the Student Services Building, and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

## Volunteerism and Community Service

480.423.6545

<https://www.scottsdalecc.edu/students/service-learning-leadership>

Volunteerism gives students valuable knowledge while providing community organizations with needed human resources. SCC's Service-learning and Leadership Office makes these experiences available for the individual, a group and the entire college. For students, volunteering is an important way to distinguish themselves from other job, scholarship and university applicants. Many of these entities now require volunteerism in order to be eligible for consideration, and almost all see volunteerism as evidence that applicants are able to apply learning and give back to their communities. A complete list for the upcoming academic year can be found by visiting the office or its website.

For students who want to try their own hands at planning and facilitating a volunteer experience, the Service-learning and Leadership Office works with faculty to coordinate courses with related opportunities embedded in them and advises a student club, *Artie's Community for Service (ACeS)*. Or, if students would like to learn more about leadership

and social change in an academic setting, the office offers a three-credit hour course, *HON201 Leadership Development: Historical and Contemporary Perspectives*. The class is scheduled for 14 weeks in both the fall and spring terms. To participate or learn more about volunteerism at SCC, contact the Service-learning and Leadership Office in the Student Center Building, Room 100, or call.

## Voter Registration

<https://www.scottsdalecc.edu/students/civic-global-engagement>

Mail-in applications are available from the Admissions (SS136), Academic and Career Advisement (SC130), and the Center for Civic & Global Engagement (SC185) offices, in both English and Spanish. Registration is also available at the above web address.

## Welcome Center

480.423.6700

<https://www.scottsdalecc.edu/students/welcome-center>

The SCC Welcome Center staff provides general information and assists new students in getting started successfully at SCC.

Our staff can help students...

- Get started at SCC and understand the New Student Registration Steps at SCC
- Set up or re-set their Student ID Number, Maricopa Enterprise ID (MEID) and Password
- Navigate through the My.maricopa.edu website
- Apply for Financial Aid
- Utilize online services to adjust class schedule
- Check and/or forward Maricopa Email account
- Review tuition summary and payment deadlines
- Apply for Payment Plan
- Understand the **Student Center** page and To-Do lists/ Message Center
- Send Transcripts

...and more!

The Welcome Center also offers a computer lab for designated enrollment activities, and we are here to assist new and continuing students with using the online enrollment resources to get started and register for classes. The Welcome Center is located in the Student Center Building (SC 118) and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m. (Welcome Center opens at 9:00 am on Thursday in May and June); closed on Friday.**

# CAMPUS POLICIES

## Bookstore Policies

### Check Writing

1. The check must be written for the exact amount of the purchase payable to the SCC Bookstore, and only in-state checks are accepted.
2. A current Arizona driver's license must be presented with your bank's imprinted personal check.
3. Your current street address and telephone number must be printed on the check.
4. When using a parent's check, the account holder's driver license number and expiration date must be written across the top of check.
5. Returned checks are sent to FedChex for collection.
6. In addition, the Bookstore accepts cash, MasterCard, Visa, American Express and Discover Card.

### Bookstore Refund Policy

1. All refunds must be accompanied by the original sales receipt.
2. New and used textbooks may be returned for full refund within seven (7) days from the start of the fall and spring semesters.
3. After the seven-day period, textbooks may be returned for a full refund within two (2) days of purchase.
4. Textbooks may be returned for the full refund seven (7) days from and including the official start of each summer session.
5. No refunds are allowed on new or used textbooks purchased within the last two (2) weeks of classes and the week of finals during any semester or summer session.

### Buyback Policy

Bookstore will not buy back books if:

1. Instructor has not authorized re-use of book or has not indicated it will be used next term.
2. Bookstore is overstocked.
3. Publisher has a new edition and prior edition has no value.
4. Book is too ragged and in an unsalable condition.
5. Book has a limited nationwide demand.

A campus ID is required for buyback. Buyback quotes are not given over the phone.

### Textbook Rentals

1. Rented textbooks are due the last day of finals by closing time.
2. Damaged, lost, or stolen rentals will be converted to purchase.
3. You may write and highlight in rented textbooks to a reasonable degree.
4. Rented textbooks not checked-in or converted to a purchase by the due date are considered past due, and you will be automatically charged the non-return fee(s).

### Online Orders

Pick-up orders placed online must be picked up within 21 days. Order confirmation number is required.

### Bookstore Hours

Monday through Thursday from 8:00 a.m. to 5:00 p.m.;  
Friday from 8:00 a.m. to 2:00 p.m. Summer hours are  
Monday through Thursday from 9:00 a.m. to 5:00 p.m.;  
closed on Friday.

The bookstore has extended hours during the first week of classes and the week of final exams. The bookstore is closed when the college is closed. Textbooks can be rented and purchased online at:

<http://www.scottsdaleccshop.com>

### Bulletin Board Policy

All materials posted on college bulletin boards and kiosks must be stamped for approval by the Center for Civic & Global Engagement (SC 185). Materials that have not been approved will be removed.

### College Police Policies

The SCC Police Department is a law enforcement agency that operates onsite 24 hours a day, 7 days a week, 365 days a year. Police officers or civilian police personnel assigned to Scottsdale Community College (SCC) are available on campus every day to provide assistance or information, either in person or by phone. The SCC Police office is located at the northeast corner of the Library building in LIB-450 and the phone number is (480) 423-6175. The MCCCDC Central Dispatch Center phone number is (480) 784-0900, and the emergency phone number is (480) 784-0911.



Visit the College Police website at [www.scottsdalecc.edu](http://www.scottsdalecc.edu) for more information on SCC campus and MCCCDC safety policies including: parking procedures, access to campus facilities, crime reporting, and contact information. The College Police office is open 24 hours, seven days a week.

### Accidents on Campus

It is important that the College Police Department be notified of accidents that take place in the classroom or any other area of the college as soon as possible. All accidents must be documented by College Police. The situation will also be assessed with the intent of referring students/staff for further medical attention.

Most students are covered by MCCCDC student insurance. The insurance forms are processed through the Center for Civic & Global Engagement.

### After Hours

Students are not allowed inside College buildings after normal classroom hours without a staff person present.

### Campus Hours

The SCC campus opens every day at 6:00 a.m. and closes at 11:00 p.m.

### Emergency Evacuation Procedures

When a building fire alarm sounds, or another emergency exists requiring the evacuation of a building, all persons must immediately exit the building in an orderly manner.

Contact College Police by dialing (480) 784-0911 or by using a "Blue Light" security phone. If emergency personnel are required, call "9-1-1" immediately from an outside location away from the building; then remain clear of the building so that emergency personnel can safely approach the scene.

### Emergency Vehicle Assistance

The Police Department will assist persons with vehicles requiring "jump starts." Contact College Police at (480) 423-6175.

### Lost and Found

The College Police Department is responsible for lost and found property on the SCC campus. If you have lost or found an item, please contact College Police in Room LIB-450, northeast corner of the Library Building, or call (480) 423-6175.

### Parking Regulations

The following parking regulations are those most frequently encountered on the SCC campus. A complete copy of the District Parking and Traffic Regulations is available from the College Police Department or the Dean of Student Services office.

1. Parking is permitted within designated parking areas. Student parking permits are not required.
2. Parking is not permitted on grass, unpaved areas or on sidewalks.
3. Vehicles parking in STAFF parking spaces must display a valid permit.

4. Parking in HANDICAPPED parking spaces is reserved for vehicles displaying valid permits or license plates.
5. The maximum speed limit in parking lots is 15 MPH.
6. Parking or leaving a vehicle unattended in a red curb fire lane is prohibited.
7. Pull-through or back-in parking is prohibited.

Students who violate the Traffic and Parking Regulations may be fined and/or disciplined in accordance with the guidelines established by the MCCCDC Governing Board. See the Tuition and Fee Schedule (Appendix S-4) for the list of parking violations and fines at:

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-10>

### Campus Crime Statistics

The Annual Safety and Crime Report is prepared to inform you of Scottsdale Community College's campus crime statistics for the three previous years as well security policies and steps you can take to enhance your personal safety. The report may be accessed from the College Police section of the SCC website.

<https://www.scottsdalecc.edu/college-police>

### Fundraising Policy

All clubs/organizations planning fundraising events on campus must complete and submit an Event Registration Form. The form is available in the Center for Civic & Global Engagement and must be submitted along with the Facility Request Form no later than two weeks before the event is to take place. **No project or event may take place until the Event Registration Form has been approved.**

The Center for Civic & Global Engagement is located on the north side of the Student Center Building, Room 185 (next to the Cafeteria), and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday. Please call (480) 423-6590 for additional information.

### Weapons on Campus

With the exception of campus police officers and other state certified police officers, the possession or use of a firearm on campus is strictly forbidden. The Maricopa Community College District Governing Board promulgated the weapons policy under ARS §13-2911 C. Anyone violating the policy is subject to arrest under ARS §13-2911 and/or subject to applicable college disciplinary procedures.

Scottsdale Community College is located on the Salt River Pima-Maricopa Indian Community reservation. SRPMIC ordinance prohibits firearms on the reservation, except those owned by community members and Arizona State Certified Law Enforcement Officers.

# GENERAL GRADUATION REQUIREMENTS

## 2.3.9 General Graduation Requirements

Note: Also see Catalog Under Which a Student Graduates (AR 2.2.5)

All students are required to complete the degree and/or certificate requirements as approved by the Maricopa County Community College District (MCCCD) Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. Be credited in the Admissions and Records Office/Office of Student Enrollment Services with no fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credit units for the Associate in Business degrees. Minimum semester credits for completion of major-specific pathway versions of the AA and AS degrees vary slightly by pathway. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs. For specific certificate programs, be credited with no fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates Policy, must satisfy current graduation requirements.

2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula must be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six (6) credit units must be completed at the college awarding the certificate. The minimum of six (6) credit hours in the certificate or degree curricula must be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six (6) credit hours from the total program requirements to be completed with a grade of C or better at the college awarding the certificate or degree. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. *(The exception is the Nursing program; Nursing students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.)* Courses from the General Education Core and Distribution areas are excluded. For those shared programs with less than six (6) credit hours, the total hours for the program must be completed at the college awarding the certificate.

3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center.
4. Have a minimum cumulative grade point average (GPA) of 2.000 at the college granting the degree.
5. Have a minimum cumulative grade point average (GPA) of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any MCCCD college/center.
8. Have paid graduation ceremony fee, if participating in ceremony. See fee schedule for charges. See Graduation with Honors for information on honors designation.

See fee schedule for charges.

## Graduation with Honors

All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations.

Students who have the following grade point averages will graduate with the following distinctions:

- 3.50 to 3.69 "with distinction"
- 3.70 to 3.89 "with high distinction"
- 3.90 to 4.0 "with highest distinction"

## Certificates/Degrees

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, which are conferred on students who have completed a program of study. These certificates and degrees are as follows:

1. Certificate of Completion (Career Program Specified)
2. Academic Certificate
3. General Education Certificate
4. Associate in Arts
5. Associate in Science
6. Associate in Business
7. Associate in General Studies
8. Associate in Applied Science (Career Program Specified)

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCCD Governing Board.

**All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.**

## Licensure Disclaimer

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

## MCCCD General Education Statement

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication
- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity

## General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective Fall 2000, the course evaluation and/or general education designation, as listed in the Arizona Course Equivalency Guide (CEG) within AZ Transfer, is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

**The college reserves the right to make necessary course and program changes in order to meet current educational standards.**

### 2.3.10 Transcripts for Transfer

An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community College District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the college registrar and displays the college seal of the Maricopa college issuing the official transcript.

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy in the Student Rights and Responsibilities section of this publication). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fee Schedule for charges for other official transcripts.



## 2.2.5 Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

### Continuous Enrollment

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Noncredit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

**EXAMPLE A:**

Admitted and earned course credit at a public community college or university	Fall '17 (Active)
Continued at a public community college	Spring '18, Fall '18 (Active)
Transferred to a university	Spring '19 (2017 or any subsequent catalog)

**EXAMPLE B:**

Admitted and earned course credit at a public community college or university	Fall '14 (Active)
Enrolled but earned all W, Z or F grades	Spring '15 (Inactive)
Enrolled in audit courses only	Fall '15 (Inactive)
Nonattendance	Spring '16 (Inactive)
Transferred to a university	Fall '16 (2016 or any subsequent catalog)

### Non-Continuous Enrollment

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term\* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

**EXAMPLE A:**

Admitted and earned course credit at a public community college or university	Fall '14 (Active)
Nonattendance	Spring '15, Fall '15, Spring '16 (Inactive)
Readmitted and earned course credit at a public community college	Fall '16 (Active)
Transferred to a university	Spring '17 (2016 or any subsequent catalog)

**EXAMPLE B:**

Admitted and earned course credit at a public community college or university	Fall '14 (Active)
Nonattendance	Spring '15 (Inactive)
Readmitted and earned course credit at a public community college	Summer '15 (Active)
Nonattendance	Fall '15, Spring '16 (Inactive)
Transferred to a university	Fall '16 (2014 or any subsequent catalog)

\*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

### Summer Readmission

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

**EXAMPLE:**

Admitted and earned course credit at a public community college or university	Summer '16 (Active)
Continued at a public community college	Fall '16, Spring '17 (Active)
Nonattendance	Fall '17 (Inactive)
Readmitted and earned course credit at a public community college	Spring '18 (Active)
Transferred to a university	Summer '18 (2016 or any subsequent catalog)

### Institutional Transfer

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

NOTE: Time Limit for Transfer Coursework

Students should be aware that the receiving institution may have age and credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

# SHARED UNIQUE NUMBER SYSTEM OF ARIZONA

Based on the requirements of Senate Bill 1186, the Shared Unique Number (SUN) System was created to help students identify and enroll in courses that transfer as direct equivalents throughout the Arizona public community colleges and state universities. The first phase of the SUN project includes 71 Arizona General Education Curriculum (AGEC) and common major courses.

Courses in the SUN System have a unique three-letter prefix and four-digit course number that represents direct course equivalency at all Arizona public community colleges and universities. Each institution retains its original course numbers but uses the SUN to indicate commonality.

For example, financial accounting has several different prefixes and numbers at Arizona community colleges and universities (see the table below).



**SUN# ACC 2201** 

Arizona State University	ACC 231
Arizona Western College	ACC 211
Central Arizona College	ACC 201
Chandler-Gilbert Community College	ACC 211
Cochise College	BUS 201
Coconino Community College	ACC 255
Eastern Arizona College	BUA 233
Estrella Mountain Community College	ACC 211
GateWay Community College	ACC 211
Glendale Community College	ACC 211
Mesa Community College	ACC 211
Mohave Community College	BUS 221
Northern Arizona University	ACC 255
Northland Pioneer College	BUS 120
Paradise Valley Community College	ACC 211
Phoenix College	ACC 211
Pima Community College	ACC 101
Rio Salado College	ACC 211
Scottsdale Community College	ACC 211
South Mountain Community College	ACC 211
University of Arizona	ACCT 200
Yavapai College	ACC 131

In the SUN System, all of the courses share a unique number and a single prefix: SUN# ACC 2201. This unique number/prefix indicates course equivalency at all institutions! When you enroll in a SUN course you know that your credit will be accepted at any Arizona college.

Look for the SUN icon (**SUN#**) and four digit SUN course numbers in Scottsdale Community College's class schedules and catalogs!

Go to <https://www.aztransfer.com/sun/> for additional information on the SUN System.

# MCCCD ARIZONA GENERAL EDUCATION CURRICULUM (AGEC)

## Description

The Maricopa County Community College District (MCCCD) Arizona General Education Curriculum (AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit. The AGEC-A and AGEC-B require a minimum of 35 credit hours, and the AGEC-S requires a minimum of 36 credit hours.

In most cases, all courses used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed.

There are three types of AGECS in MCCCD. They are the AGEC-A, the AGEC-B, and the AGEC-S. As described below, these AGECS are also a component of most MCCCD Associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A is the general education block of the MCCCD Associate in Arts (AA) degree (and major-specific pathway versions), the AGEC-B is part of the MCCCD Associate in Business (ABUS) degree (and major-specific pathway versions), and the AGEC-S defines the general education requirements in the MCCCD Associate in Science (AS) degree (and major-specific pathway versions).

As described in more detail below, all AGECS require designated Core courses in First-Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA/CS] (Exception: the AGEC-S does not require CS.), Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two (2) Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness.

## Purpose of the AGECS

AGECS were designed to articulate with different academic majors, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements; for others, the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website:

<http://www.aztransfer.com>

1. The AGEC-A is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement.
2. The **AGEC-B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.

3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering, and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement and a minimum of eight (8) credits of either university chemistry, university physics, or general biology for majors to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six (6) to ten (10) additional credits of math and/or science appropriate to their major.

## Academic Policies that Govern the AGEC-A, -B, -S

- Requires completion of at least 35 credit hours (AGEC-A, AGEC-B) and 36 credit hours (AGEC-S) in courses numbered 100 and above and that a minimum of 12 of those credits be taken at one or any combination of the MCCCD colleges.
- All courses applied to the AGEC must be completed with a grade of C or better.
- A single course can simultaneously count toward a Core Area and one or more Awareness Areas. For example, a course in world geography can be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC Core Area.
- The AGEC-A and AGEC-B require a minimum of 35 credits and the AGEC-S requires a minimum of 36 credits, however, the AGEC credit count within the total credits for a degree may be lower than these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD's Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

The AGEC-A and AGEC-B require a minimum of 35 credits and the AGEC-S requires a minimum of 36 credits, however, the AGEC credit count within the total credits for a degree may be lower than these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD's Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.



## Transfer Credit from Institutions Outside of MCCC

- Credits transferred from outside of MCCC must be a grade of C (2.0 on a 4.0 scale) or better.
- External courses evaluated either as equivalent to an MCCC course or as elective credit may be applied toward the minimum credits for degree completion.
- Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a C or better.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCC direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCC equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College for prior learning in non-traditional setting is transferable to the other colleges in the MCCC district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC.

## Completion and Transfer

- Completion of the AGEC with a minimum grade point average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

## AGEC Requirements

Descriptions and definitions of the requirements for each of the three AGECs follow. The following website identifies the courses

that apply to the different General Education Core and Awareness Areas within each AGEC: [AGEC Matrix](#)

Courses available for both Areas during a current or upcoming semester can also be found using the **Find a Class** tool on [maricopa.edu](#) and on each MCCC college's website.

*Note that for students pursuing a major-specific pathway within the Associate in Arts, Associate in Business or Associate in Science, the AGEC course requirements may be more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at [curriculum.maricopa.edu](#) for specific degree and AGEC requirements. Consultation with an academic advisor about course selection is always recommended.*

## AGEC-A Requirements 35 (min.) Credits

The AGEC-A requires a minimum of 35 credits, however, the AGEC credit count within the total credits for a degree may be under 35 if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits within an associate degree provided that all requirements listed below are completed.

### A. Core Areas

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.

- |   |     |
|---|-----|
| 1. First-Year Composition [FYC]   | 6   |
| ENG101 OR ENG107 (3) AND<br>ENG102 OR ENG108 (3)  |     |
| 2. Literacy and Critical Inquiry [L]  | 3   |
| 3. Mathematical Applications [MA]   | 3-6 |
| Requires a course in college mathematics<br>(MAT140, MAT141, MAT142, MAT145, MAT146)<br>or college algebra (MAT150, MAT151, MAT152,<br>MAT155, MAT156) or precalculus (MAT187) or<br>higher [MA]-approved general education course.                                     |     |
| 4. Computer/Statistics/Quantitative Applications [CS]   | 3   |
| 5. Humanities, Arts and Design [HU]   | 6   |
| Students are encouraged to choose course work<br>from more than one discipline.   |     |
| 6. Social-Behavioral Sciences [SB]  | 6   |
| Students are encouraged to choose course work<br>from more than one discipline.   |     |
| 7. Natural Sciences [SQ/SG]   | 8   |
| The lecture courses selected for Natural<br>Sciences must include or be accompanied by the<br>corresponding laboratory courses for a total of<br>four (4) credits each. Credits for lecture and lab<br>components may be combined or each may carry<br>separate credit. |     |

At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.

**B. Awareness Areas 0-6**

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See [AGEC Matrix](#) for current course values.)

- 1. Cultural Diversity in the United States [C] (0-3)
- 2. Global Awareness [G] **OR** Historical Awareness [H] (0-3)

**AGEC-B Requirements 35 (min.) Credits**

The AGECE-B requires a minimum of 35 credits, however, the AGECE credit count within the total credits for a degree may be under 35 if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGECE-B may be met with fewer than 35 credits within an associate degree provided that all requirements listed below are completed.

**A. Core Areas**

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGECE Matrix](#) for each course's value(s) in the semester it is taken.

- 1. First-Year Composition [FYC] 6  
ENG101 OR ENG107 (3) AND  
ENG102 OR ENG108 (3)
- 2. Literacy and Critical Inquiry [L] 3
- 3. Mathematical Applications [MA] 3-5  
MAT212 Brief Calculus (3) OR  
MAT213 Brief Calculus (4) OR  
higher [MA] designated course
- 4. Computer/Statistics/Quantitative Applications [CS]3  
CIS105 Survey of Computer Information Systems
- 5. Humanities, Arts and Design [HU] 6  
Students are encouraged to choose course work from more than one discipline.
- 6. Social-Behavioral Sciences [SB] 6  
ENC211 Macroeconomics (3) AND  
ENC212 Microeconomics (3)
- 7. Natural Sciences [SQ/SG] 8  
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.

**B. Awareness Areas 0-6**

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See [AGECE Matrix](#) for current course values.)

- 1. Cultural Diversity in the United States [C] 0-3
- 2. Global Awareness [G] **OR** Historical Awareness [H] 0-3

**AGECE-S Requirements 36 (min.) Credits**

The AGECE-S requires a minimum of 36 credits, however, the AGECE credit count within the total credits for a degree may be under 35 if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGECE-S may be met with fewer than 36 credits within an associate degree provided that all requirements listed below are completed.

**A. Core Areas**

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGECE Matrix](#) for each course's value(s) in the semester it is taken.

- 1. First-Year Composition [FYC] 6  
ENG101 OR ENG107 (3) AND  
ENG102 OR ENG108 (3)
- 2. Literacy and Critical Inquiry [L] 0-3  
*(Zero (0) only if shared with HU or SB)*

Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGECE designations are subject to change. See [AGECE Matrix](#) for each course's value(s) in the semester it is taken.)

- 3. Mathematical Applications [MA] 4-5  
Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.
- 4. Humanities, Arts and Design [HU] 6  
For the AGECE-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGECE designations are subject to change. See [AGECE Matrix](#) for each course's value(s) in the semester it is taken.)
- 5. Social-Behavioral Sciences [SB] 6  
For the AGECE-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness

Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.)

6. Natural Sciences [SQ/SG] 8

Students must complete eight (8) credits of General Chemistry, University Physics, or General Biology for Majors. Consult specific requirements of university transfer major for guidance.

[(CHM150 or CHM151) & CHM151LL] or CHM150AA or CHM151AA General Chemistry I **AND**

[CHM152 & CHM152LL] or CHM152AA General Chemistry II **OR**

PHY115 or PHY121 University Physics I **AND** PHY116 or PHY131 University Physics II **OR**

BIO181 & BIO182 General Biology (Majors) I and II

7. Subject Options—Math/Science 6-10

Refer to transfer resources, including academic advisement and transfer guides, to select six (6) to ten (10) additional math and/or science credits that meet requirements for selected major.

Select Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY).

**B. Awareness Areas 0-6**

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See [AGEC Matrix](#) for current course values.)

1. Cultural Diversity in the United States [C] (0-3)
2. Global Awareness [G] **OR** Historical Awareness [H] (0-3)

**AGEC Area Requirements Descriptions/Definitions**

**CORE AREAS**

**First-Year Composition (FYC)**

First-Year Composition courses emphasize skills necessary for college-level expository writing, including correct grammar and punctuation, logical organization of ideas, and identification of supporting documentation.

**Literacy and Critical Inquiry [L]**

In the [L] course students, typically at the sophomore level, gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-

Year Composition courses, the Literacy and Critical Inquiry [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

**Mathematical Applications [MA]**

The Mathematical Studies requirement is intended to ensure that students have requisite skill in mathematics appropriate for their discipline and can apply mathematical analysis in their chosen fields.

**Computer/Statistics/Quantitative Applications [CS]**

AGEC-A and AGECE-B require a course that emphasizes the use of statistics, other mathematical methods, computer programming languages and/or software in the interpretation of data and in describing and analyzing quantitative relationships.

**Humanities, Arts and Design [HU]**

The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the production of human thought and imagination, particularly in philosophical, historical, religious and artistic traditions. Courses with an emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.

**Social-Behavioral Sciences [SB]**

The Social-Behavioral Sciences Core area provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis in general education curriculum may include study of such disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

**Natural Sciences [SQ/SG]**

In addition to an understanding of basic scientific principles and concepts, courses in the Natural Sciences Core Area are designed to help students appreciate, from firsthand laboratory and/or field research experience, the nature of science as a process that embraces curiosity, inquiry, testing, and communication to better understand natural phenomena. At least one of the two natural science courses must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

**AWARENESS AREAS**

Students must satisfy two Awareness areas: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

**Cultural Diversity in the United States [C]**

The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist

side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans—all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

### Global Awareness [G]

Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines—for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts.

The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. The study of a non-English language;
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

### Historical Awareness [H]

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term “history” designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.





# GENERAL ACADEMIC POLICIES FOR ASSOCIATE DEGREES DESIGNED FOR UNIVERSITY TRANSFER

The following academic policies govern the associate degrees designed for university transfer Associate in Arts [AA], Associate in Business [ABUS], and Associate in Science (AS). Also governed by these policies are the major-specific pathway maps within the AA, ABUS and AS degrees.

*Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.*

- The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9).
- Minimum semester credits for completion vary slightly by degree. Refer to Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of C or better. These credits must include a minimum of 35 in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCC's Additional Requirements.
- Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the program search at <https://curriculum.maricopa.edu/>. Advisement check sheets are maintained at <https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-degree-checklists-aa-as-abus-ags>

## General Education Requirements

- The AGEC requirements include a designated number of courses approved for each of the following areas:
  - CORE AREAS
    - First-Year Composition [FYC]
    - Mathematical Applications [MA], Computer/Statistics/Quantitative Applications [CS] (CS not required for Associate in Science)
    - Literacy and Critical Inquiry [L]
    - Humanities, Arts and Design [HU]
    - Social-Behavioral Sciences [SB]
    - Natural Sciences (Science Quantitative [SQ], Science-General [SG])

- AWARENESS AREAS

- Cultural Diversity in the U.S. [C]
- Global [G] or Historical [H] Awareness

Note that there are three (3) different AGECs each aligning with a different subset of Associate degrees (AGEC-A for the Associate in Arts degree (and major-specific pathway maps), AGEC-B for the Associate in Business degree (and major-specific pathway map), and AGEC-S for the Associate in Science degree (and major-specific pathway maps). For some types of AGECs/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.

- A single course can simultaneously count toward a Core Area, one or more Awareness Areas, MCCC's Additional Requirements and, for some degree types, other lower division courses used to meet the degree requirements. For example, CRE101 may be used to satisfy both the MCCC Reading Requirement and the Literacy and Critical Inquiry area [L] of AGEC core. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree.
- Except for the Associate in Science degree, a single course cannot be used to satisfy more than one AGEC Core Area.
- The AGEC-A and AGEC-B require a minimum of 35 credits and the AGEC-S requires a minimum of 36 credits, however, the AGEC credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCC's Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

## Coursework beyond General Education

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree check sheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCC's Additional Requirements required for Associate in Arts and Associate in Science degrees and the major-specific pathway maps within the AA and AS degrees. Refer to the Program (Degree) Search at curriculum.maricopa.edu for acceptable options to meet these requirements for individual degree programs.

- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a subplan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead select the general subplan and meet the minimum number of Restricted Elective credits using a combination of courses from the other subplans. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- General Electives may need to be selected to meet the minimum total credits required for the degree. All courses numbered 100-or-higher may be applied as General Electives. Students are encouraged to select courses that align with their goals.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291/STO291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

## Transfer Credit from Institutions Outside of MCCC

- Credits transferred from outside of MCCC must be a grade of C (2.0 on a 4.0 scale) or better.
- External courses evaluated either as equivalent to an MCCC course or as elective credit may be applied toward the minimum credits for degree completion.
- Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a C or better.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a

transcript evaluation determines there is no MCCC direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.

- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCC equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College for prior learning is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC, and no more than 30 credits (including up to 20 toward AGEC) may be applied toward a degree.

## Completion and Transfer:

- Completion of the AGEC with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- While MCCC's associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix and AZTransfer Major Guides at [aztransfer.com](http://aztransfer.com) and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

# ASSOCIATE IN ARTS

## Description

The Maricopa County Community College District (MCCCD) Associate in Arts (AA) degree requires a minimum of 60 semester credits for the program of study; minimum total credits for major-specific pathway versions of the Associate in Arts degree vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and grades of C or higher are required to earn the degree. The Associate in Arts degree, including major-specific pathways within the degree, is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Arts degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses
- III. Restricted Electives
- IV. Arizona General Education Curriculum - Arts (AGEC-A)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

## Purpose of the Degree

The Associate in Arts degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Arts will apply to general university graduation requirements of the majors that align with the Associate in Arts degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website:

<http://www.aztransfer.com>

## Degree Requirements

The requirements for the Associate in Arts follow. All versions of the Associate in Arts require a minimum of 60 credits; for major-specific pathways within the degree, minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGECA and the [AGEC Matrix](#). Courses available for both Areas during a

current or upcoming semester can also be found using the **Find a Class** tool on maricopa.edu and on each MCCCD college's website.

## Requirements

## Credits

### I. Program Prerequisites

Number varies

Program prerequisites vary by type of Associate in Arts degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.

### II. Required Courses

Number varies

Required (major-specific) courses vary by type of Associate in Arts degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.

### III. Restricted Electives

Number varies

Restricted electives vary by type of Associate in Arts degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.

### IV. Arizona General Education Curriculum - Arts (AGEC-A)

Up to 44

The AGECA requires a minimum of 35 credits. However, prerequisite/required/restricted elective courses may also meet AGECA requirements and credits count once toward the total for the degree. Therefore, the AGECA may be met with fewer than 35 credits as long as all requirements listed in this section (IV) are completed.

#### A. Core Areas

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGECA designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.

- |  |   |
|--|---|
| 1. First-Year Composition [FYC]                  | 6 |
| ENG101 OR ENG107 (3) AND<br>ENG102 OR ENG108 (3) |   |
| 2. Literacy and Critical Inquiry [L]             | 3 |

3. Mathematical Applications [MA] 3-6  
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher [MA]-approved general education course.
4. Computer/Statistics/Quantitative Applications [CS] 3
5. Humanities, Arts and Design [HU] 6  
Students are encouraged to choose course work from more than one discipline.
6. Social-Behavioral Sciences [SB] 6  
Students are encouraged to choose course work from more than one discipline.
7. Natural Sciences [SQ/SG] 8  
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.  
At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.

#### B. Awareness Areas 0-6

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See [AGEC Matrix](#) for current course values.)

1. Cultural Diversity in the United States [C] (0-3)
2. Global Awareness [G] **OR** Historical Awareness [H] (0-3)

#### V. MCCC Additional Requirements 0-6

As noted below, courses in this area may also be applied toward AGECA Core Area requirements.

##### A. Oral Communication 0-3

COM100 [SB] Introduction to Human Communication **OR**  
COM110 [SB] Interpersonal Communication **OR**  
COM225 [L] Public Speaking **OR**  
COM230 [SB] Small Group Communication (3 credits) **OR**  
COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**  
COM110AA & COM110AB & COM110AC [SB] (3 credits)

##### B. Critical Reading 0-3

Students may demonstrate proficiency through assessment.

CRE101 [L] Critical Reading **OR**  
equivalent as indicated by assessment

#### VI. General Electives 0-25

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses

that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

#### Total Credits 60-64\*

\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.



# ASSOCIATE IN ARTS IN ELEMENTARY EDUCATION

## Description

The Maricopa County Community College District (MCCCD) Associate in Arts in Elementary Education (AAEE) requires a minimum of 60 semester credits for the program of study. A minimum grade point average of 2.0 and grades of C or higher are required to earn the degree. The Associate in Arts, Elementary Education degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Arts, Elementary Education degree includes the following components:

- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Arts (AGEC-A)
- IV. MCCCD Additional Requirements (Oral Communication and Critical Reading)

## Purpose of the Degree

The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona's public universities, and in most cases, its required courses apply to graduation requirements for these Education majors.

## Degree Requirements

The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGECE-A and the AGECE matrix. Courses available for both Areas during a current or upcoming semester can also be found using the **Find a Class** tool on maricopa.edu and on each MCCCD college's website.

### Requirements

### Credits

#### I. Required Courses

17

- EDU221 Introduction to Education (3)
- EDU222 Introduction to the Exceptional Learner (3)
- EDU230 Cultural Diversity in Education (3)
- MAT256 Investigating Quantity: Number, Operations, and Numeration Systems (4)
- MAT257 Investigating Geometry, Probability, and Statistics (4)

#### II. Restricted Electives

8

A total of eight (8) semester credits is required to satisfy the Electives for Arizona Professional Teacher Standards: three (3) credits in an additional Education course and five (5) credits in Content Area Electives as outlined below.

Courses must transfer to all public Arizona universities as elective credit, departmental elective, or equivalent to a university course as indicated in the Arizona Course Equivalency Guide (CEG) in effect when the course is taken. Courses identified as non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

Select one additional EDU course(s) (other than EDU221, EDU222, EDU230 or EDU250).

Recommended: (3)

- EDU110 Education in Film
- EDU220 Introduction to Serving English Language Learners (ELL)
- EDU236 Classroom Relationships
- EDU/HUM/STO292 The Art of Storytelling

Choose any combination from the following list of courses and prefixes to total 5 credits of additional coursework. Course(s) selected must be different from those used to fulfill a requirement of the AGECE-A or to fulfill an Education Foundations requirement.

Content Area Electives: Select 5 credits from the following:

- AAA/CPD115 Creating College Success
- ARH+++ Any ARH Art Humanities course(s)
- ART+++ Any ART Art course(s)
- CFS/ECH176 Child Development
- CFS205 Human Development
- CIS+++ Any CIS Computer Information Systems course(s)
- ECN+++ Any ECN Economics course(s)
- BPC+++ Any BPC Business-Personal Computers course(s)
- EED215 Early Learning: Health, Safety, Nutrition and Fitness
- EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250)
- ENG+++ Any ENG English course(s)
- ENH+++ Any ENH English Humanities course(s)
- GCU+++ Any GCU Cultural Geography course(s)
- GPH+++ Any GPH Physical Geography course(s)
- HIS+++ Any HIS History course(s)
- MAT+++ Any MAT Mathematics course(s) 140 or higher (except MAT256 and MAT257)
- MHL+++ Any MHL Music: History/Literature course(s)
- MTC+++ Any MTC Music: Theory/Composition course(s)
- POS+++ Any POS Political Science course(s)
- THE+++ Any THE Theatre course(s)

- THF+++ Any THF Theatre and Film course(s)
- THP+++ Any THP Theatre Performance/Production course(s)
- Any Foreign Language course(s)
- Any Natural Science course(s)

**III. Arizona General Education Curriculum - Arts (AGEC-A) 35 - 44**

The AGEC-A requires a minimum of 35 credits, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits as long as all requirements listed in this section (III) are completed.

**A. Core Areas**

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.

1. First-Year Composition [FYC] 6  
 ENG101 OR ENG107 (3) AND  
 ENG102 OR ENG108 (3)
2. Literacy and Critical Inquiry [L] 3  
 COM225 Public Speaking
3. Mathematical Applications [MA] 3-6  
 Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or any other [MA]-designated course for which college algebra is a prerequisite. (Note that MAT256, MAT257, MAT182, and MAT206 are excluded.)
4. Computer/Statistics/Quantitative Applications [CS] 3  
 BPC110 Computer Usage and Applications OR  
 CIS105 Survey of Computer Information Systems
5. Humanities, Arts and Design [HU] 6  
 Note that some of these courses also have Awareness Area designations (see section 2 below) and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (AGEC designations are subject to change. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.)  
 1) Select one (1) of the following ARH, DAH, MHL or THE courses: (3)  
 ARH100 Introduction to Art OR  
 ARH101 Prehistoric through Gothic Art OR  
 ARH102 Renaissance through Contemporary Art OR  
 DAH100 Introduction to Dance OR

- DAH201 World Dance Studies OR
- DAH250 Dance in Popular Culture OR
- MHL140 Survey of Music History OR
- MHL145 American Jazz and Popular Music OR
- MHL146 Survey of Broadway Musicals OR
- MHL153 Rock Music and Culture OR
- THE111 Introduction to Theatre OR
- THE220 Modern Drama

**AND**

- 2) Select one (1) of the following EDU, ENH or HUM courses: (3)  
 EDU/ENH291 Children's Literature (Recommended) OR  
 ENH110 Introduction to Literature OR  
 ENH241 American Literature Before 1860 OR  
 ENH242 American Literature After 1860 OR  
 HUM250 Ideas and Values in the Humanities OR  
 HUM251 Ideas and Values in the Humanities

6. Social-Behavioral Sciences [SB] 6

Note that some of these courses also have Awareness Area designations (see section 2 below) and can be used to satisfy [G] and/or [H] requirement as well as [SB]. (AGEC designations are subject to change. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.)

- 1) Select one of the following US History/Government courses.\* (3)

These courses satisfy the United States Constitution requirement for state teacher certification.

- HIS103 United States History to 1865 OR
- POS110 American National Government OR
- GCU/POS113 United States and Arizona Social Studies

**AND**

- 2) Select one (1) of the following CFS, ECH, GCU, ECN, HIS or PSY courses: (3)  
 CFS205 Human Development OR  
 ECH/CFS176 Child Development OR  
 GCU121 World Geography I: Eastern Hemisphere OR  
 GCU122 World Geography II: Western Hemisphere OR  
 ECN211 Macroeconomic Principles OR  
 ECN212 Microeconomic Principles OR  
 HIS104 United States History 1865 to Present OR  
 PSY101 Introduction to Psychology

*Continued next page...*

## 7. Natural Sciences [SQ/SG] 8

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four credits each. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

## 1) Life Sciences: Select four (4) credits of SQ in Biology (BIO) from the following courses: (4)

BIO100 Biology Concepts

BIO101 Introduction to Human Genetics for Non-Majors

BIO102 Cells to Systems: An Introduction to Biology for Non-Majors

BIO105 Environmental Biology

BIO107 Introduction to Biotechnology

BIO108 Plants and Society

BIO156 Introductory Biology for Allied Health

BIO156XT Introductory Biology for Allied Health

BIO181 General Biology (Majors) I

BIO241 Human Genetics

**AND**

## 2) Physical Sciences or Earth/Space Sciences: Select four (4) credits of SQ or SG from one of the following prefixes: AGS, ASM, AST, CHM, GPH, GLG, PHS, or PHY (4)

Note: Students are advised to check with the university they plan to attend as specific requirements for lab sciences may vary.

fulfills this requirement completely. Students who instead take HIS103 or POS110 for [SB] should consider taking POS221 as a Content Area Elective so they have completed study of both constitutions. POS220 meets state certification requirements for both constitutions but does not meet [SB].

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**B. Awareness Areas 0-3**

## 1. Cultural Diversity in the United States [C]

Met by EDU222 and EDU230 in Required Courses (0)

2. Global Awareness [G] **OR** Historical Awareness [H] (3)

May be met by [HU] and/or [SB] course depending on specific courses selected. (AGEC designations are subject to change. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.) (0-3)

**V. MCCC Additional Requirements 0-6**

As noted below, courses in this area may also be applied toward AGECA Core Area requirements.

**A. Oral Communication (0)**

Met by COM225 in Required Courses.

**B. Critical Reading (0-3)**

Students may demonstrate proficiency through assessment. CRE101 Critical Reading **OR** equivalent as indicated by assessment

**Total Credits 60-68\*\***

\*NOTE: State certification requirements include courses on the constitutions of US and Arizona. Taking GCU/POS113 for [SB]

# ASSOCIATE IN ARTS, FINE ARTS ART, DANCE, MUSIC, THEATRE

## Description

The Maricopa County Community College District (MCCCD) Associate in Arts, Fine Arts degree requires a minimum of 60 semester credits for the program of study; minimum total credits for major-specific pathway versions (Art, Dance, Music, Theatre) of the Associate in Arts, Fine Arts degree vary. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs. A minimum grade point average of 2.0 and grades of C or higher are required to earn the degree. The Associate in Arts, Fine Arts degree, including major-specific pathways within the degree, is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Arts, Fine Arts degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses (for major-specific pathway versions Art, Dance, Music, Theatre)
- III. Restricted Electives (for major-specific pathway versions Art, Dance, Music, Theatre)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

## Purpose of the Degree

The Associate in Arts, Fine Arts (AAFA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts (AAFA) will apply to general university graduation requirements of the majors that align with AAFA degree; however, students need to pay attention to any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA degree with majors at the Arizona public universities can be accessed via the following website:

<http://www.aztransfer.com>

## Degree Requirements

The requirements for the Associate in Arts, Fine Arts follow. All versions of the Associate in Arts, Fine Arts require a minimum of 60 credits; for major-specific pathway versions (Art, Dance, Music, Theatre) within the degree, minimum credits for categories

within the degree, as well as the total, vary. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGECE-A and the [AGEC Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the **Find a Class** tool on each MCCCD college's website.

## Requirements

## Credits

### I. Program Prerequisites

Number varies

Program prerequisites vary by type of Associate in Arts, Fine Arts degree. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums required for major-specific pathways (Art, Dance, Music, Theatre) within the degree.

### II. Required Courses

Number varies

Required (major-specific) courses vary by type of Associate in Arts, Fine Arts degree. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums required for major-specific pathways (Art, Dance, Music, Theatre) within the degree.

### III. Restricted Electives

Number varies

Restricted electives vary by type of Associate in Arts, Fine Arts degree. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums required for major-specific pathways (Art, Dance, Music, Theatre) within the degree.

### IV. Arizona General Education Curriculum - Arts (AGEC-A)

Up to 44

The AGECE-A requires a minimum of 35 credits. However, prerequisite/required/restricted elective courses may also meet AGECE-A requirements and credits count once toward the total for the degree. Therefore, the AGECE-A may be met with fewer than 35 credits as long as all requirements listed in this section (IV) are completed.

#### A. Core Areas

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGECE Matrix](#) for each course's value(s) in the semester it is taken.



1. First-Year Composition (FYC) 6  
ENG101 **OR** ENG107 (3) **AND**  
ENG102 **OR** ENG108 (3)
2. Literacy and Critical Inquiry [L] 3
3. Mathematical Applications [MA] 3  
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.
4. Computer/Statistics/Quantitative Applications [CS] 3
5. Humanities, Arts and Design [HU] 6  
Major specific pathways for the AAFA will specify courses to be taken to fulfill the Humanities, Arts and Design area. Students should refer to their specific pathway for courses to meet this requirement.
6. Social-Behavioral Sciences [SB] 6  
Students are encouraged to choose course work from more than one discipline.
7. Natural Sciences [SQ/SG] 8  
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

### B. Awareness Areas 0-3

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See [AGEC Matrix](#) for current course values.)

1. Cultural Diversity in the United States [C] (0-3)
2. Global Awareness [G] or Historical Awareness [H] (0-3)

### V. MCCC Additional Requirements 0-6

As noted below, courses in this area may also be applied toward AGECA Core Area requirements.

#### A. Oral Communication (0-3)

COM100 [SB] Intro to Human Communication **OR**  
COM110 [SB] Interpersonal Communication **OR**  
COM225 [L] Public Speaking **OR**  
COM230 [SB] Small Group Communication (3 credits) **OR**  
COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**  
COM110AA & COM110AB & COM110AC [SB] (3 credits)

#### B. Critical Reading (0-3)

Students may demonstrate proficiency through assessment.

CRE101 [L] Critical Reading **OR**  
equivalent as indicated by assessment



### VI. General Electives

0-25

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

### Total Credits

60-64\*

\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

# ASSOCIATE IN SCIENCE

## Description

The Maricopa County Community College District (MCCCD) Associate in Science (AS) degree requires a minimum of 60 semester credits for the program of study; minimum total credits for major-specific pathway versions of the Associate in Science degree vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 is required to earn the degree. The Associate in Science degree, including major-specific pathways within the degree, is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Science degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses (for major-specific pathway versions only)
- III. Restricted Electives (for major-specific pathway versions only)
- IV. Arizona General Education Curriculum for Science (AGEC-S)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

## Purpose of the Degree

The Associate in Science degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Science degree will apply to general university graduation requirements of the majors that align with Associate in Science degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the Associate in Science degree with majors at the Arizona public universities can be accessed via the following website:

<http://www.aztransfer.com>

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of his/her Associate in Science degree.

## Special Academic Policies that Govern the Associate in Science Degree

- The AGECS does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGECA and AGECS, the same course is allowed to satisfy the ([L] and [HU] or [L] and [SB]) areas of the AGECS's Core Area. The credits for such a "shared" course are only counted one time toward the required minimum for the degree.

## Degree Requirements

The requirements for the Associate in Science degree follow. All versions of the Associate in Science require at least 60 credits; for major-specific pathways within the degree, prescribed courses and minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGECS and the [AGEC Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the **Find a Class** tool on each MCCCD college's website.

### Requirements

### Credits

#### I. Program Prerequisites

#### Number varies

Program prerequisites vary by type of Associate in Science degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.

#### II. Required Courses

#### Number varies

Required (major-specific) courses vary by type of Associate in Science degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.

#### III. Restricted Electives

#### Number varies

Restricted electives vary by type of Associate in Science degree, and are not required for the non-major-specific version of the degree. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums required for major-specific pathways within the degree.

## IV. Arizona General Education Curriculum - Science (AGEC-S) Up to 56

The AGEC-S requires a minimum of 36 credits, however, prerequisite/required/restricted elective courses may also meet AGEC-S requirements and credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits as long as all requirements listed in this section (IV) are completed.

### A. Core Areas

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.

1. First-Year Composition [FYC] 6

ENG101 **OR** ENG107 (3) **AND**  
ENG102 **OR** ENG108 (3)

2. Literacy and Critical Inquiry [L] 3

*(Zero (0) only if shared with HU or SB)*

Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

3. Mathematical Applications [MA] 4-5

Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.

4. Humanities, Arts and Design [HU] 6

For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

5. Social-Behavioral Sciences [SB] 6

For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are

subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

6. Natural Sciences [SQ/SG] 8

Students must complete eight (8) credits of General Chemistry, University Physics, or General Biology for Majors. Consult specific requirements of university transfer major for guidance.

[(CHM150 or CHM151) & CHM151LL] or CHM150AA or CHM151AA General Chemistry I **AND**

[CHM152 & CHM152LL] or CHM152AA General Chemistry II **OR**

PHY115 or PHY121 University Physics I **AND**  
PHY116 or PHY131 University Physics II **OR**

BIO181 & BIO182 General Biology (Majors) I and II

7. Subject Options—Math/Science 6-10

Refer to transfer resources, including academic advisement and transfer guides, to select six (6) to ten (10) additional math and/or science credits that meet requirements for selected major.

Select Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY).

### B. Awareness Areas 0-3

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See [AGEC Matrix](#) for current course values.)

1. Cultural Diversity in the United States [C] (0-3)  
2. Global Awareness [G] or Historical Awareness [H] (0-3)

## V. MCCCD Additional Requirements 0-6

As noted below, courses in this area may be used to satisfy both an MCCCD requirement and an AGEC-S Core Area requirement.

### A. Oral Communication (0-3)

COM100 [SB] Intro to Human Communication **OR**  
COM110 [SB] Interpersonal Communication **OR**  
COM225 [L] Public Speaking **OR**  
COM230 [SB] Small Group Communication (3 credits) **OR**  
COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**  
COM110AA & COM110AB & COM110AC [SB] (3 credits)

### B. Critical Reading (0-3)

Students may demonstrate proficiency through assessment.

CRE101 [L] Critical Reading **OR**  
equivalent as indicated by assessment

**VI. General Electives****0-28**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is

recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

**Total Credits****60-64\***

\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.





# ASSOCIATE IN BUSINESS GENERAL REQUIREMENTS

## Description

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of C or higher are required to earn the degree. The Associate in Business-General Requirements degree is governed by the MCCCDC General Academic Policies for Transfer Degrees.

This degree provides the first two years of a four-year curriculum for students who wish to specialize in business. For a comprehensive list of bachelor's degrees at Arizona's public universities, refer to the AZTransfer Business Matrix. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

The Associate in Business-General Requirements degree includes the following components:

- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Business (AGEC-B)
- IV. General Electives (if needed to reach minimum credits for degree)

## Purpose of the Degree

The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona's public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

## Special Academic Policies that Govern the ABUS-GR Degree

- The ABUS-GR degree does not include any MCCCDC Special Requirements for Oral Communication and/or Critical Reading like the other Associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously (AGEC-B Core Area and/or Awareness Area(s), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

## Degree Requirements

The 62-72 semester credits required for the Associate in Business General Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGECE-B and the [AGEC Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the **Find A Class** tool on each MCCCDC college's website.

### Requirements

### Credits

#### I. Required Courses

21-25  
(6-9)

##### Accounting

ACC111	Accounting Principles I <b>AND</b>
ACC230	Uses of Accounting Information I <b>AND</b>
ACC240	Uses of Accounting Information II

##### OR

ACC211	Financial Accounting <b>AND</b>
ACC212	Managerial Accounting

##### OR

ACC111	Accounting Principles I <b>AND</b>
ACC112	Accounting Principles II <b>AND</b>
ACC212	Managerial Accounting

Some of the following courses can be used to satisfy both this requirement and an AGECE-B Core Area. AGECE designations are subject to change. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.

ECN211 [SB]	Macroeconomic Principles	(3)
ECN212 [SB]	Microeconomic Principles	(3)
GBS205	Legal, Ethical, and Regulatory Issues in Business	(3)
GBS221	Business Statistics	(3)
	Quantitative Methods	(3-4)
GBS220	Quantitative Methods in Business <b>OR</b>	
MAT217*	Mathematical Analysis for Business <b>OR</b>	
MAT218*	Mathematical Analysis for Business	

\***Note:** Students planning to attend ASU W. P. Carey will be required to take MAT217 or MAT218.

#### II. Restricted Electives

0-6

Select two courses (6 credits) from the following options:

Some courses may be used to satisfy both Business Elective and Core Area requirements, as indicated in the AGECE Matrix. (AGECE designations are subject to change. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.)

CIS114DE	Excel Spreadsheet	(3)
CIS133DA	Internet/Web Development Level I	(3)
CIS162AD	C#: Level I	(3)

GBS110	Human Relations in Business and Industry (3) <b>OR</b>	
MGT251	Human Relations in Business	(3)
GBS151	Introduction to Business	(3)
GBS220**	Quantitative Methods in Business	(3)
GBS233 [L]	Business Communication	(3)
IBS101 [G]	Introduction to International Business	(3)
MGT253	Owning and Operating a Small Business	(3)
MKT271	Principles of Marketing	(3)
PAD100	21st Century Public Policy and Service	(3)
REA179	Real Estate Principles I	(3)
REA180	Real Estate Principles II	(3)
SBU200 [SB,G]	Society and Business	(3)

**\*\*If course is used to satisfy Common Lower Division Program Requirements, it cannot be used to satisfy Business Electives.**

### III. Arizona General Education Curriculum - Business (AGEC-B) 29-37

The AGEC-B requires a minimum of 35 credits, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits as long as all requirements listed in this section (III) are completed.

#### A. Core Areas

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.

1. First-Year Composition [FYC] 6  
ENG101 **OR** ENG107 (3) **AND**  
ENG102 **OR** ENG108 (3)
2. Literacy and Critical Inquiry [L] 3  
*(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)*
3. Mathematical Applications [MA] 3-5  
MAT212 Brief Calculus (3)  
MAT213 Brief Calculus (4) OR  
Higher [MA] designated course (3-5)
4. Computer/Statistics/Quantitative Applications [CS]3  
CIS105 Survey of Computer Information Systems
5. Humanities, Arts and Design [HU] 6  
Students are encouraged to choose course work from more than one discipline.
6. Social-Behavioral Sciences [SB] 0  
Met by Required Courses ECN211 AND ECN212

7. Natural Sciences [SQ/SG] 8  
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.

#### B. Awareness Areas 0-6

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (AGEC designations are subject to change. See [AGEC Matrix](#) for each course's value(s) in the semester it is taken.)

1. Cultural Diversity in the United States [C] (0-3)
2. Global Awareness [G] **OR** Historical Awareness [H] (0-3)

**Note:** Students transferring to ASU in Accountancy should take two of the following courses: Sociology with [SB] value, Psychology with [SB] value, and COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU requirements.

#### IV. General Electives 0-12

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

#### Total Credits 62-72\*

\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

# ASSOCIATE IN BUSINESS SPECIAL REQUIREMENTS

## Description

The Maricopa County Community College District (MCCCD) Associate in Business Special Requirements (ABUS-SR) degree requires a minimum of 62-semester credits for the program of study. A minimum grade point average of 2.0 and grades of C or higher are required to earn the degree. This degree provides the first two years of a four-year curriculum for students who wish to pursue Computer Information Systems majors at Arizona's public universities. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, computer information systems, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management. The Associate in Business-Special Requirements degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Business-Special Requirements degree includes the following components:

- I. Required Courses
- II. Arizona General Education Curriculum for Business (AGEC-B)
- III. General Electives (if needed to reach minimum credits for degree)

## Purpose of the Degree

The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business Computer Information Systems majors at Arizona's public universities. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

## Special Academic Policies that Govern the ABUS-SR Degree

- The ABUS-SR degree does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously (AGEC-B Core Area and/or Awareness Area(s), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

## Degree Requirements

The 62-71 semester credits required for the Associate in Business Special Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGECE-B and the [AGEC Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the **Find a Class** tool on each MCCCD college's website.

### Requirements

#### I. Required Courses

##### Accounting

ACC111	Accounting Principles I <b>AND</b>
ACC230	Uses of Accounting Information I <b>AND</b>
ACC240	Uses of Accounting Information II

##### OR

ACC211	Financial Accounting <b>AND</b>
ACC212	Managerial Accounting

##### OR

ACC111	Accounting Principles I <b>AND</b>
ACC112	Accounting Principles II <b>AND</b>
ACC212	Managerial Accounting

Some of the following courses can be used to satisfy both this requirement and an AGECE-B Core Area. (AGECE designations are subject to change. See [AGECE Matrix](#) for each course's value(s) in the semester it is taken.)

ECN211 [SB]	Macroeconomic Principles	(3)
ECN212 [SB]	Microeconomic Principles	(3)
GBS205	Legal, Ethical, and Regulatory Issues in Business	(3)
GBS221	Business Statistics	(3)
CIS162AD	C#: Level I	(3)
CIS250	Management of Information Sys.	(3)
	Quantitative Methods	(3-4)
GBS220	Quantitative Methods in Business <b>OR</b>	
MAT217*	Mathematical Analysis for Business <b>OR</b>	
MAT218*	Mathematical Analysis for Business	

**\*Note:** Students planning to attend ASU W. P. Carey will be required to take MAT217 or MAT218.

### Credits

21-25  
(6-9)

**II. Arizona General Education Curriculum - Business (AGEC-B) 29-37**

The AGECE-B requires a minimum of 35 credits, however, Required and Restricted elective courses may also meet AGECE-B requirements and credits count once toward the total for the degree. Therefore, the AGECE-B may be met with fewer than 35 credits as long as all requirements listed in this section (II) are completed.

**A. Core Areas**

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGECE Matrix](#) for each course's value(s) in the semester it is taken.

1. First-Year Composition [FYC] 6  
 ENG101 **OR** ENG107 (3) **AND**  
 ENG102 **OR** ENG108 (3)
2. Literacy and Critical Inquiry [L] 3  
*(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)*
3. Mathematical Applications [MA] 3-5  
 MAT212 Brief Calculus (3)  
 MAT213 Brief Calculus (4) **OR**  
 Higher [MA] designated course (3-5)
4. Computer/Statistics/Quantitative Applications [CS] 3  
 CIS105 Survey of Computer Information Systems
5. Humanities, Arts and Design [HU] 6  
 Students are encouraged to choose course work from more than one discipline.
6. Social-Behavioral Sciences [SB] 0  
 Met by Required Courses ECN211 AND ECN212
7. Natural Sciences [SQ/SG] 8

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.

**B. Awareness Areas 0-6**

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (AGECE designations are subject to change. See [AGECE Matrix](#) for each course's value(s) in the semester it is taken.)

1. Cultural Diversity in the United States [C] (0-3)
2. Global Awareness [G] **OR** Historical Awareness [H] (0-3)

**Note:** Students transferring to ASU in Accountancy should take two of the following courses: Sociology with [SB] value, Psychology with [SB] value, and COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU requirements.

**III. General Electives 0-6**

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

**Total Credits 62-71\***

\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.



# ASSOCIATE IN GENERAL STUDIES

## Description

The Maricopa County Community College District (MCCCD) Associate in General Studies (AGS) degree requires 60-64 semester credits in courses numbered 100 and above. The degree includes the following components:

- I. General Education (minimum of 38 credits)
  - Core curriculum (requires a grade of C or better)
  - Distribution courses (requires a grade of D or better)
- II. General Electives (enough additional courses numbered 100 or above, passed with a grade of D or better to bring total credits to at least 60)

## Purpose of the Degree

The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The AGS allows students to apply any course numbered 100 or above, including some that are not transferable to a state university, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university in the future to pursue a bachelor's degree, this degree may be less appropriate than other Associate degrees offered (Associate in Arts, Associate in Business, Associate in Science, and all major-specific pathway map versions of these degrees by the Maricopa Community Colleges.

## Academic Policies that Govern the Associate in General Studies Degree

- The graduation policies within the general catalog must be satisfied.
- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are **bold print and underscored** in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement [L] of Distribution area and the Core Curriculum's Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Credits transferred from outside of MCCCD must be at a grade of C (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade ("P") is equivalent to a C or better.

- Completion of the AGS degree with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS degree minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS degree is not designed to align with the requirements for bachelor's degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

## Summary of Degree Requirements

Details on how to identify courses approved for each of the different categories is described following the outline.

Requirements	Credits
<b>I. MCCCD General Education</b>	<b>34-47</b>
<b>A. Core Areas</b>	<b>12-18</b>
1. First-Year Composition (FYC)	6
ENG101 <b>OR</b> ENG107 <b>AND</b> ENG102 <b>OR</b> ENG108	
2. Mathematics [MA]	3-5
3. Computer Usage	1
4. Oral Communication	3
<b>COM100</b> Introduction to Human Communication <b>OR</b> <b>COM110</b> Interpersonal Communication <b>OR</b> <b>COM225</b> Public Speaking <b>OR</b> <b>COM230</b> Small Group Communication (3 credits) <b>OR</b> <b>COM100AA &amp; COM100AB &amp; COM100AC</b> (3 credits) <b>OR</b> <b>COM110AA &amp; COM110AB &amp; COM110AC</b> (3 credits)	
5. Critical Reading	0-3
Students may demonstrate proficiency through assessment.	
<b>CRE101</b> Critical Reading <b>OR</b> equivalent as indicated by assessment	
<b>B. Distribution Areas</b>	<b>22-29</b>
1. Humanities, Arts and Design	9
Students are encouraged to choose coursework from more than one discipline.	
2. Social-Behavioral Sciences	6-9
Students are encouraged to choose coursework from more than one discipline.	

Social-Behavioral Sciences requirements may be met with six (6) credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

3. Natural Sciences 7-8

Two (2) lecture courses and one (1) corresponding laboratory course are to be selected. Credits for lecture and lab components may be combined or each may carry separate credit. For appropriate course selection students should consult with an academic advisor.

4. Literacy and Critical Inquiry 0-3

Literacy requirement may be met with zero (0) credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet [Oral Communication and Literacy] or [Critical Reading and Literacy and Critical Inquiry] requirements.

**II. General Electives 13-26**

Select additional courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

**Total Credits 60-64**

**Degree Requirements**

All courses listed meet AGS requirements as specified. Courses in *Purple Italic Underline* also meet Arizona General Education Curriculum AGEC requirements.

Courses in **bold print and underscored** simultaneously count towards a Core Area and a Distribution requirement.

**General Education Core (16 credits with a grade of C or better)**

**First-Year Composition: 6 credits**

ENG English *[101, 107] & [102, 108]*

**Oral Communication: 3 credits**

COM Communication ***100, 100AA & 100AB & 100AC, 110, 110AA & 110AB & 110AC, 225, 230***

**Critical Reading: 3 credits**

CRE Critical Reading ***101*** or  
Equivalent as indicated by assessment

**Mathematics: 3 credits**

MAT Mathematics 112, 120, 121, 122, 140, 141, 142, 145, 146, 150, 150&182, 151, 151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172,

187, 206, 212, 213, 220, 221, 230, 231, 240, 241, 256, 257, 261, 262, 276, 277, Equivalent course/  
Satisfactory completion of a higher level  
Mathematics course

**Computer Usage: 1 credit**

Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement

- ACC Accounting 115
- ADA Advertising Arts 169, 175, 177, 183, 283, 283AA, 289
- AJS Administration of Justice Studies 205
- AMS Automated Manufacturing System *150*
- ARC Architecture 243, 244, 245
- ART Art 100, 169, 170, 173, 175, 177, 179, any 180++ course, 183, 283, 289
- BIO Biology *283*
- BPC Business-Personal Computers Any BPC Course(s) including ***110***
- CIS Computer Information Systems Any CIS Course(s) including *105, 162AB, 162AD, 163AA* (and EXCEPT 159, 162, 162AC, 169, 183AA, 217AM, 259, 262)
- CSC Computer Science Any CSC Course(s) including *100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180, 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283* (and except 200, 200AA, 200AB, 210, 210AA, 210AB)
- CTR Court Reporting 101, 102
- DFT Drafting Technology *105AA\*\**, 251, 254AA, 256AA  
*\*\*Must be taken with CSC100AA or AB to meet AGEC value*
- ECH Early Childhood Education 238
- EEE Electrical Engineering *120*
- ELE Electronic 131, 181, 241, 243, 245
- ELT Electronic Technology 131, *241*, 243
- ENG English 100AE
- FON Food and Nutrition 100
- GBS General Business *221*
- GIS Geographic Information Science *205, 211*
- GPH Physical Geography *220*
- HRM Hotel Restaurant Management 126
- JRN Journalism 133
- LAS Paralegal Studies 229
- MAT Mathematics *206*
- MET Manufacturing Technology 264
- MTC Music Theory, Composition *180, 191*
- NET Networking Technology 181
- OAS Office Automation Systems 111AA/111AB/113/119/130DK
- PSY Psychology *230*
- SBS Small Business 211

Diagonal (/) between numbers signifies "or."

SWU	Social Work <a href="#">225</a>
TVL	Travel Agent Technology 203
VPT	Video Production Technology 106

### General Education Distribution Areas (28-29 credits)

#### Humanities, Arts and Design: 9 credits

Students are encouraged to choose courses from more than one discipline.

AHU	Arabic Humanities <a href="#">245</a>
AIS	American Indian Studies <a href="#">213</a>
AJS	Administration of Justice Studies <a href="#">123</a>
ARH	Art Humanities Any ARH Course(s), including <a href="#">100</a> , <a href="#">101</a> , <a href="#">102</a> , 109, 110, 112, <a href="#">115</a> , <a href="#">118</a> , <a href="#">131</a> , <a href="#">145</a> , <a href="#">201</a> , <a href="#">203</a> , <a href="#">204</a> , <a href="#">217</a> , 216, 240, 250
ASB	Anthropology <a href="#">211</a> , <a href="#">214</a> , <a href="#">220</a> , <a href="#">222</a> , <a href="#">223</a> , <a href="#">253</a>
CCS	Chicana and Chicano Studies <a href="#">101</a>
COM	Communication <a href="#">241</a>
CON	Construction <a href="#">101</a> (formerly CNS101)
DAH	Dance Humanities <a href="#">100</a> , <a href="#">101</a> , <a href="#">201</a> , <a href="#">250</a> , <a href="#">255</a>
EDU	Education <a href="#">291</a> , <a href="#">292</a> , <a href="#">294</a>
ENG	English <a href="#">200</a> , <a href="#">213</a> , <a href="#">218</a>
ENH	English Humanities Any ENH Course(s), including <a href="#">110</a> , 111, <a href="#">112</a> , <a href="#">113</a> , <a href="#">114</a> , 117, 130, <a href="#">140AA</a> , <a href="#">190</a> , 200, <a href="#">201</a> , <a href="#">202</a> , <a href="#">204</a> , <a href="#">206</a> , <a href="#">214</a> , <a href="#">221</a> , <a href="#">222</a> , <a href="#">230</a> , <a href="#">231</a> , <a href="#">232</a> , <a href="#">235</a> , <a href="#">241</a> , <a href="#">242</a> , <a href="#">245</a> , <a href="#">251</a> , <a href="#">252</a> , 253, <a href="#">254</a> , <a href="#">255</a> , <a href="#">256</a> , <a href="#">259</a> , <a href="#">260</a> , <a href="#">275</a> , 277, 277AA-AK, <a href="#">280</a> , <a href="#">284</a> , <a href="#">285</a> , <a href="#">291</a> , <a href="#">294</a> , <a href="#">295</a> (and EXCEPT 250)
FRE	French <a href="#">265</a>
GST	Game Studies 202
HCR	Health Care Related <a href="#">210</a>
HIS	History <a href="#">101</a> , <a href="#">102</a> , <a href="#">103</a> , <a href="#">108</a> , 110, 111, <a href="#">113</a> , <a href="#">114</a> , <a href="#">203</a> , <a href="#">212</a> , <a href="#">251</a> , <a href="#">252</a> , 253, 254, <a href="#">275</a>
HON	Honors 190
HUM	Humanities Any HUM Course(s), including <a href="#">100</a> , <a href="#">101</a> , <a href="#">105AA</a> , <a href="#">107</a> , <a href="#">108</a> , <a href="#">190AA</a> , <a href="#">190AB</a> , <a href="#">190AC</a> , <a href="#">190AD</a> , <a href="#">190AE</a> , <a href="#">190AF</a> , <a href="#">190AG</a> , <a href="#">190AH</a> , <a href="#">190AI</a> , <a href="#">201</a> , <a href="#">202</a> , <a href="#">205</a> , <a href="#">206</a> , <a href="#">209</a> , <a href="#">210</a> , <a href="#">211AA</a> , 211AE, 212, <a href="#">213</a> , <a href="#">214</a> , <a href="#">215</a> , <a href="#">216</a> , <a href="#">220</a> , <a href="#">235</a> , <a href="#">245</a> , <a href="#">250</a> , <a href="#">251</a> , <a href="#">260</a> , <a href="#">261</a> , <a href="#">292</a> , 295, (and EXCEPT 120, 225)
INT	Interior Design <a href="#">115</a> , <a href="#">120</a>
LAT	Latin <a href="#">201</a> , <a href="#">202</a>
MHL	Music: History/Literature <a href="#">140</a> , <a href="#">143</a> , <a href="#">145</a> , <a href="#">146</a> , <a href="#">153</a> , <a href="#">155</a> , <a href="#">194</a> , <a href="#">204</a> , <a href="#">241</a> , <a href="#">242</a> , <a href="#">295</a>
PHI	Philosophy Any PHI Course(s), including <a href="#">101</a> , <a href="#">102</a> , <a href="#">103</a> , <a href="#">104</a> , <a href="#">105</a> , 106, 113, <a href="#">201</a> , <a href="#">212</a> , <a href="#">213</a> , 214, 215, <a href="#">216</a> , <a href="#">218</a> , <a href="#">224</a> , <a href="#">233AA</a> , <a href="#">233AB</a> , 233AC, <a href="#">234AC</a> , <a href="#">244</a> , <a href="#">245</a> , 250, <a href="#">251</a> , 282AA-AC
REL	Religious Studies Any REL Course(s) <a href="#">100</a> , <a href="#">101</a> , <a href="#">151</a> , <a href="#">200</a> , <a href="#">202</a> , <a href="#">203</a> , <a href="#">205</a> , <a href="#">206</a> , <a href="#">207</a> , <a href="#">210</a> , 211, 212, 213, 214, 218, 223, <a href="#">225</a> , 230, <a href="#">240</a> , <a href="#">244</a> , 245, 248, <a href="#">250</a> , <a href="#">251</a> , <a href="#">271</a> , 277, 282AA-AC, <a href="#">290</a> , <a href="#">291</a> , 292, 294, 295
SLC	Studies in Language and Culture <a href="#">201</a> , <a href="#">202</a>
SPA	Spanish <a href="#">241</a> , <a href="#">242</a> , <a href="#">265</a> , <a href="#">266</a>
SPH	Spanish Humanities <a href="#">241</a> , <a href="#">245</a>

SSH	Sustainability, Social Sciences, Humanities <a href="#">111</a>
STO	Storytelling <a href="#">292</a> , <a href="#">294</a>
SWU	Social Work <a href="#">183</a>
TCM	Telecommunications <a href="#">107</a>
TEC	Textiles and Clothing <a href="#">105</a>
THE	Theatre <a href="#">111</a> , <a href="#">220</a>
THF	Theatre and Film <a href="#">205</a> , <a href="#">206</a> , <a href="#">210</a>
THP	Theatre Performance, Production <a href="#">241</a>
WST	Women's Studies <a href="#">209</a> , <a href="#">284</a> , <a href="#">285</a> , <a href="#">290</a>

#### Social-Behavioral Sciences: 6-9 credits

Students are encouraged to choose courses from more than one discipline. Social-Behavioral Sciences requirements may be met with six (6) credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

AFR	African American Studies <a href="#">202</a> , <a href="#">203</a> , <a href="#">204</a>
AIS	American Indian Studies <a href="#">101</a> , <a href="#">140</a> , <a href="#">141</a> , 160
AJS	Administration of Justice Studies <a href="#">101</a> , <a href="#">119</a> , <a href="#">200</a> , <a href="#">225</a> , <a href="#">258</a> , 259, <a href="#">270</a>
ASB	Anthropology <a href="#">100</a> , <a href="#">102</a> , <a href="#">202</a> , <a href="#">211</a> , <a href="#">222</a> , <a href="#">223</a> , <a href="#">226</a> , <a href="#">230</a> , <a href="#">235</a> , <a href="#">252</a>
ASM	Anthropology <a href="#">104</a> , <a href="#">275</a>
BHS	Behavioral Health Services Technology <a href="#">150</a>
CCS	Ethnic Relations <a href="#">202</a>
CFS	Child, Family Studies <a href="#">112</a> , <a href="#">157</a> , <a href="#">159</a> , <a href="#">176</a> , <a href="#">205</a> , <a href="#">235</a> , <a href="#">259</a>
COM	Communication <a href="#">100</a> , <a href="#">100AA&amp;100AB&amp;100AC</a> , <a href="#">110</a> , <a href="#">110AA&amp;110AB&amp;110AC</a> , <a href="#">163</a> , <a href="#">230</a> , 250, <a href="#">263</a>
ECH	Early Childhood Education <a href="#">176</a>
ECN	Economics <a href="#">160</a> , <a href="#">211</a> , <a href="#">212</a> , <a href="#">213</a> , <a href="#">250</a>
EDU	Education <a href="#">221</a> , <a href="#">222</a>
EED	Early Education <a href="#">200</a> , <a href="#">205</a> , <a href="#">222</a>
EMT	Emergency Medical Technology <a href="#">258</a>
ENG	English <a href="#">213</a>
FOR	Forensic Science <a href="#">275</a>
FSC	Fire Science Technology <a href="#">258</a>
FUS	Future Studies 101
GCU	Cultural Geography <a href="#">102</a> , <a href="#">113</a> , <a href="#">121</a> , <a href="#">122</a> , <a href="#">141</a> , <a href="#">221</a>
HES	Health Science <a href="#">100</a>
HIS	History Any HIS Course(s), including <a href="#">100</a> , <a href="#">101</a> , <a href="#">102</a> , <a href="#">103</a> , <a href="#">104</a> , <a href="#">105</a> , <a href="#">106</a> , <a href="#">108</a> , <a href="#">109</a> , <a href="#">113</a> , <a href="#">114</a> , <a href="#">140</a> , <a href="#">145</a> , <a href="#">173</a> , 190, <a href="#">201</a> , <a href="#">203</a> , <a href="#">204</a> , <a href="#">209</a> , 240, <a href="#">241</a> , <a href="#">242</a> , <a href="#">273</a> , <a href="#">275</a> , <a href="#">277</a> , 282AA-AC (and EXCEPT 111, 170, 251, 252, 253, 254)
HON	Honors <a href="#">201</a>
IBS	International Business <a href="#">109</a>
IFS	Information Studies <a href="#">201</a> , <a href="#">210</a>
MCO	Mass Communications 120
MGT	Management <a href="#">229</a> , <a href="#">230</a>
PAD	Public Administration <a href="#">200</a>

Diagonal (/) between numbers signifies "or."

POS	Political Science Any POS Course(s), including <a href="#">100</a> , <a href="#">101</a> , <a href="#">110</a> , <a href="#">113</a> , <a href="#">114</a> , <a href="#">115</a> , <a href="#">120</a> , <a href="#">125</a> , <a href="#">130</a> , <a href="#">140</a> , <a href="#">180</a> , <a href="#">210</a> , <a href="#">212</a> , <a href="#">221</a> , <a href="#">222</a> , <a href="#">223</a> , <a href="#">230</a> , <a href="#">270</a> , <a href="#">281AB</a> , <a href="#">282AA-AC</a> , <a href="#">285</a>
PSY	Psychology <a href="#">101</a> , <a href="#">123</a> , <a href="#">132</a> , <a href="#">156</a> , <a href="#">157</a> , <a href="#">215</a> , <a href="#">218</a> , <a href="#">225</a> , <a href="#">235</a> , <a href="#">240</a> , <a href="#">241</a> , <a href="#">243</a> , <a href="#">250</a> , <a href="#">260</a> , <a href="#">266</a> , <a href="#">277</a> , <a href="#">280</a> , <a href="#">292</a>
REC	Recreation <a href="#">120</a>
SBU	Society and Business <a href="#">200</a>
SLC	Studies in Language and Culture <a href="#">201</a>
SOC	Sociology Any SOC course(s), including <a href="#">101</a> , <a href="#">110</a> , <a href="#">130</a> , <a href="#">141</a> , <a href="#">157</a> , <a href="#">180</a> , <a href="#">212</a> , <a href="#">220</a> , <a href="#">241</a> , <a href="#">251</a> , <a href="#">266</a> , <a href="#">270</a> (and EXCEPT <a href="#">143</a> , <a href="#">245</a> , <a href="#">253</a> , <a href="#">265</a> )
SSH	Sustainability, Social Sciences, Humanities <a href="#">111</a>
SUS	Sustainability, Natural Sciences <a href="#">110</a>
SWU	Social Work <a href="#">102</a> , <a href="#">171</a> , <a href="#">182</a> , <a href="#">250</a> , <a href="#">258</a> , <a href="#">295</a>
TEC	Textiles and Clothing <a href="#">105</a>
WED	Wellness Education <a href="#">110</a>
WST	Women's Studies <a href="#">100</a> , <a href="#">161</a>
YAQ	Yaqui Indian History and Culture <a href="#">100</a>

### Natural Sciences: 7-8 credits

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an academic advisor.

AGS	Agricultural Science <a href="#">164</a> , <a href="#">260</a>
ASB	Anthropology <a href="#">231</a>
ASM	Anthropology <a href="#">104</a> , <a href="#">265</a> , <a href="#">275</a>
AST	Astronomy <a href="#">101</a> , <a href="#">106</a> , <a href="#">111</a> , <a href="#">112</a>
BIO	Biology <a href="#">100</a> , <a href="#">101</a> , <a href="#">102</a> , <a href="#">105</a> , <a href="#">107</a> , <a href="#">108</a> , <a href="#">109</a> , <a href="#">111</a> , <a href="#">145</a> , <a href="#">149AF</a> , <a href="#">149AH</a> , <a href="#">149AK</a> , <a href="#">149AL</a> , <a href="#">149AM</a> , <a href="#">149AN</a> , <a href="#">156</a> , <a href="#">156XT</a> , <a href="#">160</a> , <a href="#">181</a> , <a href="#">181XT</a> , <a href="#">182</a> , <a href="#">201</a> , <a href="#">202</a> , <a href="#">205</a> , <a href="#">241</a> , <a href="#">245</a>
CHM	Chemistry <a href="#">107&amp;107LL</a> , <a href="#">130&amp;130LL</a> , <a href="#">130AA</a> , <a href="#">150&amp;151LL</a> , <a href="#">150AA</a> , <a href="#">151&amp;151LL</a> , <a href="#">151AA</a> , <a href="#">152&amp;152LL</a> , <a href="#">152AA</a> , <a href="#">154&amp;154LL</a> , <a href="#">230&amp;230LL</a>
CON	Construction <a href="#">106</a> (formerly <a href="#">CNS106</a> )
ENV	Environmental Sciences <a href="#">101</a>
FON	Food and Nutrition <a href="#">241</a> & <a href="#">241LL</a>
FOR	Forensic Science <a href="#">105</a> , <a href="#">106</a> , <a href="#">275</a>
GLG	Geology <a href="#">101&amp;103</a> , <a href="#">101IN</a> , <a href="#">102&amp;104</a> , <a href="#">102IN</a> , <a href="#">105</a> , <a href="#">106</a> , <a href="#">110&amp;111</a> , <a href="#">110IN</a> , <a href="#">121</a> , <a href="#">140</a> , <a href="#">229AB-AC</a> , <a href="#">230AA-AC</a> , <a href="#">231AA-AD</a> , <a href="#">280</a> , <a href="#">281</a> , <a href="#">282AA</a>
GPH	Physical Geography <a href="#">111</a> , <a href="#">112&amp;113</a> , <a href="#">211</a> , <a href="#">212&amp;214</a> , <a href="#">213&amp;215</a>

PHS	Physical Science <a href="#">110</a> , <a href="#">120</a>
PHY	Physics <a href="#">101</a> , <a href="#">101AA</a> , <a href="#">111</a> , <a href="#">111AA</a> , <a href="#">112</a> , <a href="#">115</a> , <a href="#">116</a> , <a href="#">121</a> , <a href="#">131</a>
PSY	Psychology <a href="#">275</a> , <a href="#">290AB</a> , <a href="#">290AC</a>

### Literacy and Critical Inquiry: 0-3 credits

Literacy requirements may be met with zero (0) credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet [Critical Reading and Literacy and Critical Inquiry] or [Oral Communication and Literacy and Critical Inquiry] requirements.

AIS	American Indian Studies <a href="#">213</a>
COM	Communication <a href="#">222</a> , <a href="#">225</a> , <a href="#">241</a>
CPD	Counseling and Personal Development <a href="#">160</a>
CRE	Critical Reading <a href="#">101</a> , <a href="#">201</a>
CUL	Culinary Arts <a href="#">223</a>
DAH	Dance Humanities <a href="#">255</a>
EDU	Education <a href="#">282AC</a>
ENG	English <a href="#">111</a> , <a href="#">200</a> , <a href="#">215</a> , <a href="#">216</a> , <a href="#">217</a> , <a href="#">218</a>
ENH	English Humanities <a href="#">241</a> , <a href="#">254</a> , <a href="#">255</a>
EXS	Exercise Science <a href="#">290</a>
GBS	General Business <a href="#">233</a>
GPH	Physical Geography <a href="#">267</a>
HUM	Humanities <a href="#">225</a> , <a href="#">250</a> , <a href="#">251</a>
IFS	Information Studies <a href="#">201</a>
JRN	Journalism <a href="#">201</a> , <a href="#">215</a> , <a href="#">234</a>
MCO	Mass Communications <a href="#">220</a>
MGT	Management <a href="#">230</a>
MHL	Music: History/Literature <a href="#">204</a>
PHI	Philosophy <a href="#">103</a> , <a href="#">106</a> , <a href="#">218</a> , <a href="#">244</a>
POS	Political Science <a href="#">115</a>
PSY	Psychology <a href="#">290AB</a> , <a href="#">290AC</a>
REL	Religious Studies <a href="#">203</a> , <a href="#">205</a> , <a href="#">207</a>
SLC	Studies in Language and Culture <a href="#">202</a>
THE	Theatre <a href="#">220</a>
THP	Theatre Performance, Production <a href="#">241</a>

### Elective Courses (15-22 credits)

May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.



# ASSOCIATE IN APPLIED SCIENCE

## Description

The Associate in Applied Science (AAS) degree requires at least 60 credits in its program of study. The exact number of credits for a specific degree is identified as part of the presentation of its requirements on the web or in the college catalog.

## Purpose of the Degree

The Maricopa County Community College District (MCCCD) Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise in a particular workforce-related area of study. The AAS degree options vary at the different MCCCD colleges and can be searched alphabetically or by field of interest. Requirements for each degree can be found on the linked webpages and in the corresponding college(s)'s catalog.

## Academic Policies that Govern the AAS Degree

- Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;
- All courses must be completed with a grade of C or higher; any additional requirements such as grades of B or higher or minimum grade point average requirements are listed on individual degrees and certificates;
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science degree requirements;
- Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution areas are excluded;

*Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.*

*A shared program requires a minimum of six (6) credit hours from the total program requirements to be completed with a grade of C or better at the college awarding the certificate or degree. (The exception is the Nursing program. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.) The minimum of six (6) credit hours in the degree curricula may*

*be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;*

- Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- Accepts one of the courses that is cross-referenced with other courses.

## General Education Core

### (12-15 credits)

Demonstrate college-level skills in the following areas:

### First-Year Composition: 6 credits

ENG English [101/107] & [102/108/111]

### Oral Communication: 3 credits

COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230

### Critical Reading: 3 credits

CRE Critical Reading 101/Equivalent as indicated by assessment

### Mathematics: 3 credits

MAT Mathematics 103AA&103AB/112/120/121/122/140/141/142/145/146/150/150&182/151/151&182/152/152&182/155/155&182/156/156&182/172/187/206/212/213/220/221/230/231/240/241/256/257/261/262/276/277/Equivalent course/Satisfactory completion of a higher level mathematics course

## General Education Distribution Areas (9-10 Credits)

### Humanities, Arts and Design: 2-3 credits

AHU Arabic Humanities 245  
 AIS American Indian Studies 213  
 AJS Administration of Justice Studies 123  
 ARH Art Humanities Any ARH Course(s)  
 ART Art 131  
 ASB Anthropology 211/214/220/222/223/253  
 CCS Chicana and Chicano Studies 101  
 COM Communication 241  
 CON Construction 101 (formerly CNS101)  
 DAH Dance Humanities 100/101/201/250/255  
 EDU Education 291/292/294  
 ENG English 200/213/218

Diagonal (/) between numbers signifies "or."

ENH	English Humanities Any ENH Course(s) (EXCEPT 250)
FRE	French 265
GST	Game Studies 202
HCR	Health Care Related 210
HIS	History 101/102/103/108/110/111/113/114/203/ 212/251/252/275
HUM	Humanities Any HUM Course(s) (EXCEPT 120, 225)
INT	Interior Design 115/120
LAT	Latin 201/202
MHL	Music: History/Literature 140/143/145/146/ 153/155/194/204/241/242/295
PHI	Philosophy Any PHI Course(s)
REL	Religious Studies Any REL Course(s)
SLC	Studies in Language and Culture 201/202
SPA	Spanish 241/242/265/266
SPH	Spanish Humanities 241, 245
SSH	Sustainability/Social Sciences & Humanities 111
STO	Storytelling 292/294
SWU	Social Work 183
TCM	Telecommunications 107
TEC	Textiles and Clothing 105
THE	Theatre 111/220
THF	Theatre and Film 205/206/210
THP	Theatre Performance/Production 241
WST	Women's Studies 209/284/285/290

**Social-Behavioral Sciences: 3 credits**

AFR	African American Studies 202/203/204
AIS	American Indian Studies 101/140/141/160
AJS	Administration of Justice Studies 101/200/225/258/259/270
ASB	Anthropology 100/102/202/211/222/223/226/ 230/235/252
ASM	Anthropology 104/275
BHS	Behavioral Health Services Technology 150
CCS	Chicana and Chicano Studies 202
CFS	Child/Family Studies 112/157/159/176/205/ 235/259
COM	Communication 100/100AA&100AB&100AC/ 110/110AA&110AB&110AC/163/230/250/263
ECH	Early Childhood Education 176
ECN	Economics Any ECN Course(s)
EDU	Education 221/222
EED	Early Education 200/205/222
EMT	Emergency Medical Technology 258
ENG	English 213
FOR	Forensic Science 275
FSC	Fire Science 258
FUS	Future Studies 101
GCU	Cultural Geography 102/113/121/122/141/221

HES	Health Science 100
HIS	History Any HIS Course(s) (EXCEPT 111, 170, 251, 252, 253, 254)
HON	Honors 201
IBS	International Business 109
IFS	Information Studies 201, 210
MCO	Mass Communications 120
MGT	Management 229/230
PAD	Public Administration 200
POS	Political Science Any POS Course(s)
PSY	Psychology 101/123/132/156/157/215/218/225/ 235/240/241/243/250/260/266/277/280/292
REC	Recreation 120
SBU	Society and Business 200
SLC	Studies in Language and Culture 201
SOC	Sociology Any SOC course(s) (EXCEPT 143, 245, 253, 265)
SSH	Sustainability/Social Sciences & Humanities 111
SUS	Sustainability/Natural Sciences 110
SWU	Social Work 102/171/182/250/258/295
TEC	Textiles and Clothing 105
WED	Wellness Education 110
WST	Women's Studies 100/161
Yaq	Yaqui Indian History and Culture 100

**Natural Sciences: 4 credits**

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.

AGS	Agricultural Science 164, 260
ASB	Anthropology (Soc/Behv. Science) 231
ASM	Anthropology (Science/Math) 104/265/275
AST	Astronomy 101/106/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109/111/145/ 149AN/156/156XT/160/181/181XT/182/201/ 201XT/202/205/241/245
CHM	Chemistry 107&107LL/130&130LL/130AA/ 150AA/150&151LL/151AA/151&151LL/152AA/ 152&152LL/154&154LL/230&230LL
CON	Construction 106 (formerly CNS106)
ENV	Environmental Sciences 101
FON	Food and Nutrition 241&241LL
FOR	Forensic Science 105/106/275
GLG	Geology Any GLG Course(s)
GPH	Physical Geography 111/112&113/211/ 212&214/213&215
PHS	Physical Science 110/120
PHY	Physics 101/101AA/111/111AA/112/115/116/ 121/131
PSY	Psychology 275/290AB/290AC

Diagonal (/) between numbers signifies "or."

# ACADEMIC CERTIFICATE

## Purpose of the Academic Certificate

The Maricopa County Community College District (MCCCD) Academic Certificate (AC) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in a specific area of emphasis in an academic discipline. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of a body of knowledge, it is not designed to prepare someone for employment in a specific occupation. The coursework for an Academic Certificate may be from a variety of disciplines or it can be discipline specific. There is no required general studies component to an Academic Certificate; however, the program may include some courses that have specific general studies designations such as Humanities, Arts and Design [HU], Social-Behavioral Sciences [SB], Literacy and Critical Inquiry [L], or Cultural Awareness [C]. (See [AGEC Matrix](#) for current course values.)

## Academic Policies that Govern the Academic Certificate

- Although the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above;
- Requires a cumulative GPA of 2.0 or better in required courses for completion;
- Follows the graduation policies listed in the college's general catalog for appropriate year;
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291/STO291 Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements;
- Although ACs may include a subset of coursework required in particular transfer degrees, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university;
- May have admission criteria established by the college if and when appropriate;
- Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s), see the [CCTA website](#).

(AC)

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Academic Certificate





# OCCUPATIONAL PROGRAM MATRIX

## COLLEGES:

CG	Chandler/Gilbert CC	PC	Phoenix College
EM	Estrella Mountain CC	PV	Paradise Valley CC
GC	Glendale CC	RS	Rio Salado College
GW	GateWay CC	SC	Scottsdale CC
MC	Mesa CC	SM	South Mountain CC

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the ten community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

## Agriculture, Food, and Natural Resources

Environmental and Natural Resource Conservation .....	PC
Environmental and Natural Resource Sustainability .....	PC
Equine Science .....	SC
Landscape Aide.....	MC
Landscape Horticulture .....	MC
Landscape Specialist .....	MC
Sustainable Agriculture.....	MC
Veterinary Assisting.....	MC
Veterinary Technology .....	MC

## Architecture and Construction

Air Conditioning/Refrigeration/Facilities.....	GW
Architectural Technology.....	SC
Building Inspection.....	MC
Computer Aided Drafting .....	MC
Construction Management.....	MC
Construction Trades: Carpentry.....	GW
Construction Trades: Construction Management.....	GW, MC
Construction Trades: Electricity .....	GW
Construction Trades: Construction Worker Training - Cranes/Rigging Equip ..	GW
Construction Trades: Heat and Frost Insulation .....	GW
Construction Trades: Heavy Equipment Operations .....	GW

Construction Trades: Ironworking.....	GW
Construction Trades - Mechanical Trades: Pipefitting .....	GW
Construction Trades - Mechanical Trades: Plumbing .....	GW
Construction Trades - Mechanical Trades: Sheet Metal .....	GW
Construction Trades: Millwrighting .....	GW
Construction Trades: Painting and Drywalling.....	GW
Construction Trades: Pre-Apprenticeship.....	GW
Mechanical Drafting .....	MC
Power Systems Technology.....	EM
Residential and Light Commercial Air Conditioning .....	GW
Workforce Development: Carpentry Level I & II.....	RS
Workforce Development: Furniture Constr/Refinishing Level I & II.....	RS

## Art, A/V Technology, and Communication

Alteration Specialist.....	MC
Apparel Construction.....	PC
Audio Production Technologies.....	GC, MC, PC, PV, SC
Beginning Piano Pedagogy .....	MC
Costume Design and Production.....	MC
Costuming.....	PC
Dance Performance and Technology .....	SC
Digital Media Arts .....	GC
Disc Jockey Techniques.....	MC, SC
Family Life Education .....	RS
Fashion Design .....	PC
Fashion Design Level I & II.....	PC
Fashion Design Entrepreneurship.....	PC
Fashion Illustration.....	PC
Fashion Merchandising.....	PC
Fashion Merchandising & Design .....	MC
Graphic Design: Visual Communication.....	SC
Image Consultant .....	MC
Interior Design.....	MC, PC, SC
Interior Design: Advanced .....	MC
Interior Merchandising .....	EM, MC, PC
Intermediate Piano Pedagogy.....	MC
Journalism and New Media Studies.....	GC, MC, SC
Media Arts.....	PC
Music Business .....	CG, GC, MC, PC, PV, SC, SM



Parent Education .....	RS
Pattern Design Level I & II.....	PC
Photography .....	GC, PC

### Business, Management, and Administration

Accounting .....	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Accounting Paraprofessional .....	GC
Accounting-Specialized Para-Professional.....	PV
Administrative Professional .....	MC, PC, PV
Administrative Specialist .....	PV
Administrative Technology.....	GW
Automobile Insurance: Customer Service.....	RS
Automobile Insurance Claims: Customer Service .....	RS
Bookkeeping .....	SC
Broadband Telecommunications.....	RS
Broadband Telecommunications: Field Operation .....	RS
Business Administration Fastrack.....	SC
Business Management.....	SM
Business Micro Finance .....	SM
Business Office Assistant.....	GC
Business Technology Specialist.....	GW
Computer Applications .....	PC
Court Reporting: Judicial.....	GW
Credit Counseling: Customer Service.....	RS
Debt Resolution: Customer Service.....	RS
Entrepreneurial Studies Level I & II .....	GC, GW, MC, PC, PV, RS, SC, SM
General Business.....	CG, EM, GC, MC, PC, PV, RS, SC, SM
General Business Specialized.....	PV
Human Resources Management .....	PC
Human Services - Assistance: Public Assistance Eligibility .....	RS
Human Services - Specialist: Customer Service.....	RS
Human Services - Unemployment Insurance: Customer Service .....	RS
Insurance Studies.....	GC, MC, RS
International Trade .....	MC
Management.....	MC, PC, PV
Middle Management .....	GC, PV
Motor Vehicle: Customer Service.....	RS
Office Technology.....	GW
Organizational Leadership .....	CG, EM, GC, GW, MC, PV, RS, SC, SM
Organizational Management.....	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Paralegal Studies.....	PC
Personal Loans: Customer Service .....	RS
Project Management.....	MC
Public Relations .....	MC
Quality Customer Service .....	RS

Realtime Reporting Scoping.....	GW
Retail Management .....	CG, EM, GC, GW, MC, PC, RS, SC, SM
Retail Pharmacy: Customer Service.....	RS
Retail Sales Manager.....	MC
Small Business Management Level I .....	CG, EM, GC, GW, MC, PC, RS, SM, SC
Small Business Start-Up.....	CG, PC, PV, RS, SM
Social Media Marketing.....	CG, MC, SC, SM
Supervision .....	GC
Supervision and Management I & II .....	SM
Technology Support Analyst.....	MC
Utilities Customer Service.....	RS
Water Services: Customer Service .....	RS

### Education and Training

Adult Learning and Development.....	RS
Bilingual Education/Dual Language Immersion (BE/DLI) .....	MC
Child and Family Organizations Management/Administration.....	GC, RS
Curriculum for Young Children .....	PC
Early Care Specialist .....	MC
Early Childhood Administration and Management.....	GC, RS
Early Childhood Classroom Management .....	PC
Early Childhood Education .....	EM, GC, PV
Early Childhood Education and Administration: Birth through Age Five.....	PC
Early Learning and Development .....	CG, MC, RS, SM
Family Child Care Management .....	RS, SM
Foundations of Early Childhood Education .....	CG, EM, GC, MC, PV, SM
Foundations of Student Services .....	EM
Gifted Education.....	EM
Infant and Toddler Development .....	RS, SM
Instructional Assistance.....	MC, SM
Reading Specialist.....	MC
Senior Living Management.....	RS
Workforce Development and Community Re-Entry .....	RS
Workforce Development: Trim Plumbing .....	RS

### Environmental Technology

Environmental Science Technology.....	GW
Geospatial Technologies.....	MC
Occupational Safety and Health Technology.....	GW
Safety, Health and Environmental Studies .....	PV
Wastewater Treatment .....	GW
Water Resources Technologies.....	GW
Water Treatment .....	GW

**Finance**

Bank Account Management: Customer Service .....	RS
Banking and Finance .....	PC
Licensed Residential Appraiser .....	MC
Real Estate: Prelicense .....	MC, SM
Residential Appraisal Trainee.....	MC

**Government and Public Administration**

Public Administration.....	RS
Public Administration: Legal Services.....	RS
Tribal Development.....	SC

**Health Science**

Advanced Behavioral Health Sciences .....	GC, SM
Advanced Emergency Medical Technology (Paramedic) .....	PC, PV
Basic Behavioral Health .....	GC, SM
Behavioral Sciences.....	GC, SM
Community Dental Health Coordination .....	RS
Community Emergency Response Team (CERT): Level I.....	PC
Computed Tomography.....	GW
Dental Assisting .....	PC
Dental Hygiene .....	MC, PC, RS
Developmental Disabilities Specialist.....	GC
Diagnostic Medical Sonography.....	GW
Diagnostic Medical Sonography: Vascular Technology .....	GW
Emergency Communications and Deployment.....	PC
Exercise Science: Health, Fitness and Sports Performance.....	CG, GC, MC, PV, SC, SM
Fast Track Practical Nursing .....	GW
Health Care Insurance .....	RS
Health Information: Long Term Care Settings.....	PC
Health Information Technology .....	PC
Health Services Management .....	GW
Health Unit Coordinating/Patient Care Associate .....	GW
Healthcare Regulatory Compliance .....	GW
Histologic Technology .....	PC
Hospital Central Service Technology .....	GW
Integrated Public Health: Health Administration .....	PV
Integrated Public Health: Health Education.....	PV
Integrated Public Health: Mobile Integrated Health .....	PV
Integrated Public Health: Patient Navigation .....	PV
Laboratory Assisting.....	PC
Magnetic Resonance Imaging .....	GW
Massage Therapy.....	PC

Medical Assisting .....	PC
Medical Billing and Coding: Physician-Based .....	PC
Medical Coding: Hospital-Based .....	PC
Medical Laboratory Sciences.....	PC
Medical Radiography.....	GW
Musculoskeletal Sonography .....	GW
Nursing.....	CG, EM, GC, GW, MC, PC, PV, SC
Nurse Assisting .....	EM, GW, MC, PC, PV
Nursing Refresher .....	GW, MC
Occupational Therapy Assistant .....	GW
Operating Room Nursing.....	GW
Phlebotomy.....	PC
Physical Therapist Assisting .....	GW
Polysomnographic Technology.....	GW
Practical Nursing .....	CG, EM, GC, GW, MC, PV, SC
Recovery Support .....	SM
Respiratory Care.....	GW
Speech Language Pathology Assistant.....	EM
Surgical Technology .....	GW

**Hospitality and Tourism**

Airline Operations .....	RS
Airline Operations: Reservations and Ticketing Services .....	RS
Baking and Pastry.....	EM
Commercial Bakery and Pastry Arts .....	SC
Culinary Arts .....	SC
Culinary Fundamentals.....	SC, SM
Culinary Principles.....	EM
Culinary Studies.....	EM
Dietetic Technology.....	PV
Hospitality: Golf Management .....	SC
Hospitality: Hotel Management .....	SC
Hospitality: Meeting and Event Management .....	SC
Hospitality: Restaurant Management.....	SC
Hospitality: Spa and Wellness Center Management.....	SC
Hospitality: Tourism Development and Management.....	SC
Sustainable Food Systems.....	RS
Workforce Development: Introduction to Sustainable Food Systems.....	RS

**Human Services**

Addictions and Substance Use Disorders: Level I & II .....	RS
Adolescent Studies .....	PC
Deaf Studies.....	PC
Family Development .....	PC

Family Support.....	PC
Group Fitness Instructor.....	MC
Interpreter Preparation .....	PC
Mortuary Science.....	CG
Nutrition for Fitness and Wellness .....	GC, MC, SC
Personal Trainer .....	GC, MC
Personal Training Specialist .....	CG, GC, MC, PV, SC, SM
Professional Addictions Counseling .....	RS
Recreation Management .....	SC
Workforce Dev: Foundations in Addictions/Substance Use Disorders.....	RS
Yoga Instruction.....	SC
Yoga Therapy .....	SC

### Information Technology

Adobe CS in Business: Master Suite Applications Specialist.....	MC
Adobe CS in Business: Print and Web Applications Specialist.....	MC, PV
Adobe CS in Business: Production Applications Specialist.....	MC, SM
Adobe Foundations .....	GC, MC, PV, SM
Advanced Computer Usage and Applications .....	RS
Advanced Web Designer.....	MC
Applications in Geospatial Technologies .....	MC
Business Applications .....	CG
Business Applications: Specialist .....	CG
Business Office Computer Applications.....	GC
Comic and Sequential Art.....	PC
Computer and Information Technologies.....	SM
Computer Applications: Microsoft Office Specialist/Advanced.....	MC
Computer Applications: Microsoft Office Specialist/Basic .....	MC
Computer Applications Technology .....	EM
Computer Hardware and Desktop Support.....	CG, EM
Computer Hardware and Network Support .....	SC
Computer Information Systems.....	GC, GW, PC
Computer Information Systems Technologies.....	SC
Computer Information Technology.....	PV
Computer Networking Technology.....	PV
Computer Systems Maintenance.....	PV
Computer Technology.....	RS
Computer Usage and Applications .....	RS
Data Analytics .....	SC
Database Development .....	SC
Desktop Publishing .....	EM
Digital Arts.....	MC
Digital Arts: Digital Illustration .....	MC
Digital Arts: Digital Photography.....	MC
Digital Arts: Graphic Design.....	MC

Digital Cinema Arts.....	GC
Digital Design .....	RS
Digital Media/Multimedia Technology .....	MC
Digital Photography .....	PC
Editing.....	SC
Game Technology.....	GC, MC
Healthcare Technology Systems.....	GC, PV
Information Security .....	GC
Information Security Technology.....	GC
Information Technology .....	CG
Information Technology: Android/iOS Programming.....	SM
Information Technology: Cisco Networking.....	MC, SM
Information Technology: Computer Applications Specialist.....	SM
Information Technology: Microsoft Programming.....	SM
Information Technology: Network and Cyber Security .....	GW, SM
Information Technology: Network Server.....	SM
Information Technology: Programming and Mobile Development .....	SM
Information Technology Support.....	SM
iOS Application Development .....	CG, EM, GC, MC, PC, PV, RS, SC, SM
IT and Power Systems Security .....	EM
Linux Associate .....	CG, EM, MC
Linux Networking Administration.....	EM, GC, MC
Linux Professional .....	CG, EM, GC, GW, MC, PC, PV, SC, SM
Media Arts: Computer Art/Illustration.....	CG, PC
Media Arts: Digital Animation .....	PC
Media Arts: Digital Imaging .....	CG, PC
Media Arts: Web Design.....	PC
Microsoft Certified IT Professional (MCITP) Administrator .....	GW
Microsoft Desktop Support Technology.....	EM, GC, PV
Microsoft Networking Technology.....	EM, GC, GW
Microsoft Server Administration.....	EM, GC
Microsoft Technical Specialist.....	EM, GW
Mobile Apps Programming.....	RS, SM
Motion Picture/Television Production.....	SC
Editing .....	SC
Production: Film .....	SC
Production: Television .....	SC
Screenwriting.....	SC
Multimedia Technology .....	MC
Network Administration .....	SC
Network Administration: .....	
Cisco Network Professional.....	MC, SM
Microsoft Windows Server.....	CG, GW, MC, SM
Network and Cyber Fundamentals.....	GW, SM
Networking: Design and System Support .....	RS
Networking Administration: Cisco .....	CG, EM, GC, GW, MC, SM

Networking System Administration..... MC  
 Networking Technology: Cisco ..... CG, EM, GC, GW  
 Oracle Database Operations..... CG  
 Production: Film ..... SC  
 Production: Television ..... SC  
 Programming..... EM, RS, SM  
 Programming and Systems Analysis I & II...CG, EM, GC, MC, PC, PV, RS, SC, SM  
 Screenwriting..... SC  
 Technical Theatre ..... PC, SC  
 Web Application Development ..... SM  
 Web Design ..... CG, EM, GC, PC, PV, SM  
 Web Design Technologies..... SC  
 Web Design: User Interface..... RS  
 Web Designer..... MC  
 Web Developer ..... EM, GC, MC, PC, PV  
 Web Development..... SC  
 Web Development and Graphic Design ..... EM, SM  
 Web Server Administrator ..... MC

**Manufacturing**

Applied Electrical Technologies..... RS  
 Automated Industrial Technology Level I & II..... EM, MC  
 CAD Application..... GC  
 CAD Fundamental ..... GC  
 CAD Technology..... GC  
 CAM Systems Programming..... MC  
 Computer and Networking Technology ..... GC  
 CNC Machining I, II ..... MC  
 Drafting and Design Technology..... MC  
 Electric Utility Technology..... CG  
 Electrical Technology: Commercial Wiring..... GW  
 Electrical Technology: Industrial Wiring..... GW  
 Electrical Technology: Residential Wiring..... GW  
 Electrical Systems Technology ..... EM  
 Electronics Engineering Technology..... MC  
 Electronics Technology ..... MC  
 Energy and Industrial Technology ..... EM  
 Industrial Design Technology..... GW  
 Industrial Design Technology: Design Specialist: Solid Works..... GW  
 Industrial Manufacturing and Emerging Technologies..... EM  
 Industrial Robotics and Automation Technology..... MC  
 Instrumentation Systems Technology..... EM  
 Lineman Technology Level I, II, III, IV..... RS  
 Machining..... MC  
 Mechanical Systems Technology ..... EM

Mechatronics ..... EM  
 Meter Technology..... CG  
 Network Maintenance..... GC  
 Nuclear Power Technology..... EM  
 Power Systems Technology..... EM  
 Production Technology..... GW  
 Production Technology: CNC Technology..... GW  
 Production Technology: Quality Assurance..... GW  
 Welding..... MC  
 Workforce Development: Electrical Level I & II..... RS

**Marketing, Sales and Service**

Marketing ..... GC, GW, MC, PC, PV, SC, SM  
 Marketing and Sales..... GC, MC, PC, PV

**Law, Public Safety, Corrections, and Security**

Administration of Justice ..... CG, GC, MC, PC, PV, RS, SM  
 Administration of Justice Studies..... CG, GW, MC, SC  
 Corrections..... SC  
 Corrections (Advanced & Basic)..... RS  
 Correctional Studies..... CG  
 Crime Scene Investigation ..... PC, SC  
 Detention Services ..... RS  
 Domestic Preparedness and Homeland Security ..... PC  
 Driver Operator ..... GC, MC, PC, PV  
 Emergency Management..... MC, PV  
 Emergency Medical Technology..... CG, GC, MC, PC, PV  
 Emergency Response and Operations ..... MC, PC, PV  
 Fingerprint Identification and Photography ..... PC, SC  
 Fire Academy ..... GC  
 Fire Officer Leadership ..... GC, MC, PC, PV  
 Fire Science ..... MC, PV  
 Firefighter Operations..... GC, MC, PC, PV  
 Forensic Science ..... CG, GC, MC, PC, PV, SC, SM  
 Forensic Technology ..... PC  
 Global Citizenship..... MC  
 Hazardous Materials Response ..... PC  
 Homeland Security..... CG, GC, GW, MC, PC, PV, RS, SM  
 Juvenile Corrections ..... RS  
 Law Enforcement..... CG, EM, GC, MC, PC, PV, RS, SC, SM  
 Law Enforcement Investigator ..... GC  
 Law Enforcement Technology Academy ..... RS  
 Law Enforcement Training Academy..... CG, GC  
 Legal Studies ..... CG, EM, GC, MC, PC, PV, RS, SC, SM



Paralegal.....	RS
Paramedicine.....	GC, MC, PC, PV
Public Safety Leadership.....	RS
Public Safety Technology.....	RS
Tribal Court Justice Studies .....	SC
Victimology.....	CG, GC, MC, PC, PV, RS, SC, SM

### Science, Technology, Engineering and Mathematics

Aircraft Maintenance Technology.....	CG
Aircraft Maintenance Technology (Part 147) .....	CG
Airframe Maintenance (Part 147).....	CG
Airway Science Technology, Flight Emphasis.....	CG
Biotechnology.....	MC
Biotechnology and Molecular Biosciences.....	GC
Certified Flight Instructor Instrument Airplane Rating .....	CG
Engineering Technology .....	CG, EM, GC, SM
Flight Technology.....	CG
Food Science and Technology I & II .....	SM
Nanotechnology .....	RS
Powerplant Maintenance (Part 147).....	CG
Unmanned Aircraft Systems .....	CG

### Transportation, Distribution, and Logistics

Air Conditioning.....	MC
Air Conditioning and Electrical Accessories.....	GW
Automotive Automatic Transmission and Transaxle.....	CG, GW
Automotive Brake Systems.....	GC, GW, MC
Automotive Chassis.....	GC, GW, MC
Automotive Drive Train.....	GC, GW, MC
Automotive Electronic/Electrical Systems.....	GC, GW
Automotive Engine Performance.....	GC
Automotive Heating, Ventilation and Air Conditioning (HVAC) Systems..	GC, GW, MC
Automotive Maintenance and Light Repair .....	GC
Automotive Manual Drive Train and Axles .....	GC, GW, MC
Automotive Service .....	GC, GW, MC
Automotive Steering and Suspension .....	GC, GW, MC
Brakes, Alignment, Suspension and Steering.....	MC
Engine Performance and Diagnosis .....	GW, MC
Transmissions and Power Trains.....	MC



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Degrees and Certificates offered by Scottsdale Community College are viewable at <https://curriculum.maricopa.edu/curriculum/degrees-certificates/search-programs?loc=SC>

## ACCOUNTING

Business/CIS Division

BUS 121 480.423.6253

ACC

### Certificate of Completion in Bookkeeping 27 credits

Students can earn a Certificate of Completion in Bookkeeping. Please see page 71 for detailed information on the required coursework.

### AAS in General Business 61-66 credits

Students can earn an AAS degree in General Business with a specialization in Accounting. Please see page 71, "Business" for detailed information on the required coursework.

## ADMINISTRATION OF JUSTICE STUDIES

AJS

Applied Sciences Division

AP 237B 480.423.6599

Program Director, Walter Olsen

AP 228 480.423.6742

The Administration of Justice Studies program is designed to prepare men and women for careers in the fields of law enforcement, courts, corrections, crime scene processing, forensic science and related technical occupations. The program also provides practitioners within the criminal justice field the opportunity for continuing education and growth and development, or the background to continue their education at a four-year institution. Upon satisfactory completion of the outlined program, the students will receive an Associate in Applied Science degree in Administration of Justice Studies (see page 65).

In addition, an AAS degree is offered in Forensic Science and Certificates of Completion are offered in Administration of Justice, Corrections, Crime Scene Investigation, Fingerprint Identification and Classification, Law Enforcement, Legal Studies, Victimology, and Tribal Court Justice Studies (see page 67).

### Administration of Justice

#### Certificate of Completion - CCL 5007N (Shared) 15 credits

**Description:** The Certificate of Completion (CCL) in Administration of Justice program is designed to be interdisciplinary by nature and provides students with foundational knowledge of the criminal justice system and operational processes for addressing crime within society. This program also examines diverse populations and communities, and their effects on relationships with the criminal justice system. In addition, this program allows students to familiarize themselves with and evaluate various career opportunities in the criminal justice field and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice Studies.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

#### Required Courses: 15 credits

AJS101	Introduction to Criminal Justice.....	3
AJS109	Substantive Criminal Law (3) <b>OR</b>	
AJS260	Procedural Criminal Law (3).....	3
AJS123	Ethics and the Administration of Justice .....	
AJS230	The Police Function .....	3
AJS240	The Corrections Function.....	3

### Corrections

#### Certificate of Completion - CCL 5776N (Shared) 15 credits

**Description:** The Certificate of Completion (CCL) in Corrections program is designed for students intending to pursue careers in various correctional components of the justice system, including parole, probation, jail, and prisons. Focus is broader learning about the correction function in the context of overall administration of justice system.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

#### Required Courses: 15 credits

AJS101	Introduction to Criminal Justice.....	3
AJS123	Ethics and the Administration of Justice (3) <b>OR</b>	
AJS255	Crime, Law, and Mental Health (3) .....	3
AJS212	Juvenile Justice Procedures.....	3
AJS240	The Corrections Function.....	3
AJS205	Effective Comm./Report Writing in Criminal Justice (3) <b>OR</b>	
AJS275	Criminal Investigation (3) .....	3

### Crime Scene Investigation

#### Certificate of Completion - CCL 5964 (Shared) 16-18 credits

**Description:** The Certificate of Completion in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

#### Required Courses: 16-18 credits

AJS213	Evidence Technology/Fingerprints (3) <b>OR</b>	
+ AJS243	Crime Scene Reconstruction (3).....	3
AJS215	Criminalistics: Physical Evidence (3) <b>OR</b>	
AJS219	Crime Scene Technology: Physical Evidence (3) <b>OR</b>	
FOR105	Forensic Science: Physical Evidence (4) .....	3-4
AJS216	Criminalistics: Biological Evidence (3) <b>OR</b>	
FOR106	Forensic Science: Biological Evidence (4) .....	3-4

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

AJS214	Evidence Technology/Photography .....	3
AJS275	Criminal Investigation I.....	3
AJS290BN	Courtroom Testimony Seminar .....	1

pursuing a course of study specifically focused on legal studies. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice Studies.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 15 credits**

AJS109	Substantive Criminal Law.....	3
AJS201	Rules of Evidence.....	3
AJS123	Ethics and the Administration of Justice (3) <b>OR</b>	
AJS205	Effective Comm./Report Writing in Criminal Justice (3)....	3
AJS210	Constitutional Law.....	3
AJS260	Procedural Criminal Law .....	3

## Victimology

### Certificate of Completion - CCL 5392N (Shared) 15 credits

**Description:** The Certificate of Completion (CCL) in Victimology is designed for students who are interested in pursuing a course of study specifically focused on crisis intervention, community services, and victim rights. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice Studies.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 15 credits**

AJS101	Introduction to Criminal Justice.....	3
AJS162	Domestic Violence .....	3
AJS225	Criminology.....	3
AJS255	Crime, Law, and Mental Health.....	3
AJS258	Victimology & Crisis Management (EMT/FSC/SWU258) .....	3

## Administration of Justice Studies

### Associate in Applied Science - AAS 3181 (Shared) 62-68 credits

**Description:** The Associate in Applied Science (AAS) in Administration of Justice Studies is an interdisciplinary program designed to prepare students for various careers within the criminal justice system and/or transfer to a four-year institution. The program also provides criminal justice practitioners with the opportunity to complete the Certificate of Completion (CCL) in Administration of Justice as well as one of four Certificates of Completion in Corrections, Law Enforcement, Legal Studies, and Victimology, and/or a transfer option.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

## Fingerprint Identification and Photography

### Certificate of Completion - CCL 5010N (Shared) 10 credits

**Description:** The Certificate of Completion (CCL) in Fingerprint Identification and Photography is designed to prepare students for entry level positions in the field of fingerprint classification and identification. It is one pathway to the Associate in Applied Science (AAS) in Forensic Science.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 10 credits**

AJS101	Introduction to Criminal Justice.....	3
AJS213	Evidence Technology/Fingerprints.....	3
AJS214	Evidence Technology/Photography .....	3
AJS290BN	Courtroom Testimony Seminar .....	1

## Law Enforcement

### Certificate of Completion - CCL 5987N (Shared) 15 credits

**Description:** The Certificate of Completion (CCL) in Law Enforcement is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice Studies.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 15 credits**

AJS101	Introduction to Criminal Justice.....	3
AJS123	Ethics and the Administration of Justice .....	3
AJS205	Effective Communication/Report Writing in Criminal Justice....	3
AJS230	The Police Function .....	3
AJS275	Criminal Investigation I.....	3

## Legal Studies

### Certificate of Completion - CCL 5966N Shared 15 credits

**Description:** The Certificate of Completion (CCL) in Legal Studies is designed for students who are interested in

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



**Required Courses: 30 credits**

AJS101	Introduction to Criminal Justice.....	3
AJS109	Substantive Criminal Law.....	3
AJS123	Ethics and the Administration of Justice.....	3
AJS212	Juvenile Justice Procedures.....	3
AJS225	Criminology.....	3
AJS230	The Police Function.....	3
AJS240	The Corrections Function.....	3
AJS258	Victimology & Crisis Management (EMT/FSC/SWU258) (3) <b>OR</b>	
AJS200	Current Issues in Criminal Justice (3) 3	
AJS260	Procedural Criminal Law.....	3
CIS105	Survey of Computer Information Systems (3) <b>OR</b>	
BPC110	Computer Usage and Applications (3) <b>OR</b>	
AJS++++	Students may choose course in the Administration of Justice Studies area not listed under Required Courses area (3).....	3

**Restricted Electives: 9-10 credits**

AJS113	Criminal Justice Crime Control Policies and Practices..... (Fulfills ASU transfer requirement)	3
AJS119	Computer Applications in Justice Studies..... (Fulfills NAU transfer requirement)	3
AJS162	Domestic Violence..... (Fulfills Victimology certificate requirement)	3
AJS201	Rules of Evidence..... (Fulfills Legal Studies certificate requirement)	3
AJS205	Effective Communication/Report Writing in Criminal Justice... (Fulfills Corrections, Law Enforcement and Legal Studies certificate requirement)	3
AJS210	Constitutional Law..... (Fulfills Legal Studies certificate requirement and NAU transfer requirement)	3
AJS255	Crime, Law, and Mental Health..... (Fulfills Corrections and Victimology certificate requirement)	3
AJS270	Community Relations..... (Fulfills GCU transfer requirement)	3
AJS275	Criminal Investigation I..... (Fulfills Corrections and Law Enforcement certificate requirement and GCU transfer requirement)	3
AJS290BN	Courtroom Testimony Seminar..... (Fulfills Legal Studies certificate requirement)	1
CIS114DE	Excel Spreadsheet..... (Fulfills NAU transfer requirement)	3
PSY101	Introduction to Psychology (3) <b>OR</b>	
SOC101	Introduction to Sociology (3)..... (Fulfills ASU transfer requirement)	3
REC120	Leisure and the Quality of Life..... (Fulfills ASU transfer requirement)	3
SWU171	Introduction to Social Welfare..... (Fulfills ASU transfer requirement)	3

**General Electives: 7 credits**

Recommend the following for transfer:

FOR105	Forensic Science: Physical Evidence (4) <b>OR</b>	
FOR106	Forensic Science: Biological Evidence (4) <b>OR</b>	
	Any course with the [SQ] general education designation (4).....	4

Recommend the following for transfer:

Any course with an [HU] and [G] general education designation **OR** an [HU] and [H] general education designation.....3

**General Education Requirements: 16-21 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

COM100	Introduction to Human Communication (3) <b>OR</b>	
COM110	Interpersonal Communication (3) <b>OR</b>	
+ COM225	Public Speaking (3) <b>OR</b>	
COM230	Small Group Communication (3).....	3

Recommend COM225 for students intending to transfer

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent as indicated by assessment. ....	0-3
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Mathematics

+ MAT140	College Mathematics (5) <b>OR</b>	
+ MAT141	College Mathematics (4) <b>OR</b>	
+ MAT142	College Mathematics (3) <b>OR</b>	
	Higher course in the Mathematical Applications [MA] area (3-5).....	3-5

**GENERAL EDUCATION DISTRIBUTION: 4 credits**

Humanities, Arts and Design

Met by AJS123 in the Required Courses area.....0

Social-Behavioral Sciences

Met by AJS/EMT/FSC/SWU258 or AJS200 in the Required Courses area ....0

Natural Sciences

Any approved general education Natural Sciences course.....4  
Recommend FOR105 or FOR106 in Electives area.

**Forensic Science**

**Associate in Applied Science - AAS 3183 (Shared) 60-65 credits**

**Description:** The Associate in Applied Science (AAS) in Forensic Science provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an important knowledge base for investigative specialization in a wide range of disciplines and careers. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 31-41 credits**

AJS101	Introduction to Criminal Justice.....	3
AJS123	Ethics and the Administration of Justice.....	3
AJS275	Criminal Investigation I.....	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

AJS290BN	Courtroom Testimony Seminar .....	1
AJS215	Criminalistics: Physical Evidence (3) <b>OR</b>	
AJS219	Crime Scene Technology: Physical Evidence (3) <b>OR</b>	
FOR105	Forensic Science: Physical Evidence (4) .....	3-4
AJS216	Criminalistics: Biological Evidence (3) <b>OR</b>	
FOR106	Forensic Science: Biological Evidence (4) .....	3-4

Students should select courses from one of the following emphases based on career goals.

**Crime Scene: 15 credits**

AJS109	Substantive Criminal Law.....	3
AJS210	Constitutional Law.....	3
AJS213	Evidence Technology/Fingerprints.....	3
AJS214	Evidence Technology/Photography .....	3
AJS260	Procedural Criminal Law .....	3

**Lab Science: 23 credits**

ASM275	Forensic Anthropology (FOR275) .....	4
+ CHM151	General Chemistry I .....	3
+ CHM151LL	General Chemistry I Laboratory.....	1
+ CHM152	General Chemistry II .....	3
+ CHM152LL	General Chemistry II Laboratory.....	1
+ PHY111	General Physics I.....	4
+ PHY112	General Physics II.....	4

Any course with the HU, C and G general education designations (3) **OR**  
 Any course with the HU, C and H general education designations (3) ....3

**Restricted Electives: 3 credits**

Students must complete 3 credits of restricted electives.

*Students interested in the Crime Scene Emphasis*

CIS105	Survey of Computer Information Systems (3) <b>OR</b>	
BPC110	Computer Usage and Applications (3) <b>OR</b>	
AJS+++++	Any AJS Administration of Justice Studies course not listed in the required courses area (3).....	3

*Students interested in the Lab Science Emphasis*

CIS105	Survey of Computer Information Systems (3) <b>OR</b>	
BPC110	Computer Usage and Applications (3).....	3

**General Electives: 0-10**

Students must choose zero (0) to ten (10) additional credits of general elective courses. Total number of general electives required will largely depend upon emphasis selected.

**General Education Requirements: 12-24 credits**

**GENERAL EDUCATION CORE: 12-20 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

+ COM225	Public Speaking .....	3
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Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> Equivalent by assessment. ....	0-3
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Mathematics

*For Crime Scene Emphasis*

+ MAT140	College Mathematics (5) <b>OR</b>	
+ MAT141	College Mathematics (4) <b>OR</b>	
+ MAT142	College Mathematics (3)	
OR higher course with an [MA] general education designation.....		3-5

*For Lab Science Emphasis*

+ MAT150	College Algebra/Functions (5) <b>OR</b>	
+ MAT151	College Algebra/Functions (4) <b>OR</b>	
+ MAT152	College Algebra/Functions (3) <b>AND</b>	
+ MAT182	Plane Trigonometry (3) <b>OR</b>	
+ MAT187	Precalculus (5)	
OR higher course with an [MA] general education designation.....		3-8

**GENERAL EDUCATION DISTRIBUTION: 0-4 credits**

Humanities, Arts and Design

Met by AJS123 in Required Courses area.....0

Social-Behavioral Sciences

Met by AJS101 in the Required Courses area.....0

Natural Sciences

Recommended Course for Crime Scene Emphasis:

+ CHM130	Fundamental Chemistry (3) <b>AND</b>	
+ CHM130LL	Fundamental Chemistry Laboratory (1) <b>OR</b>	
+ CHM151	General Chemistry I (3) <b>AND</b>	
+ CHM151LL	General Chemistry I Laboratory (1) <b>OR</b>	
FOR105	Forensic Science: Physical Evidence (4) <b>OR</b>	
FOR106	Forensic Science: Biological Evidence (4) .....	0-4

*Lab Science Emphasis met by CHM151 and CHM151LL*

**TRIBAL COURT JUSTICE STUDIES**

**TCJ**

Applied Sciences Division AP 237B 480.423.6599  
 Program Contact, Natali Segovia  
 natali.segovia@scottsdalecc.edu

**Tribal Court Justice Studies**

**Certificate of Completion - CCL 5831**

**32-35 credits**

**Description:** The Certificate of Completion (CCL) in the Tribal Court Justice Studies program is designed to prepare students for careers in tribal court justice or to work in settings that involve Indian legal issues.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:** Application and admission to the program is required. Students must have current English and Reading assessment reflecting eligibility for ENG101 or ENG107 and CRE101.

**Program Prerequisites: None**

**Required Courses: 32-35 credits**

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent as indicated by assessment. ....	0-3
+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) .....	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

CPD103BE	Native American Cultural Pride and Awareness .....	2
TCJ101	Overview of Indian Law I.....	3
+ TCJ102	Overview of Indian Law II.....	3
+ TCJ103	Tribal Court Jurisdiction.....	3
+ TCJ104AA	Practice Court: Civil .....	3
+ TCJ104AB	Practice Court: Criminal .....	3
+ TCJ203	Ethics for Tribal Courts .....	1
+ TCJ211	Introduction to Tribal Cases and Codes .....	3
+ TCJ215	Evidence for the Tribal Courts.....	3
+ TCJ225	Legal Writing and Analysis for Tribal Courts .....	3
+ TCJ298AB	Special Projects .....	2

## ARCHITECTURAL TECHNOLOGY ARC (Computer-Aided Drafting)

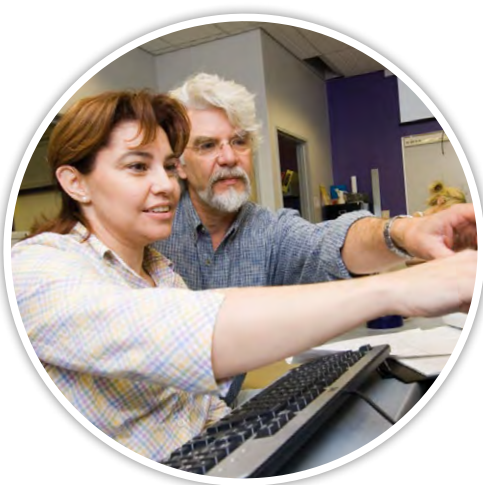
Applied Sciences Division AP 237B 480.423.6599  
 Program Director, Myron Brower AP 227 480.423.6229

Whether you have a specific interest in Architectural Drafting or a general interest in Computer-Aided Drafting (CAD), SCC's Architectural Technology Program will serve your needs. Follow the Certificate or AAS degree options to prepare for drafting positions in Architecture, Interior Design, Consulting Engineering, Construction and Government offices ...or...pick and choose CAD, board drafting, print reading, construction or code classes to enhance specific skills.

### Architectural Technology

#### Certificate of Completion - CCL 5708 27 credits

**Description:** The Certificate of Completion (CCL) in Architectural Technology program is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in Architectural or Interior Design offices; Structural, Mechanical, Electrical, or Civil Engineering offices; Landscape Architects' offices or related fields. Computer-aided design using AutoCAD and Revit software forms the core of this program.



Competency-based course work builds on residential and commercial plans developed in introductory courses progressing to a set of Architectural working drawings. Drafting courses are grouped and sequenced by specific drawing types. This allows detailed study and analysis of the theory, standards, and decision-making processes influencing the development of drawings as well as the interrelationships among various types of drawings in the finished set.

Students will work individually and in teams in a professional environment and will develop drawings which incorporate typical design industry conventions and methods, code requirements, and local construction techniques. Lessons are real-world based and are designed to teach responsible problem solving, building from one situation or set of conditions to the next as students create professional quality working drawings.

An Associate in Applied Science (AAS) in Architectural Technology is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

#### Required Courses: 27 credits

ARC141	Architectural CAD I: Introduction .....	3
+ ARC142	Architectural CAD II: Plans and Elevations.....	3
+ ARC243	Architectural CAD III: Site Plans and Sections.....	3
+ ARC244	Architectural CAD IV: Structural Systems .....	3
+ ARC245	Architectural CAD V: Mechanical and Electrical Sys .....	3
ARC250	Basic Revit .....	3
ARC251	Intermediate Revit.....	3
ARC265	Sketchup I: Introduction to Sketchup .....	3
+ ARC270	Architectural Technology Synthesis.....	3

### Architectural Technology

#### Associate in Applied Science - AAS 3708 60-65 credits

**Description:** The Associate in Applied Science (AAS) in Architectural Technology program is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in Architectural or Interior Design offices; Structural, Mechanical, Electrical, or Civil Engineering offices; Landscape Architects' offices or related fields. Computer-aided design using AutoCAD and Revit software forms the core of this program.

Competency-based course work builds on residential and commercial plans developed in introductory courses progressing to a set of Architectural working drawings. Drafting courses are grouped and sequenced by specific drawing types. This allows detailed study and analysis of the theory, standards, and decision-making processes influencing the development of drawings as well as the interrelationships among various types of drawings in the finished set.

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Students will work individually and in teams in a professional environment and will develop drawings, which incorporate typical design industry conventions and methods, code requirements, and local construction techniques. Lessons are real world based and are designed to teach responsible problem solving, building from one situation or set of conditions to the next as students create professional quality working drawings.

A Certificate of Completion (CCL) program in Architectural Technology is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 27 credits**

ARC141	Architectural CAD I: Introduction.....	3
+ ARC142	Architectural CAD II: Plans and Elevations.....	3
+ ARC243	Architectural CAD III: Site Plans and Sections.....	3
+ ARC244	Architectural CAD IV: Structural Systems.....	3
+ ARC245	Architectural CAD V: Mechanical and Electrical Sys.....	3
ARC250	Basic Revit.....	3
ARC251	Intermediate Revit.....	3
ARC265	Sketchup I: Introduction to Sketchup.....	3
+ ARC270	Architectural Technology Synthesis.....	3

**Restricted Electives: 12 credits**

+ ARC+++++	Any ARC Architecture courses except courses used to satisfy the Required Courses area.....	1-9
+ ARC296++	Cooperative Education course(s).....	1-4
ARH100	Introduction to Art.....	3
ART111	Drawing I.....	3
BLT+++++	Any BLT Building Safety/Construction Tech. course.....	3
+ CAD+++++	Any CAD Computer-Aided Drafting courses.....	1-6
CIS+++++	Any CIS Computer Information Systems Adobe Photoshop course.....	1-3
CNS+++++	Any CNS Construction course.....	3
+ DFT+++++	Any DFT Drafting Technology courses.....	1-6
INT115	Historical Architecture and Furniture.....	3
INT120	Modern Architecture and Furniture.....	3

**General Education Requirements: 21-26 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ Any approved general education First-Year Composition courses.....6

Oral Communication

Any approved general education Oral Communication course.....3

Critical Reading

+ CRE101 College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment. ....0-3

Mathematics

+ Any approved general education Mathematics course.....3-5

**GENERAL EDUCATION DISTRIBUTION: 9 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course.....2  
(ARH100 in Restricted Electives area would satisfy this category; however, an additional 3 credits of Restricted Electives would then have to be taken.)

Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences course.....3

Natural Sciences

Any approved general education Natural Sciences course.....4

**BUSINESS ADMINISTRATION FASTRACK**

For program information, contact Mark Barton, Program Director, BUS 130, 480-425-6913.

The AAS in Business Administration Fastrack Program is designed for working adults seeking to update, upgrade or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today's business environment as defined by industry practitioners. A Business Administration Fastrack Certificate is also available to students with all of the features of the AAS Program, but does not include a General Studies component.

**Program features include:**

- Hands-on activities and projects in accelerated five- and eight-week formats.
- Two convenient course delivery options: on campus and online.
- Student-directed learning stressing the dynamic business environment, communication skills and leadership development.
- Utilization of Microsoft Office package including Word, Excel and PowerPoint.
- Integration of international business issues and practices.
- Practical application of study concepts to workplace situations.

On campus classes meet in a traditional format, either in day or evening.

**Fastrack classes** begin every few weeks.

**How online works:**

1. Assignments are posted in the Canvas system for convenient 24/7 access.
2. Asynchronous learning, no specified "meeting" times. Log on from home, work, or on the road.
3. Weekly assignments are accepted at regular intervals during the week and are due by Sunday evening at 11:59 p.m. Exact due dates may vary slightly by course.

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



4. Students and instructors communicate via Canvas and email. Assignments are submitted directly in the Canvas online system.
5. Cautions:
  - Due to the accelerated nature of these classes, students without strong time management, reading, computer and Internet skills should consider the instructor-led program.
  - Students may only withdraw within the first two weeks of each five-week class. Refund requests must be received by the Admissions Office within three calendar days including the start date.

## Business Administration Fastrack

### Certificate of Completion - CCL 5152 27 credits

**Description:** The Certificate of Completion (CCL) in Business Administration Fastrack program is designed for individuals seeking to update, upgrade, or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today's business environment as defined by industry practitioners. Each course/module includes learning activities and projects in an accelerated five-week or eight-week formats. Additional features of the program include: Student directed learning stressing the dynamic business environment, communication skills and leadership development; utilization of Microsoft Office package.

An Associate in Applied Science (AAS) in Business Administration Fastrack is also available. The AAS degree contains all of the features of the Certificate with the addition of comprehensive general education requirements.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

#### Required Courses: 27 credits

ACC110	Understanding and Using Accounting Systems .....	3
GBS120	Workplace Communication Skills .....	3
GBS151	Introduction to Business .....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business .....	3
MGT126	Customer Service Skills and Strategies .....	3
MGT175	Business Organization and Management.....	3
MGT251	Human Relations in Business.....	3
MGT253	Owning and Operating a Small Business.....	3
MKT271	Principles of Marketing.....	3

## Business Administration Fastrack

### Associate in Applied Science - AAS 3780 61-66 credits

**Description:** The Associate in Applied Science (AAS) in Business Administration Fastrack is designed for individuals seeking to update, upgrade, or develop essential business

skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today's business environment as defined by industry practitioners. Each course/module includes learning activities and projects in an accelerated five-week or eight-week formats. Additional features of the program include: Student directed learning stressing the dynamic business environment, communication skills and leadership development; utilization of Microsoft Office package.

A Certificate of Completion (CCL) in Business Administration Fastrack is also available to students. The certificate contains the features of the AAS degree, but does not include a general education component.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

#### Required Courses: 30 credits

ACC110	Understanding and Using Accounting Systems .....	3
BPC110	Computer Usage and Applications (3) <b>OR</b>	
CIS105	Survey of Computer Information Systems (3).....	3
GBS120	Workplace Communication Skills .....	3
GBS151	Introduction to Business.....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business .....	3
MGT126	Customer Service Skills and Strategies .....	3
MGT175	Business Organization and Management.....	3
MGT251	Human Relations in Business.....	3
MGT253	Owning and Operating a Small Business.....	3
MKT271	Principles of Marketing.....	3

#### Restricted Electives: 9 credits

Any ACC, GBS, MGT, or MKT prefixed courses not listed in the Required Courses area.

ACC++++	Any ACC Accounting course(s).....	1-9
GBS++++	Any GBS General Business course(s).....	1-9
MGT++++	Any MGT Management course(s).....	1-9
MKT++++	Any MKT Marketing course(s).....	1-9

#### General Education Requirements: 22-27 credits

##### GENERAL EDUCATION CORE: 12-17 credits

##### First-Year Composition

+ ENG101	First-Year Composition (3) <b>AND</b>	
+ ENG102	First-Year Composition (3).....	6

##### Oral Communication

COM100	Introduction to Human Communication (3) <b>OR</b>	
COM110	Interpersonal Communication (3) <b>OR</b>	
+ COM225	Public Speaking (3) <b>OR</b>	
COM230	Small Group Communication (3).....	3

##### Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent as indicated by assessment. ....	0-3
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##### Mathematics

+ Any approved general education Mathematics course .....	3-5
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##### GENERAL EDUCATION DISTRIBUTION: 10 credits

##### Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course (HUM205 is recommended.).....	3
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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Social-Behavioral Sciences

Note: SBU200 is recommended.

SBU200	Society and Business (3) <b>OR</b>	
ECN211	Macroeconomic Principles (3) <b>OR</b>	
ECN212	Microeconomic Principles (3) <b>OR</b>	
PSY101	Introduction to Psychology (3) <b>OR</b>	
SOC101	Introduction to Sociology (3) .....	3

Natural Sciences

Any approved general education Natural Sciences course.....4

**BUSINESS ACC, EPS, GBS, IBS, MGT, MKT, REA**

Business/CIS Division BUS 121 480.423.6253

The Business program is designed for students seeking to enhance career skills in a one- or two-year program. These students may choose to continue their education at a four-year institution, which accepts the AAS degree towards completion of a bachelor's degree: Please contact an academic advisor for more details.

**General Business**

**Associate in Applied Science - AAS 3148 (Shared) 61-66 credits**

**Description:** The Associate in Applied Science (AAS) in General Business program meets the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program could aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution.

In addition to the AAS degree, SCC also offers Certificates of Completion in Bookkeeping, Management, Marketing, and Social Media Marketing.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 21 credits**

ACC111	Accounting Principles I.....	3
CIS105	Survey of Computer Information Systems .....	3
GBS110	Human Relations in Business and Industry (3) <b>OR</b>	
MGT175	Business Organization and Management (3) <b>OR</b>	
MGT251	Human Relations in Business (3) .....	3
GBS151	Introduction to Business .....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business .....	3
+ GBS233	Business Communication .....	3
MKT271	Principles of Marketing.....	3

**Restricted Electives: 18 credits**

Students should select eighteen (18) credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

ACC+++++	Any ACC Accounting prefixed course(s) except courses used to satisfy Required Courses area .....	1-18
EPS+++++	Any EPS Entrepreneurial Studies course(s) .....	1-18
GBS+++++	Any GBS General Business course(s) except courses used to satisfy Required Courses area .....	1-18
IBS+++++	Any IBS International Business course(s).....	1-18
MGT+++++	Any MGT Management course(s) except courses used to satisfy Required Courses area .....	1-18
MKT+++++	Any MKT Marketing course(s) except courses used to satisfy Required Courses area .....	1-18
REA+++++	Any REA Real Estate course(s).....	1-18
SBS+++++	Any SBS Small Business Management course(s).....	1-18
CIS114DE	Excel Spreadsheet .....	3
CIS117DM	Microsoft Access: Database Management .....	3
CIS133DA	Internet/Web Development Level I.....	3

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3) .....	6

Oral Communication

Any approved general education Oral Communication course .....

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b>	
	Equivalent by assessment.....	0-3

Mathematics

+ MAT120	Intermediate Algebra (5) <b>OR</b>	
+ MAT121	Intermediate Algebra (4) <b>OR</b>	
+ MAT122	Intermediate Algebra (3) .....	3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course.....3

Social-Behavioral Sciences

ECN211	Macroeconomic Principles (3) <b>OR</b>	
ECN212	Microeconomic Principles (3) <b>OR</b>	
SBU200	Society and Business (3).....	3

Natural Sciences

Any approved general education Natural Sciences course.....4

**Bookkeeping**

**Certificate of Completion - CCL 5157**

**27-30 credits**

**Description:** There are a large number of relatively well-paid job opportunities for people who have basic bookkeeping skills. The Certificate of Completion (CCL) in Bookkeeping prepares students to work for CPA firms,

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

corporate accounting departments and small businesses. People with work experience and the skills developed in this program would also be able to operate their small bookkeeping businesses.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: 0-3 credits**

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **OR**  
permission of the Program Director.....0-3

**Required Courses: 27 credits**

ACC105	Payroll, Sales and Property Taxes .....	3
ACC111	Accounting Principles I.....	3
+ ACC112	Accounting Principles II.....	3
+ ACC115	Computerized Accounting .....	2
+ ACC212	Managerial Accounting .....	3
+ ACC221	Tax Accounting .....	3
BPC110	Computer Usage and Applications.....	3
GBS151	Introduction to Business.....	3
+ GBS233	Business Communication .....	3
OAS118	10-Key By Touch .....	1

### Entrepreneurial Studies Level I

**Certificate of Completion - CCL 5819N (Shared)**  
10-11 credits

**Description:** The Certificate of Completion (CCL) in Entrepreneurial Studies Level I program is designed to provide students with an introduction to the entrepreneurial process. Courses include a history of entrepreneurship, current research into its impacts on society, types of business start-up opportunities, and creating a preliminary business plan, as well as securing a healthy financial future. A Certificate of Completion (CCL) in Entrepreneurial Studies Level II is also available..

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 10-11 credits**

EPS150	Introduction to Entrepreneurship.....	3
EPS160	New Venture Creation.....	3
EPS162	Introduction to Social Entrepreneurship (3) <b>OR</b>	
EPS195	Business Start-Up and Planning (2).....	2-3
GBS132	Personal and Family Financial Security (HEC132).....	3

### Management

**Certificate of Completion - CCL 5729 (Shared)**  
18 credits

**Description:** The Certificate of Completion (CCL) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 18 credits**

ACC111	Accounting Principles I.....	3
BPC110	Computer Usage and Applications (3) <b>OR</b>	
CIS105	Survey of Computer Information Systems (3).....	3
GBS151	Introduction to Business.....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business .....	3
MGT229	Management and Leadership I .....	3
MGT251	Human Relations in Business.....	3

### Marketing

**Certificate of Completion - CCL 5094 (Shared)**  
18 credits

**Description:** The Certificate of Completion (CCL) in Marketing program meets students' needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in marketing. By completing this program students will be better equipped to apply competencies needed for successful performance in a variety of marketing/ management occupations including wholesaling, retailing, professional sales, and entrepreneurship.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 15 credits**

BPC110	Computer Usage and Applications (3) <b>OR</b>	
CIS105	Survey of Computer Information Systems (3).....	3
GBS151	Introduction to Business.....	3
MKT263	Advertising Principles .....	3
MKT267	Principles of Sales.....	3
MKT271	Principles of Marketing.....	3

**Restricted Electives: 3 credits**

*Students should select from the following courses in consultation with Department Advisor.*

MGT251	Human Relations in Business.....	3
MKT101	Introduction to Public Relations .....	3
MKT110	Marketing and Social Networking .....	3
MKT268	Merchandising.....	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

## Small Business Management Level I

### Certificate of Completion - CCL 5153N (Shared) 10-12 credits

**Description:** The Certificate of Completion (CCL) in Small Business Management Level I program is designed to meet the needs of individuals who wish to own and/or manage a small business. Prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better required for all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

#### Required Courses: 10-12 credits

EPS195	Business Start-Up and Planning (2) <b>OR</b>	
+ SBS216	Planning for a Small Business (2) <b>OR</b>	
MGT253	Owning and Operating a Small Business (3) .....	2-3
SBS200	Small Business Operations .....	2
SBS202	Small Business Bookkeeping and Tax Preparation (1) <b>AND</b>	
SBS203	Financing and Cash Management for a Small Business (1) <b>OR</b>	
SBS230	Financial and Tax Management for Small Business (2) .....	2
SBS204	Small Business Marketing and Advertising (2) <b>OR</b>	
SBS220	Internet Marketing for Small Business (2) <b>OR</b>	
MKT271	Principles of Marketing (3) .....	2-3
SBS213	Hiring and Managing Employees .....	1
SBS214	Small Business Customer Relations .....	1

## Social Media Marketing

### Certificate of Completion - CCL 5830 (Shared) 17-20 credits

**Description:** The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social media, digital communications, integrated marketing, media relations, and brand management.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: 0-3 credits**

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>OR</b>	
	Permission of Instructor .....	0-3

#### Required Courses: 17 credits

CIS103	Introduction to Social Media .....	3
+ GBS233	Business Communication (3) <b>OR</b>	
+ JRN203	Writing for Online Media (3) .....	3
MKT110	Marketing and Social Networking .....	3
+ MKT111	Applied Marketing and Social Networking .....	3
MKT271	Principles of Marketing .....	3
+ GBS282AB	Volunteerism General Business: Service Learning (2) <b>OR</b>	
+ MKT280AB	Marketing Internship (2) <b>OR</b>	
+ MKT296WB	Cooperative Education (2) <b>OR</b>	
+ MKT298AB	Special Projects (2) .....	2

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

## Organizational Management

### Associate in Applied Science - AAS 3727 (Shared) 60-65 credits

**Description:** The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

#### Required Courses: 18 credits

ACC111	Accounting Principles I .....	3
BPC110	Computer Usage and Applications (3) <b>OR</b>	
CIS105	Survey of Computer Information Systems (3) .....	3
GBS110	Human Relations in Business and Industry (3) <b>OR</b>	
MGT251	Human Relations in Business (3) .....	3
GBS120	Workplace Communication Skills .....	3
GBS151	Introduction to Business .....	3
MGT175	Business Organization and Management (3) <b>OR</b>	
TQM240	Project Management in Quality Organizations (3) .....	3
MGT101	Techniques of Supervision (3) <b>OR</b>	
MGT229	Management and Leadership I (3) .....	3

#### Restricted Electives: 20 credits

Students must choose 20 industry/job related course credits from any MCCC occupational program and/or Academic Certificate.

Industry/job related course credits must include a minimum of 9 credits with a common subject or theme. Program of study must be approved by the business department chair or designee.

*Continued next page...*





**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3) .....6

Oral Communication

- Any approved general education Oral Communication course .....3

Critical Reading

- + CRE101 College Critical Reading and Critical Thinking (3) **OR**  
Equivalent by assessment.....0-3

Mathematics

- Any approved general education Mathematics [MA] course.....3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

- Any approved general education Social-Behavioral Sciences [SB] course ...3

Social-Behavioral Sciences

- Any approved general education Mathematics [MA] course.....3

Natural Sciences

- Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. ....4

**COMPUTER INFORMATION SYSTEMS BPC,CIS  
Computer Information Systems Programs**

Business/CIS Division                      BUS 121    480.423.6253  
Program Director, Dan Combellick        CM 420    480.423.6282

The Computer Information Systems programs provide training for various entry-level positions in Information Technology. Career opportunities include Computer Hardware and Desktop Support, Computer Programmer, Network Administrator, Systems Analyst, Web Designer, and Web Developer. This Program of Study leads to Associate in Applied Science (AAS) degrees in Computer Information Systems Technologies, Programming and Systems Analysis, Network Administration, Web Development and Web Design Technologies. Certificates of Completion in Computer Information Systems Technologies, Computer Hardware and Network Support, Data Analytics, Database Development, iOS Application Development, Linux Professional, Web Design Technologies, and Web Development are also offered.

ALSO SEE:

- Network Administration, page 77
- Web Design Technologies/Development, pages 80-82

**Computer Hardware and Network Support**

**Certificate of Completion - CCL 5909  
28 credits**

**Description:** The Certificate of Completion (CCL) in Computer Hardware and Network Support program is designed to prepare students for entry-level network technician jobs and to help prepare them for multiple industry certification examinations. As computer and telecommunications technologies become more

complex, customer service/technical support is becoming increasingly important. Companies desire to hire highly qualified and motivated individuals in this expanding field. An AAS in Computer Information Systems Technologies is available as well as Certificates of Completion in Database Development, Software Development, and Computer Information Systems Technologies.

**Program Notes:**

Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: 3 credits**

- CIS105 Survey of Computer Information Systems .....3

**Required Courses: 22 credits**

- + BPC170 A+ Exam Prep: Computer Hardware Config. and Support...3
- + BPC270 A+ Exam Prep: Operating System Config. and Support...3
- CIS126DL Linux Operating System .....3
- + CIS190 Introduction to Networking.....3
- + CIS290AC Computer Information Systems Internship (3) **OR**
- + CIS296WC Cooperative Education (3) **OR**
- + CIS298AC Special Projects (3).....3
- MST150++ Any Microsoft Windows Operating System course .....3
- + MST152 Microsoft Windows Server (4) **OR**
- + MST152++ Any Microsoft Windows Server course(s) (4).....4

**Restricted Electives: 3 credits**

- CIS102 Interpersonal/Customer Svc. Skills for IT Professionals...1
- CIS117DM Microsoft Access: Database Management .....3
- CIS121AB Microsoft Command Line Operations .....1
- CIS175SA Interconnecting Cisco Network Devices .....3
- + CIS226AL Internet/Intranet Server Administration-Linux.....3
- CIS280 Current Topics in Computing.....3

**Data Analytics**

**Certificate of Completion - CCL 5884  
18 credits**

**Description:** The Certificate of Completion (CCL) in Data Analytics program is designed to prepare students to model, synthesize, analyze, and present large data sets for business decision making. Courses will focus on the techniques and computer software used in industry to extract data from various data sources, model and integrate that data, and then visualize this data for business decision making and intelligence gathering.

**Program Notes:**

Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:**

Students must have satisfactory score on the District math placement test.

**Program Prerequisites: None**

**Required Courses: 18 credits**

- CIS105 Survey of Computer Information Systems (3) **OR**
- CIS114DE Excel Spreadsheet (3) .....3
- CIS117DM Microsoft Access: Database Management .....3
- + CIS214DE Advanced Excel Spreadsheet: Level II.....3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ CIS217AM	Adv. Microsoft Access: Database Management (3) <b>OR</b>	
+ CIS276++	Any Database Management Systems course (3).....	3
GBS151	Introduction to Business.....	3
+ GBS220	Quantitative Methods in Business (3) <b>OR</b>	
+ GBS221	Business Statistics (3).....	3

## Database Development

### Certificate of Completion - CCL 5083

27 credits

**Description:** The Certificate of Completion (CCL) in Database Development prepares students to design and implement the infrastructure for business solutions using database and programming tools. The Certificate focuses on administrative tasks and building database applications using programming skills such as data collection, query techniques and database creation.

**Program Notes:**

Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 27 credits**

CIS117DM	Microsoft Access: Database Management .....	3
+ CIS217AM	Advanced Microsoft Access: Database Management .....	3
CIS105	Survey of Computer Information Systems .....	3
+ CIS119DO	Introduction to Oracle: SQL and PL/SQL.....	3
+ CIS150	Programming Fundamentals .....	3
+ CIS159	Visual Basic Programming I (3) <b>OR</b>	
+ CIS162AD	C#: Level I (3).....	3
+ CIS164AB	Oracle: Developer PL/SQL Programming (3) <b>OR</b>	
+ CIS276DA	MySQL Database (3) <b>OR</b>	
+ CIS276DB	SQL Server Database (3).....	3
+ CIS166AC	Web Scripting with Active Server Pages (ASP).NET (3) <b>OR</b>	
+ CIS166AE	Web Scripting with PHP: Hypertext Preproc. (PHP) (3).....	3
+ CIS225AB	Object-Oriented Analysis and Design.....	3

## iOS Application Development

### Certificate of Completion - CCL 5914N (Shared)

9-12 credits

**Description:** The Certificate of Completion (CCL) in iOS Application Development prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode.

**Program Notes:**

This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 9-12 credits**

CIS105	Survey of Computer Information Systems (3) <b>OR</b>	
	Permission of Instructor.....	0-3
+ CIS150AB	Object-Oriented Programming Fundamentals.....	3
+ CIS165	Introduction to IOS Application Development.....	3
+ CIS265	Advanced iOS Application Development.....	3

## Computer Information Systems Technologies

### Certificate of Completion - CCL 5162

42 credits

**Description:** The Certificate of Completion (CCL) in Computer Information Systems Technologies program is designed to provide training for various entry-level positions in computer systems. Career path opportunities include: help desk support, computer technician, programmer/analyst, software developer, computer hardware and software salesperson, network administrator. Other Computer Information Systems Technologies programs are offered at Scottsdale Community College (SCC): an Associate in Applied Science (AAS) in Computer Information Systems Technologies and Certificates of Completion in Database Development, Software Development, and Computer Hardware and Network Support.

*Continued next page...*



10/9/19 iOS Application Development CCL: Corrected required course credits and courses.

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**Program Notes:**

Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 25 credits**

CIS105	Survey of Computer Information Systems.....	3
CIS117DM	Microsoft Access: Database Management.....	3
CIS121AB	Microsoft Command Line Operations.....	1
CIS133DA	Internet/Web Development Level I.....	3
+ CIS150	Programming Fundamentals.....	3
+ CIS159	Visual Basic Programming I (3) <b>OR</b>	
+ CIS162AD	C#: Level I (3).....	3
+ CIS166	Web Scripting/Programming (3) <b>OR</b>	
+ CIS166++	Any Web Scripting/Programming course(s) (3).....	3
+ CIS190	Introduction to Networking.....	3
+ CIS225AB	Object-Oriented Analysis and Design.....	3

**Restricted Electives: 17 credits**

BPC110	Computer Usage and Applications.....	3
+ BPC170	A+ Exam Prep: Computer Hardware Config. and Support ...	3
+ BPC270	A+ Exam Prep: Operating System Config. and Support ...	3
CIS114DE	Excel Spreadsheet.....	3
+ CIS119DO	Introduction to Oracle: SQL.....	3
CIS120++	Any Computer Graphics course(s).....	1
CIS126DL	Linux Operating System.....	3
+ CIS151	Computer Game Development-Level I.....	3

CIS162AD may be selected as a Restricted Elective if it is not used to satisfy Required Courses.

+ CIS162AD	C#: Level I.....	3
+ CIS163AA	Java Programming: Level I.....	3
+ CIS166++	Any Web Scripting/Programming course except course used to satisfy Required Courses.....	3
CIS175SA	Interconnecting Cisco Network Devices.....	3
+ CIS217AM	Advanced Microsoft Access: Database Management.....	3
+ CIS220++	Any Flash/Adobe course(s).....	3
CIS224	Project Management Microsoft Project for Windows.....	3
+ CIS226AL	Internet/Intranet Server Administration-Linux.....	3
+ CIS233DA	Internet/Web Development Level II.....	3
+ CIS234	XML Application Development.....	3
+ CIS235	e-Commerce.....	3
+ CIS259	Visual Basic Programming II.....	3
+ CIS262AD	C#: Level II.....	3
+ CIS263AA	Java Programming: Level II.....	3
+ CIS270	Essentials of Network and Information Security.....	3
+ CIS276++	Any Database Management Systems course(s).....	3
CIS280	Current Topics in Computing.....	3
+ CIS290++	Any Computer Info Systems Internship course(s).....	1-3
+ CIS296WC	Cooperative Education.....	3
+ MST++++	Any MST Microsoft Technology course(s).....	3

**Computer Information Systems Technologies**

**Associate in Applied Science - AAS 3162**  
64-69 credits

**Description:** The Associate in Applied Science (AAS) in Computer Information Systems Technologies program is designed to provide training for various entry-level

positions in computer systems. Career opportunities include LAN administrator, systems analyst, computer programmer, computer operator, computer hardware and software salesperson. Certificates of Completion in Computer Information Systems Technologies, Computer Hardware and Network Support, Database Development and Software Development are also offered.

**Program Notes:**

Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: 0-3 credits**

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent by assessment.....	0-3
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**Required Courses: 25 credits**

CIS105	Survey of Computer Information Systems.....	3
CIS117DM	Microsoft Access: Database Management.....	3
CIS121AB	Microsoft Command Line Operations.....	1
CIS133DA	Internet/Web Development Level I.....	3
+ CIS150	Programming Fundamentals.....	3
+ CIS159	Visual Basic Programming I (3) <b>OR</b>	
+ CIS162AD	C#: Level I (3).....	3
+ CIS166	Web Scripting/Programming (3) <b>OR</b>	
+ CIS166++	Any Web Scripting/Programming course(s) (3).....	3
+ CIS190	Introduction to Networking.....	3
+ CIS225AB	Object-Oriented Analysis and Design.....	3

**Restricted Electives: 17 credits**

BPC110	Computer Usage and Applications.....	3
+ BPC170	A+ Exam Prep: Computer Hardware Config. and Support ...	3
+ BPC270	A+ Exam Prep: Operating System Config. and Support ...	3
CIS114DE	Excel Spreadsheet.....	3
+ CIS119DO	Introduction to Oracle: SQL.....	3
CIS120++	Any Computer Graphics course(s).....	1
CIS126DL	Linux Operating System.....	3
+ CIS151	Computer Game Development-Level I.....	3

CIS162AD may be selected as a Restricted Elective if it is not used to satisfy Required Courses.

+ CIS162AD	C#: Level I.....	3
+ CIS163AA	Java Programming: Level I.....	3
+ CIS166++	Any Web Scripting/Programming course except course used to satisfy Required Courses.....	3
CIS175SA	Interconnecting Cisco Network Devices.....	3
+ CIS217AM	Advanced Microsoft Access: Database Management.....	3
+ CIS220++	Any Flash/Adobe course(s).....	3
CIS224	Project Management Microsoft Project for Windows.....	3
+ CIS226AL	Internet/Intranet Server Administration-Linux.....	3
+ CIS233DA	Internet/Web Development Level II.....	3
+ CIS234	XML Application Development.....	3
+ CIS235	e-Commerce.....	3
+ CIS259	Visual Basic Programming II.....	3
+ CIS262AD	C#: Level II.....	3
+ CIS263AA	Java Programming: Level II.....	3
+ CIS270	Essentials of Network and Information Security.....	3
+ CIS276++	Any Database Management Systems course(s).....	3
CIS280	Current Topics in Computing.....	3
+ CIS290++	Any Computer Info Systems Internship course(s).....	1-3
+ CIS296WC	Cooperative Education.....	3
+ MST++++	Any MST Microsoft Technology course.....	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**General Education Requirements: 22-24 credits**

**GENERAL EDUCATION CORE: 12-14 credits**

First-Year Composition

+ Any approved general education First-Year Composition courses.....6

Oral Communication

Any approved general education Oral Communication course .....3

Critical Reading

+ Met by CRE101 **OR** equivalent in assessment in the Program Prerequisites area.....0

Mathematics

+ Any approved general education Mathematics course .....3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course.....3

Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences course.....3

Natural Sciences

Any approved general education Natural Sciences course.....4

**COMPUTER INFORMATION SYSTEMS CIS**  
**Network Administration Program**

Business/CIS Division BUS 121 480.423.6253  
Program Director, Dan Combellick CM 420 480.423.6282

The Network Administration programs provide training for entry-level positions related to computer networks, including LAN administrator and computer technical support. A two-year career program leads to an Associate in Applied Science (AAS) in Network Administration and a Certificate of Completion in Network Administration.

This course of study helps you prepare for CompTIA A+, Network+, Linux+, and Security+ certifications.

ALSO SEE:

- Computer Hardware and Network Support, page 74
- Computer Information Systems Technologies, page 75
- Data Analytics, page 74
- Linux Professional, page 78
- Network Administration, page 77
- Programming and Systems Analysis Level I, page 78
- Web Design Technologies, page 80
- Web Development, page 81

**Network Administration**

**Certificate of Completion - CCL 5200**  
**40 credits**

**Description:** The Certificate of Completion (CCL) is designed to provide the student with training for a variety of entry-level positions related to computer networks, including technical support. An Associate in Applied Science (AAS) is also available. Career opportunities include Local Area Network (LAN) administrator, systems analyst and technical support.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 37 credits**

- + BPC170 A+ Exam Prep: Computer Hardware Config. and Support...3
- + BPC270 A+ Exam Prep: Operating System Config. and Support....3
- CIS105 Survey of Computer Information Systems.....3
- CIS117DM Microsoft Access: Database Management (3) **OR**
- + CIS276++ Any Database Management Systems course (3).....3
- CIS126DL Linux Operating System .....3
- CIS175SA Interconnecting Cisco Network Devices .....3
- + CIS190 Introduction to Networking.....3
- + CIS197 VMware ESXI Server Enterprise.....3
- + CIS226AL Internet/Intranet Server Administration-Linux.....3
- + CIS270 Essentials of Network and Information Security .....3
- MST150++ Any Microsoft Windows course .....3
- + MST158DB Installing and Configuring Windows Server (4) **OR**
- + MST158++ Any Microsoft Windows Server course (4).....4

**Restricted Electives: 3 credits**

- CIS133DA Internet/Web Development Level I.....3
- + CIS150 Programming Fundamentals .....3
- + CIS159 Visual Basic Programming I .....3
- + CIS162AD C#: Level I .....3
- + CIS166 Web Scripting/Programming (3) **OR**
- + CIS166++ Any Web Scripting/Programming course (3).....3
- CIS224 Project Management Microsoft Project for Windows.....3
- + CIS225AB Object-Oriented Analysis and Design.....3
- CIS280 Current Topics in Computing.....3
- + CIS290++ Any Computer Info Systems Internship course(s)..... 1-3
- + CIS298AC Special Projects .....3
- + MST++++ Any MST Microsoft Technology course except courses used to satisfy Required Courses area .....3

**Network Administration**

**Associate in Applied Science - AAS 3794**  
**62-67 credits**

**Description:** The Associate in Applied Science (AAS) in Network Administration program is designed to provide the student with training for a variety of positions related to computer systems. Career opportunities include Local Area Network (LAN) administrator, systems analyst and technical support. A Certificate of Completion (CCL) is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: 0-3 credits**

- + CRE101 College Critical Reading and Critical Thinking (3) **OR** equivalent by assessment.....0-3

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



**Required Courses: 37 credits**

- + BPC170 A+ Exam Prep: Computer Hardware Config. and Support ...3
- + BPC270 A+ Exam Prep: Operating System Config. and Support ...3
- CIS105 Survey of Computer Information Systems .....3
- CIS117DM Microsoft Access: Database Management (3) **OR**
- + CIS276++ Any Database Management Systems course (3) .....3
- CIS126DL Linux Operating System .....3
- CIS175SA Interconnecting Cisco Network Devices .....3
- + CIS190 Introduction to Networking.....3
- + CIS197 VMware ESXI Server Enterprise .....3
- + CIS226AL Internet/Intranet Server Administration-Linux.....3
- + CIS270 Essentials of Network and Information Security .....3
- MST150++ Any Microsoft Windows course .....3
- + MST158DB Installing and Configuring Windows Server (4) **OR**
- + MST158++ Any Microsoft Windows Server course (4).....4

**Restricted Electives: 3 credits**

- CIS133DA Internet/Web Development Level I .....3
- + CIS150 Programming Fundamentals .....3
- + CIS159 Visual Basic Programming I .....3
- + CIS162AD C#: Level I .....3
- + CIS166 Web Scripting/Programming (3) **OR**
- + CIS166++ Any Web Scripting/Programming course (3).....3
- CIS224 Project Management Microsoft Project for Windows.....3
- + CIS225AB Object-Oriented Analysis and Design.....3
- CIS280 Current Topics in Computing.....3
- + CIS290++ Any Computer Info Systems Internship course(s)..... 1-3
- + CIS298AC Special Projects .....3
- + MST++++ Any MST Microsoft Technology course except courses used to satisfy Required Courses area .....3

**General Education Requirements: 22-24 credits**

**GENERAL EDUCATION CORE: 12-14 credits**

First-Year Composition

- + Any approved general education courses in First-Year Composition area.....6

Oral Communication

- Any approved general education Oral Communication course .....3

Critical Reading

- + Met by CRE101 **OR** equivalent in assessment in the Program Prerequisites area .....0

Mathematics

- +Any approved general education Mathematics course .....3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

- Any approved general education Humanities/Arts/Design course .....3

Social-Behavioral Sciences

- Any approved general education Social-Behavioral Sciences course.....3

Natural Sciences

- Any approved general education Natural Sciences course .....4

**Linux Professional**

**Certificate of Completion - CCL 5204N (Shared) 12 credits**

**Description:** The Certificate of Completion (CCL) in Linux Professional program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux

classes including Linux operating system basics, System Administration, Network Administration and Network Security. These classes will help develop a student’s knowledge and skill level in preparation for employment or to improve current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

**Program Notes:**

This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 6 credits**

- CIS126DL Linux Operating System (3) **OR**
- CIS126RH Red Hat System Administration I (3) .....3
- + CIS238DL Linux System Administration (3) **OR**
- + CIS238RH Red Hat System Administration II (3) .....3

**Restricted Electives: 6 credits**

- + BPC170 A+ Exam Prep: Computer Hardware Config. and Support ...3
- + BPC270 A+ Exam Prep: Operating System Config. and Support ...3
- CIS105 Survey of Computer Information Systems .....3
- + CIS197 VMware ESXI Server Enterprise .....3
- CIS121AH Microsoft PowerShell/Command Line Operations.....3
- + CIS226AL Internet/Intranet Server Administration-Linux.....3
- + CIS239DL Linux Shell Scripting .....3
- + CIS240DL Linux Network Administration .....3
- + CIS270 Essentials of Network and Information Security .....3
- + CIS271DL Linux Security.....3
- + CIS190 Introduction to Networking (3) **OR**
- CNT140AA Introduction to Networks (4) **OR**
- MST140 Microsoft Networking Essentials (3) .....3-4
- + CNT150AA Cisco - Routing and Switching Essentials .....4
- + MST150++ Any Microsoft Windows course .....3
- CIS280 Current Topics in Computing.....3
- + CIS290++ Any Computer Information Systems Internship course...1-3

**COMPUTER INFORMATION SYSTEMS CIS Programming and System Analysis Program**

Business/CIS Division BUS 121 480.423.6253  
 Program Director, Dan Combellick CM 420 480.423.6282

**Programming and Systems Analysis Level I**

**Certificate of Completion - CCL 5048 (Shared) 24 credits**

**Description:** The Certificate of Completion (CCL) in Programming and Systems Analysis Level I provides an exploration of different computer language and technical skills. The CCL includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) in Programming and Systems Analysis Level II, Certificate of Completion (CCL) in iOS Application Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are also available.

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

Consultation with an Academic Advisor is recommended for course selection.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 24 credits**

CIS105	Survey of Computer Information Systems.....3
CIS133DA	Internet/Web Development Level I.....3
GBS151	Introduction to Business.....3
CIS126DL	Linux Operating System (3) <b>OR</b>
CIS126RH	Red Hat System Administration I (3) <b>OR</b>
+ MST150++	Any Microsoft Windows course (3).....3
+ CIS150	Programming Fundamentals (3) <b>OR</b>
+ CIS150AB	Object-Oriented Programming Fundamentals (3).....3
+ CIS166++	Any Web Scripting course(s).....3
+ CIS119DO	Introduction to Oracle: SQL (3) <b>OR</b>
+ CIS276DA	MySQL Database (3) <b>OR</b>
+ CIS276DB	SQL Server Database (3).....3

Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas:

+ CIS159	Visual Basic Programming I (3) <b>OR</b>
+ CIS162++	Any C Programming: Level I course (3) <b>OR</b>
+ CIS163AA	Java Programming: Level I (3) <b>OR</b>
+ CIS165++	Any Mobile Application Development course (3).....3

**Programming and Systems Analysis**

**Associate in Applied Science - AAS 3844 (Shared) 61-67 credits**

**Description:** The Associate in Applied Science (AAS) in Programming and Systems Analysis program provides an in-depth exploration of different computer language and technical skills. The AAS includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. Certificate of Completions (CCL) in Programming and Systems Analysis Level I and Level II and iOS Application Development are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Consultation with an Academic Advisor is recommended for course selection.

**Admission Criteria: None**

**Required Courses: 33-34 credits**

GBS151	Introduction to Business.....3
CIS105	Survey of Computer Information Systems.....3
CIS126DL	Linux Operating System (3) <b>OR</b>
CIS126RH	Red Hat System Administration I (3) <b>OR</b>
+ MST150++	Any Microsoft Windows course (3).....3
CIS133DA	Internet/Web Development Level I.....3

Students interested in pursuing an iOS Certificate of Completion (CCL) are recommended to take CIS150AB.

+ CIS150	Programming Fundamentals (3) <b>OR</b>
+ CIS150AB	Object-Oriented Programming Fundamentals (3).....3
+ CIS166++	Any Web Scripting course(s) .....3
+ CIS190	Introduction to Networking (3) <b>OR</b>
CNT140AA	Introduction to Networks (4) <b>OR</b>
+ MST140	Microsoft Networking Essentials (3).....3-4
+ CIS225	Business Systems Analysis and Design (3) <b>OR</b>
+ CIS225AB	Object-Oriented Analysis and Design (3) <b>OR</b>
+ CIS250	Management of Information Systems (3).....3
+ CIS119DO	Introduction to Oracle: SQL (3) <b>OR</b>
+ CIS276DA	MySQL Database (3) <b>OR</b>
+ CIS276DB	SQL Server Database (3).....3

Select a programming language from below that best aligns with academic and professional goals (2 courses for a total of 6 credits) in one of the following areas:

+ CIS159	Visual Basic Programming I (3) <b>AND</b>
+ CIS259	Visual Basic Programming II (3) <b>OR</b>
+ CIS162++	Any C Programming: Level I course (3) <b>AND</b>
+ CIS262++	Any C Programming: Level II course (3) <b>OR</b>
+ CIS163AA	Java Programming: Level I (3) <b>AND</b>
+ CIS263AA	Java Programming: Level II (3) <b>OR</b>
+ CIS165++	Any Mobile Application Development course (3) <b>AND</b>
+ CIS265	Advanced iOS Application Development (3).....6

**Restricted Electives: 6 credits**

Students may not use courses from the Required Courses Area.

CIS224	Project Management Microsoft Project for Windows.....3
+ CIS151	Computer Game Development-Level I.....3
+ CIS156	Python Programming: Level I.....3
+ CIS159	Visual Basic Programming I .....3
+ CIS162++	Any C Programming: Level I course .....3
+ CIS163AA	Java Programming: Level I.....3
+ CIS165++	Any Mobile Application Development course.....3
+ CIS251	Computer Game Development-Level II.....3
+ CIS259	Visual Basic Programming II .....3
+ CIS262++	Any C Programming: Level II course .....3
+ CIS263AA	Java Programming: Level II.....3
+ CIS265	Advanced iOS Application Development .....3
GBS211	Legal, Ethical and Regulatory Issues of the Internet Studies...3

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>
+ ENG102	First-Year Composition (3) <b>OR</b>
+ ENG108	First-Year Composition for ESL (3).....6

Oral Communication

Any approved general education Oral Communication (COM) course...3

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Critical Reading

+ CRE101 College Critical Reading and Critical Thinking (3) **OR**  
equivalent by assessment.....0-3

Mathematics

+ MAT150 College Algebra/Functions (5) **OR**  
+ MAT151 College Algebra/Functions (4) **OR**  
+ MAT152 College Algebra/Functions (3) **OR**  
Any MAT course that is equivalent or higher.....3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design [HU] course.....3

Social-Behavioral Sciences

ECN211 Macroeconomic Principles (3) **OR**  
ECN212 Microeconomic Principles (3) **OR**  
SBU200 Society and Business (3).....3

Natural Sciences

Any approved general education course in the Natural Sciences  
(Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.....4

**COMPUTER INFORMATION SYSTEMS CIS**  
**Web Design Technologies Program**

Business/CIS Division BUS 121 480.423.6253  
Program Director, Dan Combellick CM 420 480.423.6282

ALSO SEE:

Computer Hardware and Network Support, page 74  
Computer Information Systems Technologies, page 75  
Data Analytics, page 74  
Network Administration, page 77  
Web Development, page 81

**Web Design Technologies**

**Certificate of Completion - CCL 5172**  
**36 credits**

**Description:** The Certificate of Completion (CCL) in Web Design Technologies program is developed to prepare students to design, create and administer interactive and professional web sites. Courses focus on "hands-on" experience with web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including storefront setup. The program focuses on user interface technologies such as Extensible Hypertext Markup Language (XHTML), Cascading Style Sheets (CSS), and JavaScript. Potential job opportunities upon program completion include web designer, web marketing manager, web manager or e-commerce manager. An Associate in Applied Science (AAS) in Web Design Technologies degree is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

Effective Spring 2019, the Computer Information System (CIS) courses required by this program are not applicable if taken more than eight (8) years prior to the completion of the program of study. Consult with an Academic Advisor for complete information.

**Admission Criteria: None**

**Program Prerequisites: 0-3 credits**

+ CRE101 College Critical Reading and Critical Thinking (3) **OR**  
equivalent by assessment.....0-3

**Required Courses: 27 credits**

CIS105 Survey of Computer Information Systems.....3  
CIS117DM Microsoft Access: Database Management .....3  
CIS120DB Computer Graphics: Adobe Illustrator .....3  
CIS120DC Adobe Animate: Digital Animation.....3  
CIS120DF Adobe Photoshop Level I: Digital Imaging .....3  
CIS133DA Internet/Web Development Level I.....3  
+ CIS166AA Introduction to JavaScripting .....3  
+ CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging.....3  
+ CIS233DA Internet/Web Development Level II.....3  
+ CIS235 e-Commerce .....3

**Restricted Electives: 9 credits**

+ ART190 Art of Web Site Design (MMT190).....3  
CIS103 Introduction to Social Media .....3  
+ CIS119DO Introduction to Oracle: SQL.....3  
CIS120DC Adobe Animate: Digital Animation.....3  
CIS126DL Linux Operating System .....3  
CIS126RH Red Hat System Administration I.....3  
CIS136 Content Management Systems: WordPress+.....3  
CIS138DA Desktop Design and Publishing Using Adobe InDesign....3  
+ CIS150 Programming Fundamentals .....3  
+ CIS156 Python Programming Fundamentals .....3  
+ CIS162AD C#: Level I .....3  
+ CIS166AA Introduction to JavaScripting.....3  
+ CIS166AC Web Scripting with Active Server Pages (ASP).NET.....3  
+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) ..3  
CIS224 Project Management Microsoft Project for Windows.....3  
+ CIS225AB Object-Oriented Analysis and Design.....3  
+ CIS276++ Any Database Management Systems course(s) .....3  
+ CIS290++ Any Computer Info Systems Internship course(s)..... 1-3



(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

## Web Design Technologies

### Associate in Applied Science - AAS 3029 60 credits

**Description:** The Associate in Applied Science (AAS) in Web Design Technologies program is developed to prepare students to design, create and administer interactive and professional web sites. Courses focus on “hands-on” experience with web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including storefront setup. The program focuses on user interface technologies such as Extensible Hypertext Markup Language (XHTML), Cascading Style Sheets (CSS), and JavaScript. Potential job opportunities, upon program completion, include web designer, web marketing manager, web manager or e-commerce manager. A Certificate of Completion (CCL) in Web Design Technologies is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

Effective Spring 2019, the Computer Information System (CIS) courses required by this program are not applicable if taken more than eight (8) years prior to the completion of the program of study. Consult with an Academic Advisor for complete information.

**Admission Criteria: None**

**Program Prerequisites: 0-3 credits**

+ CRE101 College Critical Reading and Critical Thinking (3) OR equivalent by assessment.....0-3

**Required Courses: 27 credits**

- CIS105 Survey of Computer Information Systems .....3
- CIS117DM Microsoft Access: Database Management .....3
- CIS120DB Computer Graphics: Adobe Illustrator .....3
- CIS120DF Adobe Photoshop Level I: Digital Imaging .....3
- CIS133DA Internet/Web Development Level I .....3
- + CIS166AA Introduction to JavaScripting .....3
- + CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging .....3
- + CIS233DA Internet/Web Development Level II .....3
- + CIS235 e-Commerce .....3

**Restricted Electives: 9-11 credits**

- + ART190 Art of Web Site Design (MMT190).....3
- CIS103 Introduction to Social Media .....3
- + CIS119DO Introduction to Oracle: SQL .....3
- CIS120DC Adobe Animate: Digital Animation .....3
- CIS126DL Linux Operating System .....3
- CIS126RH Red Hat System Administration I .....3
- CIS136 Content Management Systems: WordPress .....3
- + CIS138DA Desktop Design and Publishing Using Adobe InDesign...3
- + CIS150 Programming Fundamentals .....3
- + CIS156 Python Programming: Level I .....3
- + CIS162AD C#: Level I .....3
- + CIS166AA Introduction to JavaScripting.....3
- + CIS166AC Web Scripting with Active Server Pages (ASP).NET.....3
- + CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP)..3
- CIS224 Project Management Microsoft Project for Windows .....3
- + CIS225AB Object-Oriented Analysis and Design.....3
- + CIS276++ Any Database Management Systems course(s) .....3
- + CIS290++ Any Computer Info Systems Internship course(s)..... 1-3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**General Education Requirements: 22-24 credits**

**CORE: 12-14 credits**

First-Year Composition

+ Any approved general education First-Year Composition area.....6

Oral Communication

Any approved general education Oral Communication area.....3

Critical Reading

+ Met by CRE101 College Critical Reading and Critical Thinking (3) OR equivalent as indicated by assessment in the Program Prerequisite area.....3

Mathematics

+ Any approved general education Mathematics area.....3-5

**DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design area .....3

Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences area .....3

Natural Sciences

Any approved general education Natural Sciences area .....4

## COMPUTER INFORMATION SYSTEMS CIS Web Development Program

Business/CIS Division BUS 121 480.423.6253  
Program Director, Sheila Brandt CM 406 480.423.6256

ALSO SEE:

- Computer Hardware and Network Support, page 74
- Computer Information Systems Technologies, page 75
- Data Analytics, page 74
- Network Administration, page 77
- Web Design Technologies, page 80

## Web Development

### Certificate of Completion - CCL 5346 39-42 credits

**Description:** The Certificate of Completion (CCL) in Web Development prepares students to design, create and administer interactive and professional web sites that utilize server side programming technologies. Web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup, are integral components of this degree which focuses on server-side programming. In addition to web page creation, students study object-oriented systems analysis and design methods, structured programming logic and design, programming in an Object Oriented Programming Language, and database design and development. Potential job opportunities following program completion include web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician, or web server administrator. An Associate in Applied Science (AAS) Degree in Web Development is also available.

*Continued next page...*



**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: 0-3 credits**

+ CRE101 College Critical Reading and Critical Thinking (3) **OR**  
Equivalent by Assessment .....0-3

**Required Courses: 36 credits**

CIS105 Survey of Computer Information Systems .....3  
 CIS117DM Microsoft Access: Database Management .....3  
 CIS126DL Linux Operating System .....3  
 CIS133DA Internet/Web Development Level I.....3  
 + CIS150 Programming Fundamentals .....3  
 + CIS166AE Web Scripting with PHP: Hypertext Preproc. (PHP) .....3  
 + CIS225AB Object-Oriented Analysis and Design.....3  
 + CIS233DA Internet/Web Development Level II.....3  
 + CIS235 e-Commerce .....3  
 + CIS119DO Introduction to Oracle: SQL (3) **OR**  
 + CIS217AM Adv. Microsoft Access: Database Management (3) **OR**  
 + CIS276++ Any Database Management Systems course (3) .....3  
 + CIS159 Visual Basic Programming I (3) **OR**  
 + CIS162++ Any C Programming course (3) **OR**  
 + CIS163AA Java Programming: Level I (3) .....3  
 + CIS166AA Introduction to JavaScripting (3) **OR**  
 + CIS166AC Web Scripting with Active Server Pages (ASP).NET (3) .....3

**Restricted Electives: 3 credits**

CIS224 Project Management Microsoft Project for Windows .....3  
 + CIS226++ Any Internet/Intranet Server Administration course.....3  
 + CIS262++ Any C Programming course .....3  
 CIS280 Current Topics in Computing.....3  
 + CIS290++ Any Computer Information Systems Internship course(s) .. 3

## Web Development

### Associate in Applied Science - AAS 3031 60-66 credits

**Description:** The Associate in Applied Science (AAS) in Web Development prepares students to design, create and administer interactive and professional web sites that utilize server side programming technologies. Web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup, are integral components of this degree which focuses on server-side programming. In addition to web page creation, students study object-oriented systems analysis and design methods, structured programming logic and design, programming in an Object Oriented Programming Language and database design and development. Potential job opportunities following program completion include web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician, or web server administrator. A Certificate of Completion (CCL) in Web Development is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: 0-3 credits**

+ CRE101 College Critical Reading and Critical Thinking (3) **OR**  
Equivalent by Assessment .....0-3

**Required Courses: 36 credits**

CIS105 Survey of Computer Information Systems .....3  
 CIS117DM Microsoft Access: Database Management .....3  
 CIS126DL Linux Operating System .....3  
 CIS133DA Internet/Web Development Level I.....3  
 + CIS150 Programming Fundamentals .....3  
 + CIS166AE Web Scripting with PHP: Hypertext Preproc. (PHP) .....3  
 + CIS225AB Object-Oriented Analysis and Design.....3  
 + CIS233DA Internet/Web Development Level II.....3  
 + CIS235 e-Commerce .....3  
 + CIS119DO Introduction to Oracle: SQL (3) **OR**  
 + CIS217AM Adv. Microsoft Access: Database Management (3) **OR**  
 + CIS276++ Any Database Management Systems course (3) .....3  
 + CIS159 Visual Basic Programming I (3) **OR**  
 + CIS162++ Any C Programming course (3) **OR**  
 + CIS163AA Java Programming: Level I (3) .....3  
 + CIS166AA Introduction to JavaScripting (3) **OR**  
 + CIS166AC Web Scripting with Active Server Pages (ASP).NET (3) .....3

**Restricted Electives: 3 credits**

CIS224 Project Management Microsoft Project for Windows .....3  
 + CIS226++ Any Internet/Intranet Server Administration course.....3  
 + CIS262++ Any C Programming course .....3  
 CIS280 Current Topics in Computing.....3  
 + CIS290++ Any Computer Information Systems Internship course(s).....3

**General Education Requirements: 21-24 credits**

**GENERAL EDUCATION CORE: 12-14 credits**

First-Year Composition

+ Any approved general education First-Year Composition courses.....6

Oral Communication

Any approved general education Oral Communication course .....3

Critical Reading

+ Met by CRE101 **OR**

equivalent as indicated by assessment in Program Prerequisite area...0

Mathematics

+ Any approved general education Mathematics course .....3-5

**GENERAL EDUCATION DISTRIBUTION: 9-10 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course..... 2-3

Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences course.....3

Natural Sciences

Any approved general education Natural Sciences course .....4

**COMPUTER SCIENCE**

**CSC**

Mathematics Division CM 404 480.423.6581  
 CSC Course Coordinator, William Meacham CM 430 480.423.6664

Scottsdale Community College offers many lower-division courses in computer science and computer systems engineering. Our goal is to provide transfer students and computer professionals with a solid education in the fundamental principles and concepts of computer science.

These courses may be of interest to the transfer student interested in a Computer Science degree:

- + CSC100 Intro to Computer Science (C++) (Non-CS majors) .....3
- + CSC110 Introduction to Computer Science (Java) (CS majors) .....3
- + CSC120 Digital Design Fundamentals (EEE120) .....4
- + CSC205 Object Oriented Programming and Data Structures .....3
- + CSC220 Programming for Computer Engineering (EEE220) .....3
- + CSC230 Computer Organization and Assembly Lang. (EEE230) ....4
- + CSC240 Introduction to Different Programming Languages.....3

Contact the CSC Course Coordinator for advice regarding particular needs.

**CREATIVE WRITING**

**CRW**

English, World Languages and Journalism Division LC 305 480.423.6459  
 Program Coordinator, Sandra Desjardins LC 351 480.423.6415

**Creative Writing**

**Academic Certificate - AC 6224N (Shared) 24 credits**

**Description:** The Academic Certificate (AC) in Creative Writing program is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction and guidance from established authors, and ongoing support in improving their writing skills and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program aims to serve a diverse community who may be underrepresented in traditional creative writing programs. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:**

Students wishing to enroll in the Creative Writing program must complete a formal application; contact Program Director.

**Program Prerequisites: None**

**Required Courses: 21 credits**

ENG210 Creative Writing (3) may be substituted for CRW150 with permission of Program Director.

- CRW150 Introduction to Creative Writing.....3
- CRW200 must be repeated for a total of two (2) credits.
- + CRW200 Readings for Writers (1) .....2
- + CRW201 Portfolio.....1

**Students must complete six (6) credits from Series I and nine (9) credits from Series II in consultation with a Program Director.**

Series I: Credits: 6

Students must complete two (2) of the following courses for a total of six (6) credits.

- CRW120 Introduction to Writing Children’s Literature.....3
- CRW160 Introduction to Writing Poetry.....3
- CRW170 Introduction to Writing Fiction.....3
- CRW172 Introduction to Comic Book Writing .....3
- CRW180 Introduction to Writing Nonfiction.....3
- CRW190 Introduction to Screenwriting.....3
- THE118 Playwriting .....3

Series II: Credits: 9

Students must complete three (3) of the following courses for a total of nine (9) credits.

- + CRW202 The Writer as Witness .....3
- + CRW203 Dialogue.....3
- + CRW204 Journaling .....3
- + CRW220 Intermediate Writing Children’s Literature .....3
- CRW251 Topics in Creative Writing.....3
- + CRW260 Intermediate Poetry Writing.....3
- + CRW261 Topics in Writing: Poetry.....3
- + CRW270 Intermediate Fiction Writing .....3
- + CRW271 Topics in Writing: Fiction .....3
- + CRW272 Planning and Structuring the Novel.....3
- + CRW273 Writing the Novel.....3
- + CRW274 Revising the Novel .....3
- + CRW281 Topics in Writing: Non-Fiction .....3
- + CRW290 Intermediate Screenwriting.....3
- + CRW291 Topics in Writing: Plays .....3

**Restricted Electives: 3 credits**

- + CRW++++ Any CRW Creative Writing prefixed course not listed under Required Courses area ..... 1-3
- ENG235 Magazine Article Writing .....3
- ENG260 Film Analysis (THE260).....3
- + ENH++++ Any ENH English Humanities prefixed course .....3
- HUM210 Contemporary Cinema (THF210).....3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

## CULINARY ARTS

Hospitality, Tourism,  
and Culinary Arts Division  
Program Director, Mark Dow

AP 237A 480.423.6578  
AP 254 480.423.6241

The Culinary Arts Program offers multiple certificate and AAS courses of study for students. Further information on all programs may be obtained by calling the Culinary Arts office (480-423-6241), the division office (480-423-6578), or by visiting the website at <https://www.scottsdalecc.edu/programs/culinary-arts>. The program is proud to be accredited by the American Culinary Federation.

### Culinary Block Program

The Block Certificate Program accepts 30 students each semester through an application and interview process. Interested students are encouraged to apply well in advance of their intended semester of enrollment. A lab fee of \$600.00 is required upon acceptance. **Students must enroll concurrently in all courses in a block, regardless of previously completed coursework.**

### Culinary Fundamentals Program

This online program of study is designed for individuals who wish to learn the fundamentals of culinary arts at home. These classes provide fundamental skills in Bakery/Pastry, Hot Foods and Garde Manger.

### Commercial Bakery and Pastry Arts Program

The Commercial Bakery and Pastry Arts program (page 85) offers students an opportunity to attend classes during afternoon and evening hours. Classes can be taken individually to meet a specific interest in food instruction, or multiple classes may be taken to obtain more in-depth knowledge. Classes include lab production in bakery and pastry as well as additional courses that cover owning and operating a bakery.



## CUL

## Culinary Arts

### Certificate of Completion - CCL 5363 33-38 credits

**Description:** The Certificate of Completion (CCL) in Culinary Arts is designed to train students for entry-level positions in diverse food service operations. The program focuses on the preparation of casual and upscale cuisine for full-service, buffet, banquet, a la carte, and bakery operations. Students are exposed to all areas of professional food service including culinary techniques, safety and sanitation, food service management, professionalism and ethics, teamwork and communication. Students will apply their knowledge and skills in a practical dining environment. This CCL is fully embedded in the Associate in Applied Science (AAS) in Culinary Arts (3564).

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

Students with transfer credits should contact the Program Director of the Culinary Arts Department.

Students are required to obtain a Maricopa County Food Handlers Card before the start of culinary arts courses.

At Scottsdale Community College students must enroll concurrently in all courses in a block, regardless of previously completed coursework.

At Scottsdale Community College a lab fee of \$600.00 is required each semester in addition to the regular tuition fees.

#### Admission Criteria:

Students applying to the Scottsdale Community College Culinary Program will need to submit a formal application prior to setting up a kitchen tour and interview. Placement into 100-level English, reading and math classes on the ASSET test or completion of equivalent coursework.

#### Program Prerequisites: None

#### Required Courses: 33-38 credits

CUL103	Breakfast and Cold Foods.....	3
CUL105	Principles of Professional Cooking.....	3
CUL115	Food Service Sanitation, Safety and Stewarding (2) <b>OR</b> ServSafe Food Protection Manager Certification .....	0-2
CUL120	Food Costing, Purchasing, and Inventory.....	3
CUL130	Savory Foods I (6) <b>OR</b>	
+ CUL203	American Regional Cuisine (3) <b>AND</b>	
+ CUL205	French Cuisine (3).....	6
CUL113	Commercial Baking Techniques (3) <b>OR</b>	
CUL160	Bakery I (3).....	3
CUL170	Dining Room Operations I.....	3
+ CUL230	Savory Foods II (3) <b>OR</b>	
+ CUL201	International Cuisine (3) <b>AND</b>	
+ CUL213	Buffet Catering (3) .....	3-6
+ CUL127	Classical Desserts (3) <b>OR</b>	
+ CUL260	Bakery II (3).....	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

CUL223	Food Service Management (3) <b>OR</b>	
+ CUL270	Dining Room Operations II (3).....	3
FON100	Introductory Nutrition.....	3

+ CUL230	Savory Foods II (3) <b>OR</b>	
+ CUL201	International Cuisine (3) <b>AND</b>	
+ CUL213	Buffet Catering (3) .....	3-6
+ CUL127	Classical Desserts (3) <b>OR</b>	
+ CUL260	Bakery II (3).....	3
CUL223	Food Service Management (3) <b>OR</b>	
+ CUL270	Dining Room Operations II (3).....	3
FON100	Introductory Nutrition.....	3

## Culinary Arts

### Associate in Applied Science - AAS 3564 60-65 credits

**Description:** The Associate in Applied Science (AAS) in Culinary Arts degree is designed to train students for entry-level positions in diverse food service operations. The program focuses on the preparation of casual and upscale cuisine for full-service, buffet, banquet, a la carte, and bakery operations. Students are exposed to all areas of professional food service including culinary techniques, safety, and sanitation, food service management, professionalism and ethics, teamwork and communication. Students will apply their knowledge and skills in a practical dining environment. A Certificate of Completion (CCL) in Culinary Arts (5363) is fully embedded in this AAS. Additionally, graduates may pursue university transfer.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

Students with transfer credits should contact the Culinary Studies Department. Students must obtain a Maricopa County Food Handlers Card before the start of required courses, and must maintain the card throughout the program.

At SCC students must enroll concurrently in all courses in a block, regardless of previously completed coursework.

At SCC a special fee of \$600.00 is required each semester in addition to the regular tuition fees.

**Admission Criteria:** Students applying to the Scottsdale Community College Culinary Program will need to submit a formal application prior to setting up a kitchen tour and interview.

Placement into 100-level English, reading and math classes on the ASSET test or completion of equivalent coursework.

**Program Prerequisites: None**

#### Required Courses: 33-38 credits

CUL103	Breakfast and Cold Foods.....	3
CUL105	Principles of Professional Cooking.....	3
CUL115	Food Service Sanitation, Safety and Stewarding (2) <b>OR</b> ServSafe Food Protection Manager Certification .....	0-2
CUL120	Food Costing, Purchasing, and Inventory.....	3
CUL130	Savory Foods I (6) <b>OR</b>	
+ CUL203	American Regional Cuisine (3) <b>AND</b>	
+ CUL205	French Cuisine (3).....	6
CUL113	Commercial Baking Techniques (3) <b>OR</b>	
CUL160	Bakery I (3).....	3
CUL170	Dining Room Operations I.....	3

#### Restricted Electives: 0-5 credits

CUL++++	Any CUL Culinary Arts course(s) except courses used to satisfy Required Courses.	
FRE++++	ny FRE French courses	
HRM++++	Any HRM Hotel Restaurant Management courses	
MGT++++	Any MGT Management courses	
SPA++++	Any SPA Spanish courses	
FON++++	Any FON Food and Nutrition course(s) except courses used to satisfy Required Courses.	

#### General Education Requirements: 22-27 credits

##### GENERAL EDUCATION CORE: 12-17 credits

##### First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3).....	6

##### Oral Communication

Any approved general education Oral Communication (COM) course...3

##### Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent as indicated by assessment.....	0-3
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##### Mathematics

+ Any approved general education Mathematics [MA] course.....3-5

##### GENERAL EDUCATION DISTRIBUTION: 10 credits

##### Humanities, Arts and Design

Any approved general education Humanities/Arts/Design [HU] course...3

##### Social-Behavioral Sciences

Any approved general education Social-Behavioral Science [SB] course ....3

##### Natural Sciences

Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area ....4

## Commercial Bakery and Pastry Arts

### Certificate of Completion - CCL 5788 18 credits

**Description:** The Certificate of Completion (CCL) in Commercial Bakery and Pastry Arts program is designed to teach baking and pastry techniques and fundamentals associated with that area of the culinary industry. Emphasis is on skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving bakery products, study of ingredients, preparation of classical and artisan breads, rich yeast doughs and edible

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



centerpieces; decorative showpieces and special occasion cakes; basic business operation of a retail bakery.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:**

Formal application and admission to the program is required.

**Program Prerequisites: None**

**Required Courses: 18 credits**

CUL113	Baking Techniques.....	3
CUL119	Baking Theory and Retail Operations.....	3
CUL127	Classical Desserts .....	3
+ CUL137	Specialty Breads and Breakfast Pastry .....	3
+ CUL215	Advanced Pastry Arts.....	3
+ CUL219	Professional Pastry Techniques.....	3

### Culinary Fundamentals

#### Certificate of Completion - CCL 5532

16 credits

**Description:** The Certificate of Completion (CCL) in Culinary Fundamentals is designed to develop basic skills in culinary arts for personal interest. The program provides instruction in culinary concepts, terminology, kitchen safety and sanitation, equipment usage, basic nutrition, scaling, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation of savory foods, breakfast items, salads, sandwiches, dressings, breads and pastries. Some of these CCL credits will apply to the Associate in Applied Science (AAS) degree in Culinary Arts (3564). Students seeking entry-level credentials for professional food service positions should speak with an academic and career advisor.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

Students are required to obtain a Maricopa County Food Handlers Card before the start of in-person culinary arts courses.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 12 credits**

CUL101	Culinary Basics .....	3
CUL102	Hot Foods .....	3
CUL103	Breakfast and Cold Foods.....	3
CUL104	Bakery and Pastry.....	3

**Restricted Electives: 4 credits**

CUL++++	Any CUL Culinary Arts prefixed course(s) except courses used to satisfy Required Courses .....	1-4
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### DANCE

HPERD Division	PE 155	480.423.6606
Program Director, Angela Rosenkrans	PE 151	480.423.6600

### DAN

### Dance Performance and Technology

#### Certificate of Completion - CCL 5979

41-48 credits

The Certificate of Completion (CCL) in Dance Performance and Technology is designed for students who plan to enter the field of dance as performers, choreographers, teachers and multimedia technicians. The program provides classes in dance theory, performance, production, multimedia and the application of video and computer technology to dance. Students are offered the opportunity to demonstrate this knowledge by producing a short dance performance focusing on dance and camera techniques, lighting design, sound design, choreography for camera and non-linear editing techniques. An Associate in Applied Science (AAS) degree in Dance Performance and Technology is also available.

**Program Notes:**

- Students must earn a grade of C or better in all courses within the program.
- P/Z classes do not apply to the degree.
- Students must enroll in three of the following styles of technique each semester: Ballet, Modern, Jazz and Hip Hop.
- Students must attain a level 3 in the following styles of technique before they can graduate: Ballet, Modern, Jazz and Hip Hop.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 41-48 credits**

THEORY COURSES: 26 Credits

ART100	Introduction to Computer Graphic Art.....	1
DAH110	Dance in Film .....	3
DAH190	Discovering Dance Careers.....	1
+ DAN170	Dance Kinesiology .....	3
DAN210	Dance Production I.....	3
DAN221	Rhythmic Awareness I.....	3
DAN264	Choreography I.....	3
+ DAN272	Dance Technology.....	3
+ DAN280	Dance Practicum.....	2

+ DAN282AA Service-Learning Experience in Dance (1) **OR**

+ DAN296WA Cooperative Education (1) **OR**

+ DAN298AA Special Projects (1).....

MTC191 Electronic Music I.....

TECHNIQUE COURSES: 14-20 Credits

- Students must enroll in three of the following four styles of technique courses each semester.
- Students must attain a Level III in the following styles of technique before they can graduate.

DAN131	Ballet I (1) .....	1-2
+ DAN134	Ballet II (1) .....	1-2
+ DAN231AA	Ballet III: Intensive (2) .....	2-4
+ DAN234AA	Ballet IV: Intensive (2).....	2-4
DAN132	Modern Dance I (1).....	1-2
+ DAN135	Modern Dance II (1).....	1-2

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ DAN232AA	Modern Dance III: Intensive (2)	2-4
+ DAN235AA	Modern Dance IV: Intensive (2)	2-4
DAN133	Jazz Dance I (1)	1-2
+ DAN136	Jazz Dance II (1)	1-2
+ DAN233	Jazz Dance III (1)	1-2
+ DAN236	Jazz Dance IV (1)	1-2
DAN102AA	Hip Hop I (1)	1-2
+ DAN102AB	Hip Hop II (1)	1-2
+ DAN202AA	Hip Hop III (1)	1-2
+ DAN202AB	Hip Hop IV (1)	1-2

**PERFORMANCE COURSES: 1-2 Credits**

Admittance into performance classes is by audition only.

DAN150	Dance Performance I (1) <b>OR</b>	
+ DAN155	Dance Performance II (1) <b>OR</b>	
+ DAN250	Dance Performance III (1) <b>OR</b>	
+ DAN255	Dance Performance IV (1)	1-2



## Dance Performance and Technology

### Associate in Applied Science - AAS 3019 63-75 credits

**Description:** The Associate in Applied Science (AAS) in Dance Performance and Technology degree is designed for students who plan to enter the field of dance as performers, choreographers, teachers and multimedia technicians. The program provides classes in dance theory, performance, production, multimedia and the application of video and computer technology to dance. Students are offered the opportunity to demonstrate this knowledge by producing a short dance performance focusing on dance and camera techniques, lighting design, sound design, choreography for camera and non-linear editing techniques. A Certificate of Completion (CCL) in Dance Performance and Technology is also available.

**Program Notes:**

- Students must earn a grade of C or better in all courses in the program.
- P/Z classes do not apply to the degree.
- Students must enroll in three of the following styles of technique each semester: Ballet, Modern, Jazz and Hip Hop.
- Students must attain a level 3 in the following styles of technique before they can graduate: Ballet, Modern, Jazz and Hip Hop.
- Students can achieve the AGEC-A by completing the following additional coursework: a course with an [HU] designation, a course with an [SB] or [L] designation, a course with a [CS] designation, a course with a [SQ] designation, and a course with either the [G] or [H] designation. Courses with an [HU], [SB], or [L] designation may also be used to fulfill the [G] or [H] designation requirements.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 41-48 credits**

**THEORY COURSES: 26 Credits**

ART100	Introduction to Computer Graphic Art	1
DAH110	Dance in Film	3
DAH190	Discovering Dance Careers	1
+ DAN170	Dance Kinesiology	3
DAN210	Dance Production I	3
DAN221	Rhythmic Awareness I	3
DAN264	Choreography I	3
+ DAN272	Dance Technology	3
+ DAN280	Dance Practicum	2
+ DAN282AA	Service-Learning Experience in Dance (1) <b>OR</b>	
+ DAN296WA	Cooperative Education (1) <b>OR</b>	
+ DAN298AA	Special Projects (1)	1
MTC191	Electronic Music I	3

**TECHNIQUE COURSES: 14-20 Credits**

- Students must enroll in three of the following four styles of technique courses each semester.
- Students must attain a Level III in the following styles of technique before they can graduate.

DAN131	Ballet I (1)	1-2
+ DAN134	Ballet II (1)	1-2
+ DAN231AA	Ballet III: Intensive (2)	2-4
+ DAN234AA	Ballet IV: Intensive (2)	2-4
DAN132	Modern Dance I (1)	1-2
+ DAN135	Modern Dance II (1)	1-2
+ DAN232AA	Modern Dance III: Intensive (2)	2-4
+ DAN235AA	Modern Dance IV: Intensive (2)	2-4
DAN133	Jazz Dance I (1)	1-2
+ DAN136	Jazz Dance II (1)	1-2
+ DAN233	Jazz Dance III (1)	1-2
+ DAN236	Jazz Dance IV (1)	1-2
DAN102AA	Hip Hop I (1)	1-2
+ DAN102AB	Hip Hop II (1)	1-2
+ DAN202AA	Hip Hop III (1)	1-2
+ DAN202AB	Hip Hop IV (1)	1-2

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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**PERFORMANCE COURSES: 1-2 Credits**

Admittance into performance classes is by audition only.

- DAN150 Dance Performance I (1) **OR**
- + DAN155 Dance Performance II (1) **OR**
- + DAN250 Dance Performance III (1) **OR**
- + DAN255 Dance Performance IV (1)..... 1-2

**General Education Requirements: 22-27 credits**  
**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3) .....6

Oral Communication

- COM110 Interpersonal Communication (3) **OR**
- + COM225 Public Speaking (3).....3

Critical Reading

- + CRE101 College Critical Reading and Critical Thinking (3) **OR**  
 equivalent as indicated by assessment.....0-3

Mathematics

- + MAT140 College Mathematics (5) **OR**
- + MAT141 College Mathematics (4) **OR**
- + MAT142 College Mathematics (3) **OR**  
 Satisfactory completion of higher level math course ...3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

- DAH100 Introduction to Dance (3) **OR**
- + DAH250 Dance in Popular Culture (3) **OR**
- + DAH255 Hip Hop: Arts, Aesthetic and Culture (3) .....3

Social-Behavioral Sciences

- EDU222 Introduction to the Exceptional Learner.....3

Natural Sciences

- BIO160 Introduction to Human Anatomy and Physiology (4) **OR**
- + BIO201 Human Anatomy and Physiology I (4).....4

**DRAFTING**  
**(ARCHITECTURAL TECHNOLOGY)**

**DFT**

Applied Sciences Division AP 237B 480.423.6599  
 Program Director, Myron Brower AP 227 480.423.6229

Drafting and Computer-aided Drafting courses are administered through SCC's Architectural Technology Program.

See ARCHITECTURAL TECHNOLOGY (ARC), page 68.

**EQUINE SCIENCE**

**EQS**

Applied Sciences Division AP 237B 480.423.6599  
 Program Director, Jay Clements AP 229 480.423.6231

**Equine Science**

**Certificate of Completion - CCL 5025**  
 44-45 credits

**Description:** The Certificate of Completion (CCL) in Equine Science is an innovative and balanced approach to learning, designed to prepare students for various careers in the equine industry. The program combines a broad-based curriculum of equine science classes with practical hands-on experiences. Students have the opportunity to work with renowned horse professionals while learning the skills and knowledge it takes to be a professional in the equine industry. An Associate in Applied Science (AAS) in Equine Science is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

EQS162VT is required for Veterinary Technician students currently enrolled in Mesa Community College (MCC) Veterinary Technology Program or students currently enrolled in Scottsdale Community College (SCC) Equine Science Program on track with Mesa Community College (MCC) Veterinary Technology Program upon graduation from SCC.

**Equine Science Essential Skills**

It is essential that Equine Science students be able to perform a number of physical activities in the hands-on portion of the program. At a minimum, students will be required to lift saddles and feed bags, lead, bathe and lunge horses, and clean stalls. Due to the environment, students will be exposed to dust from hay, bedding and footing. Students must be prepared to work with horses that may react quickly and explosively due to an unforeseen event. Students must be able to demonstrate calm and appropriate behavior under working conditions. The Essential Skills list is on file with the Division Secretary and Program Director.

**Admission Criteria: None**

**Required Courses: 41-42 credits**

- BPC110 Computer Usage and Applications (3) **OR**
- CIS105 Survey of Computer Information Systems (3).....3
- EQS105 Principles of Equine Science .....3
- + EQS120 Equine Anatomy and Physiology .....4
- EQS130 Equine Business and Law.....3
- + EQS140 Equine Behavior .....3
- EQS162 Equine and Stable Management I (2) **OR**
- + EQS162VT Equine Management for the Veterinary Technican (2).....2
- + EQS200 Principles of Equine Nutrition .....3
- + EQS220 Equine Reproduction .....3
- + EQS225 Equine Health and Disease Management.....3
- + EQS250 Equine Evaluation .....3
- + EQS264 Equine and Stable Management II .....4
- + EQS275 Equine Lameness.....4

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ EQS280	Equine Science Internship (3) <b>OR</b>	
+ EQS285	Equine Science Practicum (2).....	2-3
+ EQS283	Special Event Internship.....	1

**Restricted Electives: 3 credits**

EQS175	Introduction to Equine Therapies .....	3
+ EQS283	Special Event Internship.....	1
MGT253	Owning and Operating a Small Business.....	3
MKT110	Marketing and Social Networking .....	3
MKT263	Advertising Principles .....	3
SLG+++++	Any American Sign Language course .....	4
SPA+++++	Any Spanish language course .....	3

**Equine Science**

**Associate in Applied Science - AAS 3022**  
66-72 credits

**Description:** The Associate in Applied Science (AAS) in Equine Science degree is an innovative and balanced approach to learning, designed to prepare students for various careers in the equine industry. The program combines a broad-based curriculum of equine science classes with practical hands-on experiences. Students have the opportunity to work with renowned horse professionals while learning the skills and knowledge it takes to be a professional in the equine industry. The degree in Equine Science is also designed to prepare students to transfer to a four-year institution. The degree requires the successful completion of General Education courses including but not limited to English, Math, Humanities, and Science. A Certificate of Completion (CCL) in Equine Science is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

EQS162VT is required for Veterinary Technician students currently enrolled in Mesa Community College (MCC) Veterinary Technology Program or students currently enrolled in Scottsdale Community College (SCC) Equine Science Program on track with Mesa Community College (MCC) Veterinary Technology Program upon graduation from SCC.

Students interested in transferring to an Arizona public university can satisfy the relevant Arizona General Education Curriculum (AGEC-A) and transfer requirements by completing the following courses:

- An additional course with the Humanities, Arts and Design [HU] general studies designation 3 credits.
- An additional course with the Natural Science [SQ or SG] designation 4 credits.
- An additional course with the Social Behavioral [SB] designation 3 credits.
- Complete MAT14+ or MAT15+ or higher 3-5 to satisfy the Mathematic General Education requirement.

Students pursuing the Veterinary Technology program should complete MAT12+.

**Equine Science Essential Skills**

It is essential that Equine Science students be able to perform a number of physical activities in the hands-on portion of the program. At a minimum, students will be required to lift saddles and feed bags, lead, bathe and lunge horses, and clean stalls. Due to the environment, students will be exposed to dust from hay, bedding and footing. Students must be prepared to work with horses that may react quickly and explosively due to an unforeseen event. Students must be able to demonstrate calm and appropriate behavior under working conditions. The Essential Skills list is on file with the Division Secretary and Program Director.

**Admission Criteria: None**

**Required Courses: 41-42 credits**

BPC110	Computer Usage and Applications (3) <b>OR</b>	
CIS105	Survey of Computer Information Systems (3).....	3
EQS105	Principles of Equine Science .....	3
+ EQS120	Equine Anatomy and Physiology .....	4
EQS130	Equine Business and Law.....	3
+ EQS140	Equine Behavior .....	3
EQS162	Equine and Stable Management I (2) <b>OR</b>	
+ EQS162VT	Equine Management for the Veterinary Technician (2).....	2
+ EQS200	Principles of Equine Nutrition.....	3
+ EQS220	Equine Reproduction .....	3
+ EQS225	Equine Health and Disease Management.....	3
+ EQS250	Equine Evaluation .....	3
+ EQS264	Equine and Stable Management II .....	4
+ EQS275	Equine Lameness.....	4
+ EQS280	Equine Science Internship (3) <b>OR</b>	
+ EQS285	Equine Science Practicum (2).....	2-3
+ EQS283	Special Event Internship.....	1

**Restricted Electives: 3 credits**

EQS175	Introduction to Equine Therapies .....	3
+ EQS283	Special Event Internship.....	1
MGT253	Owning and Operating a Small Business.....	3
MKT110	Marketing and Social Networking .....	3
MKT263	Advertising Principles .....	3
SLG+++++	Any American Sign Language course .....	4
SPA+++++	Any Spanish language course .....	3

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

COM225 Public Speaking is recommended to meet industry standards.

COM100	Introduction to Human Communication (3) <b>OR</b>	
COM110	Interpersonal Communication (3) <b>OR</b>	
+ COM225	Public Speaking (3) <b>OR</b>	
COM230	Small Group Communication.....	3

*Continued next page...*

*10/9/19 Equine Science AAS: Corrected required course credits, required courses, and restricted elective courses.*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



Critical Reading

+ CRE101 College Critical Reading and Critical Thinking (3) **OR**  
Equivalent as indicated by assessment.....0-3

Mathematics

+ Any approved general education from the Mathematics area.....3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course.....3

Social-Behavioral Sciences

PSY101 Introduction to Psychology .....3

Natural Sciences

Any approved general education Natural Sciences course.....4

**FITNESS/NUTRITION EXS, FON, HES, WED**

HPERD Division PE 155 480.423.6606

Program Directors:

Robert Martin FW 530B 480.423.6205  
Bob Kline FW 532 480.423.6602

**Nutrition for Fitness and Wellness**

**Certificate of Completion - CCL 5302**  
22 credits

**Description:** The Certificate of Completion (CCL) in Nutrition for Fitness and Wellness program is designed to provide personal trainers with a foundational nutrition background, in non-clinical settings. Students acquire the knowledge and skills to work in a general community setting, with a focus on improving well-being and healthy lifestyles.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 22 credits**

- EXS101 Introduction to Exercise Science .....3
- EXS125 Introduction to Exercise Physiology .....3
- EXS130 Strength Fitness-Physiological Principles/Trng Techniques...3
- FON100 Introductory Nutrition (3) **OR**
- FON+++++ Any equivalent FON Food and Nutrition course (3).....3
- FON125 Intro to Professions in Food, Nutrition, and Dietetics.....1
- + FON210 Sports Nutrition and Supplements for Physical Activity..3
- + FON230 Nutrition for Special Populations .....3
- + FON247 Weight Management Science.....3

**Personal Training Specialist**

**Certificate of Completion - CCL 5445 (Shared)**  
31-31.5 credits

**Description:** The Certificate of Completion (CCL) in Personal Training Specialist program prepares students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM) and the American

Council on Exercise (ACE) personal trainer certifications. The curriculum is designed to prepare students for employment in entry-level personal training positions within the fitness industry.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 31-31.5 credits**

- EXS101 Introduction to Exercise Science .....3
- EXS125 Introduction to Exercise Physiology .....3
- EXS210 Assessment and Program Design: Muscular Fitness .....2
- EXS211 Assessment and Program Design: Flexibility and Balance .....2
- EXS212 Assessment and Program Design: Cardiorespiratory Fitness....2
- EXS213 Assessment/Program Design: Weight Mgt. and Motivation....2
- + EXS214 Inst. Competency: Flexibility/Mind Body Exercises .....2
- + EXS216 Inst. Competency: Muscular Strength and Conditioning .....2
- + EXS218 Inst Competency: Cardiorespiratory Exercises/Activities ....2
- + EXS239 Practical Appl. Personal Trng Skills/Tech. Internship (3) **OR**
- + EXS239AA Practical Appl. Personal Trng Skills/Tech. Internship (1) **AND**
- + EXS239AB Practical Appl. Personal Trng Skills/Tech. Internship (2) .....3
- HES100 Healthful Living .....3
- HES106 Cardio. Resus. (CPR)/Automated Ext. Defibrillator (AED) (0.5) **OR**
- EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) **OR**  
Current Basic Life Support (BLS) Health Care Provider/  
Professional Rescuer certification (0) .....0-0.5
- FON100 Introductory Nutrition (3) **OR**
- FON241 Principles of Human Nutrition (3).....3
- PED101ST Strength Training .....1
- PED101GF Group Fitness/Aerobics (1) **OR**
- PED101KB Kickboxing (1) **OR**
- PED101PS Pilates (1) **OR**
- PED101TC Tai Chi (1) **OR**
- PED101YH Hatha Yoga (1) **OR**
- PED101YO Yoga (1) **OR**
- PED101YP Power Yoga (1) **OR**
- PED101YR Restorative Yoga (1) **OR**
- PED101BS Body Sculpting (1) **OR**
- PED101PC Physical Conditioning (1) **OR**
- PED101BC Boot Camp (1) **OR**
- PED101ZU Zumba Fitness (1) **OR**
- PED101SR Stretch and Relaxation (1) **OR**
- PED101CY Cycling - Indoor (1) **OR**
- PED101YG Gentle Yoga (1) **OR**
- PED101TX Suspension Training (1)..... 1

**Exercise Science: Health, Fitness and Sports Performance**

**Associate in Applied Science - AAS 3059 (Shared)**  
63-72.5 credits

**Description:** The Associate in Applied Science (AAS) in Exercise Science: Health, Fitness and Sports Performance program prepares students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

of Sports Medicine (NASM) and the American Council on Exercise (ACE) personal trainer certifications. The curriculum is designed to prepare students for employment in entry-level positions such as personal training within health and fitness clubs, wellness centers, and public and private recreation facilities. This curriculum also provides good preparation for transfer to a four-year bachelor program.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

Students can achieve the AGEC-A by completing the following:

- An additional course with the Humanities, Arts and Design general studies designation 3 credits.
- An additional course with the Natural Science general studies designation 4 credits.  
Recommend BIO202 Human Anatomy and Physiology II .....4
- An additional course with the Computer/Statistics/Quantitative Applications general studies designation 3 credits.  
Recommend MAT206 Elements of Statistics (3) **OR**  
PSY230 Introduction to Statistics (3) .....3

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 44-48.5 credits**

EXS101	Introduction to Exercise Science .....	3
EXS125	Introduction to Exercise Physiology .....	3
EXS210	Assessment and Program Design: Muscular Fitness .....	2
EXS211	Assessment and Program Design: Flexibility and Balance .....	2
EXS212	Assessment and Program Design: Cardiorespiratory Fitness.....	2
EXS213	Assessment/Program Design: Weight Mgt. and Motivation.....	2
+ EXS214	Inst. Competency: Flexibility/Mind Body Exercises .....	2
+ EXS216	Inst. Competency: Muscular Strength and Conditioning .....	2
+ EXS218	Inst Competency: Cardiorespiratory Exercises/Activities .....	2
+ EXS290	Introduction to Evidence Based Practice .....	3
+ EXS239	Practical Appl. Personal Trng Skills/Tech. Internship (3) <b>OR</b>	
+ EXS239AA	Practical Appl. Personal Trng Skills/Tech. Internship (1) <b>AND</b>	
+ EXS239AB	Practical Appl. Personal Trng Skills/Tech. Internship (2) .....	3
HES100	Healthful Living .....	3
HES210	Cultural Aspects of Health and Illness.....	3
HES106	Cardio. Resus. (CPR)/Automated Ext. Defibrillator (AED) (0.5) <b>OR</b>	
EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) <b>OR</b> Current Basic Life Support (BLS) Health Care Provider/ Professional Rescuer certification (0) .....	0-0.5
FON100	Introductory Nutrition (3) <b>OR</b>	
FON241	Principles of Human Nutrition (3).....	3
PSY101	Introduction to Psychology .....	3
+ BIO181	General Biology (Majors) I (4) <b>OR</b> 1 year of high school biology <b>AND</b>	
+ RDG100	Successful College Reading (3) or higher level Reading course <b>OR</b>	
+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> Eligibility by reading test score (0) .....	0-4

+ BIO201	Human Anatomy and Physiology I .....	4
PED101ST	Strength Training .....	1
PED101GF	Group Fitness/Aerobics (1) <b>OR</b>	
PED101KB	Kickboxing (1) <b>OR</b>	
PED101PS	Pilates (1) <b>OR</b>	
PED101TC	Tai Chi (1) <b>OR</b>	
PED101YH	Hatha Yoga (1) <b>OR</b>	
PED101YO	Yoga (1) <b>OR</b>	
PED101YP	Power Yoga (1) <b>OR</b>	
PED101YR	Restorative Yoga (1) <b>OR</b>	
PED101BS	Body Sculpting (1) <b>OR</b>	
PED101PC	Physical Conditioning (1) <b>OR</b>	
PED101BC	Boot Camp (1) <b>OR</b>	
PED101ZU	Zumba Fitness (1) <b>OR</b>	
PED101SR	Stretch and Relaxation (1) <b>OR</b>	
PED101CY	Cycling - Indoor (1) <b>OR</b>	
PED101YG	Gentle Yoga (1) <b>OR</b>	
PED101TX	Suspension Training (1).....	1

**General Electives: 4 credits**

Students must choose four (4) additional credits of general elective courses.

(CHM130 AND CHM130LL), OR (CHM151 and CHM151LL) OR BIO202 are recommended for students who intend to transfer.

**General Education Requirements: 15-20 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3) .....	6

Oral Communication

COM100	Introduction to Human Communication (3) <b>OR</b>	
COM110	Interpersonal Communication (3) <b>OR</b>	
+ COM225	Public Speaking (3) <b>OR</b>	
COM230	Small Group Communication (3) .....	3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent as indicated by assessment. ....	0-3
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Mathematics

+ MAT150	College Algebra/Functions (5) <b>OR</b>	
+ MAT151	College Algebra/Functions (4) <b>OR</b>	
+ MAT152	College Algebra/Functions (3) .....	3-5

**GENERAL EDUCATION DISTRIBUTION: 3 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course.....3

Social-Behavioral Sciences

Met by HES100 in Required Courses .....

Natural Sciences

Met by BIO201 in Required Courses.....0

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

## GRAPHIC DESIGN

Fine Arts Division MUS 139 480.423.6328  
 Program Director, Peggy Deal peggy.deal@scottsdalecc.edu

## ART

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites:**

- ART100 Introduction to Computer Graphic Art (1) OR
- Permission of Department ..... 0-1

### Graphic Design: Visual Communication

**Certificate of Completion - CCL 5983**  
**38-39 credits**

**Description:** The Certificate of Completion (CCL) in Graphic Design: Visual Communication is designed for students who plan to enter the field of Design. Program is designed to provide students with training in fine art foundations, design principles, and in computer-generated design including layout, illustrations, typeface, color principles, photographic manipulation, and prepress ready graphic design.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites:**

- ART100 Introduction to Computer Graphic Art (1) OR
- Permission of Department ..... 0-1

**Required Courses: 30 credits**

- + ADA/ART169 Two-Dimensional Computer Design .....3
- + ADA/ART175 Electronic Publishing Design I .....3
- + ADA/ART177 Computer-Photographic Imaging .....3
- ADA/ART248 Design Self Promotion .....3
- ARH110 History of Graphic Design .....3
- ART103 Typography in the Digital Age .....3
- ART104 Cross-Media Marketing for Designers .....3
- ART114 Digital Color .....3
- + ART181 Graphic Design I .....3
- + ART291 Digital Prepress .....3

**Restricted Electives: 8 credits**

- + ADA/ART183 Computer Aided Graphic Arts I .....3
- + ADA/ART289 Computer Illustration .....3
- ART142 Introduction to Digital Photography .....3
- ART150 Digital Storytelling (COM/STO150) .....3
- + ART182 Graphic Design II .....3
- + ART190 Art of Web Site Design (MMT190) .....3
- + ART215 Advanced Electronic Publishing .....3
- + ART296++ Any Cooperative Education course(s) ..... 1-4
- CIS133DA Internet/Web Development - Level I .....3

### Graphic Design: Visual Communication

**Associate in Applied Science - AAS 3052**  
**60-66 credits**

**Description:** The Associate in Applied Science (AAS) in Graphic Design: Visual Communication is designed for students who plan to enter the field of Design. Program is designed to provide students with training in fine art foundations, design principles, and in computer-generated design including layout, illustrations, typeface, color principles, photographic manipulation, and prepress ready graphic design.

**Required Courses: 30 credits**

- + ADA/ART169 Two-Dimensional Computer Design .....3
- + ADA/ART175 Electronic Publishing Design I .....3
- + ADA/ART177 Computer-Photographic Imaging .....3
- ADA/ART248 Design Self Promotion .....3
- ARH110 History of Graphic Design .....3
- ART103 Typography in the Digital Age .....3
- ART104 Cross-Media Marketing for Designers .....3
- ART114 Digital Color .....3
- + ART181 Graphic Design I .....3
- + ART291 Digital Prepress .....3

**Restricted Electives: 11 credits**

- + ADA/ART183 Computer Aided Graphic Arts I .....3
- + ADA/ART289 Computer Illustration .....3
- ART142 Introduction to Digital Photography .....3
- ART150 Digital Storytelling (COM/STO150) .....3
- + ART182 Graphic Design II .....3
- + ART190 Art of Web Site Design (MMT190) .....3
- + ART215 Advanced Electronic Publishing .....3
- + ART296++ Any Cooperative Education course(s) ..... 1-4
- CIS133DA Internet/Web Development - Level I .....3

**General Education Requirements: 19-24 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

- + Any approved general education First-Year Composition courses .....6

Oral Communication

- Any approved general education Oral Communication course .....3

Critical Reading

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- equivalent as indicated by assessment. ....0-3

Mathematics

- + Any approved general education Mathematics course .....3-5

**GENERAL EDUCATION DISTRIBUTION: 7 credits**

Humanities, Arts and Design

- Met by ARH110 in Required Courses area .....0

Social-Behavioral Sciences

- Any approved general education Social-Behavioral Sciences course .....3

Natural Sciences

- Any approved general education Natural Sciences course .....4

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE**

HPERD Division PE 155 480.423.6606

The course work offered in the Health, Physical Education, Recreation and Dance Department will assist students interested in majoring in exercise science, wellness, teaching, coaching, recreation, dance, and other health-related fields. Since each college or university has specific transfer requirements, you will need to consult the catalog of the college or university of your choice. An advisor or the appropriate faculty member of the HPERD Department will be able to assist you in developing a course of study that will lead to a degree in one of the major fields of study.

**HPERD course offerings at SCC:**

DAH100	Introduction to Dance.....	3
DAH110	Dance in Film .....	3
DAH250	Dance in Popular Culture .....	3
DAH255	Hip Hop: Arts, Aesthetic and Culture.....	3
DAN101AC	Social Dance: Latin (Salsa/Bachata) .....	1
DAN101AE	Social Dance: Tango.....	1
DAN102AA	Hip Hop I.....	1
DAN102AB	Hip Hop II.....	1
DAN131	Ballet I.....	1
DAN132	Modern Dance I.....	1
DAN133	Jazz Dance I .....	1
DAN134	Ballet II .....	1
DAN135	Modern Dance II.....	1
DAN136	Jazz Dance II.....	1
DAN138	Dance Seminar I .....	1
DAN150	Dance Performance I .....	1
DAN155	Dance Performance II .....	1
DAN170	Dance Kinesiology .....	3
DAN210	Dance Production I.....	3
DAN221	Rhythmic Awareness I.....	2
DAN231AA	Ballet III: Intensive.....	2
DAN232AA	Modern Dance III: Intensive.....	2
DAN233	Jazz Dance III .....	1
DAN234AA	Ballet IV: Intensive .....	2
DAN235AA	Modern Dance IV: Intensive.....	2
DAN236AA	Jazz Dance IV: Intensive .....	2
DAN238	Dance Seminar II.....	1
DAN264	Choreography I.....	3
DAN272	Dance Technology.....	3
DAN275	Choreography for Film and Video .....	3
DAN285AA	Multimedia Performance Ensemble.....	3
DAN291AC	Dance Conservatory II .....	3
EXS101	Introduction to Exercise Science .....	3
EXS125	Introduction to Exercise Physiology .....	3
EXS130	Strength Fitness: Physiological Principles/Trng Techniques.....	3
EXS214	Instructional Comp.: Flexibility/Mind-Body Exercises .....	2
EXS216	Instructional Comp.: Muscular Strength/Conditioning.....	2
EXS218	Instructional Comp.: Cardio. Exercises/Activities .....	2
EXS239AA-AB	Practical Applications of Personal Trng Internship.....	1-2
EXS265	Theory of Coaching .....	3
EXS281	Methods of Coaching .....	3
FON100	Introductory Nutrition.....	3
FON125	Intro to Professions in Food, Nutrition, and Dietetics.....	3
FON210	Sports Nutrition and Supplements for Physical Activity.....	3
FON230	Nutrition for Special Populations .....	3
FON241	Principles of Human Nutrition (FON241LL Lab 1 Cr.).....	3
FON247	Weight Management Science .....	3

FON296++	Cooperative Education .....	1-4
HES100	Healthful Living .....	3
HES154	First Aid/Cardiopulmonary Resuscitation .....	3
HES201	Substance Abuse and Behavior.....	3
HES210	Cultural Aspects of Health and Illness.....	3
HES271	Prevention and Treatment of Athletic Injuries.....	3
PED+++++	Physical Activities 101, 103, 201, 202.....	1
PED115	Lifetime Fitness.....	2
PED150	Tradition and Practice of Yoga I.....	2
PED155	Tradition and Practice of Yoga II .....	2
PED158	Tradition and Practice of Yoga III .....	2
PED270	Teaching Yoga: Level I.....	2
PED271	Teaching Yoga: Level II.....	2
PED272	Teaching Yoga: Alignments and Adjustments.....	2
PED274	Teaching Yoga: Practicum.....	1
PED288	Yoga Therapy Practicum.....	2
PED280	Introduction to Yoga Therapy.....	2
PED281	Yoga Therapy - Upper Body Principles .....	2
PED283	Yoga Therapy - Low Back Principles .....	2
PED284	Yoga Therapy - Knee Principles.....	2
REC120	Leisure and the Quality of Life .....	3
REC150AB	Outdoor Adventure Skills.....	3
REC155A(A-K)	Outdoor activity courses include: Backpacking, Outdoor Rock Climbing, Indoor Rock Climbing, Kayaking, Caving, Leave No Trace Trainer, Canyoneering, Hiking, Outdoor Survival .....	1
REC210	Leisure Delivery Systems .....	3
REC230	Recreation Programming.....	3
REC240	Wilderness First Responder .....	3
REC250	Recreation Leadership.....	3
WED162	Meditation and Wellness.....	1
WED165	Overview of Massage Therapy.....	2
WED172	Overview of Herbal Remedies .....	1
WED181	Essential Oil Properties and Formulation.....	1
WED183	Introduction to Ayurvedic Principles .....	2
WED185	Overview of Movement Therapy .....	2
WED218	Aromatherapy .....	1

**HOSPITALITY: GOLF MANAGEMENT HRM**

Hospitality, Tourism, and Culinary Arts Division AP 237A 480.423.6578  
 Program Director, Janelle Hoffman AP 246 480.423.6260

**Hospitality: Golf Management**

**Certificate of Completion - CCL 5076**  
 41 credits

**Description:** The Certificate of Completion (CCL) in Hospitality: Golf Management is designed to prepare graduates for a variety of careers in the golf industry. The curriculum provides skills in golf coaching theory and methods, the practice of golf, club management, accounting, information systems, marketing, human resources, and hospitality law. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Golf Management (3557).

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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses: 35 credits**

ACC211	Financial Accounting (3) <b>OR</b>	
+ HRM265	Financial Management for Hospitality and Tourism (3)....	3
EXS265GO	Golf Theory of Coaching.....	3
EXS281GO	Golf: Methods of Coaching .....	3
HES154	First Aid/Cardiopulmonary Resuscitation .....	3
HRM110	Introduction to Hospitality and Tourism Management ....	3
+ HRM150	Hospitality and Tourism Information Systems I.....	3
+ HRM220	Hospitality Managerial Accounting .....	3
+ HRM235	Club Management .....	3
+ HRM260	Hospitality Human Resource Management .....	3
+ HRM270	Hospitality Marketing .....	3
PED101GO	Golf (1) <b>OR</b>	
PED102GO	Golf-Intermediate (1) <b>OR</b>	
PED201GO	Golf-Advanced (1).....	2
REC210	Leisure Delivery Systems .....	3

**Restricted Electives: 6 credits**

EXS101	Introduction to Exercise Science .....	3
HES100	Healthful Living.....	3
HES271	Prevention and Treatment of Athletic Injuries.....	3
HRM145	Events Management .....	3
HRM275	Restaurant Management .....	3
+ HRM280	Hospitality and Tourism Law.....	3
+ HRM295AA	Hospitality Internship (1) <b>OR</b>	
+ HRM295AB	Hospitality Internship (2) <b>OR</b>	
+ HRM295AC	Hospitality Internship (3).....	1-3
+ PSY215	Introduction to Sport Psychology .....	3

## Hospitality: Golf Management Associate in Applied Science - AAS 3557

63-68 credits

**Description:** The Associate in Applied Science (AAS) in Hospitality: Golf Management is designed to prepare graduates for a variety of careers in the golf industry. The curriculum provides skills in golf coaching theory and methods, the practice of golf, club management, accounting, information systems, marketing, human resources, and hospitality law. The curriculum also fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Golf Management is fully embedded within this AAS.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses: 35 credits**

ACC211	Financial Accounting (3) <b>OR</b>	
+ HRM265	Financial Management for Hospitality and Tourism (3)....	3
EXS265GO	Golf Theory of Coaching.....	3
EXS281GO	Golf: Methods of Coaching .....	3

HES154	First Aid/Cardiopulmonary Resuscitation .....	3
HRM110	Introduction to Hospitality and Tourism Management ....	3
+ HRM150	Hospitality and Tourism Information Systems I.....	3
+ HRM220	Hospitality Managerial Accounting .....	3
+ HRM235	Club Management .....	3
+ HRM260	Hospitality Human Resource Management .....	3
+ HRM270	Hospitality Marketing .....	3
PED101GO	Golf (1) <b>OR</b>	
PED102GO	Golf-Intermediate (1) <b>OR</b>	
PED201GO	Golf-Advanced (1).....	2
REC210	Leisure Delivery Systems .....	3

**Restricted Electives: 6 credits**

EXS101	Introduction to Exercise Science .....	3
HES100	Healthful Living.....	3
HES271	Prevention and Treatment of Athletic Injuries.....	3
HRM145	Events Management .....	3
HRM275	Restaurant Management .....	3
+ HRM280	Hospitality and Tourism Law.....	3
+ HRM295AA	Hospitality Internship (1) <b>OR</b>	
+ HRM295AB	Hospitality Internship (2) <b>OR</b>	
+ HRM295AC	Hospitality Internship (3).....	1-3
+ PSY215	Introduction to Sport Psychology .....	3

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

COM100	Introduction to Human Communication (3) <b>OR</b>	
COM110	Interpersonal Communication (3) <b>OR</b>	
COM230	Small Group Communication (3).....	3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent as indicated by assessment. ....	0-3
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Mathematics

Any approved general education Mathematics [MA] course.....	3-5
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**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education course from the Humanities, Arts and Design [HU] area .....	3
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Social-Behavioral Sciences

ECN211	Macroeconomic Principles (3) <b>OR</b>	
ECN212	Microeconomic Principles (3) <b>OR</b>	
PSY101	Introduction to Psychology (3) <b>OR</b>	
REC120	Leisure and the Quality of Life (3).....	3

Natural Sciences

Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area...	4
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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**HOSPITALITY: HOTEL MANAGEMENT HRM**

Hospitality, Tourism,  
and Culinary Arts Division AP 237A 480.423.6578  
Program Director, Janelle Hoffman AP 246 480.423.6260

**Hospitality: Hotel Management**

**Certificate of Completion - CCL 5086**  
39 credits

**Description:** The Certificate of Completion (CCL) in Hospitality: Hotel Management is designed to prepare graduates for management careers in the hotel and resort industry. The curriculum provides professional skills in guest services, facilities management, information systems, accounting, marketing, human resources, and hospitality law. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Hotel Management (3086).

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

With only a few additional courses, students completing the Certificate of Completion (CCL) in Hotel Management can also complete the Certificate of Completion (CCL) in Restaurant Management.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 33 credits**

ACC211	Financial Accounting (3) <b>OR</b>	
+ HRM265	Financial Management for Hospitality and Tourism (3)....3	
HRM110	Introduction to Hospitality and Tourism Management ....3	
HRM120	Hotel Facility Management .....3	
HRM130	Guest Services Management.....3	
HRM140	Food Production Concepts .....3	
+ HRM150	Hospitality and Tourism Information Systems I.....3	
+ HRM220	Hospitality Managerial Accounting .....3	
+ HRM250	Hospitality and Tourism Information Systems II.....3	
+ HRM260	Hospitality Human Resource Management .....3	
+ HRM270	Hospitality Marketing .....3	
+ HRM280	Hospitality and Tourism Law.....3	

**Restricted Electives: 6 credits**

HRM142	Wine: From Vine to Table.....3	
HRM145	Events Management .....3	
HRM230	Beverage Management.....3	
+ HRM235	Club Management .....3	
+ HRM240	Commercial Food Production .....3	
HRM275	Restaurant Management .....3	
+ HRM290	Ecotourism .....3	
+ HRM295AA	Hospitality Internship (1) <b>OR</b>	
+ HRM295AB	Hospitality Internship (2) <b>OR</b>	
+ HRM295AC	Hospitality Internship (3)..... 1-3	
REC210	Leisure Delivery Systems .....3	

**Hospitality: Hotel Management**

**Associate in Applied Science - AAS 3086**  
61-66 credits

**Description:** The Associate in Applied Science (AAS) in Hospitality: Hotel Management is designed to prepare graduates for management careers in the hotel and resort industry. The curriculum provides professional skills in guest services, facilities management, accounting, information systems, marketing, human resources, and hospitality law and fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Hotel Management is fully embedded within this AAS.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

With only a few additional courses, students completing the Associate in Applied Science (AAS) in Hotel Management can also complete the Associate in Applied Science (AAS) in Restaurant Management.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 33 credits**

ACC211	Financial Accounting (3) <b>OR</b>	
+ HRM265	Financial Management for Hospitality and Tourism (3)....3	
<i>Students intending to transfer to NAU and earn a BS in Hotel and Restaurant Management should select ACC211.</i>		
HRM110	Introduction to Hospitality and Tourism Management ....3	
HRM120	Hotel Facility Management .....3	
HRM130	Guest Services Management.....3	
HRM140	Food Production Concepts .....3	
+ HRM150	Hospitality and Tourism Information Systems I.....3	
+ HRM220	Hospitality Managerial Accounting.....3	
+ HRM250	Hospitality and Tourism Information Systems II.....3	
+ HRM260	Hospitality Human Resource Management .....3	
+ HRM270	Hospitality Marketing .....3	
+ HRM280	Hospitality and Tourism Law.....3	

**Restricted Electives: 6 credits**

HRM142	Wine: From Vine to Table.....3	
HRM145	Events Management .....3	
HRM230	Beverage Management.....3	
+ HRM235	Club Management .....3	
+ HRM240	Commercial Food Production .....3	
HRM275	Restaurant Management .....3	
+ HRM290	Ecotourism .....3	
+ HRM295AA	Hospitality Internship (1) <b>OR</b>	
+ HRM295AB	Hospitality Internship (2) <b>OR</b>	
+ HRM295AC	Hospitality Internship (3)..... 1-3	
REC210	Leisure Delivery Systems .....3	

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3) .....6

Oral Communication

Any approved general education Oral Communication (COM) course...3

Critical Reading

- + CRE101 College Critical Reading and Critical Thinking (3) **OR**  
equivalent as indicated by assessment. ....0-3

Mathematics

Any approved general education Mathematics [MA] course..... 3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education course from the Humanities, Arts and Design [HU] area .....3

Social-Behavioral Sciences

- ECN211 Macroeconomic Principles (3) **OR**
- ECN212 Microeconomic Principles (3) **OR**
- PSY101 Introduction to Psychology (3) **OR**
- REC120 Leisure and the Quality of Life (3).....3

*Students intending to transfer to NAU and earn a BS in Hotel and Restaurant Management should select both ECN211 and ECN212.*

Natural Sciences

Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area... 4

**HOSPITALITY: MEETING AND EVENT MANAGEMENT**

**HRM**

Hospitality, Tourism,  
and Culinary Arts Division AP 237A 480.423.6578  
Program Director, Janelle Hoffman AP 246 480.423.6260

**Hospitality: Meeting and Event Management**

**Certificate of Completion - CCL 5918**  
18 credits

**Description:** The Certificate of Completion (CCL) in Hospitality: Meeting and Event Management program is designed to prepare students to work in the role of a meeting planner for the hospitality, corporate and non-profit industries. A professional meeting and event manager is responsible for assessing the unique needs of personal, professional and corporate clients to create and execute meetings and special events.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

With only a few additional courses, students completing the AAS degree or certificate in Hotel Management or Restaurant Management can also complete the Meeting and Event Management certificate.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 15 credits**

- HRM110 Introduction to Hospitality and Tourism Management....3
- HRM140 Food Production Concepts .....3
- HRM145 Events Management .....3
- + HRM146 International Meetings, Conventions and Exhibitions.....3
- HRM230 Beverage Management.....3

**Restricted Electives: 3 credits**

- HRM142 Wine: From Vine to Table.....3
- + HRM150 Hospitality and Tourism Information Systems I.....3
- + HRM240 Commercial Food Production .....3
- + HRM295AA Hospitality Internship (1) **OR**
- + HRM295AB Hospitality Internship (2) **OR**
- + HRM295AC Hospitality Internship (3)..... 1-3
- INT105 Introduction to Interior Design.....3
- MGT253 Owning and Operating a Small Business.....3
- MKT110 Marketing and Social Networking .....3

**HOSPITALITY: RESTAURANT MANAGEMENT HRM**

Hospitality, Tourism,  
and Culinary Arts Division AP 237A 480.423.6578  
Program Director, Janelle Hoffman AP 246 480.423.6260

**Hospitality: Restaurant Management**

**Certificate of Completion - CCL 5560**  
39 credits

**Description:** The Certificate of Completion (CCL) in Hospitality: Restaurant Management is designed to prepare graduates for management careers in the restaurant and commercial food service industry. The curriculum provides professional skills in beverage management, food production, accounting, information systems, marketing, human resources, and hospitality law. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Restaurant Management (3560).

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

With only a few additional courses, students completing the Certificate of Completion (CCL) in Restaurant Management can also complete the Certificate of Completion (CCL) in Hotel Management.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 33 credits**

- ACC211 Financial Accounting (3) **OR**
- + HRM265 Financial Management for Hospitality and Tourism (3)....3
- HRM110 Introduction to Hospitality and Tourism Management....3
- HRM140 Food Production Concepts .....3
- + HRM150 Hospitality and Tourism Information Systems I.....3
- + HRM220 Hospitality Managerial Accounting .....3
- HRM230 Beverage Management.....3
- + HRM250 Hospitality and Tourism Information Systems II.....3
- + HRM260 Hospitality Human Resource Management .....3
- + HRM270 Hospitality Marketing .....3
- HRM275 Restaurant Management .....3
- + HRM280 Hospitality and Tourism Law.....3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**Restricted Electives: 6 credits**

HRM142	Wine: From Vine to Table.....	3
HRM145	Events Management .....	3
+ HRM235	Club Management .....	3
+ HRM240	Commercial Food Production .....	3
+ HRM295AA	Hospitality Internship (1) <b>OR</b>	
+ HRM295AB	Hospitality Internship (2) <b>OR</b>	
+ HRM295AC	Hospitality Internship (3).....	1-3

**Hospitality: Restaurant Management**

**Associate in Applied Science - AAS 3560**  
**61-66 credits**

**Description:** The Associate in Applied Science (AAS) in Hospitality: Restaurant Management is designed to prepare graduates for management careers in restaurant and commercial food service industry. The curriculum provides professional skills in beverage management, food production, accounting, information systems, marketing, human resources, and hospitality law, and fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Restaurant Management is fully embedded within this AAS.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

With only a few additional courses, students completing the Associate in Applied Science (AAS) in Restaurant Management can also complete the Associate in Applied Science (AAS) in Hotel Management.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 33 credits**

ACC211	Financial Accounting (3) <b>OR</b>	
+ HRM265	Financial Management for Hospitality and Tourism (3)....	3
HRM110	Introduction to Hospitality and Tourism Management ....	3
HRM140	Food Production Concepts .....	3
+ HRM150	Hospitality and Tourism Information Systems I.....	3
+ HRM220	Hospitality Managerial Accounting .....	3
HRM230	Beverage Management.....	3
+ HRM250	Hospitality and Tourism Information Systems II.....	3
+ HRM260	Hospitality Human Resource Management .....	3
+ HRM270	Hospitality Marketing .....	3
HRM275	Restaurant Management .....	3
+ HRM280	Hospitality and Tourism Law .....	3

**Restricted Electives: 6 credits**

HRM142	Wine: From Vine to Table.....	3
HRM145	Events Management .....	3
+ HRM235	Club Management .....	3
+ HRM240	Commercial Food Production .....	3
+ HRM295AA	Hospitality Internship (1) <b>OR</b>	
+ HRM295AB	Hospitality Internship (2) <b>OR</b>	
+ HRM295AC	Hospitality Internship (3).....	1-3

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Any approved general education Oral Communication (COM) course... 3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b>	
	equivalent as indicated by assessment. ....	0-3

Mathematics

Any approved general education Mathematics [MA] course..... 3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education course from the Humanities, Arts and Design [HU] area .....

Social-Behavioral Sciences

ECN211	Macroeconomic Principles (3) <b>OR</b>	
ECN212	Microeconomic Principles (3) <b>OR</b>	
PSY101	Introduction to Psychology (3) <b>OR</b>	
REC120	Leisure and the Quality of Life (3).....	3

Natural Sciences

Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area... 4

**HOSPITALITY: SPA AND WELLNESS CENTER MANAGEMENT** **HRM**

Hospitality, Tourism, and Culinary Arts Division	AP 237A	480.423.6578
Program Director, Janelle Hoffman	AP 246	480.423.6260

**Hospitality: Spa and Wellness Center Management**

**Certificate of Completion - CCL 5524**  
**39 credits**

**Description:** The Certificate of Completion (CCL) in Hospitality: Spa and Wellness Center Management is designed to prepare graduates for management careers in the spa and wellness industry. The curriculum provides an overview of healthful living, such as meditation, wellness, and massage therapy. Graduates attain skills in guest services, accounting, information systems, marketing, human resources, and hospitality law. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Spa and Wellness Center Management (3079).

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 33 credits**

ACC211	Financial Accounting (3) <b>OR</b>	
+ HRM265	Financial Management for Hospitality and Tourism (3)....3	
HES100	Healthful Living.....3	
HES154	First Aid/Cardiopulmonary Resuscitation.....3	
HRM110	Introduction to Hospitality and Tourism Management....3	
HRM130	Guest Services Management.....3	
+ HRM150	Hospitality and Tourism Information Systems I.....3	
+ HRM220	Hospitality Managerial Accounting.....3	
+ HRM260	Hospitality Human Resource Management.....3	
+ HRM270	Hospitality Marketing.....3	
+ HRM280	Hospitality and Tourism Law.....3	
WED162	Meditation and Wellness.....1	
WED165	Overview of Massage Therapy.....2	

**Restricted Electives: 6 credits**

EXS112	Professional Applications of Fitness Principles.....3	
EXS130	Strength Fitness-Physiological Principles/Training Tech.....3	
HRM145	Events Management.....3	
+ HRM235	Club Management.....3	
+ HRM250	Hospitality and Tourism Information Systems II.....3	
+ HRM290	Ecotourism.....3	
+ HRM295AA	Hospitality Internship (1) <b>OR</b>	
+ HRM295AB	Hospitality Internship (2) <b>OR</b>	
+ HRM295AC	Hospitality Internship (3).....1-3	
PED101TC	Tai Chi (1) <b>OR</b>	
PED102TC	Tai Chi - Intermediate (1) <b>OR</b>	
PED103TC	Tai Chi (0.50) <b>OR</b>	
PED201TC	Tai Chi - Advanced (1).....1	
PED101YO	Yoga (1) <b>OR</b>	
PED102YO	Yoga - Intermediate (1) <b>OR</b>	
PED103YO	Yoga (0.50) <b>OR</b>	
PED201YO	Yoga - Advanced (1).....1	
WED151	Introduction to Alternative Medicine.....3	
WED172	Overview of Herbal Remedies.....1	
WED218	Aromatherapy.....1	

**Hospitality: Spa and Wellness Center Management**

**Associate in Applied Science - AAS 3079**  
**61-66 credits**

**Description:** The Associate in Applied Science (AAS) in Hospitality: Spa and Wellness Center Management is designed to prepare graduates for management careers in the spa and wellness industry. The curriculum provides an overview of healthful living, such as meditation, wellness, and massage therapy. Graduates attain skills in guest services, accounting, information systems, marketing, human resources, and hospitality law. The curriculum also fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Spa and Wellness Center Management is fully embedded within this AAS.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 33 credits**

ACC211	Financial Accounting (3) <b>OR</b>	
+ HRM265	Financial Management for Hospitality and Tourism (3)....3	
HES100	Healthful Living.....3	
HES154	First Aid/Cardiopulmonary Resuscitation.....3	
HRM110	Introduction to Hospitality and Tourism Management....3	
HRM130	Guest Services Management.....3	
+ HRM150	Hospitality and Tourism Information Systems I.....3	
+ HRM220	Hospitality Managerial Accounting.....3	
+ HRM260	Hospitality Human Resource Management.....3	
+ HRM270	Hospitality Marketing.....3	
+ HRM280	Hospitality and Tourism Law.....3	
WED162	Meditation and Wellness.....1	
WED165	Overview of Massage Therapy.....2	

**Restricted Electives: 6 credits**

EXS112	Professional Applications of Fitness Principles.....3	
EXS130	Strength Fitness-Physiological Principles/Training Tech.....3	
HRM145	Events Management.....3	
+ HRM235	Club Management.....3	
+ HRM250	Hospitality and Tourism Information Systems II.....3	
+ HRM290	Ecotourism.....3	
+ HRM295AA	Hospitality Internship (1) <b>OR</b>	
+ HRM295AB	Hospitality Internship (2) <b>OR</b>	
+ HRM295AC	Hospitality Internship (3).....1-3	
PED101TC	Tai Chi (1) <b>OR</b>	
PED102TC	Tai Chi - Intermediate (1) <b>OR</b>	
PED103TC	Tai Chi (0.50) <b>OR</b>	
PED201TC	Tai Chi - Advanced (1).....1	
PED101YO	Yoga (1) <b>OR</b>	
PED102YO	Yoga - Intermediate (1) <b>OR</b>	
PED103YO	Yoga (0.50) <b>OR</b>	
PED201YO	Yoga - Advanced (1).....1	
WED151	Introduction to Alternative Medicine.....3	
WED172	Overview of Herbal Remedies.....1	
WED218	Aromatherapy.....1	

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3).....6	

Oral Communication

COM100	Introduction to Human Communication (3) <b>OR</b>	
COM110	Interpersonal Communication (3) <b>OR</b>	
COM230	Small Group Communication (3).....3	

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent as indicated by assessment. ....0-3	
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Mathematics

Any approved general education Mathematics [MA] course.....3-5	
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**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education course from the Humanities, Arts and Design [HU] area.....3	
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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Social-Behavioral Sciences

- ECN211 Macroeconomic Principles (3) **OR**
- ECN212 Microeconomic Principles (3) **OR**
- PSY101 Introduction to Psychology (3) **OR**
- REC120 Leisure and the Quality of Life (3).....3

Natural Sciences

Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area... 4

**HOSPITALITY: TOURISM DEVELOPMENT HRM MANAGEMENT**

Hospitality, Tourism, and Culinary Arts Division AP 237A 480.423.6578  
 Program Director, Janelle Hoffman AP 246 480.423.6260

**Hospitality: Tourism Development and Management**

**Certificate of Completion - CCL 5607**  
 39 credits

**Description:** The Certificate of Completion (CCL) in Hospitality: Tourism Development and Management is designed to prepare graduates for careers in the tourism industry. The curriculum provides professional skills in tourism development and management, events and meeting management, ecotourism, information systems, marketing, human resources, financial management, and hospitality law. Graduates acquire a specific set of skills that focus on the interaction of tourism with the economy, environment, and people. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Tourism Development and Management (3101).

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 33 credits**

- HRM110 Introduction to Hospitality and Tourism Management ....3
- HRM145 Events Management .....3
- + HRM146 International Meetings, Conventions and Exhibitions.....3
- + HRM150 Hospitality and Tourism Information Systems I.....3
- HRM160 Tourism Principles and Practices.....3
- + HRM260 Hospitality Human Resource Management .....3
- + HRM265 Financial Management for Hospitality and Tourism .....3
- + HRM270 Hospitality Marketing .....3
- + HRM280 Hospitality and Tourism Law.....3
- + HRM290 Ecotourism .....3
- REC210 Leisure Delivery Systems .....3

**Restricted Electives: 6 credits**

- GCU121 World Geography I: Eastern Hemisphere (3) **OR**
- GCU122 World Geography II: Western Hemisphere (3).....3
- + HRM235 Club Management .....3
- + HRM250 Hospitality and Tourism Information Systems II.....3
- + HRM295AA Hospitality Internship (1) **OR**
- + HRM295AB Hospitality Internship (2) **OR**
- + HRM295AC Hospitality Internship (3)..... 1-3
- REC120 Leisure and the Quality of Life .....3

**Hospitality: Tourism Development and Management**

**Associate in Applied Science - AAS 3101**  
 61-66 credits

**Description:** The Associate in Applied Science (AAS) in Hospitality: Tourism Development and Management is designed to prepare graduates for careers in the tourism industry. The curriculum provides professional skills in tourism development and management, events and meeting management, ecotourism, information systems, marketing, human resources, financial management, and hospitality law. Graduates acquire a specific set of skills that focus on the interaction of tourism with the economy, environment, and people. The curriculum also fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Tourism Development and Management is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 33 credits**

- HRM110 Introduction to Hospitality and Tourism Management ....3
- HRM145 Events Management .....3
- + HRM146 International Meetings, Conventions and Exhibitions.....3
- + HRM150 Hospitality and Tourism Information Systems I.....3
- HRM160 Tourism Principles and Practices.....3
- + HRM260 Hospitality Human Resource Management .....3
- + HRM265 Financial Management for Hospitality and Tourism .....3
- + HRM270 Hospitality Marketing .....3
- + HRM280 Hospitality and Tourism Law.....3
- + HRM290 Ecotourism .....3
- REC210 Leisure Delivery Systems .....3

**Restricted Electives: 6 credits**

- GCU121 World Geography I: Eastern Hemisphere (3) **OR**
  - GCU122 World Geography II: Western Hemisphere (3)..... 3
  - + HRM235 Club Management .....3
  - + HRM250 Hospitality and Tourism Information Systems II.....3
  - + HRM295AA Hospitality Internship (1) **OR**
  - + HRM295AB Hospitality Internship (2) **OR**
  - + HRM295AC Hospitality Internship (3)..... 1-3
  - REC120 Leisure and the Quality of Life .....3
- REC120 may be used as either a Restricted Elective or Social-Behavioral Science, it may not be used to satisfy both.*

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3).....6

Oral Communication

Any approved general education Oral Communication (COM) course...3

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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Critical Reading

+ CRE101 College Critical Reading and Critical Thinking (3) **OR**  
equivalent as indicated by assessment. ....0-3

Mathematics

Any approved general education Mathematics [MA] course.....3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education course from the Humanities, Arts and Design [HU] area .....3

Social-Behavioral Sciences

- ECN211 Macroeconomic Principles (3) **OR**
- ECN212 Microeconomic Principles (3) **OR**
- PSY101 Introduction to Psychology (3) **OR**
- REC120 Leisure and the Quality of Life (3).....3

*REC120 may be used as either a Restricted Elective or Social-Behavioral Science, it may not be used to satisfy both.*

Natural Sciences

Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area... 4

**INTERIOR DESIGN**

**INT**

Applied Sciences Division AP 237B 480.423.6599  
Program Director, Charles Cooper AP 216C 480.423.6436

**Interior Design**

**Associate in Applied Science - AAS 3122**  
**61-66 credits**

**Description:** The Associate in Applied Science (AAS) in Interior Design program is designed to equip students with a background in the conceptual, technical and historical aspects of interior design. Students study basic design, color, history of architecture and furniture, interior materials, hand and computer drafting, space planning, and presentation techniques. The curriculum consists of an Associate in Applied Science (AAS) in Interior Design that provides foundational knowledge and skills.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 42 credits**

- ARC141 Architectural CAD I: Introduction.....3
- + ARC142 Architectural CAD II: Plans and Elevations.....3
- INT105 Introduction to Interior Design.....3
- INT115 Historical Architecture and Furniture.....3
- INT120 Modern Architecture and Furniture .....3
- + INT145 Drawing and Rendering.....3
- INT150 Color and Design.....3
- INT160 Fabrics for Interiors.....3
- + INT170 Interior Materials.....3
- + INT190 Space Planning.....3
- + INT215 Professional Practices.....3
- + INT225 History of Decorative Arts .....3
- + INT230 Presentation Techniques .....3
- + INT240 Kitchen and Bath Design .....3

**General Education Requirements: 19-24 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ Any approved general education First-Year Composition courses.....6

Oral Communication

Any approved general education Oral Communication course .....3

Critical Reading

+ CRE101 College Critical Reading and Critical Thinking (3) **OR**  
equivalent as indicated by assessment. ....0-3

Mathematics

+ Any approved general education Mathematics course .....3-5

**GENERAL EDUCATION DISTRIBUTION: 7 credits**

Humanities, Arts and Design

Met by INT115 and INT120 in Required Courses area.....0

Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences course.....3

Natural Sciences

Any approved general education Natural Sciences course.....4

**JOURNALISM**

**JRN**

English, World Languages  
and Journalism Division LC 305 480.423.6459  
Program Contact, Larry Tualla LC 312 480.423.6773

**Journalism and New Media Studies**

**Associate in Applied Science - AAS 3120 (Shared)**  
**60-66 credits**

**Description:** The Associate in Applied Science (AAS) in Journalism and New Media Studies program is designed to provide students with general, practical and marketable skills that will enable them to seek entry-level employment in various media outlets, including: newspapers, magazines, community journals, online websites, radio and television. The program includes development of a portfolio that will exhibit students' abilities to write both news and feature stories. News judgment is also integrated as a critical component of the program. An awareness of global and cultural differences also forms a key element of this degree for the successful graduate. The curriculum combines coursework in journalism with a General Education component.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

Students can achieve the AGECA and satisfy additional requirements for the Bachelor of Arts in Journalism and Mass Communication at Arizona State University by completing the following courses not already completed as part of the degree:

- PHI101 Introduction to Philosophy (3) **OR**
- PHI102 Introduction to Philosophy (3) **OR**
- PHI103 Introduction to Logic (3) **OR**
- PHI105 Introduction to Ethics (3)

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

HIS103	United States History to 1865 (3) <b>OR</b>
HIS108	United States History 1945 to Present (3) <b>OR</b>
HIS203	African-American History to 1865 (3)
ECN212	Microeconomic Principles (3) <b>OR</b>
ECN211	Macroeconomic Principles (3)
POS110	American National Government (3)
SOC101	Introduction to Sociology (3) <b>OR</b>
PSY101	Introduction to Psychology (3)

Any approved general education course in the Science Quantitative [SQ] area or the Science General [SG] area (4)

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 40 credits**

CIS105	Survey of Computer Information Systems (3) <b>OR</b>	
BPC110	Computer Usage and Applications (3).....	3
JRN125	Photo Editing.....	3
+ JRN201	News Writing.....	3
+ JRN203	Writing for Online Media.....	3
+ JRN205	Copyediting.....	3
+ JRN212	Broadcast Writing.....	3
+ JRN215	News Production.....	3
JRN225	Photojournalism.....	3
+ JRN234	Feature Writing (3) <b>OR</b>	
ENG235	Magazine Article Writing (3).....	3
JRN290	Publications Portfolio.....	1
+ MCO120	Media and Society.....	3
+ MCO220	Cultural Diversity and the Media.....	3

Any combination of the following courses must be taken for a total of 9 credits: JRN298AA and JRN298AB may be repeated for credit.

+ JRN215	News Production.....	3
+ JRN298AA	Special Projects.....	1
+ JRN298AB	Special Projects.....	2
+ JRN240AC	Journalism Internship.....	3

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

COM100	Introduction to Human Communication (3) <b>OR</b>	
COM110	Interpersonal Communication (3) <b>OR</b>	
+ COM225	Public Speaking (3) <b>OR</b>	
COM230	Small Group Communication (3).....	3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent as indicated by assessment.....	0-3
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Mathematics

+ MAT140	College Mathematics (5) <b>OR</b>	
+ MAT141	College Mathematics (4) <b>OR</b>	
+ MAT142	College Mathematics (3) <b>OR</b> Satisfactory completion of a higher level mathematics course.....	3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

PHI101	Introduction to Philosophy (3) <b>OR</b>	
+ PHI102	Introduction to Philosophy (3) <b>OR</b>	
+ PHI103	Introduction to Logic (3) <b>OR</b>	
PHI105	Introduction to Ethics (3) <b>OR</b>	
HIS103	United States History to 1865 (3) <b>OR</b>	
HIS108	United States History 1945 to Present (3) <b>OR</b>	
HIS203	African-American History to 1865 (3)	

Social-Behavioral Sciences

ECN211	Macroeconomic Principles (3) <b>OR</b>	
ECN212	Microeconomic Principles (3) <b>OR</b>	
POS110	American National Government (3) <b>OR</b>	
SOC101	Introduction to Sociology (3) <b>OR</b>	
PSY101	Introduction to Psychology (3) 3	

Natural Sciences

Any approved general education Natural Sciences course.....	4
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**MOTION PICTURE/TV PRODUCTION TCM**

Scottsdale School of Film+Theatre LC 404 480.423.6076  
 Program Contact: Bill True FSH 107 480.423.6657

The Associate in Applied Science (AAS) in Motion Picture/Television Production program is designed for students who plan to enter the field of motion pictures and/or television production. Successful completion of this program will qualify students for the AAS degree. Students will receive "hands-on" practical training in a fine arts learning environment and may select one or more of several specialization tracks within the degree. Certificates of Completion (CCL) in Screenwriting, Production: Film, Production: Television, and Editing programs are also available.

**Requirements for the AAS Degree and Certificates of Completion**

**Program Common GENERAL EDUCATION CORE: 18-21 Credits**

The Common Core courses listed below are required for all of the certificate programs and the AAS degree.

**Required Core Courses: 18-21 credits**

TCM100	Digital Multimedia (3) <b>OR</b> Permission of Program Director.....	0-3
TCM107	Career Pathways in the Media.....	3
TCM121	Story Theory for Film, Television and Media.....	3
+ TCM134	Pre-Production for Motion Picture and Television.....	3
+ TCM135	Production for Motion Picture and Television.....	3
+ TCM136	Post-Production for Motion Picture and Television.....	3
THF205	Introduction to Cinema (HUM205).....	3

**Program Tracks**

In addition to the courses required in the Program Common Core areas listed above, the required courses in a specialization area (listed below), and the minimum Restricted Elective credits must be completed to earn a

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



certificate in a selected Program Track (see the required courses on pageS 102-104):

Track I: Certificate of Completion in <b>Screenwriting</b> .....	102
Track II: Certificate of Completion in <b>Production: Television</b> .....	103
Track III: Certificate of Completion in <b>Production: Film</b> .....	103
Track IV: Certificate of Completion in <b>Editing</b> .....	104

## Motion Picture/Television Production

### Associate in Applied Science - AAS 3572 60-71 credits

The general studies requirement of 19-24 credits must be completed in addition to the credits earned in the Program Common Core, a Program Track and the Restricted Electives to earn the total of 60-71 credits required for the AAS in Motion Picture/Television Production.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 32-47 credits**

See specialization tracks for list of courses.

**Restricted Electives: 0-9 credits**

Students must choose the appropriate number of credits to meet the program total for completion of the degree. Selected courses will not apply in both Required courses and Restricted Electives areas.

Track I: Certificate of Completion (CCL) in Screenwriting..... 6-9  
See Screenwriting CCL for list of Restricted Elective courses.

Track II: Certificate of Completion (CCL) in Production: Television..... 0-1  
+ TCM294AA Special Topics in Motion Picture/Television Production...1  
+ TCM296WA Cooperative Education .....1  
+ TCM298AA Special Projects .....1

Track III: Certificate of Completion (CCL) in Production: Film.....0

Track IV: Certificate of Completion (CCL) in Editing .....0

**General Education Requirements: 19-24 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

#### First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3) .....6

#### Oral Communication

Any approved general education Oral Communication course .....3

#### Critical Reading

- + CRE101 College Critical Reading and Critical Thinking (3) **OR**  
equivalent as indicated by assessment. ....0-3

#### Mathematics

- + Any approved general education Mathematics course .....3-5

**GENERAL EDUCATION DISTRIBUTION: 7 credits**

#### Humanities, Arts and Design

Met by THF/HUM205 in the Required Courses area. ....0

#### Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences course.....3

#### Natural Sciences

Any approved general education Natural Sciences course.....4

## Screenwriting

### Certificate of Completion - CCL 5993 38-49 credits

**Description:** The Certificate of Completion (CCL) in Screenwriting program is designed for students who plan to enter the field of Motion Picture/Television Production as screenwriters. Students are provided opportunity for hands-on training in development and writing for Motion Picture/TV Production, with an emphasis on story theory and format for features, TV and other media. An Associate in Applied Science (AAS) in Motion Picture/Television Production degree is also available.

**Program Notes:** ENG101/107 and ENG102/108 are needed only if students choose the ENG210 option in the Required Courses area. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: 0-6 credits**

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3) **OR**  
Permission of Program Director .....0-6

**Required Courses: 32-37 credits**

- + ENG210 Creative Writing (3) **OR**
- THE118 Playwriting (3).....3
- ENH110 Introduction to Literature .....3
- TCM100 Digital Multimedia (3) **OR**  
Permission of Program Director .....0-3
- TCM107 Career Pathways in the Media .....3
- TCM121 Story Theory for Film, Television and Media.....3
- + TCM134 Pre-Production for Motion Picture and Television .....3
- + TCM135 Production for Motion Picture and Television.....3
- + TCM136 Post-Production for Motion Picture and Television.....3
- + TCM242AA Professional Portfolio in Screenwriting (2) **OR**
- + TCM275 Advanced Portfolio Production (4).....2-4
- THF205 Introduction to Cinema (HUM205).....3

Students must select one (1) of the following two (2) tracks:

#### Emphasis I: Feature Credits: 6

- + TCM123 Feature Screenwriting: First Draft.....3
- + TCM223 Feature Screenwriting: The Rewrite.....3

#### Emphasis II: Television Credits: 6

- + TCM124 Television Screenwriting: Existing Programs .....3
- + TCM224 Television Screenwriting: The TV Pilot.....3

**Restricted Electives: 6 credits**

Choose a total of six (6) credits except courses used to satisfy Required Courses area.

- + TCM117 Introduction to Cinematography.....3
- + TCM123 Feature Screenwriting: First Draft.....3
- + TCM124 Television Screenwriting: Existing Programs .....3
- + TCM223 Feature Screenwriting: The Rewrite.....3
- + TCM224 Television Screenwriting: The TV Pilot.....3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ TCM230	Motion Picture Directing .....	4
+ TCM241	AVID Media Composer Editing .....	4
TCM260	Film/Video Producing and Financing .....	3
+ TCM275	Advanced Portfolio Production .....	4
+ TCM294++	Special Topics in Motion Picture/TV Prod. course .....	1-3
+ TCM296++	Any Cooperative Educationcourse(s).....	1-4
+ THF209	Acting for the Camera.....	3
THF210	Contemporary Cinema (HUM210).....	3

**Production: Television**

**Certificate of Completion - CCL 5973**  
40-44 credits

**Description:** The Certificate of Completion (CCL) in Production: Television program is designed for students who plan to enter the field of Motion Picture/Television Production in the specific area of broadcasting. Students are provided experiences for hands-on training in Motion Picture/Television Production, in media theory, and in the production of both live and pre-recorded television shows including news, sports, commercials, on-the-scene reporting, interviewing, and studio anchoring. Technical elements stressed include multi-camera techniques in studio, on-location shooting, editing, sound, graphics, and the operation of the studio. An Associate in Applied Science degree (AAS) in Motion Picture/Television Production is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 40-44 credits**

TCM100	Digital Multimedia (3) <b>OR</b> Permission of Program Director .....	0-3
TCM107	Career Pathways in the Media .....	3
+ TCM117	Introduction to Cinematography.....	3
TCM118	Lighting for Film and Television (3) <b>OR</b>	
TCM131	Radio-Television Announcing (4).....	3-4
TCM121	Story Theory for Film, Television and Media.....	3
+ TCM134	Pre-Production for Motion Picture and Television .....	3
+ TCM135	Production for Motion Picture and Television .....	3
+ TCM136	Post-Production for Motion Picture and Television.....	3
+ TCM151	Broadcast Production.....	3
+ TCM241	AVID Media Composer Editing .....	4
+ TCM242	Professional Portfolio in Film and Television .....	2
+ TCM250	Documentaries for Social Change.....	4
+ TCM251	Advanced Studio Production.....	3
THF205	Introduction to Cinema (HUM205).....	3

**Production: Film**

**Certificate of Completion - CCL 5989**  
43-47 credits

**Description:** The Certificate of Completion (CCL) in Production: Film program is designed for students who plan to enter the production aspect of motion pictures. Students are provided the opportunity for hands-on training in

Motion Picture/Television Production by producing a variety of short films and videos which will include writing screenplays, developing a production, demonstrating cinematographic principles, organizing production crews, participating as a production crew member, recording and designing sound, and editing the finished product. In addition, students will study feature film theory. An Associate in Applied Science (AAS) in Motion Picture/Television Production degree is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**  
**Program Prerequisites: None**

**Required Courses: 43-47 credits**

TCM100	Digital Multimedia (3) <b>OR</b> Permission of Program Director .....	0-3
TCM107	Career Pathways in the Media .....	3
+ TCM117	Introduction to Cinematography.....	3
TCM118	Lighting for Film and Television .....	3
+ TCM120	Intro to Sound Design for Film and Video (MTC120).....	3
TCM121	Story Theory for Film, Television and Media.....	3
+ TCM134	Pre-Production for Motion Picture and Television .....	3
+ TCM135	Production for Motion Picture and Television .....	3
+ TCM136	Post-Production for Motion Picture and Television.....	3
+ TCM151	Broadcast Production.....	3
+ TCM217	Advanced Cinematography (3) <b>OR</b>	
+ TCM230	Motion Picture Directing (4) <b>OR</b>	
TCM260	Film/Video Producing and Financing (3) .....	3-4
+ TCM241	AVID Media Composer Editing .....	4
+ TCM242	Professional Portfolio in Film and Television .....	2
+ TCM248	Advanced Film Production Techniques.....	4
THF205	Introduction to Cinema (HUM205).....	3



(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

## Editing

### Certificate of Completion - CCL 5981 42-45 credits

**Description:** The Certificate of Completion (CCL) in Editing program is designed for students who plan to enter the field of Motion Picture/Television Production as editors. The students are provided opportunity for hands-on training in Motion Picture/Television Production, in media theory, and in editing theory. Students are also provided opportunities to demonstrate their knowledge by producing a variety of projects using both linear and non-linear systems, and by using computer-based video compositing and title animation. An Associate in Applied Science (AAS) in Motion Picture/Television Production degree is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

#### Required Courses: 42-45 credits

TCM100	Digital Multimedia (3) <b>OR</b> Permission of Program Director .....	0-3
TCM107	Career Pathways in the Media .....	3
+ TCM120	Intro to Sound Design for Film and Video (MTC120).....	3
TCM121	Story Theory for Film, Television and Media .....	3
+ TCM134	Pre-Production for Motion Picture and Television .....	3
+ TCM135	Production for Motion Picture and Television .....	3
+ TCM136	Post-Production for Motion Picture and Television.....	3
+ TCM241	AVID Media Composer Editing.....	4
+ TCM242	Professional Portfolio in Film and Television .....	2
+ TCM243	Introduction to Video Compositing and Title Animation.....	4
+ TCM244	Film Finishing.....	4
+ TCM280	The Art of Editing .....	3
+ TCM283	Advanced Non-Linear Editing Techniques.....	4
THF205	Introduction to Cinema (HUM205).....	3

## MUSIC

Music Department	MUS 139	480.423.6333
Program Director, Ron Marschall	MUS 145	480.423.6466

Three certificate/degree programs offer students an opportunity to receive training in the commercial music business. Through the Audio Production Technologies program, students will receive training on industry-standard equipment by instructors with real-world experience and professional resumes. The Music Business program is designed to prepare students for today's music industry, combining a flexible curriculum with an emphasis in business and marketing, along with music industry-related courses and experience. The Disc Jockey Techniques program is designed to prepare students for employment as a live-performance disc jockey.

An academic certificate in Electronic Music is also offered. See page 109 for more information on this program.

## Audio Production Technologies

### Certificate of Completion - CCL 5334 (Shared) 36-40 credits

**Description:** The Certificate of Completion (CCL) in Audio Production Technologies program offers students an opportunity to receive training on industry-standard equipment. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the Audio Production program will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace. An Associate in Applied Science (AAS) is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

#### Required Courses: 36-40 credits

MTC101	Intro to Music Theory or higher level Music Theory.....	3
MTC191	Electronic Music I .....	3
+ MTC192	Electronic Music II .....	3
MUC109	Music Business: Merchandising and the Law .....	3
MUC110	Music Business: Recording and Mass Media (3) <b>OR</b>	
MUC145	Recording Studio Business Operations (2) .....	2-3
+ MUC111	Digital Audio Workstation I (DAW I).....	3
+ MUC112	Digital Audio Workstation II (DAW II) .....	3
MUC195	Studio Music Recording I (3) <b>OR</b>	
MUC195AA	Studio Music Recording I (3).....	3
+ MUC196	Studio Music Recording II (3) <b>OR</b>	
+ MUC196AA	Studio Music Recording II (3) .....	3
+ MUC297AA	Music Internship .....	1

Select one (1) of two (2) tracks

Track I - Audio Production - 9 credits

MUC197	Live Sound Reinforcement I.....	3
+ MUC198	Live Sound Reinforcement II.....	3
+ MUC295	Studio Music Recording III.....	3

Track II - Sound Design - 12 credits

+ MUC122	Sound Design I (3) <b>OR</b>	
+ MTC120	Intro to Sound Design for Film and Video (TCM120) (3)....	3
+ MUC222	Sound Design II (3) <b>OR</b>	
+ MTC220	Adv. Sound Design for Film and Video (TCM220) (3) .....	3
+ MUC194	Introduction to Audio Mixing Techniques.....	3
+ MUC292	Sound Design III .....	3

## Sound Design

### Certificate of Completion - CCL 5686 (Shared) 40 credits

**Description:** The Certificate of Completion (CCL) in Sound Design program offers students an opportunity to learn concepts associated with Sound Design production and recording arts technologies while applying them in lab settings. Upon completion of the core courses, students will have acquired skills allowing them the opportunity to apply for a broad range of positions in the audio post-production

field including: Film and Television, Animation, Radio, Theatre, and Commercial Advertising.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:** Formal application and admission to the program is required.

**Program Prerequisites: None**

**Required Courses: 40 credits**

MTC101	Introduction to Music Theory.....	3
+ MUC122	Sound Design I (3) <b>OR</b>	
+ MTC120	Intro to Sound Design for Film and Video (TCM120) (3)....	3
MTC191	Electronic Music I.....	3
+ MTC192	Electronic Music II.....	3
+ MUC222	Sound Design II (3) <b>OR</b>	
+ MTC220	Adv. Sound Design for Film and Video (TCM220) (3).....	3
MUC109	Music Business: Merchandising and the Law.....	3
MUC110	Music Business: Recording and Mass Media.....	3
+ MUC111	Digital Audio Workstation I (DAW I).....	3
+ MUC112	Digital Audio Workstation II (DAW II).....	3
+ MUC194	Introduction to Audio Mixing Techniques.....	3
MUC195	Studio Music Recording I (3) <b>OR</b>	
MUC195AA	Studio Music Recording I (3).....	3
+ MUC196	Studio Music Recording II.....	3
+ MUC297AA	Music Internship.....	1
+ MUC292	Sound Design III.....	3

## Audio Production Technologies

### Associate in Applied Science - AAS 3024 (Shared) 61-68 credits

**Description:** The Associate in Applied Science (AAS) in Audio Production Technologies program offers students an opportunity to receive training on industry-standard equipment. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. The program is designed to give students a foundation of knowledge, competency, and experience important in the commercial music marketplace. A Certificate of Completion (CCL) is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 36-40 credits**

MTC101	Intro to Music Theory or higher level Music Theory.....	3
MTC191	Electronic Music I.....	3
+ MTC192	Electronic Music II.....	3
MUC109	Music Business: Merchandising and the Law.....	3
MUC110	Music Business: Recording and Mass Media (3) <b>OR</b>	
MUC145	Recording Studio Business Operations (2).....	2-3
+ MUC111	Digital Audio Workstation I (DAW I).....	3
+ MUC112	Digital Audio Workstation II (DAW II).....	3
MUC195	Studio Music Recording I (3) <b>OR</b>	
MUC195AA	Studio Music Recording I (3).....	3

+ MUC196	Studio Music Recording II (3) <b>OR</b>	
+ MUC196AA	Studio Music Recording II (3).....	3
+ MUC297AA	Music Internship.....	1

Select one (1) of two (2) tracks

Track I - Audio Production - 9 credits

MUC197	Live Sound Reinforcement I.....	3
+ MUC198	Live Sound Reinforcement II.....	3
+ MUC295	Studio Music Recording III.....	3

Track II - Sound Design - 12 credits

+ MUC122	Sound Design I (3) <b>OR</b>	
+ MTC120	Intro to Sound Design for Film and Video (TCM120) (3)....	3
+ MUC222	Sound Design II (3) <b>OR</b>	
+ MTC220	Adv. Sound Design for Film and Video (TCM220) (3).....	3
+ MUC194	Introduction to Audio Mixing Techniques.....	3
+ MUC292	Sound Design III.....	3

**General Education Requirements: 25-28 credits**

**GENERAL EDUCATION CORE: 12-15 credits**

First-Year Composition

+ Any approved general education First-Year Composition courses.....6

Oral Communication

Any approved general education Oral Communication course.....3  
Note: COM110 recommended.

Critical Reading

+ CRE101 College Critical Reading and Critical Thinking (3) **OR**  
equivalent as indicated by assessment. ....0-3

Mathematics

+ Any approved general education Mathematics course.....3

**GENERAL EDUCATION DISTRIBUTION: 13 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design courses.....6  
Note: MHL140 **OR** MHL145 **OR** MHL153 recommended.

Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences course.....3  
Note: PSY101 recommended.

Natural Sciences

Any approved general education Natural Sciences course.....4

## Music Business

### Certificate of Completion - CCL 5258 (Shared) 26 credits

**Description:** The Certificate of Completion (CCL) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses: 11 credits**

MUC109	Music Business: Merchandising and the Law .....	3
MUC110	Music Business: Recording and Mass Media.....	3
MUC293	Self Promotion for Music.....	1
+ MUC209	Music Industry Entrepreneurship (3) <b>OR</b>	
MGT253	Owning and Operating a Small Business (3) .....	3
+ MUC290AA	Music Business Internship (1) <b>OR</b>	
+ MUC296WA	Cooperative Education (1).....	1

**Restricted Electives: 15 credits**

Students must select fifteen (15) credits from the approved list of Restricted Elective courses to specialize in Music Production, Disc Jockey Techniques, Songwriting, Performance, Marketing, Business, or Communications. Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

## Music Business

### Associate in Applied Science - AAS 3017 (Shared) 60-63 credits

**Description:** The Associate in Applied Science (AAS) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This



program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses: 14 credits**

MUC109	Music Business: Merchandising and the Law .....	3
MUC110	Music Business: Recording and Mass Media.....	3
MUC293	Self Promotion for Music.....	1
+ MUC209	Music Industry Entrepreneurship (3) <b>OR</b>	
MGT253	Owning and Operating a Small Business (3) .....	3
+ MUC290AA	Music Business Internship (1) <b>OR</b>	
+ MUC296WA	Cooperative Education (1).....	1
MHL+++	Any MHL Music: History/Literature course .....	3

**Restricted Electives: 12 credits**

Students must select twelve (12) credits from the approved list of Restricted Elective courses to specialize in Music Production, Disc Jockey Techniques, Songwriting, Performance, Marketing, Business, or Communications. Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

**General Electives: 12 credits**

Students should choose twelve (12) credits from the following list of Free Elective courses except courses used to satisfy the Restricted Electives area.

ACC111	Accounting Principles I.....	3
BPC128	Introduction to Desktop Publishing.....	1
CIS131AA	Doing Business on the Internet .....	1
GBS151	Introduction to Business.....	3
+ GBS233	Business Communication .....	3
MKT110	Marketing and Social Networking .....	3
MKT271	Principles of Marketing.....	3
MTC101	Introduction to Music Theory (3) <b>OR</b>	
MTC105	Music Theory I (3) <b>OR</b>	
MTC103	Introduction to Aural Perception (1) <b>OR</b>	
MTC106	Aural Perception I (1) .....	1-3
MTC113	Songwriting Techniques .....	1
+ MUC111	Digital Audio Workstation I (DAW I).....	3
MUC135	Introduction to Disc Jockey Techniques .....	3
MUC145	Recording Studio Business Operations.....	2
+ MUC180	Computer Literacy for the Music Business.....	3
MUC195	Studio Music Recording I (3) <b>OR</b>	
MUC195AA	Studio Music Recording I (3).....	3
+ MUC210	Adv. Industry Topics: Concert Promotion and Training ...	3
+ MUC211	Adv. Industry Topics: Artist Mgmt. and Development .....	3
MUC215	Music Industry Seminar: Innovation in Music Tech .....	1
+ MUC240	Creative Music Production.....	4
+ MUC241	Business Principles of Music Production.....	3
MUC274	Music Industry Study Tour .....	2
+ MUC294	Portfolio for Music.....	1

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

- + MUC298AA Special Projects .....1
- + MUC298AB Special Projects .....2
- + MUC298AC Special Projects .....3
- SBS230 Financial and Tax Management for Small Business.....2

**General Education Requirements: 22-25 credits**

**GENERAL EDUCATION CORE: 12-15 credits**

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3) **OR**
- + ENG111 Technical and Professional Writing (3).....6

Oral Communication

- Any approved general education Oral Communication course .....3

Critical Reading

- + CRE101 College Critical Reading and Critical Thinking (3) **OR**
- + CRE111 Critical Reading for Business and Industry (3) **OR**  
equivalent as indicated by assessment. ....0-3

Mathematics

- + Any approved general education Mathematics course .....3

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

- Any approved general education Humanities/Arts/Design course.....3

Social-Behavioral Sciences

- Any approved general education Social-Behavioral Sciences course.....3

Natural Sciences

- Any approved general education Natural Sciences course.....4

**Disc Jockey Techniques**

**Certificate of Completion - CCL 5745 (Shared)  
33 credits**

**Description:** The Certificate of Completion (CCL) in Disc Jockey Techniques is designed to prepare students for entry level employment as a live-performance disc jockey (DJ). This program will provide the student an understanding of how businesses related to the DJ profession are organized and operated in this highly competitive and rapidly changing profession.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 27 credits**

- MKT101 Introduction to Public Relations .....3
- MTC103 Introduction to Aural Perception.....1
- MUC109 Music Business: Merchandising and the Law .....3
- MUC110 Music Business: Recording and Mass Media.....3
- MUC135 Introduction to Disc Jockey Techniques .....3
- MUC136 Turntablism: The Art of the Scratch DJ .....3
- MUC137 Digital DJ Performance Techniques.....3
- MUC197 Live Sound Reinforcement I.....3
- + MUC198 Live Sound Reinforcement II.....3
- + MUC291AA Disc Jockey Internship .....1
- MUC293 Self-Promotion for Music .....1

**Restricted Electives: 6 credits**

- COM271 Voice and Diction (THP271).....3
- + COM225 Public Speaking .....3
- DAN102AA Hip Hop I .....1
- DAN103AA Break Dancing I .....1
- DAN106AA Latin I.....1
- HRM145 Events Management .....3
- MHL145 American Jazz and Popular Music .....3
- MHL153 Rock Music and Culture .....3
- MKT210 Applied Marketing Strategies .....3
- + MTC105 Music Theory I .....3
- + MTC106 Aural Perception I .....1
- MTC191 Electronic Music I.....3
- + MTC192 Electronic Music II.....3
- + MUC111 Digital Audio Workstation I (DAW I).....3
- + MUC112 Digital Audio Workstation II (DAW II) .....3
- MUC130 Music Electronic Components .....3
- MUC139 Introduction to Emcee-Rapping Techniques.....3
- MUC194 Introduction to Audio Mixing Techniques.....3
- MUC195 Studio Music Recording I .....3
- + MUC196 Studio Music Recording II .....3
- + MUC209 Music Industry Entrepreneurship .....3
- + MUC237 Electronic Dance Music Production .....3
- + MUC295 Studio Music Recording III.....3
- TCM100 Digital Multimedia .....3
- TCM101 Fundamentals of Radio and TV.....3
- + TCM120 Intro to Sound Design for Film and Video (MTC120) .....3
- TCM131AA Radio-Television Announcing .....4
- + TCM202 The Music Video .....4
- + TCM220 Advanced Sound Design for Film and Video (MTC220).....3
- + TCM290 Professional Media Marketing .....3

**Disc Jockey Techniques**

**Associate in Applied Science - AAS 3159 (Shared)  
60 - 65 credits**

**Description:** The Associate in Applied Science (AAS) in Disc Jockey Techniques is designed to prepare students for employment as a live-performance disc jockey (DJ). This program is designed to provide the student an understanding of how businesses related to the DJ profession are organized and operated in this highly competitive and rapidly changing profession.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 27 credits**

- MKT101 Introduction to Public Relations .....3
- MTC103 Introduction to Aural Perception.....1
- MUC109 Music Business: Merchandising and the Law .....3
- MUC110 Music Business: Recording and Mass Media.....3
- MUC135 Introduction to Disc Jockey Techniques .....3
- MUC136 Turntablism: The Art of the Scratch DJ .....3
- MUC137 Digital DJ Performance Techniques.....3
- MUC197 Live Sound Reinforcement I.....3

*Continued next page...*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

\*Program Codes ending with **N** are not eligible for Title IV Federal Financial Aid.

+ MUC198	Live Sound Reinforcement II.....	3
+ MUC291AA	Disc Jockey Internship.....	1
MUC293	Self-Promotion for Music.....	1

**Restricted Electives: 6-11 credits**

*Students should choose six (6) to eleven (11) credits from the following list of courses to complete a minimum of 60 credits for the AAS degree.*

COM271	Voice and Diction (THP271).....	3
+ COM225	Public Speaking.....	3
DAN102AA	Hip Hop I.....	1
DAN103AA	Break Dancing I.....	1
DAN106AA	Latin I.....	1
HRM145	Events Management.....	3
MHL145	American Jazz and Popular Music.....	3
MHL153	Rock Music and Culture.....	3
MKT210	Applied Marketing Strategies.....	3
+ MTC105	Music Theory I.....	3
+ MTC106	Aural Perception I.....	1
MTC191	Electronic Music I.....	3
+ MTC192	Electronic Music II.....	3
+ MUC111	Digital Audio Workstation I (DAW I).....	3
+ MUC112	Digital Audio Workstation II (DAW II).....	3
MUC130	Music Electronic Components.....	3
MUC139	Introduction to Emcee-Rapping Techniques.....	3
MUC194	Introduction to Audio Mixing Techniques.....	3
MUC195	Studio Music Recording I.....	3
+ MUC196	Studio Music Recording II.....	3
+ MUC209	Music Industry Entrepreneurship.....	3
+ MUC237	Electronic Dance Music Production.....	3
+ MUC295	Studio Music Recording III.....	3
TCM100	Digital Multimedia.....	3
TCM101	Fundamentals of Radio and TV.....	3
+ TCM120	Intro to Sound Design for Film and Video (MTC120).....	3
TCM131AA	Radio-Television Announcing.....	4
+ TCM202	The Music Video.....	4
+ TCM220	Advanced Sound Design for Film and Video (MTC220).....	3
+ TCM290	Professional Media Marketing.....	3

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ Any approved general education First-Year Composition course.....6

Oral Communication

Any approved general education Oral Communication course.....3

Critical Reading

+ CRE101 College Critical Reading and Critical Thinking (3) **OR**  
equivalent as indicated by assessment. ....0-3

Mathematics

+ Any approved general education Mathematics course.....3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course.....3

Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences course.....3

Natural Sciences

Any approved general education Natural Sciences course.....4

**Electronic Music**

**Academic Certificate - AC 6231N (Shared)  
40 credits**

**Description:** The Academic Certificate (AC) in Electronic Music is intended for the student who would like to obtain acknowledgment for completion of electronic music courses, and is not designed to prepare students for employment. While the completion of the certificate does not lead to a particular degree, it does provide and enhance the development of musicianship for enjoyment and personal growth. This program provides the student with fundamental musical skills covering a variety of topics, including theory, performance, composition, and history. In addition, students receive a high level of technical training in creating electronic music. As students complete courses in the program, they will build a portfolio of original compositions that may be used to seek admittance to a bachelor's-level music program.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: 2-3 credits**

MTC100	Fundamentals of Music (2) <b>OR</b>	
MTC101	Introduction to Music Theory (3) <b>OR</b>	
	Permission of Instructor.....	2-3

**Required Courses: 40 credits**

Note: Students are required to complete a total of six (6) credits of MTC240

+ MTC105	Music Theory I.....	3
MTC106	Aural Perception I.....	1
+ MTC155	Music Theory II.....	3
MTC156	Aural Perception II.....	1
+ MTC205	Music Theory III.....	3
MTC206	Aural Perception III.....	1
+ MTC255	Music Theory IV.....	3
MTC256	Aural Perception IV.....	1
MTC191	Electronic Music I.....	3
+ MTC192	Electronic Music II.....	3
+ MTC193	Computer-Based Sound Synthesis.....	3
+ MTC240	Composition (3).....	6
+ MTC291	Electronic Music III.....	3
MUC195	Studio Music Recording I.....	3
+ MUC196	Studio Music Recording II (3) <b>OR</b>	
MUC197	Live Sound Reinforcement I (3).....	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

## MARICOPA COMMUNITY COLLEGES ALLIED HEALTH OR NURSING PROGRAM

### Appendix S-13

Health Sciences Division

HES 123 480.423.6226

#### Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the Allied Health or Nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as, but not limited to, bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

#### Use of Confidential Information

Students enrolled in Allied Health or Nursing program pathways will have learning experiences in a healthcare setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

#### MCCCD Required Background Checks

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/41/01758-07.htm&Title=41&DocType=ARS>). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. National Federal Health Care and Abuse Databases
2. Social Security Verification
3. Residency History
4. Arizona Statewide Criminal Records
5. Nationwide Criminal Databases
6. Nationwide Sexual Offender Registry
7. Homeland Security Search

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony no matter what age of the convictions
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago:
  - A. Violent crimes
  - B. Sex crime of any kind including non-consensual sexual crimes and sexual assault
  - C. Murder, attempted murder
  - D. Abduction
  - E. Assault
  - F. Robbery
  - G. Arson
  - H. Extortion
  - I. Burglary
  - J. Pandering
  - K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - L. Any abuse or neglect
  - M. Any fraud
  - N. Illegal drugs
  - O. Aggravated DUI

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7. Any misdemeanor controlled substance conviction in last 7 years
8. Any other misdemeanor conviction within last 3 years. Exceptions: Any misdemeanor traffic (DUI is not considered traffic).

The information that MCCCDC uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCDC recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

### Duty to Report Changes; Removal

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCDC’s supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student’s clearance under either MCCCDC’s or a clinical agency’s standards will result in removal from a program.

### Additional Clinical Agency Background Check

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a “pass” status on the MCCCDC supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

### Inability to Place

MCCCDC has no obligation to make repeated attempts to place a student when the reason for MCCCDC’s inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student’s inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

### Changes to Admission or Background Check Requirements

MCCCDC may change its program admission requirements or background check requirements without notice at any time.

### No Guarantee of Receipt of Licensure/Certificate

Many of the Nursing and Allied Health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a Nursing and Allied Health program does not guarantee the receipt of a license or certificate to practice in the field of study.

## NURSING

Health Sciences Division

## NUR

HES 123 480.423.6226

### Practical Nursing

#### Certificate of Completion - CCL 5957 (Shared) 35-45 credits

**Description:** The Certificate of Completion (CCL) in Practical Nursing Program is available at seven of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Practical Nursing Program graduates are eligible to apply for the national exam for the practical nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Certificate of Completion Practical Nursing Program is approved by the Arizona State Board of Nursing.

#### Program Offerings:

This program is offered at the following sites: Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Scottsdale Community College

#### Waiver of Licensure/Certification Guarantee:

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCDC Healthcare/

Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

### Health Declaration:

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

### Health and Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCC background check policy.

### University Transfer Students:

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

### PRACTICAL NURSE EXIT OPTION

Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (LPN) may be

employed in acute, long-term, and community-based health care settings under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404.975.5000); email: info@acennursing.org.

**Program Notes:** Students must earn a grade of C or better in all courses listed within the program. + indicates course has prerequisites and/or corequisites.

### Course Fee Information:

Please see class schedule for information regarding course fees.

Maricopa Nursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

**Admission Criteria:** High School diploma or GED is required for the Certificate of Completion in Practical Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED Completion'. In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all prerequisites must be completed prior to submission. A passing score on a nursing program admission test is required to complete an application.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in

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clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**Program Prerequisites: 10-20 credits**

**Area Note:** The credit-hour range is subject to change depending on the student's educational experience.

- + BIO156 Introductory Biology for Allied Health (4) **OR**
- + BIO181 General Biology (Majors) I (4) **OR**  
One year of high school biology .....0-4
- + BIO201 Human Anatomy and Physiology I .....4
- + CHM130 Fundamental Chemistry (3) **AND**
- + CHM130LL Fundamental Chemistry Lab (1) **OR**  
One year of high school chemistry .....0-4
- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) .....3
- + MAT140 College Mathematics (5) **OR**
- + MAT141 College Mathematics (4) **OR**
- + MAT142 College Mathematics (3) **OR**  
Satisfactory completion of higher level math course ...3-5

Note: Students that are admitted into the Maricopa Nursing Program for Fall 2015 and Spring 2016, AND completed MAT120/121/122 prior to Fall 2015 as an admission requirement, may complete the program without completing MAT140/141/142 as a graduation requirement, by waiver of the program director.

**Required Courses: 25 credits**

- + BIO202 Human Anatomy and Physiology II .....4
- + NUR152 Nursing Theory and Science I .....9
- + NUR172 Nursing Theory and Science II .....9
- + NUR191 Practical Nursing Transition .....3

**Nursing**

**Associate in Applied Science - AAS 3812 (Shared)  
62-75 credits**

The Associate in Applied Science (AAS) Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404.975.5000); email: info@acennursing.org.

**Program Offerings:**

This program is offered at the following sites: Chandler Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Scottsdale Community College



**Waiver of Licensure/Certification Guarantee:**

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCC HealthCare/ Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

**Health Declaration:**

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

**Health and Safety Requirements for the MaricopaNursing Program:**

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCC background check policy.

**University Transfer Students:**

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

**REGISTERED NURSE PATHWAY**

**Associate in Applied Science Degree in Nursing Program**

The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community-based health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

**Program Notes:** Students must earn a grade of C or better in all courses required within the program. + indicates course has prerequisites and/or corequisites.

**Course Fee Information:**

Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

**Admission Criteria:** High school diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED completion'. In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed prior to submission of application. A passing score on a nursing program admission test is required to complete an application. Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**Program Prerequisites: 10-20 credits**

**Area Note:** The credit-hour range is subject to change depending on the student's educational experience.

- + BIO156      Introductory Biology for Allied Health (4) **OR**
- + BIO181      General Biology (Majors) I (4) **OR**  
One year of high school biology .....0-4
- + BIO201      Human Anatomy and Physiology I .....4

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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



+ CHM130	Fundamental Chemistry (3) <b>AND</b>	
+ CHM130LL	Fundamental Chemistry Lab (1) <b>OR</b>	
	One year of high school chemistry .....	0-4
+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) .....	3
+ MAT140	College Mathematics (5) <b>OR</b>	
+ MAT141	College Mathematics (4) <b>OR</b>	
+ MAT142	College Mathematics (3) <b>OR</b>	
	Satisfactory completion of higher level math course ...	3-5

Note: Students that are admitted into the Maricopa Nursing Program for Fall 2015 and Spring 2016, AND completed MAT120/121/122 prior to Fall 2015 as an admission requirement, may complete the program without completing MAT140/141/142 as a graduation requirement, by waiver of the program director.

**Required Courses: 36 credits**

+ NUR152	Nursing Theory and Science I.....	9
+ NUR172	Nursing Theory and Science II.....	9
+ NUR252	Nursing Theory and Science III .....	9
+ NUR283	Nursing Theory and Science IV .....	9

**General Education Requirements: 16-19 credits**

**GENERAL EDUCATION CORE: 3-6 credits**

First-Year Composition

Three (3) credits of First-Year Composition are met by ENG101 or ENG107 in Program Prerequisites area.

+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3) .....	3

Oral Communication

Waived.....0

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b>	
	equivalent as indicated by assessment. ....	0-3

Mathematics

Met by MAT140 **OR** MAT141 **OR** MAT142 **OR**  
Satisfactory completion of higher level mathematics course in Program Prerequisites area.....0

**GENERAL EDUCATION DISTRIBUTION: 13 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course.....2

Social-Behavioral Sciences

PSY101	Introduction to Psychology .....	3
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Natural Sciences

+ BIO202	Human Anatomy and Physiology II (4) <b>AND</b>	
+ BIO205	Microbiology (4).....	8

**RECREATION MANAGEMENT**

**PED, REC**

HPERD Division	PE 155	480.423.6606
Program Director, Dave Brown	PE 148	480.423.6617

**Recreation Management**

**Certificate of Completion - CCL 5469**  
35-44 credits

**Description:** The Certificate of Completion (CCL) in Recreation Management is designed to prepare students with entry level skills for the expanding field of recreation. The program provides a foundation for the positive application of play, recreation, and leisure across the life span. Through classroom and experiential learning activities, students gain knowledge of and practical experience in the programming and delivery of recreation services, and develop communication, group facilitation, management and leadership skills. Participation in recreation activity courses equips students with the technical skills necessary to plan, lead and facilitate safe outdoor recreation adventures and programs.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 29-35 credits**

BPC110	Computer Usage and Applications (3) <b>OR</b>	
CIS105	Survey of Computer Information Systems (3).....	3
HES154	First Aid/Cardiopulmonary Resuscitation(3) <b>OR</b>	
REC240	Wilderness First Responder (3).....	3
MGT101	Techniques of Supervision (3) <b>OR</b>	
MGT251	Human Relations in Business (3) .....	3
REC120	Leisure and the Quality of Life .....	3
REC150AB	Outdoor Adventure Skills.....	3
REC210	Leisure Delivery Systems .....	3
REC250	Recreation Leadership.....	3
REC230	Programming of Recreation Services (3) <b>OR</b>	
HRM145	Events Management (3).....	3
REC282AA	Volunteerism for Recreation (1) <b>OR</b>	
REC282AB	Volunteerism for Recreation (2) <b>OR</b>	
REC282AC	Volunteerism for Recreation (3).....	1-3

Physical/Recreational Activities

Student must choose four (4) different Physical/Recreational Activities courses; students cannot count beginning and intermediate classes on the same activity as two different activities.

REC155++	Any recreational activity course(s) not used to satisfy other credits in Required course area (1-8)	
PED++++	Any physical education activity course(s) .....	(1-8)

**Restricted Electives: 6-9 credits**

AJS101	Introduction to Criminal Justice.....	3
ARH100	Introduction to Art .....	3
COM263	Elements of Intercultural Communication .....	3
DAH101	Introduction to Dance Through History.....	1
ENH206	Nature and Environmental Literature .....	2

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

EXS265++	Theory of Coaching .....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business .....	3
GCU221	Arizona Geography.....	3
HES100	Healthful Living .....	3
HIS105	Arizona History.....	3
HIS106	Southwest History.....	3
HRM110	Introduction to Hospitality and Tourism Management .....	3
EDU292	The Art of Storytelling (HUM/STO292).....	3
PAD100	21st Century Public Policy and Service.....	3
+ PSY230	Introduction to Statistics.....	3
SSH111	Sustainable Cities .....	3
SWU171	Introduction to Social Welfare .....	3

## Recreation Management

### Associate in Applied Science - AAS 3053 60-75 credits

**Description:** The Associate in Applied Science (AAS) in Recreation Management is designed to prepare students for entry level positions in the recreation field and provides the first half of a four year undergraduate program of study in Recreation Management and/or Leadership. The program focuses on the positive application of play, recreation, and leisure across the life span. Along with required general education courses, the program includes foundational and practical experience in the programming and delivery of recreational services and the development of communication, group facilitation, management, leadership and technical skills.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Students can achieve the AGEC-A by completing a second Natural Science course.

Note that if student completes an SG to satisfy the AAS Natural Science Requirement, an SQ must be completed to earn the AGEC-A.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 29-35 credits**

BPC110	Computer Usage and Applications (3) <b>OR</b>	
CIS105	Survey of Computer Information Systems (3).....	3
HES154	First Aid/Cardiopulmonary Resuscitation(3) <b>OR</b>	
REC240	Wilderness First Responder (3).....	3
MGT101	Techniques of Supervision (3) <b>OR</b>	
MGT251	Human Relations in Business (3) .....	3
REC120	Leisure and the Quality of Life .....	3
REC150AB	Outdoor Adventure Skills.....	3
REC210	Leisure Delivery Systems .....	3
REC250	Recreation Leadership.....	3
REC230	Programming of Recreation Services (3) <b>OR</b>	
HRM145	Events Management (3).....	3
REC282AA	Volunteerism for Recreation (1) <b>OR</b>	
REC282AB	Volunteerism for Recreation (2) <b>OR</b>	
REC282AC	Volunteerism for Recreation (3).....	1-3

*Continued next page...*



(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Physical/Recreational Activities

Student must choose four (4) different Physical/Recreational Activities courses; students cannot count beginning and intermediate classes on the same activity as two different activities.

REC155++ Any recreational activity course(s) not used to satisfy other credits in Required course area .....(1-8)  
 PED++++ Any physical education activity course(s) .....(1-8)

**Restricted Electives: 6-9 credits**

AJS101	Introduction to Criminal Justice.....	3
ARH100	Introduction to Art .....	3
COM263	Elements of Intercultural Communication .....	3
DAH101	Introduction to Dance Through History.....	1
ENH206	Nature and Environmental Literature.....	2
EXS265++	Theory of Coaching .....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business .....	3
GCU221	Arizona Geography.....	3
HES100	Healthful Living .....	3
HIS105	Arizona History.....	3
HIS106	Southwest History.....	3
HRM110	Introduction to Hospitality and Tourism Management ....	3
EDU292	The Art of Storytelling (HUM/STO292).....	3
PAD100	21st Century Public Policy and Service.....	3
+ PSY230	Introduction to Statistics.....	3
SSH111	Sustainable Cities .....	3
SWU171	Introduction to Social Welfare .....	3

**General Electives: 0-4 credits**

Students must choose 0-4 additional credits of general elective courses.

Recommend the following for students desiring to complete the AGECA and/or to transfer:

Any approved general education course in the Natural Sciences area. 4

Note that if student completes an SG to satisfy the AAS Natural Science Requirement, an SQ must be completed to earn the AGECA.

**General Education Requirements: 22-27 credits**

**GENERAL EDUCATION CORE: 12-17 credits**

First-Year Composition

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3) <b>AND</b>	
+ ENG102	First-Year Composition (3) <b>OR</b>	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

+ COM225	Public Speaking.....	3
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Critical Reading

Any approved general education course in the Critical Reading area or equivalent as indicated by assessment.

Mathematics

+ Any approved general education Mathematics courses.

Recommended for students transferring to a university:

+ MAT140	College Mathematics (5) <b>OR</b>	
+ MAT141	College Mathematics (4) <b>OR</b>	
+ MAT142	College Mathematics (3).....	3-5

**GENERAL EDUCATION DISTRIBUTION: 10 credits**

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course.....3

Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences course.....3

Recommended for students intending to transfer to ASU:

AJS101	Introduction to Criminal Justice (3) <b>OR</b>	
AJS225	Criminology (3) <b>OR</b>	
AJS270	Community Relations (3) <b>OR</b>	
PAD200	Public Affairs Economics (3) <b>OR</b>	
SWU171	Introduction to Social Welfare (3) .....	3

Natural Sciences

Any approved general education Natural Sciences course.....4

**RETAIL MANAGEMENT**

Business/CIS Division		BUS 121	480.423.6253
Program Contact, Mark Barton		BUS 130	480.425.6913

**Retail Management**

**Certificate of Completion - CCL 5286 (Shared)  
24 credits**

**Description:** The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the Retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: 24 credits**

ACC111	Accounting Principles I (3) <b>OR</b>	
ACC211	Financial Accounting (3).....	3
BPC110	Computer Usage and Applications (3) <b>OR</b>	
CIS105	Survey of Computer Information Systems (3).....	3
COM100	Introduction to Human Communication .....	3
GBS110	Human Relations in Business and Industry (3) <b>OR</b>	
MGT251	Human Relations in Business (3) .....	3
MGT180	Retail Management (3) <b>OR</b>	
GBS270AC	Business Internship (3) <b>OR</b>	
GBS296WC	Cooperative Education (3) <b>OR</b>	
+ GBS298AC	Special Projects (3).....	3
MGT101	Techniques of Supervision (3) <b>OR</b>	
MGT229	Management and Leadership I (3).....	3
MGT179	Utilizing the Human Resources Department (3) <b>OR</b>	
MGT276	Personnel/Human Resources Management (3) .....	3
MKT271	Principles of Marketing.....	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



## Retail Management

### Associate in Applied Science - AAS 3048 (Shared) 64 credits

**Description:** The Associate in Applied Science (AAS) in Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:** None

**Program Prerequisites:** None

#### Required Courses: 24-27 credits

Choose one of the following three accounting sequences:

- ACC111 Accounting Principles I (3) **AND**
- + ACC230 Uses of Accounting Information I (3) **AND**
- + ACC240 Uses of Accounting Information II (3)
- OR**
- ACC111 Accounting Principles I (3) **AND**
- + ACC112 Accounting Principles II (3) **AND**
- + ACC212 Managerial Accounting (3)
- OR**
- ACC211 Financial Accounting (3) **AND**
- + ACC212 Managerial Accounting (3)..... 6-9



BPC110	Computer Usage and Applications (3) <b>OR</b>	
CIS105	Survey of Computer Information Systems (3).....	3
GBS110	Human Relations in Business and Industry (3) <b>OR</b>	
MGT251	Human Relations in Business (3) .....	3
MGT101	Techniques of Supervision (3) <b>OR</b>	
MGT229	Management and Leadership I (3).....	3
MGT179	Utilizing the Human Resources Department (3) <b>OR</b>	
MGT276	Personnel/Human Resources Management (3) .....	3
MKT268	Merchandising (3) <b>OR</b>	
MGT180	Retail Management (3) .....	3
MKT271	Principles of Marketing.....	3

#### Restricted Electives: 9-15 credits

Students must complete additional nine (9) to fifteen (15) credits from GBS, MGT and/or MKT prefixed courses (except courses used to satisfy Required Courses area nor excluded below) to complete a minimum of 61 total program credits. Must include at least one MKT course.

- GBS+++++ Any GBS General Business course(s) ..... 0-12
- MGT+++++ Any MGT Management course(s) except MGT180 ..... 0-12
- MKT+++++ Any MKT Marketing course(s) except MKT268 ..... 3-15

#### General Education Requirements: 22-27 credits

##### GENERAL EDUCATION CORE: 12-17 credits

###### First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
  - + ENG107 First-Year Composition for ESL (3) **AND**
  - + ENG102 First-Year Composition (3) **OR**
  - + ENG108 First-Year Composition for ESL (3) **OR**
  - + ENG111 Technical and Professional Writing (3).....6
- ENG102 **OR** ENG108 recommended for students pursuing a bachelor's degree at an Arizona university.

###### Oral Communication

- COM100 Introduction to Human Communication .....3

###### Critical Reading

- + CRE101 College Critical Reading and Critical Thinking (3) **OR**
- equivalent as indicated by assessment. ....0-3

###### Mathematics

- + Any approved general education Mathematics course ..... 3-5

##### GENERAL EDUCATION DISTRIBUTION: 10 credits

###### Humanities, Arts and Design

- Any approved general education Humanities/Arts/Design course.....3

###### Social-Behavioral Sciences

- SBU200 Society and Business .....3

###### Natural Sciences

- Any approved general education Natural Sciences course.....4

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



## TEACHER EDUCATION PARTNERSHIP (SCOTTSDALE)

EDU

Social/Behavioral Sciences Division SBE 133 480.423.6206  
 Program Director, Mary Ellertson SBE 130 480.423.6217  
[step@scottsdalecc.edu](mailto:step@scottsdalecc.edu)

The Scottsdale Teacher Education Partnership (STEP) Post-Baccalaureate teacher certification programs at Scottsdale Community College are designed for students that have a minimum of a bachelor's degree in any discipline and would like to become a certified teacher in grades K through 8.

The SCC STEP program:

- Fulfills requirements for Elementary Teacher Certification (grades K-8) and the state Structured English Immersion requirement
- Fast Track Hybrid Model (face to face classroom meetings and online work)
- Twelve month intensive program that meets two days per week to complete course work
- Courses taught by experienced classroom teachers and college professors
- Integration of college coursework and classroom experience
- Cohort group of students participate in all coursework together
- High marketability of graduates
- Reduced community college tuition cost
- Program approved by the Arizona State Board of Education

### Two Pathways to Teacher Certification

The SCC STEP program offers two pathways to teacher certification. Both pathways are designed for individuals who have a minimum of a bachelor's degree in any discipline.

#### Traditional Pathway

The Traditional Pathway is geared toward the candidate who would like to work closely in the classroom with master mentor teachers while completing course work. This one year cohort is designed as a field-based preparation program that allows students to learn to teach by working side-by-side with teachers and students in elementary and middle school classrooms. STEP students intern in school districts throughout the valley.

#### Teacher in Residence Pathway

The Teacher in Residence Pathway is geared toward the candidate who has been substitute teaching or working as a paraprofessional and is ready to teach. This one year cohort allows candidates to be employed full time in a classroom while completing required education courses for certification. SCC STEP partners with school districts throughout the valley.

Visit <https://www.scottsdalecc.edu/programs/education/step> for information on the application process.

## Post-Baccalaureate Teacher Certification Immersion Program - 7155

**One-year Fast-track Program (summer, fall, and spring) to complete requirements for elementary teacher certification.**

**Program Prerequisites: Bachelor's Degree**

**Required Courses: 51.5 credits**

EDU222	Introduction to the Exceptional Learner.....	3
EDU233	Structured English Immersion, English as a Second Language, and Bilingual Teaching Methods .....	3
+ EDU254	Education Internship (1.5).....	4.5
+ EDU269	Methods of Integrating Technology into Curriculum .....	3
EDU270	Learning and the Brain .....	3
EDU270AA	Elementary Reading and Decoding.....	3
EDU271	Phonics Based Reading and Decoding .....	3
+ EDU272	Educational Psychology.....	3
EDU276	Classroom Management and Behavior Analysis.....	3
+ EDU287AA	Master Teacher Seminar I .....	1
+ EDU287AB	Master Teacher Seminar II .....	1
+ EDU287AC	Master Teacher Seminar III .....	1
+ EDU288AA	Student Teaching Lab - Elementary .....	8
+ EDU290	Science Methods and Curriculum Development.....	3
+ EDU293	Mathematics Methods and Curriculum Development .....	3
+ EDU295	Social Studies Methods and Curriculum Development .....	3
POS220	U.S. and Arizona Constitution.....	3



(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**TECHNICAL THEATRE**

Scottsdale School of Film+Theatre  
Program Director, Amanda Embry

**THE, THF, THP**

PAC 1032 480.423.6356  
PAC 1033 480.423.6355

MUC195	Studio Music Recording I.....	3
MUC197	Live Sound Reinforcement I.....	3
+ MUC222	Sound Design II .....	3
THP203	Technical Theatre Production (3).....	6
	<i>THP203 must be repeated to complete a total of six (6) credits.</i>	

**Technical Theatre**

**Certificate of Completion - CCL 5462 (Shared)**  
55-56 credits

**Description:** The Certificate of Completion (CCL) in Technical Theatre program is designed for students pursuing careers in all aspects of theatre technology. The curriculum includes a foundation in technical theatre with a choice of production or sound design. The program is designed to aid students in developing skills and knowledge for positions such as set and exhibit construction, painting, mounting and managing; stage lighting and sound; and properties construction and management, in addition to backstage technical theatre personnel skills.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: 3 credits**

+ ENG101	First-Year Composition (3) <b>OR</b>	
+ ENG107	First-Year Composition for ESL (3).....	3

**Required Courses: 55-56 credits**

COM110	Introduction Communication (3) <b>OR</b>	
COM110AA	Interpersonal Communication Part I (1) <b>AND</b>	
COM110AB	Interpersonal Communication Part II(1) <b>AND</b>	
COM110AC	Interpersonal Communication Part III (1) .....	3
THE111	Introduction to Theatre.....	3
+ THE220	Modern Drama.....	3
THP213	Introduction to Technical Theatre.....	3
+ THP217	Introduction to Design Scenography.....	3
THP225	Visual Script Analysis.....	2
THP262	Entertainment Industry Design Drafting.....	3
THP263	Entertainment Industry Design I: 2D CAD.....	3
THP265	Introduction to Stage Management.....	3
THP266	Production Careers in Technical Theatre.....	1
THP269	Technical Theatre Portfolio Development.....	1
+ THP296WC	Cooperative Education .....	3

**Students are required to select Track I or Track II.**

Track I: Production Design - 25 credits

THF260	Theatrical Design: Rendering .....	2
THP203	Technical Theatre Production (3).....	9
	<i>THP203 must be repeated to complete a total of nine (9) credits.</i>	
+ THP216	Beginning Stage Lighting.....	3
THP250	Stage Properties.....	3
THP261	Previsualization Modeling.....	2
+ THP264	Entertainment Industry Design II: 3D CAD.....	3
+ THP267	Painting Techniques for Film, TV and Theatre .....	3

Track II: Sound Design - 24 credits

MTC191	Electronic Music I .....	3
+ MUC111	Digital Audio Workstation I (DAW I).....	3
+ MUC122	Sound Design I.....	3

**THEATRE ARTS**

Scottsdale School of Film+Theatre  
Fine Arts Division

**THE, THF, THP**

PAC 1032 480.423.6356  
MUS 139 480.423.6328

The Theatre Arts program at SCC brings together the AAFA transfer degree, coursework, performance and production to provide its students an unparalleled experience and education as a theatre artist.

- The Associate of Arts, Fine Arts Degree in Theatre (AAFA) – combines the required lower division coursework for students transferring to an Arizona university with courses for a Theatre Arts major.
- THP – Theatre Performance and Production, THE – Theatre History and Humanities, and THF – Theatre and Film coursework are the foundation of theatre arts studies. As a Theatre Arts major or a theatre enthusiast, the courses allow a student to pursue a variety of interests.
- Performance and production regularly receive national recognition through SCC’s involvement in the American College Theatre Festival. Students receive scholarship, audition and interview opportunities through participation in performance, design and production aspects of regional and national competition

Several plays are staged during the year utilizing both traditional and experimental forms. Auditions for these plays are open.

Suggested theatre courses include:

THE111	Introduction to Theatre .....	3
+ THE220	Modern Drama.....	3
THF115	Makeup for Stage and Screen .....	3
THF120AA	Audition Tech. for Stage/Screen: Prepared Monologue ...	1
THF120AB	Audition Techniques for Stage/Screen: Cold Readings.....	1
THF130	Combat for Stage and Screen.....	3
THF205	Introduction to Cinema (HUM205).....	3
+ THF209	Acting for the Camera.....	3
THP112	Acting I .....	3
THP201AA	Theatre Production I.....	1
+ THP212	Acting II .....	3
THP213	Introduction to Technical Theatre .....	3
+ THP214	Directing Techniques .....	3
+ THP216	Beginning Stage Lighting.....	3
+ THP241	Oral Interpretation of Literature (COM241).....	3
+ THP267	Painting Techniques for Film, Television and Theatre.....	3
THP271	Voice and Diction (COM271).....	3
+ THP281	Production and Acting I .....	3
+ THP282	Production and Acting II.....	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

**TRIBAL DEVELOPMENT**

Social/Behavioral Sciences Division      SBE 130    480.423.6206  
 Program Director, Manuel F. Pino        SBE 138    480.423.6221

**Tribal Development****Certificate of Completion - CCL 5078**  
29 credits

The Certificate of Completion (CCL) in Tribal Development program is designed to prepare individuals to assume positions of management and leadership within tribal communities. The college, in recognition of its special relationship to the Indian community, offers this innovative program in Tribal Development. The program requirements include courses unique to tribal development in addition to courses which provide a broad preparation in management and supervision. An Associate in Applied Science (AAS) in Tribal Development is also offered.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses: 29 credits**

AIS105	Introduction to American Indian Studies (SOC105).....	3
AIS112	American Indian Policy (SOC112).....	3
+ AIS113	Proposal Writing .....	3
AIS141	Sovereign Indian Nations (SOC141).....	3
+ AIS160	American Indian Law (SOC160).....	3
AIS201	Tribal Management Seminar .....	3
CPD103BE	Native American Cultural Pride and Awareness .....	2
+ CRE101*	College Critical Reading .....	3
+ ENG101	First-Year Composition .....	3
GBS131	Business Calculations .....	3

\*If the student obtains equivalency by assessment for CRE101, then the student will be required to take COM225 Public Speaking (3 credits) to satisfy the 29-credit hour certificate requirement.

**Tribal Development****Associate in Applied Science - AAS 3078**  
62-67 credits

The Associate in Applied Science (AAS) in Tribal Development program is designed to prepare individuals to assume positions of management and leadership within tribal communities. The college, in recognition of its special relationship to the Indian community, offers this innovative program in Tribal Development. The program requirements include courses unique to tribal development in addition to courses which provide a broad preparation in management and supervision. A Certificate of Completion (CCL) in Tribal Development is also offered.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses: 32 credits**

AIS105	Introduction to American Indian Studies (SOC105).....	3
AIS112	American Indian Policy (SOC112).....	3
+ AIS113	Proposal Writing .....	3
+ AIS160	American Indian Law (SOC160).....	3
AIS201	Tribal Management Seminar .....	3
CPD103BE	Native American Cultural Pride and Awareness .....	2
GBS131	Business Calculations .....	3
GBS151	Introduction to Business.....	3
MGT101	Techniques of Supervision (3) <b>OR</b>	
MGT175	Business Organization and Management (3).....	3
MGT251	Human Relations in Business.....	3
+ MGT296WC	Cooperative Education .....	3

**Restricted Electives: 8 credits**

ACC111	Accounting Principles I.....	3
+ AIS203	Fundamentals of Economic Development for Indigenous Nations .....	3
CIS105	Survey of Computer Information Systems.....	3
+ GBS233	Business Communication .....	3
+ MGT296WB	Cooperative Education .....	2

**General Education Requirements: 22-27 credits****CORE: 12-17 credits**First-Year Composition

+ ENG101	First-Year Composition (3) <b>AND</b>	
+ ENG102	First-Year Composition (3).....	6

Oral Communication

+ COM225	Public Speaking .....	3
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Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) <b>OR</b> equivalent as indicated by assessment. ....	0-3
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Mathematics

+ Any approved general education Mathematics course .....	3-5
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**DISTRIBUTION: 10 credits**Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course.....	3
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Social-Behavioral Sciences

AIS141	Sovereign Indian Nations (SOC141).....	3
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Natural Sciences

Any approved general education Natural Sciences course.....	4
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## YOGA INSTRUCTION

**PED**

HPERD DIVISION PE 155 480.423.6606  
 Program Director, Carlyn Sikes FW 530A 480.423.6771

List 2 (2-3 credits)	
+ PED280	Introduction to Yoga Therapy.....2
+ PED281	Yoga Therapy - Upper Body Principles .....2
WED162	Meditation and Wellness.....1

### Yoga Instruction

#### Certificate of Completion - CCL 5446

22 credits

**Description:** The Certificate of Completion (CCL) in Yoga Instruction prepares students to become qualified yoga instructors. The program provides students with a foundation in the theory, tradition and practice of yoga, knowledge of anatomy and physiology applied to yoga instruction, instructional methodology in the art and science of teaching yoga asanas, and practice teaching experience.

**Program Notes:** Students must earn a grade of C or better in all courses within the program.

Students must enroll in a **Physical Activities: Yoga** course each semester.

**Admission Criteria: None**

**Program Prerequisites: 0-1 credit**

PED101YO	Yoga (1) <b>OR</b>	
PED103YO	Yoga (0.5) <b>OR</b>	
	Permission of Program Director .....	0-1

**Required Courses: 19 credits**

BIO160	Introduction to Human Anatomy and Physiology .....	4
PED101YO	Yoga (1) <b>OR</b>	
PED102YO	Yoga - Intermediate (1) <b>OR</b>	
PED103YO	Yoga (0.5) <b>OR</b>	
PED201YO	Yoga - Advanced (1).....	4
A total of 4 credits of Yoga is required.		
PED150	Tradition and Practice of Yoga I.....	2
+ PED155	Tradition and Practice of Yoga II .....	2
+ PED270	Teaching Yoga: Level I.....	2
+ PED271	Teaching Yoga: Level II.....	2
+ PED272	Teaching Yoga: Alignments and Adjustments.....	2
+ PED274	Teaching Yoga: Practicum.....	1

**Restricted Electives: 3 credits**

Students must complete at least one credit from List 1 and two credits from List 2, OR three credits from List 2.

List 1 (1 credit)		
PED101YO	Yoga .....	1
PED102YO	Yoga - Intermediate .....	1
PED103YO	Yoga .....	0.5
PED201YO	Yoga - Advanced .....	1
PED101YK	Kundalini Yoga .....	1
PED103YK	Kundalini Yoga .....	0.5
PED101YP	Power Yoga.....	1
PED102YP	Power Yoga - Intermediate.....	1
PED103YP	Power Yoga (0.5) .....	0.5



Continued next page...

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses



## Yoga Therapy

### Certificate of Completion - CCL 5786

37 credits

**Description:** The Certificate of Completion (CCL) in Yoga Therapy program is designed for students who have an interest of working in the field. Yoga is an ancient philosophical tradition and part of the mainstream in physical fitness and wellness with wellness practices that can be labeled therapeutic. Students will have the opportunity to demonstrate this knowledge by participating in an internship in an aspect of yoga therapy.

**Program Notes:** Students must earn a grade of C or better for all courses within the program.

**Admission Criteria:** None

**Program Prerequisites:** 0-23 credits

- PED102YO Yoga - Intermediate (1) **AND**
- Certificate of Completion in Yoga Instruction (5446) (22) **OR**
- Permission of Program Director .....0-23

**Required Courses:** 25 credits

- + EXS250 Applied Kinesiology.....4
- PED102YO Yoga - Intermediate (1).....4  
*Four (4) semesters of PED102YO course is required.*
- + PED158 Tradition and Practice of Yoga III .....2
- + PED280 Introduction to Yoga Therapy.....2
- + PED281 Yoga Therapy - Upper Body Principles .....2
- + PED283 Yoga Therapy - Low Back Principles .....2
- + PED284 Yoga Therapy - Knee Principles .....2
- + PED288 Yoga Therapy Practicum.....2
- WED162 Meditation and Wellness.....1
- WED183 Introduction to Ayurvedic Principles .....2
- WED185 Overview of Movement Therapy Systems.....2

**Restricted Electives:** 12 credits

- + BIO201 Human Anatomy and Physiology I ..... 4
- + BIO202 Human Anatomy and Physiology II .....4
- + COM225 Public Speaking .....3
- EXS101 Introduction to Exercise Science .....3
- +EXS125 Introduction to Exercise Physiology .....3
- EXS130 Strength Fitness-Physiological Principles and Training Techniques.....3
- FON241 Principles of Human Nutrition .....3
- + FON241LL Principles of Human Nutrition Laboratory.....1
- + FON247 Weight Management Science .....3
- HES271 Prevention and Treatment of Athletic Injuries.....3
- + PED288 Yoga Therapy Practicum (2) ..... 2-6  
*PED288 may be repeated for additional Restricted Electives credits.*

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

# COURSE DESCRIPTIONS

All courses are subject to change throughout the catalog year. Current course information, including descriptions, outlines, competencies, and credits can be found on the following website:

## Center for Curriculum and Transfer Articulation

<https://curriculum.maricopa.edu/curriculum/courses/search-course-bank>

Provides course search of all courses within MCCCDC, including description, outline, competencies, and credits. This is the official repository for all MCCCDC credit courses.

## Search Course Bank

List of Active Subjects

Program Search

Subject/Number (e.g., ENG101)	<input type="text" value="ENG101"/>	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>
Title	<input type="text"/>		
	<input checked="" type="checkbox"/> Only Current Courses	Term format: Year (yyyy) Spring Year (yyyy) Summer I Year (yyyy) Summer II Year (yyyy) Fall	
First Term	<input type="text"/>		
Final Term	<input type="text"/>		
Cross Reference (e.g., CPD150AA)	<input type="text"/>		
Description (and Course Notes)	<input type="text"/>		
Requisites (e.g., ACC111)	<input type="text"/>	Items per page <input type="text" value="20"/>	
Governing Board Approval Date (e.g., m-d-yyyy or mm-dd-yyyy)	<input type="text"/>		

## SUN System Statewide Transfer Tool

The Shared Unique Number (SUN) System is a college course numbering system designed to help Arizona students plan their education and ensure successful transfer of course credits. Enrolling in SUN courses is an easy way to plan your university transfer and save time and money while pursuing your education.

SUN courses have a unique three-letter prefix and four-digit course number that represents direct course equivalency at all Arizona public community colleges and universities. Each institution retains its original course numbers but uses the SUN to indicate commonality.

Additional information about the SUN System can be found at:

<https://www.aztransfer.com/sun/>



# MCCCD GENERAL INFORMATION

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced by a number, which corresponds with the regulations on the MCCCD website:

<https://district.maricopa.edu/regulations>

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as “ARS” followed by a reference number.

## 2.4.1 General Statement

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

## 2.4.2 Nondiscrimination Policy (see 5.1.1 Maricopa EEO Policy)

It is the policy of the Maricopa District (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College and South Mountain Community College) to:

Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

All HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will continue to be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information.

Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.

## Mandato de No Discriminación

Es el mandato de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, GateWay, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética. Así mismo, es el mandato de los Colegios Comunitarios proveer para cada aplicante, empleado, y estudiante un ambiente libre de acoso sexual como también libre de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética.

Este mandato de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Este mandato también prohíbe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.

## 2.4.3 Equal Opportunity Statement (see 5.1.3 EEO Policy Statement)

It is the policy of Maricopa to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information. Additionally, it is the policy of the Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information.

In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers. Students who enroll will be supported in the development of these skills by classes in English as a second language and other resources. Translation services and bilingual instruction can also be provided: contact college designee for more information.

## Declaración de Igualdad de Oportunidad

Es el mandato de los Colegios Comunitarios del Condado de Maricopa promover igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética. Agregando, es el mandato de los Colegios Comunitarios promover para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética.

## Affirmative Action Statements

### I. Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5(a), as amended, Maricopa County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

### II. Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans and Vietnam Era Veterans

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee or student because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than three days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

### III. Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator

ADA/504/Title IX Coordinator: Dr. Donna Young, Vice President of Student Affairs, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6390; donna.young@scottsdalecc.edu

Under the ADA and Section 504, Maricopa recognizes the obligation to provide overall program accessibility throughout its locations for disabled individuals. The designated ADA/504 Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.



## Declaraciones de Acción Afirmativa

### I. Mandato y Declaración de Acción Afirmativa para Individuos con Incapacidades

De acuerdo a las provisiones en la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no discriminará o tolerará discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado.

Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

### II. Declaración de Mandato de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante veterano o veterana de la Era Vietnamita con discapacidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin discriminar base a su discapacidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin discriminar por

razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

### III. Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX

ADA/504/Coordinador del Título IX: Dr. Donna Young, Vice President of Student Affairs, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6390; donna.young@scottsdalecc.edu

De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

Estudiantes incapacitadas pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.

## Governing Values (Board Policy 4.1)

### Our Vision

**A Community of Colleges — Colleges for the Community**  
— working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

### Our Mission

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

### Our Institutional Values

The Maricopa Community Colleges are committed to:

#### Community

We value all people—our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

#### Excellence

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

#### Honesty and Integrity

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

#### Inclusiveness

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important; and we depend on each other to accomplish our mission.

#### Innovation

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

#### Learning

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

### Responsibility

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

### Stewardship

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

## 2.1 General Regulation

### 1. General Statement

#### *Compliance with Policies, Rules and Regulations*

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

***The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.***

*Note: The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.*

The Maricopa County Community College District Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

### 2. Outcomes Assessment

The mission of the Maricopa Community Colleges is “to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve.” In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

# ADMISSIONS, REGISTRATION & ENROLLMENT

## 2.2.1 Admission Policy

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (A.R.S. §15-1805.01, 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

### Admission Classifications

#### 1. Admission of Regular Students

Admission to the community colleges in Arizona may be granted to any person who meets at least one of the following criteria:

- A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
- B. Has a high school certificate of equivalency.
- C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
- D. Is a transfer student in good standing from another college or university.

#### 2. Admission of Students Under 18 Years of Age

- A. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
  - i. A composite score of 720 or more on the Preliminary Scholastic Aptitude Test (PSAT)
  - ii. A composite score of 720 or more on the Scholastic Aptitude Test (SAT)
  - iii. A composite score of twelve or more on the American College Test (ACT)
  - iv. A passing score on the relevant portions of the statewide assessment
  - v. The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
  - vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.
- B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.
- C. Home schooled students are exempt from this sub-section.
- D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college official determines that the student's admission is in the best interest of the student.

#### 3. Specialized Vocational/Training Program

Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

#### 4. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming), Guam and the Commonwealth of the Northern Marianas Islands (CNMI) and who meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.

#### 5. Admission of F-1 Nonimmigrant Students

Prospective students should contact the Admissions and Records Office/Office of Student Enrollment Services or designated office for the international student application form(s). When completed, the form(s) should be returned to

the Admissions and Records Office/Office of Student Enrollment Services or the International Education office with all requested supporting documents. After the file has been reviewed, a notice will be sent to the applicant indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school completion with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

#### A. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of Admissions and Records Office/Office of Student Enrollment Services of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET, ACCUPLACER, COMPASS or CELSA tests.

#### B. Admission to an Intensive English Program

Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

- i. At least six years of English language instruction as shown by the applicant's school transcript(s);
- ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based TOEFL);
- iii. An original letter of recommendation from a teacher, school principal or headmaster/headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
- v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

#### C. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for 10 months to be:

Tuition and fees	\$ 8,010 <sup>1</sup>
Living Expenses:	\$10,140 <sup>2</sup>
Books	\$800 <sup>3</sup>
Health Insurance	\$1,400 <sup>4</sup>
<b>Total</b>	<b>\$20,350 <sup>5</sup></b>

#### Footnotes:

- (1) Based on 2016-2017 tuition and fee schedule.
- (2) Based on estimated living expenses for two (2) semesters (10 months).
- (3) Based on average new and used textbook prices and rental rates. Assumes books are sold at the end of the semester.
- (4) Based on the 2016-2017 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Plan.
- (5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

#### D. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 and M-1 students (spouse and dependent children) is also required: \$5,000 for the first dependent and \$2,500 for each additional dependent.



### E. Health Insurance

All F-1 and M-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 and M-1 students is highly recommended. The Maricopa Community Colleges contract with an insurance provider annually to offer a health insurance plan for F-1 and M-1 students. For more information, contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

## 2.2.2 Admission Information

Students must file a Student Information Form with the Admissions and Records Office/Office of Student Enrollment Services at the college of attendance. There is no charge for this service.

### 1. Student Status

- A. **Freshman** – A student who has completed fewer than 30 credit hours in 100-level courses and above.
- B. **Sophomore** – A student who has completed 30 credit hours or more in 100-level courses and above.
- C. **Unclassified** – A student who has an associate degree or higher.

### 2. Student Identification Number

Disclosure of the social security number is voluntary. (A.R.S. §15-1823) However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

### 3. Residency for Tuition Purposes (See also Appendix S-1)

All students are classified for tuition purposes under one of the following residency classifications:

- A. Maricopa County resident
- B. Out-of-County resident
- C. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (A.R.S. § 15-1801 *et. seq.*) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

#### A. Implementation

- i. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
- ii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records, or other designee, at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source, which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
- iii. A request for review of the initial classification may be made to a District review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten (10) days of receipt of notification of classification as a non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

#### B. Definitions

- i. **Armed Forces of the United States** means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.
- ii. **Continuous attendance** means enrollment at one of the Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.
- iii. **Maricopa County resident** means an individual who has lived in Maricopa County for at least fifty (50) days before the first day of classes of the semester. In-state residency must be established prior to county residence for those moving from other states. Refer to Section C for guidelines.
- iv. **Domicile** means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

- v. **Emancipated person** means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
- vi. **Full-time student** means one who registers for at least twelve (12) credit hours per semester.
- vii. **Part-time student** means one who registers for fewer than twelve (12) credit units per semester.
- viii. **Parent** means a person's father or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

### C. Criteria for Determining Residency

#### i. In-State Student Status

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section **Demonstrating Lawful Presence**.
2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
  - a. The person's parent's/legal guardian's domicile is in this state and the parent/guardian is entitled to claim the person as an exemption for state and federal tax purposes.
  - b. The person is an employee of an employer that transferred the person to this state for employment purposes, or the person is the spouse of such an employee.
  - c. The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section. Eligibility for in-state tuition is subject to verification of intent to domicile in this state. Determination of residency is made by the admissions and records office/office of enrollment services.
  - d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
3. The domicile of an unemancipated person is that of such person's parent.
4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
6. A person who is a member of the Armed Forces of the United States or the spouse or a dependent of a member of the Armed Forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve (12) consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one (1) year before enrollment to qualify for in-state student classification does not apply.
7. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph G, which reads:
  - G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in state student and, while continuously

enrolled, does not lose in state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
  2. An Arizona driver license.
  3. Arizona motor vehicle registration.
  4. Employment history in Arizona.
  5. Transfer of major banking services to Arizona.
  6. Change of permanent address on all pertinent records.
  7. Other materials of whatever kind or source relevant to domicile or residency status.
8. A veteran using Chapter 30 or 33 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill® (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, may be eligible for immediate classification as an in-state student if he/she meets the provisions of Arizona statute HB 2091, paragraph H:
- H. A person who, while using educational assistance under 38 United States Code Chapter 30 or Chapter 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or within three years after the service member's death in the line of duty following a period of active duty service of ninety or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:
- Students are required to submit the following:
1. Certificate of eligibility letter from the VA Awarding Chapter 30 or 33 benefits or the Fry scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits
  2. DD-214 proving a minimum of 90 days service and no more than 3 years since discharge or since death of veteran
  3. Students must also provide at least one of the following:
    - a. Registration to vote in this state.
    - b. An Arizona driver license.
    - c. Arizona motor vehicle registration.
    - d. Employment history in Arizona.
    - e. Transfer of major banking services in Arizona.
    - f. Change of permanent address on all pertinent records.
    - g. Other materials of whatever kind or source relevant to domicile or residency status.
- GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*
9. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either Active duty or Reserve or National Guard status, or who has retired from Active duty or Reserve or National Guard Status, shall be granted immediate classification as an in-state student on honorable discharge from the Armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:
- a. Registered to vote in this state.
  - b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
    1. An Arizona driver license
    2. Arizona motor vehicle registration
    3. Employment history in Arizona
    4. Transfer of major banking services to Arizona
    5. Change of permanent address on all pertinent records
    6. Other materials of whatever kind or source relevant to domicile or residency status
10. A student using any VA educational benefits who does not otherwise qualify under items above shall be granted immediate classification as an in-state student, and while continuously enrolled does not lose in-state student

classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state
2. An Arizona driver license
3. Arizona motor vehicle registration
4. Employment history in Arizona
5. Transfer of major banking services to Arizona
6. Change of permanent address on all pertinent records
7. Other material of whatever kind or source relevant to domicile or residency status.

11. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ii. Alien In-State Student Status

1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not lawfully present in the United States is not entitled to classification as an in-state student pursuant to A.R.S. §15-1802 or entitled to classification as a county resident pursuant to A.R.S. §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of the term will be used for residency determination in subsequent terms.

3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:

- |           |  |
|-----------|--|
| <b>A</b>  | Foreign Government Official or Adopted Child of a Permanent Resident                             |
| <b>E</b>  | Treaty Traders   |
| <b>G</b>  | Principal Resident Representative of Recognized Foreign Member Government to International Staff |
| <b>K</b>  | Spouse or Child of Spouse of a U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen           |
| <b>L</b>  | Intracompany Transferee, or Spouse or Child  |
| <b>N6</b> | NATO-6   |
| <b>U</b>  | Victim of Criminal Activity  |
| <b>V</b>  | Spouses and Dependent Children of Lawful Permanent Residents                                     |

4. Students who hold a current visa and have submitted an I-485 to U.S. Citizenship and Immigration Services (USCIS) may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the USCIS Notice of Action letter (I-797c) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. Exception: In the event that an alien student's parent is allowed to claim the student as an exemption for state or federal tax purposes (3C.1.2.A) (e.g., the student is under 23 and not emancipated), the student's residence is deemed to be the same as the parent's. If the parent holds a visa that is not listed in section 3 above, he or she would not be eligible to establish residency. In such circumstances, the student would likewise be barred notwithstanding his or her own filing of an I-485.

5. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their visa. Residency eligibility may be considered one year after the date on the USCIS Notice of Action Letter (I-797) confirming approval for change of status.

iii. Proving Lawful Presence in the United States

All applicants for in-state tuition (and other public benefits) must first show at least one of the following documents in accordance with A.R.S. §1-502 to demonstrate that they are lawfully present in the United States by presenting to the Registrar at least one of the following documents:

- An Arizona Driver's License issued after 1996 or an Arizona Non-operating Identification License or an Arizona Instruction Permit.
- A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States. (A hospital record/certificate and certified Abstract of Birth are not acceptable.)



- A United States Certificate of Birth Abroad.
- A United States Passport.
- A Foreign Passport with a United States Visa.
- An I-94 Form with a Photograph.
- A United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document.
- A United States Permanent Resident Card.
- A United States Certificate of Naturalization.
- A United States Certification of Citizenship.
- A Tribal Certificate of Indian Blood.
- A Tribal or Bureau of Indian Affairs Affidavit of Birth.

Tribal members\*, the Elderly and “Persons with disabilities or incapacity of the mind or body,” may submit certain types of documentation under Section 1903 of the Federal Social Security Act (42 United States Code 1396B, as amended by Section 6036 of the Federal Deficit Reduction Act of 2005).\*\*

\* A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe.

\*\*If you think that this may apply, please contact the Legal Services Department for assistance.

iv. Presumptions Relating to Student Status

Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college District governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person’s presence in any other state or country while a member of the Armed Forces of the United States.

v. Proof of Residency

When a student’s residency is questioned, the following proof will be required:

1. *In-State Residency*

- a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
- b. Any of the following may be used in determining a student’s domicile in Arizona:
  1. Arizona income tax return
  2. Arizona voter registration
  3. Arizona Motor Vehicle registration
  4. Arizona Driver’s license
  5. Employment history in Arizona
  6. Place of graduation from high school
  7. Source of financial support
  8. Dependency as indicated on federal income tax return
  9. Ownership of real property
  10. Notarized statement of landlord and/or employer
  11. Transfer of major banking services to Arizona
  12. Change of permanent address on all pertinent records
  13. Other relevant information

2. *County Residency*

- a. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days; **and**
- b. Any of the following may be used to determine a student’s county residency:
  1. Notarized statements of landlord and/or employer
  2. Source of financial support

3. Place of graduation from high school
4. Ownership of real property
5. Bank accounts
6. Arizona income tax return
7. Dependency as indicated on a Federal income tax return
8. Other relevant information

#### D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (Appendix S-3)

Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

## 2.2.3 Other Admission Information

### 1. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two (2) years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal, Appendix S-7, page 161.)

### 2. Ability to Benefit

- A. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.
- B. For students enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of **REGULAR**, **REGULAR WITH PROVISIONAL REQUIREMENTS** or **SPECIAL**.
  - i. **REGULAR** status, for the purpose of 2.2.3.2 is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.
  - ii. **REGULAR WITH PROVISIONAL REQUIREMENTS** status, for the purpose of 2.2.3.2 is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has not completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate in an eligible program.
  - iii. **SPECIAL** status, for the purpose of 2.2.3.2 is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

### 3. Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions Office of the Maricopa college you plan to attend to verify which secure websites may be valid. It is the student's responsibility to ensure that official transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions Office of the Maricopa college you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or an official report of qualifying GED scores.

#### 4. Educational Assessment

All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7).

### 2.2.4 Transfer Credit and Prior Learning Assessment Policies

#### Transfer Credit

A student enrolling at one of the Maricopa Community Colleges after having attended other post-secondary institutions can have coursework evaluated for transfer credit. To be eligible for evaluation, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed or sent through an approved electronic transfer method directly from the source institutions to the Admissions and Records Office of the receiving institutions. Hand-carried and emailed transcripts cannot be accepted for an official evaluation. Students should allow approximately 10 days before confirming with your Maricopa Community College that the transcript(s) was received. The Admissions and Records Office at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully accepted or applied toward all Maricopa associate's degree and certificate requirements.

The Maricopa Community Colleges will evaluate coursework from institutions listed in the *Database of Institutions and Programs Accredited by Recognized U.S. Accrediting Organizations* at the time the coursework was taken. To be "recognized" means that the accreditors in the database have been reviewed by the Council for Higher Education Accreditation (CHEA) or by the U.S. Department of Education (USDE) or both and meet the quality standards of the respective organizations.

College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the ministry of education in that country. It is the student's responsibility to submit all foreign and international transcripts to an approved international credential evaluation service to be translated into English (when applicable), evaluated on a course-by-course-basis, and sent directly to the receiving college(s). Contact your college Admissions and Records Office to obtain a list of recommended evaluation services.

Conditions of Transfer Credit:

- The coursework was earned with a grade of C or better. Developmental education course credit cannot be used to calculate grade level.
- Developmental coursework (typically below 100-level) is accepted for the purpose of fulfilling course prerequisites. However, the credit does not apply toward a degree or certificate, and it does not transfer to another postsecondary institution. It does, however, get added to the Transfer Credit Report as part of the evaluation.
- Courses with different credit systems (quarter hours, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credit hours for each quarter hour.
- The age of credit may be considered in applying credit toward degrees and certificate programs.

#### Reverse Transfer of Credit

In an effort to assist former Maricopa students who have transferred to a university, the Maricopa Community Colleges offer reverse transfer of credit with participating universities. Former Maricopa students may use this opportunity to fulfill previously incomplete coursework requirements. Interested students at participating universities must meet university criteria to qualify for free transcript exchange when available. Participation in reverse transfer of credit does not guarantee coursework applicability or degree or certificate eligibility. Students participating in reverse transfer of credit must meet all curriculum and college requirements.

#### Prior Learning Assessment (PLA)

The Maricopa Community Colleges are committed to the idea that people deserve credit for college-level learning, no matter how it was acquired. Many people have developed learning outside of the traditional classroom. This evaluation of credit is referred to as Prior Learning Assessment, or PLA. Prior learning can be identified and assessed in a variety of ways to determine if college credit should be awarded. PLA credit may be awarded if the following standards have been met:

- Student has been admitted to the college.
- Student has declared a pathway (certificate or degree).
- The learning is college level and verifiable.
- PLA credit may be applied toward a degree program, certificate, general education requirements, concentration, and general electives that count toward the student's elected pathway. Some restrictions may apply depending on the specific program of study.
- PLA credit may satisfy prerequisite requirements using the same policy that applies to other course equivalencies.
- All work assessed for PLA credit must meet or exceed "C" level work.

Students may be awarded no more than 30 credit hours through Prior Learning Assessment, unless required by a specific

program of study within the Maricopa Community Colleges. Exceptions include evaluated credit from post-secondary institutions and military credit as indicated on joint service transcripts. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some of the Maricopa Community Colleges for unique programs of study. No more than 20 credit hours may be applied to the Arizona General Education Curriculum (AGEC). Please direct questions about Prior Learning Assessment at the Maricopa Community Colleges to the Admissions and Records Office.

**Prior Learning Assessment Fee Schedule**

No fees are assessed by the college for the following types of Prior Learning Assessment: transfer credit from regionally or non-regionally accredited institutions, standardized college-level exams (such as CLEP, AP, IB, DSST, CIE), GED Exams, Military Transcripts, ACE (American Council on Education) transcripts, credit received through companies that offer nationally recognized credit evaluated by ACE, NCCRS, etc. (Straighterline, NOCTI, Study.Com, etc.), industry recognized credentials, international coursework that has been officially evaluated by a foreign evaluator service (such as educational credential evaluators), and skill center and/or clock hour transcripts.	
Departmental Challenge Exam and Credit by Evaluation	\$85 per credit if transcribed

**Credit by Exam (College-level Equivalency Examinations)**

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the Guide to Educational Credit by Examination. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent coursework as well as elective credit. The number of credits listed in the ACE Guide are recommendations only. A college is not required to grant a student the number of credits recommended.

Scores must be sent directly to the Admissions and Records Office from the specific testing company(s) before credit is awarded; equivalencies are subject to review and change. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to research the credit for Prior Learning Assessment policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Credit by exam is awarded based on equivalencies in effect at the time of evaluation. Changes to exams and scores are determined by the respective Maricopa Instructional Councils (ICs) and/or Statewide Articulation Task Forces (ATFs).

Maricopa recognizes the following examinations:

- Advanced Placement (AP)
- American College Testing Proficiency Examination Program (ACT-PEP)
- Cambridge International Exams (CIE), A and AS Level
- College-Level Examination Program (CLEP)
- Departmental Exams (also known as “Challenge Exams”)
- DSST (formerly Defense Activity for Non-Traditional Education Support or DANTES)
- GED, College Ready + Scores
- International Baccalaureate (IB) Diploma/Certificate
- Pearson Vue Exams

Fees for standardized exams are the responsibility of the student.

**Advanced Placement (AP) Credit**

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit. Scores must be received directly from CEEB before credit is awarded.

**American College Testing Proficiency Examination Program**

The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned.

**Cambridge International Examinations (CIE) A and AS Level**

Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE before credit is awarded.

**College Level Examination Program (CLEP)**

Students who have taken a College Level Examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly from CEEB before credit is awarded.

Estrella Mountain Community College, Rio Salado College, Paradise Valley Community College, and Mesa Community College are CLEP test sites. For more information on registering for the CLEP examinations, contact the testing centers at these colleges.



### Departmental Exams (Also known as Challenge Exams)

Students may apply for Departmental Credit by Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees. Students may not request:

- To challenge a course a second time;
- To challenge a course while currently enrolled in the course;
- To establish credit in a previously completed course; and
- To establish credit for a lower level of a course in which credit has been received.

Additionally:

- Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study. Specialized programs may allow courses to be repeated due to the student needing to have recent knowledge of the content in order to progress in the program.
- Academic departments may have additional requirements that must be met before credit may be granted through Departmental Credit by Examination.
- Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
- When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

### DSST (formerly Defense Activity for Non-Traditional Education Support or DANTES)

The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST exams. The Maricopa Community Colleges do not award credit for ENG 102 through DSST examination. Credit received through DSST is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a DSST test site. For additional information on registering for DSST examinations, call (480) 517-8560.

Students who have taken a DSST Examination may receive college credit. Scores must be received directly from DSST before credit is awarded.

### GED Exams

The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + in accordance with the ACE recommended scores. The transcript needs to be sent directly by the Department of Education to the Admissions and Records Office in order to be awarded credit. Disclaimer: Test scores are continually reviewed and may be updated at any time.

### Educational Experiences in the Armed Services

The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:

- training parallels a discipline area offered through the Maricopa Community Colleges, and
- credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed Basic Training, four (4) credit hours in Physical Education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

### International Baccalaureate (IB) Diploma/Certificate

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded.

*Continued on page 144...*

## Advanced Placement (AP) Credit

AP Examination	Score	MCCCD Equivalency	Credit Hours
Art – History	5 or 4	ARH101 & 102	6
	3	ARH101 or 102	3
Art – Studio Art (2-D Design) (Previously Art - Studio - General)	5 or 4	ART112	3
Art – Studio Art (3-D Design)	5 or 4	ART115	3
Art – Studio Art (Drawing) (Previously Art - Studio - Drawing)	5 or 4	ART111	3
Biology	5 or 4	BIO181 & BIO182	8
	3	BIO100	4
Calculus AB (Previously Mathematics – Calculus AB)	5, 4, or 3	MAT221	4
Calculus BC (With AB subscore 3 or higher)	2 or 1	MAT221	4
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4	MAT221 & MAT231	8
	3	MAT221	4
Chemistry	4	CHM151 & CHM151LL	4
	5	CHM151 & CHM151LL & CHM152 & CHM152LL	8
Chinese Language and Culture (Previously Chinese – Language)	5	CHI101 & 102 & 201 & 202	20
	4	CHI101 & 102 & 201	15
	3	CHI101 & 102	10
Comparative Government and Politics (Previously Political Science – Comparative Government and Politics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100 or CSC110	3
Economics – Macroeconomics	5 or 4	ECN211	3
Economics – Microeconomics	5 or 4	ECN212	3
English – Language and Composition	5 or 4	ENG101 or Elective Credit	3 (and placement into honors composition at Arizona public universities)
			3 (and placement into honors composition at Arizona public universities)
English – Literature	5 or 4	ENG101 or Elective Credit	3 (and placement into honors composition at Arizona public universities)
			3 (and placement into honors composition at Arizona public universities)
Environmental Science	5 or 4	Elective Credit	3
French – Language	5, 4, or 3	FRE101 & 102 & 201 & 202	16
French – Literature	5, 4, or 3	FRE101 & 102 & 201 & 202	16
German – Language	5, 4, or 3	GER101 & 102 & 201 & 202	16
German – Literature	5, 4, or 3	GER101 & 102 & 201 & 202	16
History – European	5 or 4	HIS101 & HIS102	6
Human Geography	5 or 4	GCU102	3
Italian Language and Culture	5	ITA101 & 102 & 201 & 202	16
	4	ITA101 & 102 & 201	12
	3	ITA101 & 102	8
Japanese Language and Culture (Previously Japanese – Language)	5	JPN101 & 102 & 201 & 202	20
	4	JPN101 & 102 & 201	15
	3	JPN101 & 102	10
Latin: Vergil (Previously Latin – Language)	5	LAT101 & 102 & 201 & 202	16
	4	LAT101 & 102 & 201	12
	3	LAT101 & 102	8
Music Theory (Previously Music)	5 or 4	MTC105 & MTC106	4
Physics B: Physics 1 – Mechanics	5 or 4	PHY111	4
Physics B: Physics 2 – Electricity and Magnetism Only	5 or 4	PHY112	4
Physics B (through 2013-14)	5	PHY111 & PHY112	8
	4	PHY111	4
Physics C – Electricity and Magnetism	5, 4, or 3	PHY112	4
Physics C – Mechanics	5, 4 or 3	PHY111	4
Psychology	5 or 4	PSY101	3
Research	3 or higher	Elective Credit	3
	2	NOT ACCEPTED	0
Seminar	3 or higher	Elective Credit	3
	2	NOT ACCEPTED	0
Spanish – Language	5, 4, or 3	SPA101 & 102 & 201 & 202	16
Spanish – Literature	5, 4, or 3	SPA101 & 102 & 201 & 202	16
Statistics	5, 4 or 3	MAT206	3
U.S. Government and Politics (Previously Political Science – American Government)	5 or 4	POS110	3
U.S. History (Previously History – American)	5 or 4	HIS103 & HIS104	6
World History	5 or 4	HIS110 & HIS111	6

## College Level Examination Program (CLEP)

CLEP Examination	Score	Credit Hours	MCCCD Equivalency
<b>General</b>			
College Composition NOTE: The Maricopa Community Colleges do not award credit for ENG102 through CLEP Examination	50 or higher	3	ENG101(3) or Elective Credit (3) (and placement into honors composition at universities)
College Composition-Modular NOTE: The Maricopa Community Colleges do not award credit for ENG102 through CLEP Examination	NA	0	NT
Humanities	50 or higher	6	Elective Credit*
Natural Sciences	56 or higher 53-55	6 3	Elective Credit Elective Credit
Social Sciences and History	56	3	Elective Credit
<b>Subject</b>			
American Government	ACE Score	3	POS110
American Literature	50 or higher	6	ENH241* & ENH242
Analyzing and Interpreting Literature	ACE Score	3	Elective Credit*
Biology	50 or higher	3	BIO Elective Credit*
Calculus (Previously Calculus with Elem Functions)	ACE Score	4	MAT221
Chemistry	50 or higher	4	CHM151 (3) and CHM151LL (1)*
College Algebra	50 or higher	3	MAT152
English Literature	ACE Score	3	Elective Credit*
Financial Accounting	50 or higher	3	Elective Credit (Students pursuing an AAS at a community college may be able to substitute this exam course to meet an Accounting requirement, but a substitution is not allowed in a transfer degree. Contact the appropriate department at your community college to see if this is an option.)
French Language, Level 1 (Previously French Language)	50-54 55-61	4 8	FRE101 FRE101 & 102
French Language, Level 2 (Previously French Language)	62-65 66-80	12 16	FRE101 & 102 & 201 FRE101 & 102 & 201 & 202
German Language, Level 1 (Previously German Language)	39-45 46-50	4 8	GER101 GER101 & 102
German Language, Level 2 (Previously German Language)	51-59 60-80	12 16	GER101 & 102 & 201 GER101 & 102 & 201 & 202
History of the United States I	56	3	HIS103
History of the United States II	56	3	HIS104
Information Systems and Computer Applications	NA	0	NT
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	50 or higher	3	Elective Credit
Introductory Psychology	50 or higher	3	PSY101
Introductory Sociology	50 or higher	3	SOC101
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)	ACE Score	3	ECN211
Management, Principles of	NA	0	NT
Marketing, Principles of	NA	0	NT
Microeconomics, Principles of (Replaces Introductory Microeconomics)	ACE Score	3	ECN212
Precalculus	50 or higher	5	MAT187
Spanish Language, Level 1 (Previously Spanish Language)	50-54 55-65	4 8	SPA101 SPA101 & 102
Spanish Language, Level 2 (Previously Spanish Language)	66-67 68-80	12 16	SPA101 & 102 & 201 SPA101 & 102 & 201 & 202
Western Civilization I – Ancient Near East to 1648	56	3	HIS100 or HIS101
Western Civilization II – 1648 to the Present	56	3	HIS102
<b>*The general studies requirement in natural sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP.</b>			

**International Baccalaureate (IB) Diploma/Certificate Credit**

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit as outlined in the table below. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils (ICs) and/or statewide Articulation Task Forces (ATFs).

IB Examination	Score	Credit Hours	MCCCD Equivalency
Biology - HL	7, 6, or 5 4	8 4	BIO181 & 182 BIO100
Biology - SL	7, 6, or 5 4	4 3	BIO100 BIO Dept Elective
Business and Management - HL	5 or higher 4	3 0	Elective Credit NOT ACCEPTED
Business and Management - SL	5 or higher 4	3 0	Elective Credit NOT ACCEPTED
Chemistry - HL	7, 6, or 5 4	8 4	CHM151 & CHM151LL & CHM152 & CHM152LL CHM151 & CHM151LL
Chemistry - SL	4 or higher	0	NOT ACCEPTED
Computer Science - HL	5 or higher	3	CSC110 or CSC110AA or CSC110AB
Computer Science - SL	5 or higher 4	3 3	Elective Credit Elective Credit
Economics - HL	7, 6, or 5	6	ECN211 & ECN212
English A - HL	7, 6, or 5	3 0	ENG101 or Elective Credit
English B - HL	NA	0	NT
Environmental Systems and Societies - SL	7, 6, or 5 4	3 0	Elective Credit NOT ACCEPTED
Foreign Language A or B - HL	7, 6, or 5 4	8 8	Foreign Language 201 & 202 Foreign Language 101 & 102
Geography - HL (Previously Human Geography)	7, 6, or 5 4	3 0	GCU102 NOT ACCEPTED
History - Africa and the Middle East - HL	5 or higher	3	Elective Credit
History (Previously History – American)	7, 6, or 5 4	6 3	HIS103 & HIS104 HIS103
History (Previously History – European)	7, 6, or 5 4	6 3	HIS101 & HIS102 HIS101
Information Technology in a Global Society - HL	5 or higher 4	3 0	Elective Credit NOT ACCEPTED
Language A: Language & Literature - SL	5 or higher 4	0 0	NOT ACCEPTED NOT ACCEPTED
Language A: Literature - SL	5 or higher 4	0 0	NOT ACCEPTED NOT ACCEPTED
Literature and Performance - SL	5 or higher 4	0 0	NOT ACCEPTED NOT ACCEPTED
Mathematics - HL Mathematics - SL Mathematical Studies - SL, or Further Mathematics - HL (Previously Mathematics)	7, 6, or 5 5 or higher 5 or higher 5 or higher	4 0 0 0	MAT221 NOT ACCEPTED NOT ACCEPTED NOT ACCEPTED
Music - SL	5 or higher 4	0 0	NOT ACCEPTED NOT ACCEPTED
Physics	7, 6 5	8 4	PHY111 & PHY112 PHY111
Psychology - HL	5 or higher	3	PSY101
Social and Cultural Anthropology - SL	5 or higher 4	0 0	NOT ACCEPTED NOT ACCEPTED
Theatre - SL	4 or higher	3	THP298AC
Theatre - HL	4 or higher	3	THP298AC
Theory of Knowledge	5 or higher	0	NOT ACCEPTED
Visual Arts - HL (Previously Art/Design)	7, 6 or 5 4	6 3	ART111 & ART112 ART112



**Cambridge International Examinations (CIE) A and AS Level**

Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Forces (ATFs).

CIE Examination	Score	Credit Hours	MCCCD Equivalency
Accounting - A Level	D or E	6	Elective Credit
Accounting - AS Level	D or E	3	Elective Credit
Art and Design - A Level	D or E	6	ART111 & ART112
Art and Design - AS Level	D or E	3	ART111
Biology - A Level	D E	8 4	BIO181 & BIO182 BIO181
Biology - AS Level	D or higher E	4 4	BIO100 (4) or BIO Dept Elective (4) BIO100
Biology - Environmental Management - AS Level	D E	4 0	ENV101 NT
Biology - Marine Science - A Level	D E	8 0	BIO145 (4), BIO149AK (1) & BIO Dept Elective (3) NT
Biology - Marine Science - AS Level	D E	4 0	BIO145 NT
Business - A Level	D or E	6	Elective Credit
Business - AS Level	D or E	3	Elective Credit
Chemistry - A Level	A	8	CHM151 & CHM151LL & CHM152 & CHM152LL
Chemistry - A Level	B or C	4	CHM151 & CHM151LL
Chemistry - A Level	D or E	4	CHM130 (3) & CHM130LL (1)
Chemistry - AS Level	D	4	CHM130 (3) & CHM130LL (1)
Chemistry - AS Level	E	0	NT
Economics - A Level	D or higher	6	ECN211 & ECN212
English Language - A Level	D or E	3	Elective Credit
English Language - AS Level	D or higher E	0 0	NOT ACCEPTED NOT ACCEPTED
English Language & Literature - AS Level	D or higher E	0 0	NOT ACCEPTED NOT ACCEPTED
English Literature - AS Level	D or higher E	0 0	NOT ACCEPTED NOT ACCEPTED
General Paper - AS Level	D or higher E	0 0	NOT ACCEPTED NOT ACCEPTED
Geography - A Level	D or E	6	Elective Credit
Geography - AS Level	D or E	3	Elective Credit
Information Technology - A Level	D or higher E	3 3	Elective Credit Elective Credit
Information Technology - AS Level	D or higher E	3 3	Elective Credit Elective Credit
Mathematics - A Level	E or higher	0	NOT ACCEPTED
Mathematics - AS Level	E	5 or 4	MAT150 or MAT151
Music - A Level	D or E	0	NOT ACCEPTED
Music - AS Level	D or E	0	NOT ACCEPTED
Psychology - A Level	D or E	6	PSY101 & PSY Elective
Psychology - AS Level	D or E	3	PSY101

**DANTES or DSST (Defense Activity for Nontraditional Education Support Subject Standardized Test)**

The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST exams. The Maricopa Community Colleges do not award credit for ENG102 through DSST examination. Credit received through DSST is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a national DSST test site. For additional information on registering for DSST examinations, call (480) 517-8560.

Students who have taken a DSST Examination may receive college credit. Scores must be received directly from DSST before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Forces (ATFs).

DSST Examination	Score	Credit Hours	MCCCD Equivalency
A History of the Vietnam War	400	3	HIS273
Art of the Western World	400	3	ARH101 or ARH102
Astronomy	NO CREDIT	0	NO CREDIT
Business Ethics and Society	NO CREDIT	0	NO CREDIT
Business Law II	NO CREDIT	0	NO CREDIT
Business Mathematics	NO CREDIT	0	NO CREDIT
Computing and Information Technology	NO CREDIT	0	NO CREDIT
Criminal Justice	400	3	AJS101
Environmental Science	400	3	Elective Credit
Ethics in America	NO CREDIT	0	NOT ACCEPTED
Foundations of Education	400	3	EDU221
Fundamentals of College Algebra	400	3	MAT152
Fundamentals of Counseling	NO CREDIT	0	NO CREDIT
Fundamentals of Cybersecurity	400	3	Elective Credit
General Anthropology	400	0	NOT ACCEPTED
Health and Human Development	400	3	HES100
History of the Soviet Union	400	3	Elective Credit
Human Cultural Geography	400	3	GCU102
Human Resource Management	NO CREDIT	0	NO CREDIT
Introduction to Business	NO CREDIT	0	NO CREDIT
Introduction to Law Enforcement	400	3	AJS230
Introduction to World Religions	400	0	NOT ACCEPTED
Lifespan Developmental Psychology	400	3	PSY240
Management Information Systems	NO CREDIT	0	NO CREDIT
Math for Liberal Arts	NO CREDIT	0	NO CREDIT
Money and Banking	NO CREDIT	0	NO CREDIT
Organizational Behavior	400	3	Elective Credit
Personal Finance	NO CREDIT	0	NO CREDIT
Principles of Advanced English Compositions	NO CREDIT	0	NO CREDIT
Principles of Finance	400	3	Elective Credit
Principles of Financial Accounting	NO CREDIT	0	NO CREDIT
Principles of Physical Science I	NO CREDIT	0	NO CREDIT
Principles of Public Speaking	400	3	COMELC
Principles of Statistics	400	3	MAT206
Principles of Supervision	NO CREDIT	0	NO CREDIT
Substance Abuse	400	3	HES201
Technical Writing	400	3	ENG111
The Civil War and Reconstruction	400	3	Elective Credit

**GED Exams**

The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + in accordance with the ACE recommended scores. Students must submit an ACE Credit recommendation transcript to the Admissions and Records Office/Office of Student Enrollment Services in order to be awarded credit. (ICs). Disclaimer: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

GED Subject Exam	Score	Credit Hours	MCCCD Equivalency
Mathematical Reasoning	175 - 200	See Math Dept. Chair	See Math Department Chair for Course pPlacement
Reasoning Through Language Arts	175 - 200	3	HUMELC
Science	175 - 200	3	PHSELC
Social Studies	175 - 200	3	POSELC

(Continued from page 138)

**Credit by Evaluation****College Credit Recommendation Service**

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide to College Credit for Workforce Training*. If a student has received training that appears in the guide, he or she may receive college credit if:

- training parallels a discipline area offered through the Maricopa Community Colleges; and
- credit meets a program requirement or is used as elective credit.

**Departmental Credit by Evaluation**

Students may apply for Departmental Credit by Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records Office. The completed credit by evaluation form and the required fees are due to the college when the credit by evaluation request is submitted.

Some academic departments may have additional requirements that must be met before credit may be granted through Departmental Credit by Evaluation. When credit is granted a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. Students may not request:

- To challenge a course a second time;
- To challenge a course while currently enrolled in the course;
- To establish credit in a previously completed course; and
- To establish credit for a lower level of a course in which credit has been received.

**2.2.6 Academic Advising and New Student Orientation****1. Academic Advising**

Students who will be attending college for the first time, and intend to earn an associate degree or to transfer on to a college/university to complete a bachelor's degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCDC college.

- Recent high school students who received MCCCDC credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

**2. New Student Orientation**

Students who will be attending college for the first time, and intend to earn an associate degree or transfer to a college/university to complete a bachelor's degree, will be required to attend new student orientation prior to the start of their first semester at a MCCCDC college.

- Recent high school students who received MCCCDC credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

**3. College Success Course**

Students who will be attending college for the first time and intend to earn an associate degree or transfer on to a college/university to complete a bachelor's degree, and who place into one or more developmental education courses, will be required to successfully complete a College Success Course (CPD150 or CPD/AAA115) within the first two semesters at a MCCCDC college.

- i. Recent high school students who received MCCCDC credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

## 2.2.7 Student Assessment and Course Placement

### 1. Course Placement

- A. Students who plan to register in English, Reading, or Math will be advised to enroll into courses based on valid District-approved placement methods.
- B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.
- C. A department/division chair or designee may grant a course placement waiver under special circumstances. The **signed** waiver will be noted on the student's electronic record. The process may also be done electronically without a signature if supported by the attending college.
- D. Course placement will be determined utilizing the district placement options under any one of the following conditions:
  - i. The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
  - ii. The student is pursuing a degree or transfer pathway and does not have current valid District approved course placement on file or does not have previous college credit in English, reading and math.
  - iii. The student for whom English is not the primary language and who is taking his or her first English as a Second Language class is required to take a test of English proficiency.
- E. Students will be exempt from the course placement process if at least one of the following conditions apply:
  - i. The student has earned an associate or higher degree from a regionally accredited college.
  - ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
  - iii. The student has currently valid District approved course placement scores on file.
  - iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.

### 2. Determining Course Placement

Maricopa County Community Colleges use multiple placement options. In cases, when a course placement test is given, scores will be valid for two years. Other placement methods will also have limited time validity. For additional information, go to: **Placement** ([www.maricopa.edu/placement](http://www.maricopa.edu/placement)).

- A. Reading placement test scores that indicate "Exempt from CRE101" do not expire.
- B. Students will be permitted one re-test in English, reading, or by math level after at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
- C. The Vice President of Student Affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.

### 3. Implementation of Policy

To ensure consistency of the course placement process within the Maricopa Community Colleges:

- A. All colleges shall accept the same approved course placement methods.
- B. All colleges shall adhere to the same approved placement scores.
- C. All colleges shall adhere to the approved limited time validity for each course placement method. For more information, go to: **Placement** ([www.maricopa.edu/placement](http://www.maricopa.edu/placement)).
- D. Reading placement scores that indicate "Exempt from CRE101" do not expire.

### 4. Evaluation

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

## 2.2.8 Registration

Students must register according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college



may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

### Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-service registration for a class through my.maricopa.edu will end at 11:59 p.m. on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 p.m. on the day before the class starts.
3. Exceptions:
  - a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
  - b. Exceptions are limited to
    - i. Courses requiring permission of instructor.
    - ii. Courses requiring auditions or try-outs.
    - iii. Courses for Special Populations or Cohorts.
    - iv. Enrollment in an alternative section of a course taught by the same instructor.
    - v. Enrollment in an alternative section of a course taught by a different instructor.
    - vi. Course level changes.
    - vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
    - viii. Students dropped due to human or system errors may be reinstated if they attended the first class meeting.
    - ix. Other exceptions may be granted after faculty consultation with the student.

## 2.2.9. Tuition and Fees Policy

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §§15-1801 *et. seq.*) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community Colleges/Centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education policy, page 135, under the Residency section of this publication.)

### 1. Time of Payment

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

### 2. Tuition and Fees Schedule (Appendix S-4)

(Effective July 1, 2018, for fall, spring and summer Sessions)

Current information can be found at:

<https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4>

The tuition and fees schedule for 2018-2019 is provided for reference. These tuition and fees are subject to change. Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register (see Appendix S-4).

**See Appendix S-4, Tuition and Fee Schedule table on page 147.**

## Appendix S4: Tuition and Fee Schedule - Student Status

2018-2019	Maricopa County Resident (In County)	In County Resident Audit Rate	Out of County Resident	Non-Resident Living in Arizona Taking Online Courses	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)
	IN-STATE			OUT-OF-STATE			
CREDIT HOURS	A	B	C*	D**	E	F***/+	G
1	85.00	110.00	401.00	215.00	205.00	215.00	127.50
2	170.00	220.00	802.00	430.00	410.00	430.00	255.00
3	255.00	330.00	1,203.00	645.00	615.00	645.00	382.50
4	340.00	440.00	1,604.00	860.00	820.00	860.00	510.00
5	425.00	550.00	2,005.00	1,075.00	1,025.00	1,075.00	637.50
6	510.00	660.00	2,406.00	1,290.00	1,230.00	1,290.00	765.00
7	595.00	770.00	2,807.00	1,505.00	1,435.00	1,505.00	892.50
8	680.00	880.00	3,208.00	1,720.00	1,640.00	1,720.00	1,020.00
9	765.00	990.00	3,609.00	1,935.00	1,845.00	1,935.00	1,147.50
10	850.00	1,100.00	4,010.00	2,150.00	2,050.00	2,150.00	1,275.00
11	935.00	1,210.00	4,411.00	2,365.00	2,255.00	2,365.00	1,402.50
12	1,020.00	1,320.00	4,812.00	2,580.00	2,460.00	2,580.00	1,530.00
13	1,105.00	1,430.00	5,213.00	2,795.00	2,665.00	2,795.00	1,657.50
14	1,190.00	1,540.00	5,614.00	3,010.00	2,870.00	3,010.00	1,785.00
15	1,275.00	1,650.00	6,015.00	3,225.00	3,090.00	3,225.00	1,912.50
16	1,360.00	1,760.00	6,416.00	3,440.00	3,280.00	3,440.00	2,040.00
17	1,445.00	1,870.00	6,817.00	3,655.00	3,485.00	3,655.00	2,167.50
18	1,530.00	1,980.00	7,218.00	3,870.00	3,690.00	3,870.00	2,295.00

\* Students from any other county in Arizona are considered Maricopa County residents (in county) due to a reciprocal arrangement with that county. Reciprocal agreements allow for in-county tuition rates for residents of all Arizona counties except Apache and Greenlee counties without an Out-of-County Residence Affidavit.

\*\* According to ARS §15-1802F, "A person who is a member of an Indian tribe recognized by the U.S. Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.

\*\*\* According to ARS §15-1470, community college districts may offer credit and noncredit courses and services outside of this state. A district is not entitled to state aid payments for students who are provided courses and services outside of this state.

+ This rate applies to out-of-state students who are taking distance learning courses or students who are taking classroom-based credit courses through a contract agreement between MCCCD and the company they work for. This rate does not apply to Study Abroad Programs as there is a separately calculated rate for those students.

### A. Determine Student Residency Status

Refer to admissions information (AR 2.2.2) of the college catalog for residency information and to review the requirements for classification as a Maricopa county resident. Contact the Admissions and Records Office/ Office of Student Enrollment Services if you have questions about residency requirements.

### B. Use the Chart to Locate Tuition Charges

Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

### C. Add Any Additional Fees

- A one-time, per semester \$15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.
- There may also be additional course fees for classes. Please refer to the college schedule for course fees.
- If you choose to audit a class, add an additional fee of \$25 per credit hour.
- Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.

### D. Pay Your Fees

Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment plan options are also available.

*NOTE: If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.*

**Skill Center Tuition Rates**

- Regular \$5.00 per clock hour
- Nursing Assistant \$6.00 per clock hour
- Practical Nursing \$6.00 per clock hour

**Credit by Examination and Credit by Evaluation (excludes Allied Health courses)**

- Regular Rate \$85.00 per credit hour
- Contract Rate \$42.50 per credit hour

For list of parking violations and fines, see AR 2.10 Traffic and Parking Regulations at:

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-10>

**Scottsdale Community College Specific Fees**

The College may assess individual course fees, other fees, assessments, fines, or require deposits as authorized by the MCCCDC Governing Board. For current fee information, students should consult the appropriate course schedule or contact the SCC's Student Business Services Office. ***Students may incur expenses beyond the established fees in certain courses.***

**3. Outstanding Debts**

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

- A. The designated college official or fiscal officer is responsible for:
  - i. Verifying the student's districtwide debt,
  - ii. Attempting to notify the student of the debt, and
  - iii. Attempting to collect the debt.
- B. Maricopa Community College services will be withheld pending payment of debt (at designated college office) with cash, certified check or money order; or online with debit or credit card; or in person with credit card. Student may be withdrawn from classes.
- C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
  - i. Collection agency, requiring payment of collection fees by the student;
  - ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
  - iii. Litigation, requiring payment of court costs and legal fees by the student.
- D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
  - i. MCCCDC staff verify that full payment has been made to another College;
  - ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
  - iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
  - iv. It is determined and verified with the appropriate MCCCDC office that the hold resulted from a system error, and the error is due to an activity that requires correction by the appropriate College or District personnel.

Admission criteria to attend a college within the Maricopa Community College District (MCCCDC) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCDC faculty or staff.

**4. Discounted Fees and Waivers**

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. **Employees, Dependents and Mandated Groups**

The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-Credit/Special Interest Community Services courses are not waived.

### C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community

Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa Community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

## 2.2.10 Refund Policy (See table on page 149)

### 1. Refund Policy for Credit/Clock Classes

Students who officially withdraw from credit/clock classes (in fall, spring or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. *Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than ten (10) calendar days in length or as specified by the college. **Calendar days include weekdays and weekends.*** Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund*
1-9 Calendar days	Prior to the class start date
10-19 Calendar days	1 Calendar day including the class start date
20-29 Calendar days	2 Calendar days including the class start date
30-39 Calendar days	3 Calendar days including the class start date
40-49 Calendar days	4 Calendar days including the class start date
50-59 Calendar days	5 Calendar days including the class start date
60-69 Calendar days	6 Calendar days including the class start date
70+ Calendar days	7 Calendar days including the class start date

*\*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

### 2. Refund Policy for Non-Credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

### 3. Canceled Classes

When a class is canceled by the college, a 100% refund will be made.

### 4. Refund Exceptions

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:

- A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
- Death of a student. Appropriate documentation must be provided before a refund can be given.
- A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

**LIMITATION:** Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.



## 5. Refund Policy for Department of Defense Tuition Assistance Funds

Students who receive tuition assistance (TA) funds for a course or courses from the department of defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.

- A. Per refund Exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.
- B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.

**Requests for refund should be referred directly to the college of enrollment.**

## 2.2.11 Student Financial Assistance (Appendix S-5)

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additional procedural information on financial assistance is available in Appendix S-5.

### Appendix S-5: Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation (<https://mcccdf.org/>).

The office of financial aid may request to have the validity of a student's high school completion evaluated if either the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. An evaluation may be conducted on the basis of any of the following:

- Alerts, bulletins, or similar communications provided by any state, federal, or other governmental agency, another institution, a professional or similar organization, or any other resource that might provide information helpful to the evaluation;
- A transcript or other record received from another institution the student may have attended;
- The contents of the student's Free Application for Federal Student Aid, student information form, or any other information the student provides to the college;
- The independent professional judgment by any official of the office of student financial aid.

### How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web at <http://www.fafsa.ed.gov/>. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

### Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources. The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at <https://mcccdf.org/> or by calling 480-731-8400.

### Distribution of Aid

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

### Rights and Responsibilities

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

## Satisfactory Academic Progress

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards, which are explained elsewhere in this catalog, financial aid recipients are also subject to the following [Standards of Satisfactory Academic Progress](#). Specific information is available at the college Office of Student Financial Aid.

## Refunds and Repayments

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see [Appendix S-7](#) for Withdrawal procedures.

## Verification of Information

1. A Free Application for Federal Student Aid (FAFSA) or a change to that FAFSA may be selected for verification. If a student's FAFSA is selected for verification, the student will be notified via the Student Center in my.maricopa.edu. In most cases, the student will be required to submit documentation as part of the verification process. The earlier the Financial Aid Office receives the required documentation, the earlier the student's eligibility for financial aid can be determined. The verification process must be completed no later than 120 days after the last date of enrollment or August 31, whichever comes first. In addition, the Financial Aid Office must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed before the Financial Aid Office can award any federal aid.
2. If an award has already been made and a FAFSA is selected for verification, the student must provide required documentation within thirty days after it has been requested of the student or on June 30, whichever comes first. If documentation is not received within this deadline, the student's award may be adjusted or canceled.
3. The required forms and documents a student submits for verification will be compared to the information reported on the student's FAFSA. If the information provided does not match what is shown on the FAFSA, the Financial Aid Office will submit changes to the US Department of Education FAFSA processor. After all changes are made to the FAFSA data, the student's eligibility for financial aid will be reviewed. If there are any changes to the student's financial aid eligibility as a result of verification, the student will be notified by means of the Student Center in my.maricopa.edu. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

## Award Amount and Level of Enrollment

Award amount is determined, in part, on the level of enrollment. A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

## Repeated Coursework and Financial Aid Enrollment Status

Federal regulations regarding repeated coursework may impact your financial aid eligibility and awards. Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, B, C, D, or P is received. If you enroll in a course in which you have previously received passing grades twice, the course will not be counted towards your enrollment level for financial aid purposes. You may repeat a failed course until it is passed. Your enrollment for financial aid purposes will be calculated accordingly.

## Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of Title IV, HEA program (federal financial aid) eligibility.

## Evaluation Period

Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session.

## Standards of Satisfactory Academic Progress

[Standards of Satisfactory Academic Progress](#) (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid.

NOTE: Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

### GRADE POINT MEASUREMENT

Students must meet the following credit hour/cumulative grade point average (CGPA).

Total Credits Attempted*	MIN CGPA
<15.75	1.60
16-30.75	1.75
31-45.75	1.90
46 +	2.00

\*For which grade points are computed.

### PACE OF PROGRESSION MEASUREMENT

Students must successfully complete 2/3 (66.67%) of all attempted course work.

### MAXIMUM TIME FRAME MEASUREMENT

Students who have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

### Coursework Treatment in SAP Calculation

Coursework taken during the semester also included in the evaluation:

- Courses funded through a consortium agreement
- All attempted remedial credits
- Repeated coursework

Coursework included in the Pace of Progression evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits

Coursework included in the Maximum Time Frame evaluation:

- All of those included in the Pace of Progression evaluation
- Any bachelor's degree or higher earned will be considered to have exhausted maximum timeframe eligibility
- All coursework forgiven through the academic renewal process

Coursework not included in SAP evaluation:

- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)

### Notification

Students that have applied for federal assistance, but who do not meet the standards, will be notified. This notification will direct students to information regarding the appeal process.

### Ineligibility Determination Appeal

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal. Appeal must:

- Be in writing and submitted to the financial aid office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.

Students will be notified of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of future financial aid eligibility.

### Regaining Eligibility

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Coursework taken at other colleges will not be considered for reinstatement purposes.

### Terminology and Information Pertaining to this Policy

- **Summer Sessions** – Enrollment in any or all summer sessions within the same calendar year will be considered one term.
- **Non-Standard Session** – Sessions that do not follow the traditional start and end dates for the semester.
- **Attempted Credit** – Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, X, Y, or Z is received and courses not yet graded.
- **CGPA (Cumulative Grade Point Average)** – The MCCCDC grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
- **Appeal** – “A process by which a student who is not meeting the institution’s satisfactory academic progress standards petitions the institution for reconsideration of the student’s eligibility for Title IV, HEA program assistance.”
- **Extenuating Circumstance** – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
- **Supporting Documentation** – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
- **Financial Aid Probation** – “A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.” A student in this status “may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.”
- **Academic Plan** – A plan developed through the SAP Appeal Process which will lead a student to qualify for further Title IV, HEA program funds.
- **Financial Aid Suspension** – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive Title IV, HEA assistance.

For more information, contact the college Financial Aid Office.

***If you are receiving federal financial aid, it is important to read the information below prior to making a decision to withdraw.***

### Treatment of Title IV Aid When a Student Withdraws

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds, so that you don’t incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.



There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, OR
2. The entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at:

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-2>

## 2.2.12 Vaccinations (As Required by 20 USC §1092(a)(1)(V))

The Maricopa County Community College District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

## 2.2.13 University Transfer

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four-year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with accredited private, public, and international baccalaureate granting institutions. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts.

Articulated Transfer Programs and pathways between the Maricopa Community Colleges and baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the UA Bridge Program, 2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill both associate degree and bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of Maricopa-ASU Pathway Program requirements by major and catalog year is maintained on ASU'S website, at [transfer.asu.edu](http://transfer.asu.edu).

### Arizona Public Community Colleges and Universities

Maricopa is a participant in the Arizona statewide transfer system. [AZTRANSFER.COM](http://AZTRANSFER.COM) is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on [AZTRANSFER.COM](http://AZTRANSFER.COM) is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. [AZ Transfer Course Equivalency Guide](#)

### (U.S.) and International Institutions

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through District-wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: [Maricopa University Partner List](#)

### Time Limit for Transfer Coursework

Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

### Shared Unique Numbering (SUN) System Course Information

Senate bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The Shared Unique Number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it may still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on [AZTRANSFER.COM](http://AZTRANSFER.COM). The SUN system does not address the applicability of courses. Students are encouraged to work with an Academic Advisor on course selections. To access a list of SUN courses, visit <https://www.aztransfer.com/sun/>

## 2.9 Veterans Services

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the Department of Veterans Affairs. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of enrollment period for each course.

### Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill®
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 33 - Post 9/11 GI Bill® and Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill®, Selected Reserve
- Chapter 1607 - REAP Reserve Educational Assistance Program

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

### Academic Progress Policy for Students Receiving Veteran's Educational Benefits

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated.

**Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.**

For additional details and information regarding veteran's educational benefits, contact the office that serves veterans at your campus.

### Distance Learning

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCC degrees and/or certificates of completion.

Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on [my.maricopa.edu](http://my.maricopa.edu), the district's website for student access to Maricopa tools. Maricopa-assigned student e-mail addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa e-mail or by phone.

## Externship Programs

The Maricopa Community College's official District course descriptions for credited experiential learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicate if a maximum amount of credit is allowable for any given experiential learning opportunity. Each course that includes an experiential learning opportunity is assigned a Maricopa instructor of record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The experiential credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265.

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College's District - Center for Curriculum and Transfer Articulation website, located at: <https://curriculum.maricopa.edu>

## Prior Credit Evaluation

Department of Veterans Affairs requires that all persons using any type of Veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.



# SCHOLASTIC STANDARDS

## 2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50-minute class period.

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five (5) or eight (8) weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular activities or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

### Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class ([see Appendix S-7 for Withdrawal Procedures, page 161](#)).

## 2.3.2 Attendance

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to [Appendix S-7 for Withdrawal Procedures](#).

### 1. Official Absences

- A. Official absences are those which occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- C. In the event of military commitments, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to



make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.

- D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

## 2. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

### 2.3.3 Grading

#### 1. Policy

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

#### Grade Key

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points per credit hour
I	Incomplete	Not computed in grade point average
IP	Course in Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P*	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn, failing	0 grade points per credit hour
Z	No Credit	Not computed in grade point average
*A P is judged to be equivalent to a grade of C or higher.		

#### 2. Incomplete Grade

- A. Students who are doing acceptable work may request an incomplete grade (I) if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances.

If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.

- B. Students must complete the requirements within the time period agreed to—maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.
- C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the Standards of Satisfactory Academic Progress for details.

#### 3. Repeating a Course/Improving a Grade

Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A W is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation. However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the Admissions and Records Office at any of the Maricopa Community Colleges that the student attended.

Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the College Registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College issuing the official transcript.

Check individual courses and programs for exceptions.

#### 4. Credit/No Credit Courses (P/Z)

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. **The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 159.)**
- C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.

# IMPORTANT DEADLINES FOR STUDENTS

(See Appendix S-12)

DEADLINES ARE BASED ON CALENDAR DAY AND BEGIN WITH THE FIRST DAY OF CLASS.						
Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A/F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or less (1 to 7 days)	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks (8 to 14 days)	3rd Calendar Day	6th Calendar Day	6th Calendar Day	1st Day of Class	1st Day of Class	3rd Calendar Day
Three Weeks (15 to 21 days)	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	5th Calendar Day
Four Weeks (22 to 28 days)	9th Calendar Day	17th Calendar Day	17th Calendar Day	3rd Calendar Day	2nd Calendar Day	7th Calendar Day
Five Weeks (29 to 35 days)	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Six Weeks (36 to 42 days)	14th Calendar Day	29th Calendar Day	29th Calendar Day	5th Calendar Day	3rd Calendar Day	11th Calendar Day
Seven Weeks (43 to 49 days)	17th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	12th Calendar Day
Eight Weeks (50 to 56 days)	20th Calendar Day	41st Calendar Day	41st Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Nine Weeks (57 to 63 days)	23rd Calendar Day	46th Calendar Day	46th Calendar Day	7th Calendar Day	4th Calendar Day	17th Calendar Day
Ten Weeks (64 to 70 days)	26th Calendar Day	52nd Calendar Day	52nd Calendar Day	8th Calendar Day	4th Calendar Day	19th Calendar Day
Eleven Weeks (71 to 77 days)	29th Calendar Day	58th Calendar Day	58th Calendar Day	9th Calendar Day	5th Calendar Day	21st Calendar Day
Twelve Weeks (78 to 84 days)	32nd Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	23rd Calendar Day
Thirteen Weeks (85 to 91 days)	35th Calendar Day	70th Calendar Day	70th Calendar Day	10th Calendar Day	5th Calendar Day	25th Calendar Day
Fourteen Weeks (92 to 98 days)	38th Calendar Day	76th Calendar Day	76th Calendar Day	11th Calendar Day	6th Calendar Day	27th Calendar Day
Fifteen Weeks (99 to 105 days)	41st Calendar Day	82nd Calendar Day	82nd Calendar Day	12th Calendar Day	6th Calendar Day	28th Calendar Day
Sixteen Weeks or more (106 or more days)	End of the seventh week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks of class

- D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.
- E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

**Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.**

## 5. Audit Courses

A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

**B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See ["Important Deadlines for Students," page 159.](#))**

## 2.3.4 Academic Probation (Progress)

### 1. Probation

A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than 2.0. Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

### 2. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average to 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours. Academic probation and continued probation are calculated at the conclusion of every term including summer.

## 2.3.5 Instructional Grievance Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments has the right to appeal according to the approved procedures.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in Appendix S-6.

## Appendix S-6: Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identity, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the department/division chair and appropriate administrative officer at the college/center. This written grievance must be filed within ten (10) working days following the previous deadline. The written grievance will be given to the faculty member five (5) days before any official meetings are convened.
2. Upon receipt of a written grievance, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten (10) working days, the student should forward to the vice president of academic affairs or designee a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and department/division chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.

- Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

**NOTE: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.**

## 2.3.12 Non-Instructional Complaint Resolution Process (Appendix S-8)

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See [Appendix S-8](#).

Steps for students to follow:

- Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
- If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
- Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
- If the complaint is not resolved at this level within ten (10) working days, the student should forward to the vice president of student affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of student affairs or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
- If the vice president of student affairs or designee does not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

## 2.3.6 Withdrawal

To withdraw from a course or courses from the college, students must follow approved procedures (see [Appendix S-7](#)). The Admissions and Records Office/Office of Student Enrollment Services provides information about the withdrawal process.

The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the [refund policy](#), page 148.

## Student and Faculty Withdrawal Procedures (Appendix S-7)

### Student Withdrawal Procedures

#### 1. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

- Through the 7th week\*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self-service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing-not computed in the grade point average) will be assigned.
- After the 7th week\*, a student MUST initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing - not computed in the grade point average) or Y (withdrawn, failing - computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.
- A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in [Appendix S-6](#).

**\*The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "[Important Deadlines for Students](#)," page 159.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.**

**NOTE: Withdrawing from a class will not entitle students to a refund of tuition/fees if the withdrawal is processed outside the refund policy ([see refund policy, page 148](#))**



## 2. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Student Enrollment Services no later than two (2) weeks\* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week\* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing—not computed in the grade point average) or Y (withdrawn, failing—computed in the GPA as a failing grade).

***\*The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See “Important Deadlines for Students,” page 159.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.***

## 3. Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

## Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). A grade of W (withdrawn passing, not computed in GPA) or a grade of Y (withdrawn failing, 0 grade points per credit hour) may be assigned in accordance with the course syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation.

***Requests for withdrawals should be referred directly to the College of Enrollment.***

## 2.3.7 Academic Renewal

Students who are returning to this college after a separation of five (5) years or more from the Maricopa Community College District, may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office/Office of Student Enrollment Services at the college where the grades were earned.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.
2. Upon approval, all courses taken prior to reenrollment with a grade of A, B, C, D, F, and Y will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades A, B or C will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
3. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

## 2.3.8 Honors Program

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

### President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

# COLLEGE ENVIRONMENT

## 2.4.4 (See also 5.1.8) Sexual Harassment Policy for Students

### I. Sex Discrimination and Sexual Harassment

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . . ." 20 USC §1681 / 34 C.F.R. Part 106

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student's actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs.

This Policy is subject to Constitutionally protected speech rights and principles of academic freedom. Questions about this Policy may be directed to the MCCCD Equal Employment Opportunity/Affirmative Action (EEO/AA) Office.

#### A. Sexual Harassment

Any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any MCCCD educational program or activity. The unwelcome behavior may be based on power differentials, the creation of a Hostile Environment, or retaliation for allegations of Sexual Harassment under this Policy. Sexual Harassment can occur regardless of the relationship, position or respective sex of the parties. Sexual Harassment includes Hostile Environment Harassment, Sexual Assault, Inducing Incapacitation for Sexual Purposes, Sexual Exploitation, Dating Violence, and Stalking. Same sex Sexual Harassment violates this Policy. Sexual Harassment by and between students; employees and students; and campus visitors and students is prohibited by this Policy.

Depending on the particular circumstances, Sexual Harassment may include, but is not limited to, the following:

1. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual manner.
2. Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
3. Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic work more difficult because sexual conduct is rejected.
4. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
5. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
6. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of Sexual Harassment.

#### B. Hostile Environment Harassment

Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

A Hostile Environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and campus visitors or contractors). Mere offensiveness is not enough to create a Hostile Environment. Although repeated incidents increase the likelihood that harassment has created a Hostile Environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

1. the degree to which the conduct affected one or more students' education;
2. the nature, scope, frequency, duration, and location of incident or incidents;
3. the identity, number, and relationships of persons involved;
4. the nature of higher education.

### C. Sexual Assault

An act involving forced or coerced sexual penetration or sexual contact.

### D. Inducing Incapacitation for Sexual Purposes

Using drugs, alcohol, or other means with the intent to affect, or having an actual effect on, the ability of an individual to consent or refuse to consent to sexual contact.

### E. Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and such behavior does not otherwise constitute a form of Sexual Harassment under this Policy. Examples of behavior that could rise to the level of Sexual Exploitation include:

1. Prostituting another person;
2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
4. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5. Engaging in non-consensual voyeurism;
6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
8. Possessing, distributing, viewing or forcing others to view obscenity.

### F. Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. the length of the relationship;
2. the type of relationship;
3. the frequency of interaction between the persons involved in the relationship.

### G. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

### H. Consenting to Sexual Activity

Consent is clear, knowing, and voluntary; it is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent in future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When people make clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be age 18 or older.

If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated, you are in violation of this Policy. Incapacitation is a state where one cannot make a rational, reasonable decision because one lacks the ability to understand the who, what, where, why or how of that person's sexual interaction.

## II. Definitions

### Alleged Victim

The person who is the victim of any alleged Sexual Harassment or Discrimination in violation of this Policy.

### Complainant

A person who has experienced or witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy and files a Formal Complaint pursuant to this Policy.

### Respondent

The person who is alleged to have engaged in Sexual Harassment or Discrimination prohibited under this Policy.

### Title IX Coordinator

The Vice President of Student Affairs serves as each respective college's Title IX Coordinator. The Title IX Coordinator is the individual responsible for providing education and training about Discrimination and Sexual Harassment to the college community and for receiving and investigating allegations of Discrimination and Sexual Harassment in accordance with this Policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate Discrimination and Sexual Harassment Complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college may be found at <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>.

## III. Reporting Discrimination

### A. Bystander

No student or employee should assume that an official of the college knows about a particular situation. The college encourages any student who feels he or she has been discriminated against or harassed in violation of this Policy to promptly report the incident to the Title IX Coordinator. Any student who knows of Discrimination or Sexual Harassment prohibited under this Policy that is experienced by another student should report that information to the Title IX Coordinator. Before a student reveals information, college employees will try to ensure that the student understands the employee's obligations and, if the student wishes to maintain confidentiality,

direct the student to confidential resources. A student may choose to make a full report or request confidentiality as he or she determines.

All members of the college community are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of Discrimination and Harassment, and to report conduct or behavior they believe to be in violation of this Policy to the Title IX Coordinator. A duty to report conduct or behavior that violates this Policy is imposed on all administrators, supervisors, faculty members, and persons in positions of authority. Such employees perform their duty to report by reporting the conduct or behavior to the Title IX Coordinator.

## B. College Complaints and Reporting

Any person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination prohibited under this Policy is to report such conduct to the college's Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of Sexual Harassment or Discrimination.

There are several avenues available for any person who experiences, witnesses, or otherwise knows of Sexual Harassment or Discrimination to report such conduct:

- Leave a private voice message for the Title IX Coordinator;
- Send a private email to the Title IX Coordinator;
- Mail a letter to the Title IX Coordinator's office;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);
- File a Formal Complaint pursuant to this Policy;
- Report to another trusted college official (e.g., faculty member, coach, advisor) who will provide information as required under the Policy to the Title IX Coordinator.

If there is an allegation of conduct in violation of this Policy about the Title IX Coordinator or any staff member who is part of the Vice President of Student Affairs' office, that allegation should be lodged with the President of the college. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation.

## C. Retaliation Prohibited

Retaliation occurs when adverse action is taken against a student or employee because he or she has engaged in protected activity such as filing a complaint of Discrimination or Harassment. Retaliation may be found even when the underlying charge does not constitute Discrimination or Harassment in violation of this Policy, and all persons who participate in a Discrimination or Harassment proceeding, not only the complaining party, are protected against retaliation. A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, or from participating in a Discrimination or Harassment proceeding, or more generally, from pursuing that person's rights.

## D. Criminal Reporting

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report

is 911. You may also report to College Safety or local law enforcement. Some forms of Discrimination and Harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

## E. Confidentiality of Complaints and Reports

Parties in these processes, including the Alleged Victim, Respondent, Complainant and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this Policy. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Title IX Coordinator or investigator will keep confidential the Complaint, report, witness statements, and any other information provided by the Alleged Victim, Respondent, Complainant or witnesses, and will disclose this information only to the Alleged Victim, Complainant, Respondent, or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other college officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the college's compliance with federal law. The written investigation report and any written decision will be disclosed only to the Alleged Victim, Complainant, Respondent, Title IX Coordinator, and discipline authority. In the case of employees, the discipline authority is the college administrator with the authority to impose sanctions in accordance with applicable employment policies. In the case of students, the discipline authority is the Vice President for Student Affairs and college officials as necessary to prepare for subsequent proceedings (e.g., college President and MCCCD legal counsel).

## F. Anonymous Reporting

The Title IX Coordinator accepts anonymous reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or investigator to inquire into or investigate the report, and respond as appropriate. The Title IX Coordinator or investigator may be limited in the ability to follow up on an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator or investigator to conduct a meaningful and fair inquiry or investigation.

## IV. Rights of Parties

### A. Alleged Victim: The Alleged Victim has the right to:

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the Respondent to have others present (in support or advisory roles) during an investigation.



4. Report Sexual Harassment, Discrimination, and violence to both on-campus and off-campus authorities.
5. Be informed of the investigation findings and imposed sanctions at the same time as the Respondent.
6. Be informed of and afforded access to available counseling, mental health, physical health or student services for victims of Sexual Harassment, Discrimination, and violence.
7. Have notification of and options for, and available assistance in, changing academic and living situations after an alleged act of Sexual Harassment or Discrimination prohibited under this Policy, if so requested by the Alleged Victim and if such changes are reasonably available. No Formal Complaint, or investigation–campus or criminal–need occur before this option is available. Accommodations may include:
  - Change of on-campus student’s housing to a different on-campus location;
  - Assistance from college support staff in completing relocation;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam, paper, or assignment rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdraw from institution;
  - Alternative course completion options.
8. Not have irrelevant prior sexual history admitted as evidence in an investigation.
9. Make a victim-impact statement available to the investigator and decision-maker.
10. Access to available protection against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.
11. Have allegations of sexual misconduct that might be criminal in nature responded to quickly and with sensitivity by campus law enforcement.
12. Seek Reconsideration of the finding of the investigation and any sanction imposed.
13. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
14. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
15. Have an advocate or advisor present at all phases of the investigation.
16. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
17. Be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations.
18. Have MCCCDC compel the presence of student, faculty, and staff witnesses.

19. Written notice of the investigation, findings and sanctions.
20. Challenge documentary evidence obtained during the investigation.
21. Be informed in advance of any public release of information regarding the investigation.
22. Give consent for the release of any personally identifiable information contained in the investigation.

### B. Immediate Action and Interim Measures

The college may take interim measures to assist or protect the parties during the inquiry or investigation process, as necessary and with the Alleged Victim’s consent. Such measures for an Alleged Victim may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily.

### C. Respondent: The Respondent has the right to:

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the Alleged Victim to have others present (in support or advisory roles) during an investigation.
4. Be informed of and have access to campus resources for medical, counseling, and advisory services.
5. Be fully informed of the nature, rules, and procedures of the investigation process, and to thorough and timely written notice of all alleged violations, including the full nature of the violation and possible sanctions.
6. Protections of due process required by local, state, or federal law.
7. Not have irrelevant prior sexual history admitted as evidence in an investigation.
8. Make an impact statement available to the investigator and decision-maker.
9. Seek Reconsideration of the finding of the investigation and any sanction imposed.
10. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
11. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
12. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
13. Have MCCCDC compel the presence of student, faculty, and staff witnesses.
14. Challenge documentary evidence obtained during the investigation.
15. Have an advocate or advisor present at all phases of the investigation.
16. An outcome based solely on evidence presented during the investigation. Such evidence should be credible, relevant, based in fact, and without prejudice.

17. Written notice of the investigation, findings, and sanctions.
18. Be informed in advance of any public release of information regarding the investigation.
19. Give consent for the release of any personally identifiable information contained in the investigation.

## V. Due Process

Due process is afforded any employee, student, or visitor accused of Sexual Harassment or Discrimination prohibited under this Policy. On receipt of a Formal Complaint, or upon receipt of credible evidence that Sexual Harassment or Discrimination prohibited under this Policy has occurred, an immediate preliminary inquiry will be conducted to determine if there is reasonable cause to believe this Policy has been violated. A preliminary inquiry shall be concluded within ten working days following the determination that such reasonable cause exists; however, it may be re-opened in the event additional evidence of a violation of this Policy is later discovered. If, following a preliminary inquiry, such reasonable cause is found, a prompt, thorough, impartial investigation will be conducted by a qualified, authorized investigator. An investigation will be conducted using a preponderance of evidence standard. A preponderance of evidence standard means that an investigator will conclude that Sexual Harassment or Discrimination occurred only if the results of the investigation demonstrate it is more likely than not that such conduct took place. If the investigator's final decision is that Sexual Harassment or Discrimination prohibited under this Policy occurred, the college will take immediate action to eliminate the Harassment or Discrimination, prevent its recurrence, and address its effects. Remedies for the victim of Sexual Harassment or Discrimination will also be sought. Violations of this Policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students; and appropriate sanctions against campus visitors. This Policy applies to prohibited conduct that impacts the educational environment, whether it occurs on or off campus, and covers students, employees, and visitors.

### A. Sex Discrimination Grievance Procedures for Students

The purpose of these procedures is to provide a prompt and equitable resolution for allegations of Discrimination as prohibited under this Policy. Persons believing that they have been subjected to or witnessed, or otherwise know of Discrimination or Harassment on any of these bases may file a Complaint with the college. These procedures address allegations of Discrimination or Sexual Harassment as prohibited under this Policy. The procedures also address allegations of retaliation against those who have opposed practices forbidden under the Policy, those who have made allegations of Discrimination or Harassment under the Policy, and those who have testified or otherwise participated in enforcement of the Policy.

### B. Mediation

Alleged victims who believe they have been discriminated against or harassed may choose in certain circumstances to resolve their allegations through mediation. Mediation is an informal and confidential process where parties can participate in a search for fair and workable solutions. An Alleged Victim may choose to ask the Title IX Coordinator to assist in the mediation process. Allegations that are addressed through mediation are not required to be made in writing. The parties may agree upon a variety of resolutions such as modification of work assignment,

training for a department, or an apology. Parties may agree to a resolution that is oral or embodied in a written agreement. With a written agreement, the parties may elect to file it with the Title IX Coordinator in the event enforcement becomes necessary. Once both parties reach a mediated agreement, it is final and cannot be the basis of a Request for Reconsideration. The Title IX Coordinator or either party may at any time, prior to a final agreement, decide that attempts at mediation have failed. Upon such notice, the Title IX Coordinator may conduct a preliminary inquiry to determine whether this Policy has been violated. The mediation process may not be used if the alleged conduct constitutes criminal conduct.

### C. Formal Complaint Process

A person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator at each respective college or center. A Complainant may file a Formal Complaint either orally or in writing. The Title IX Coordinator will accept Formal Complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

The Complainant's documentation in support of a Formal Complaint should clearly and concisely identify the action, decision, conduct, or other basis that constituted an alleged act or practice of Discrimination prohibited under this Policy. Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the college President and the Office of General Counsel. The Office of General Counsel will assign a case number to the Formal Complaint.

A copy of the Formal Complaint will be shared with the Respondent within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.

The Respondent must provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.

After either accepting a Formal Complaint or receiving credible evidence that Discrimination has occurred, and determining after a preliminary inquiry that there is reasonable cause to believe this Policy has been violated, the Title IX Coordinator will:

- Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees and students. The Title IX Coordinator may serve as investigator;
- Determine the identity and contact information of the Complainant;
- Identify the correct policies allegedly violated;
- Conduct a thorough, reliable, and impartial investigation;
- Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct—more time is necessary to complete the investigation);
- Make findings based on the preponderance of evidence; and

- Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ten (10) working days, to the President, with a recommendation as to the disposition of the matter.

The President shall accept, reject, or modify the recommendation, and provide a written notification of his or her action, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within fifteen (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator.

Evidence which is collateral to the allegations of Discrimination or Sexual Harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

#### D. Maintenance of Documentation

Documentation resulting from each level in the Formal Complaint Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

#### E. Right to Assistance

A Complainant, Alleged Victim or Respondent may receive the assistance of an attorney or other person at any stage of a Complaint filed under the Formal Complaint Process. Such person may attend any investigative interview and advise the Complainant, Alleged Victim or Respondent but shall not otherwise participate in the interview. The investigator shall direct communications directly to the Complainant, Alleged Victim and Respondent, and not through such individual's attorney or other person providing assistance.

#### F. Time Frame and Grounds for Filing a Request for Reconsideration

A Complainant, Alleged Victim or Respondent who is not satisfied with the decision of the President has ten (10) working days to request, in writing, reconsideration of the decision by the Maricopa Community College District's Executive Vice Chancellor and Provost. There are four grounds upon which a Request for Reconsideration may be made:

- (1) the party has new information, unavailable at the time of the investigation;
- (2) the party has procedural concerns that may change or affect the outcome of the determination;
- (3) the party perceives that there was insufficient evidence to support the investigators findings; or
- (4) the party perceives any action taken by the President to be too severe.

The Executive Vice Chancellor and Provost will review the findings of the investigation and recommendation of the Title IX Coordinator, and respond to the Request for Reconsideration within ten (10) working days from its receipt. The Title IX Coordinator shall ensure that, prior to acting on any Request for Reconsideration, the Executive Vice Chancellor and Provost has been fully briefed regarding every component of this Policy. If the Executive Vice Chancellor and Provost determines that the investigation was not conducted in a fair manner, or that the

determination is not consistent with the evidence, or that any disciplinary action is not commensurate with the allegations, the case file will be reopened and assigned for further investigation. If the Executive Vice Chancellor and Provost concludes that the investigation was conducted in a proper manner, that the determination is consistent with the evidence, and that any disciplinary action is commensurate with the allegations, he or she will—in writing—certify that the Executive Vice Chancellor and Provost has read and thoroughly considered all of the information collected in the investigation, certify that the investigation was conducted in a proper manner and the decision is consistent with the evidence, and deny the Request for Reconsideration. The written certifications and decision by the Executive Vice Chancellor and Provost shall be delivered to the Complainant, Alleged Victim, and Respondent promptly after they are issued. At this point, or if no Request for Reconsideration is made, the investigation into alleged Discrimination under this Policy is concluded.

#### G. External Filing of Discrimination Complaint

MCCCD encourages students to use the due process under this Policy to resolve Discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights  
 Denver Office  
 U.S. Department of Education  
 Cesar E. Chavez Memorial Building  
 1244 Speer Boulevard, Suite 310  
 Denver, Colorado 80204-3582  
 Phone: 303-844-5695  
 Fax: 303-844-4303  
 TDD: 303-844-3417  
 E-mail: OCR.Denver@ed.gov

#### 5.1.9 Examples of Policy Violations

It shall be a violation of MCCCD's Sexual Harassment Policy for any employee, student or campus visitor to:

1. Make unwelcome sexual advances to another employee, student, or campus visitor;
2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way: (A) influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or (B) influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
4. Engage in verbal or physical conduct of a sexual nature that: (A) has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with

a student's ability to learn or participate in a class; or (B) creates an intimidating, hostile or offensive work or academic environment;

5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCDC property or in connection with any MCCCDC-sponsored activity;
6. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures. Other sexual misconduct may include sexual exploitation, stalking, and gender-based bullying.
8. Treat a complainant or witness of sexual harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation.

### 5.1.10 Additional Policy Violations

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

### 5.1.11 Responsibility for Policy Enforcement

Employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

### 5.1.12 Complaints

#### 1. Employees

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

#### 2. Students

Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Title IX Coordinator, who is the vice president of student affairs at each college. A student may also contact the MCCCDC EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

### 3. General - Applicable to Both Employees and Students

- A. Complaints will be investigated according to procedures established by the MCCCDC EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the MCCCDC EEO/AA Office.
- B. The college/center/MCCCDC will investigate all complaints in a prompt, thorough, and impartial manner.
- C. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCDC.

#### 5.1.13 Confidentiality

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCDC's legal obligation to investigate and resolve issues of sexual harassment.

#### 5.1.14 Violations of Law

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCDC policy. Disciplinary action by MCCCDC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

#### 5.1.15 False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

#### 5.1.16 Retaliation Prohibited

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCDC will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

## Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCDC), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), sexual orientation, gender identity, age, veteran status, and physical or mental disability, or genetic information. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.



Students who believe they are experiencing sexual harassment may submit a complaint under Sexual Harassment Policy for Students 2.4.4. If a student has been a victim of sexual assault, a complaint may also be filed with College Public Safety (CPS).

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCC's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel's Office of Public Stewardship at 480-731-8880.

### Informal Resolution of Discrimination Complaints

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The supervisor or department head will notify the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 coordinator or the Associate Vice Chancellor of Student Affairs, who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.

### Formal Resolution of Discrimination Complaints

A student who contends that unlawful or MCCC-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee. The Vice

President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept complaint filings.

A complaint may be submitted by the student verbally or in writing. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that the student believes is unlawful or MCCC prohibited discrimination.

Upon receipt of a complaint, the Vice President of Student Affairs or the Associate Vice Chancellor will notify the college president or provost and the Office of General Counsel.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

Respondent must provide a written response to the allegations within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 et. seq.; 28 C.F.R. §35.130 et. seq. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's or District Associate Vice Chancellor's recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the student and respondent along with a copy of the investigator's written findings and the Vice President's or District Associate Vice Chancellor's recommendations within

fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures. Both complainant and respondent receive notice of the outcome. The institution will take appropriate steps to prevent further occurrences.

### Interim Measures

If a student alleges discrimination based upon physical or mental disability, the District may take interim measures to assist or protect the student during an investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

### MCCCD Administrative Review Process

#### Request for Reconsideration

A student or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, verbally or in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the student has exhausted the Internal Discrimination Complaint Procedure.

#### Complaint Process

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken,

and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

#### Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

#### Right to Assistance

A student or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

#### Confidentiality of Proceedings

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

#### Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

#### False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

#### External Filing of Discrimination Complaint

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)  
 Denver Office  
 U.S. Department of Education  
 Federal Building  
 1244 Speer Boulevard, Suite 310  
 Denver, Colorado 80204-3582  
 Phone: 303-844-5695  
 Fax: 303-844-4303  
 TDD: 303-844-3417  
 E-mail: OCR\_Denver@ed.gov

## 2.4.6 Emissions Control Compliance

Pursuant to ARS §15-1444 C, no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

## 2.4.8 Petition Signature Solicitation

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county- or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three (3) working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

**Specific procedures on how to implement the Petition Signature regulation can be found in Appendix S-14.**

## 2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

## Policy

This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCD policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

## Permit Application

Any non-MCCCD-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, "low-impact, non-commercial activities" are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

## Designated Areas

Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCD-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

## Use Fees and Proof of Insurance

To offset the costs associated with the use of campus grounds, non-MCCCD-affiliated users shall be required to pay a fee of \$50 per day or \$125 per week. In order to protect the health and safety of College students, faculty and staff and to protect MCCCD resources, non-MCCCD-affiliated users shall also be required to provide proof of insurance that indicates at least \$1 million in general liability coverage and names MCCCD as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this Administrative Regulation shall not be applied to low-impact, non-commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College's Responsible College Official. Any questions or comments about the criteria for approval or denial of such request shall be directed to the District Ombudsman.

## Permits

The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

## Priorities and Criteria for Approval of Permits

The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

### Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.

2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCCD student organizations or employee groups.
4. Activities of non-MCCCD-affiliated individuals and organizations.
5. Commercial advertising or activities.

### Criteria

1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.
3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.
4. General feasibility of hosting the event as proposed.

### Other Policies

This administrative regulation will be applied in conjunction and coordination with all other MCCCD policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

**Specific procedures on how to implement the Use of College Grounds regulation can be found in [Appendix S-15](#).**

## 2.4.10 Children on Campus

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

## 2.4.11 Crime Awareness and Campus Security Act

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

## 2.4.15 Campus Sex Crimes Prevention Act

Federal legislation that the MCCCD establish notification procedures concerning the presence of registered sex offenders enrolled either as students or those working for the institution. The Registered Sex Offender Notification Procedure is outlined in Appendix item S-18.

## Appendix S-18: Maricopa County Community College District Registered Sex Offender Notification Procedure

The Campus Sex Crime Prevention Act (CSCPA), (section 1601 of Public Law 106-386), is a Federal Law enacted on October 28, 2000. In compliance with this law, the Maricopa County Community College District (MCCCD) will work in collaboration with the Sheriff's Department to identify convicted registered



sex offenders enrolled as students at one of MCCCDC's colleges or working at the District office or at any of the MCCCDC colleges (in paid or unpaid positions).

### General Information

- I. In accordance with the CSCPA, the MCCCDC will provide on its Sex Offender Information and Notification website, a link to the Arizona Sex Offender Registry website and instructions on how to access it.
- II. Arizona Revised Statutes require persons convicted of any of the following 21 different offenses to register as sex offenders: 1) unlawful imprisonment if the victim is under 18 years of age; 2) kidnapping if the victim is under 18 years of age; 3) sexual abuse if the victim is under 18 years of age; 4) sexual conduct with a minor; 5) sexual assault; 6) sexual assault of a spouse; 7) molestation of a child; 8) continuous sexual abuse of a child; 9) taking a child for the purpose of prostitution; 10) child prostitution; 11) commercial sexual exploitation of a minor; 12) sexual exploitation of a minor; 13) luring a minor for sexual exploitation; 14) aggravated luring a minor for sexual exploitation; 15) unlawful age misrepresentation for the purpose of committing a sexual offense 16) sex trafficking of a minor; 17) a second or subsequent violation of indecent exposure to a person under 15 years of age; 18) a second or subsequent violation of public sexual indecency to a minor under the age of 15; 19) a third or subsequent violation of indecent exposure; 20) a third or subsequent violation of public sexual indecency; and 21) violations relating to the failure to register as a sex offender. (See A.R.S. §13-3821).
- III. The Arizona Department of Public Safety classifies sex offenders according to levels. The levels consist of Level 1: Low risk to the community, Level 2: Intermediate risk to the community, and Level 3: High risk to the community.
- IV. By law, Registered Sex Offenders (RSO) are required to contact the Maricopa County Sheriff's office or local police agency when they enroll in or are employed at a college—in either paid or unpaid status. (A.R.S. §13-3821).
  - a. Level Two and Level Three Offender's Obligation to Notify the College:

### STUDENTS

- i. **Current Students** who are enrolled and receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of enrollment must notify the Campus Public Safety Officer within five (5) business days of the start of the semester. Campus Public Safety Officers for each college and for the district office can be found. The Campus safety officer will schedule a meeting with the Dean of Students (or designee) and the Registered Sex Offender student to take place within ten (10) days of the notification to Public Safety.
  1. Failure to comply with this procedure may lead to discipline under the Student Code of Conduct as well as possible criminal penalty as outlined in Arizona state law.

- ii. **Potential Students** who have been designated as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they intend to enroll at a College. Campus Public Safety Officers for each college and for the district office can be found at the MCCCDC Police website. This meeting must take place at least ten (10) calendar days prior to the start of classes. The meeting shall include the RSO, the Dean of Students (or designee), and the Campus Public Safety Officer.)
  1. A person who is classified as a Level Two or Three sex offender has been admitted to MCCCDC and who has failed to timely to register pursuant to these procedures may be subject to discipline under the Student Code of Conduct as well as possible criminal penalties as outlined in Arizona state law.

### EMPLOYEES

- iii. **Current Employees** who receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of employment must immediately notify the Campus Public Safety Officer. The campus public safety officer will arrange meeting with the Human Resources Manager (or designee) at the individual campus and the Registered Sex Offender employee. Campus Public Safety Officers for each college and for the district office can be found at the MCCCDC Police website. The meeting with the college human resources manager and the Campus Public Safety Officer must take place within ten (10) days of the original notification to Public Safety.
  - iv. **Potential Employees** who have been classified as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they are offered employment at the College. Campus Public Safety Officers for each college and for the district office can be found at the MCCCDC Police website. This meeting must take place at least ten (10) calendar days prior to the start of employment. The meeting shall include the RSO, the college human resources manager and the Campus Public Safety Officer (or their designees).
- V. COLLEGE OFFICIALS' MEETING WITH LEVEL 2 OR LEVEL 3 SEX OFFENDER
- a. After notification that a student or employee has been classified as a Level Two or Three Sex Offender, MCCCDC Public Safety will collect information from the RSO student or employee, probation/parole officer, Sheriff's Office, and/or arresting agency regarding the type of crime, conditions for probation, and/or level of risk.

- b. **For Students:** MCCCDC Public Safety will notify the Dean of Student Affairs (or designee) when a RSO has enrolled or expressed a desire to enroll at a MCCCDC college. A representative from the Student Affairs office shall participate in the required meeting with the RSO.
- i. An RSO identification must be placed in the Advocate online system. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
- c. **For Employees:** MCCCDC Public Safety will notify District and college Human Resources (or designee) when an RSO has registered due to being offered employment with the MCCCDC or is a current employee who has been classified as a Level Two or Three Sex Offender. A representative from District and the identified college's Human Resources department shall participate in the required meeting with the RSO.
- i. An RSO identification must be placed in the employee's personnel file. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
- d. At the meeting referred to above, the student or employee who is classified as a Level Two or Three sex offender will be advised of the following information:
- i. The College's knowledge of his/her final classification.
  - ii. The College's obligation to provide public access to Level 2 & 3 sex offender information through its Department of Public Safety.
  - iii. Any restrictions that will be imposed on the sex offender—based on any Court restrictions, restraining orders, or orders of protection that may be in place—and the duration of such restrictions.
  - iv. If the offender is classified at Level 3, he/she is further informed of:
    1. The College's policy of posting notice at each college campus within two (2) days of receipt of the RSO's information, regardless of when the meeting occurs.
    2. The Level 3 RSO will receive a copy of the community notification the College intends to post.
    3. The functional areas of the College which will be provided with the public notification that will be posted.
  - v. At any time, the Department of Public Safety can communicate with the offender's parole/probation officer.
- VI. **FERPA:** The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning the presence of registered sex offenders.
- VII. **ANNUAL AND OFF-CYCLE REVIEWS:** Public Safety and the Student Affairs Dean (or designee) or Human Resources representative, depending on the status of the RSO, shall meet on an annual basis to review the conditions of enrollment, employment, and campus engagement. Additional, off cycle, reviews should be conducted when an RSO student or employee transfers within MCCCDC or new information about criminal conduct has been received. District imposed conditions may be removed, added, or altered based on changes in enrollment location(s), legal case status, new criminal activity, and/or disciplinary standing. Both Public Safety and Dean of Students or Human Resources professionals, for students and employees, respectively, shall maintain documentation regarding all initial, annual, and off-cycle meetings and reviews.
- VIII. **FAILURE TO NOTIFY CAMPUS ADMINISTRATION:** Failure to notify campus administration, as outlined in this procedure, of one's status as a RSO may lead to discipline up to and including removal from classes and/or suspension from participation in academic or extra-curricular programs, termination from employment as well as possible criminal penalty as outlined in Arizona state law.
- IX. **CAMPUS AND COMMUNITY NOTIFICATION OF RSO STATUS:** Pursuant to Arizona law, the MCCCDC shall make campus notifications of RSO status, as follows:
- a. For level two and level three offenders, the MCCCDC Public Safety Office, in conjunction with the Public Safety office at each college will coordinate with the local law enforcement agency responsible for the individual community notifications to ensure the sex offender notification is provided to the individual campus community.
  - b. The Sex Offender Information and Notification website will host the notification of RSO's employed by or attending a MCCCDC college, including employment with the District office.
  - c. For Colleges with facilities off-site from the main campuses that receive a registered sex offender community notification flyer from a local law enforcement agency, building managers are advised to post the flyer the building's common area easily accessed by students, staff, and faculty for a at least thirty (30) days. Specific information and instructions related to the community notification will be contained in the flyer and such instructions should be followed.
  - d. Any criminal activity involving a registered sex offender should be reported to police.
- X. **ADMINISTRATIVE OVERSIGHT:**
- a. Students: A campus administrator has the right to, at her or his discretion, require currently enrolled RSOs to attend regular meetings. The meetings will

serve as a way to monitor compliance with conditions for enrollment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.

- b. Employees: A supervisor, in conjunction with a Human Resources representative, at her or his discretion, may require currently employed RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for employment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.

## 2.4.12 Workplace Violence Prevention

### Purpose

It is the policy of the Maricopa County Community College District to promote a safe environment for its employees, students, and visitors. MCCCDC is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

### Policy

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCDC to report any occurrence of such conduct to MCCCDC Public Safety. Every employee, student, contractor, and visitor on MCCCDC property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

### Prohibited Behavior

For example, and without limiting the generality of the foregoing statement, this policy prohibits:

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement

- dangerous or threatening horseplay
- loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- blatant or intentional disregard for the safety or well-being of others
- commission of a violent felony or misdemeanor on MCCCDC property
- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence

This list is illustrative only and not exhaustive.

### Future Violence

Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act or sometime in the future, at the workplace or as a direct result of their relationship with MCCCDC, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the Public Safety Department. Students, contractors, and visitors shall contact the Public Safety Department as soon as possible.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and Public Safety. Students shall supply a copy of the signed order to the Public Safety Department.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the MCCCDC. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

## 2.4.13 Student Right to Know

Under the terms of the Student Right to Know Act, the college must maintain and report statistics on the number of students receiving athletically-related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general reported by race and sex, and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

# STUDENT RIGHTS AND RESPONSIBILITIES

## 2.4.5 Copyright Act Compliance

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

## 3.2 Copyright Regulation

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, *et seq.*). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) Copyright Law, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

## What Students Should Know About Copyright

### What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

### What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages—potentially in excess of \$100,000 for each work infringed as well as criminal penalties, which may include fines and even incarceration.

### How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials—most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.



According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

### Why is it important for a student to be aware of copyright law?

Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources—such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail—for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Technology Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law...."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

### Does copyright law allow me to download files from a college web site?

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or retransmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, review the Maricopa Community Colleges' [Copyright Guidelines](#). You should also review the complete text of 4.4 Technology Resource Standards.

## 3.4 Taping of Faculty Lectures

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes as to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

## 4.4 Technology Resource Standards

### Introduction

The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational and management purposes, is furthered by making these resources accessible.

Arizona constitutional and statutory mandates require that MCCCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCD public officials—employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws—both federal and state—also dictates the need for standards for the use of MCCCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCD's own standards, such as the directive that all persons within the MCCCD community be treated in a manner that is humane, fair, and dignified.

This administrative regulation established standards for the use of MCCCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as [Administrative Regulation 4.3, Electronic Communications](#).

### General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic devices and information) of the MCCCD are available to MCCCD Governing Board members, employees, students and, in a limited number of cases, MCCCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCDC computer exhibits on starting up advises users of these Standards and requires an acknowledgment before the user may proceed to the next screen. Additionally, all MCCCDC employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCDC technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCDC-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

## Use of Non-MCCCDC Technology

Under Arizona's public records law, MCCCDC is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent. Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCDC records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Library, Archives and Public Records – the state agency tasked with setting standards for record retention. Therefore, an employee's or Governing Board member's use of non-MCCCDC technology resources for communication of any type of MCCCDC business is heavily discouraged because those records are less capable of being managed according to MCCCDC's process for ensuring retention, retrieval and disclosure set forth in [Administrative Regulation 4.15, Retrieval, Disclosure and Retention of Records](#).

Additionally, an MCCCDC employee who receives a communication allegedly from another MCCCDC employee using a non-MCCCDC e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

## Acceptable Use

Use of MCCCDC's technology resources, including websites created by MCCCDC employees and students, is limited to educational, research, service, operational, and management purposes of the MCCCDC and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCDC's technology resources are limited to the same purposes.

Frequently, access to MCCCDC's technology resources can be obtained only through use of a password known exclusively to the MCCCDC employees, Governing Board members, or students. It is those users' responsibility to keep a password confidential. While MCCCDC takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCDC community. Moreover, it cannot guarantee employees, Governing Board members, and students protection against reasonable failures. Finally, under certain limited circumstances defined in [Administrative Regulation 4.15, Retrieval, Disclosure and Retention of Records](#), certain MCCCDC

employees are authorized to access information on an MCCCDC technology device.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. Any other review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

## Incidental Computer and Technology Usage

Limited incidental personal use of MCCCDC technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCDC employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCDC ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCDC employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the [Guidelines for Incidental Computer Usage for the Maricopa Community Colleges \(Appendix AS-8\)](#) and [Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges \(Appendix AS-9\)](#).

## Prohibited Conduct

The following is prohibited conduct in the use of MCCCDC's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCDC contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU domain request.

6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of MCCCD's Governing Board, including, but not limited to, MCCCD's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCD's technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under [MCCCD's Use of College Facilities administrative regulation](#).
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCD hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena, or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena, or a complaint filed as part of an MCCCD

grievance, investigation or review, or other lawful request for the record where the record may demonstrate a misuse of technology resources under this regulation.

## Review and Approval of Alternate E-Mail Account Systems

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCD e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in [Administrative Regulation 4.15, Retrieval, Disclosure and Retention of Records](#).
2. Any proposed changes to an MCCCD's entity's e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in [Administrative Regulation 4.15, Retrieval, Disclosure and Retention of Records](#).

## Disclaimer

The home page of an MCCCD website must display, or link to, the following disclaimer in a conspicuous manner:

*All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however, errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.*

*The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.*

## Information Accuracy and Marketing Standards

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

## Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, MCCCD may unilaterally delete any violative content and terminate the user's access to MCCCD's technology resources. It is the user's

responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through MCCCDC's grievance procedures or resolution of controversy.

## 2.6 Hazing Prevention Regulation

The Maricopa County Community College District (MCCCDC) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the MCCCDC is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCDC college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
  - A. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any club/organization that is affiliated with MCCCDC; and,
  - B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or persona degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCDC Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
  - A. Pre-pledging, illegal pledging or underground activities.
  - B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling,

biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.

- C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours of sufficient sleep each day).
- D. Encouraging or forcing use of alcohol or drugs.
- E. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
- F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy (AR 5.1.8).
- G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
- H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
  - I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
  - J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCDC policies, and local and state laws.
 

Alleged violations of the MCCCDC hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.
9. Alleged violations of the MCCCDC hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and MCCCDC policies, and local and state laws.
 

Any MCCCDC faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCDC policies, and local and state laws.



10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.
11. Should the proceedings outlined above substantiate an occurrence of hazing activity—where students or student organizations knowingly permitted, authorized or condoned the hazing activity—the college can recommend the following sanctions against student clubs/organizations:
  - A. **CENSURE:** Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
  - B. **PROBATION:** The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.
  - C. **SUSPENSION:** The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
  - D. **REVOCATION:** The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The MCCCDC hazing prevention regulation is not intended to prohibit or sanction the following conduct:
  - A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCDC.
  - B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
13. For the purposes of the MCCCDC hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCDC, whose membership consists primarily of students enrolled at MCCCDC and that may also be classroom-related or co-curricular in nature.

## 2.4.7 Abuse-Free Environment

See also the Auxiliary Services Section for [\(4.12\) Smoke-Free/Tobacco-Free Environment](#) and the Appendices/Student Section [\(S-16\) Medical Marijuana Act](#) of the Administrative Regulations.

### 1. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. Annual Acknowledgements for students and employees are provided through the online messaging accounts.

Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. Maricopa Community Colleges recognized drug and alcohol abuse as an illness and a major health problem as well as a potential safety and security issue.

Part of the educational mission of the Maricopa Community Colleges is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse. This mission closely aligns with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

### 2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

#### A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

**B. Standards of Conduct**

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

**C. Sanctions for Violation of Standards of Conduct**

Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

**D. Legal Sanctions**

Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug- and/or alcohol-related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCDC premises, while conducting MCCCDC business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCDC; and use of illegal drugs.

**3. MCCCDC Program Standards**

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

- A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
- B. Support disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
- C. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances.

**4. Alcoholic Beverages - Usage Regulation (AR 4.13)**

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

- A. **No funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCDC except as provided in Paragraph H.
- B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs C and G.
- C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on District-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph E. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.
- D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: [AS-6 - Notice of Intent to Serve Beer and Wine Form](#). On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCDC Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCDC Risk Manager no later than 10 business days before the event.

- E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with all of the following restrictions:
- The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz.;
  - The gathering must be by invitation only, and not open to the public;
  - The gathering may not exceed 300;
  - Invitees may not be charged any fee for either the event or the beer or wine; and
  - The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph F. The contractor must provide all of the beverages served as well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

- F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph E. Any student serving those beverages must, by law, be 19 years or older.
- G. **Third-Party Event.** The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:
- The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
  - The entity completes the form available at: <https://district.maricopa.edu/regulations/admin-regs/appendices/auxiliary-services/as-6>. And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;

- The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
- The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
- Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
- The contractor provides all of the beverages served as well as the servers or bartenders;
- Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
- The contractor agrees in writing to indemnify the District regarding the service of the beverages.

- H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCDC, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:

- Wine and beer to be served may only be brought to MCCCDC property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
  - Once the wine and beer arrives on MCCCDC property, the Director of the culinary program shall assign an MCCCDC employee to ensure that it is not stolen or that it is not opened until ready to be served.
- I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes, Title 4 (Alcoholic Beverages), Chapters 1 (General Provisions), 2 (Regulations and Prohibitions), and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).
- J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.

- K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
- L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

## 5. Other Health Concerns

### *General Guidelines Concerning AIDS*

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

## 4.12 Smoke-Free/Tobacco-Free Environment

The Maricopa County Community College District is dedicated to providing a healthy, comfortable and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established for employees and students.

## Appendix S-16: Statement on the Arizona Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the *Arizona Medical Marijuana Act* (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, the Maricopa Community Colleges will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.



## 2.8 Students with Disabilities

### 2.8.1 Eligibility for Accommodations and Required Disability Documentation

#### Purpose

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office or designated professional.

#### General Eligibility Requirements

DRS applicants must be admitted or enrolled as an MCCC student, and must provide the Disability Resources and Services (DRS) office with qualifying disability documentation, verifying the nature and extent of the disability prior to requesting or receiving any academic adjustment.

#### Who Is Eligible for Services?

To be eligible for DRS support services, a student must have a disability as it is defined by federal law (section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)).

#### Definitions

- **Disability:** A disability is any physical or mental condition which causes substantial limitation to the ability to perform one or more major life activities.
- **Academic adjustment:** An academic adjustment is a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to avoid discriminating on the basis of handicap against qualified students with disabilities. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

\*\*Documentation can be transferred within MCCC for current consideration for eligibility.

\*\*Determination made by another institution or organization does not guarantee eligibility.

#### Special Considerations

Any employee who receives a request for academic adjustment must refer the student to the DRS Office. The DRS Office alone is responsible for evaluating documentation and determining eligibility and academic adjustments. All situations shall be considered on an individual, case-by-case basis, and all requests for academic adjustments from qualified students with a disability shall be considered by DRS. DRS may exercise its right to require additional documentation.

Academic adjustments are determined by the DRS Office through an interactive exchange with the eligible student. The DRS Office will give priority to the request of the student, but will also consider the instructor's perspective when it is offered. The interactive exchange may continue during the course of the year, and the DRS may make reasonable alterations in an approved academic adjustment based on input from the student and the faculty member. Academic adjustment determined by the DRS Office are required except when the institution subsequently determines that an adjustment would alter an academic requirements that is essential to the instruction being pursued by the student, or to a directly related licensing requirement. MCCC is not required to provide "best" or "most desired" accommodations but rather a reasonable accommodation sufficient to meet accessibility needs.

In the event the instructor believes the modification determined by DRS would alter an academic requirement that is essential to the instruction being pursued by the student, or to a directly related licensing requirement, the instructor will first meet with the director of the DRS office within three working days of receipt of the determination and attempt to resolve the issue informally. If the faculty member's concern remains unresolved, within three days of the above meeting he or she may submit a written request to the college's chief academic officer (or a comparably qualified administrator designated by the college president) for his or her academic judgment on the question.

Any change in the DRS Office's initial recommendation resulting from the above meeting or the Chief Academic Officer's decision will be communicated to the student by the DRS Office. The interactive exchange with the student will continue in an effort to achieve a mutually satisfactory outcome.

If a student is not satisfied with the academic adjustment provided, he or she may file a complaint under the Discrimination Complaint Procedures for Students. In such cases, the Vice President for Student Affairs will assign an investigator whose qualifications and experience include curriculum development and educational accommodations for students with disabilities.

In all cases in which academic adjustments are in controversy, whether as a student discrimination complaint or a faculty member's appeal to the Chief Academic Officer, the ultimate decision will be informed by consultation with the duly appointed faculty representatives who serve in the development of the curriculum for the institution and the program. The committee will study the requested academic adjustment and alternatives, their feasibility, cost and effect on the academic program, and come to a rationally justifiable conclusion as to whether the available alternatives would result either in lowering academic standards or requiring substantial program alteration. This conclusion will be submitted in writing to the Chief Academic Officer, who will consult with the Vice Chancellor and the Office of General Counsel before making the final determination.

Nothing in this policy prohibits a faculty member from making minor, commonsense alterations in the manner in which a course is presented. A student who asks the instructor to change the color of chalk used because he is colorblind may be so accommodated without registering with DSO. However, the faculty member must report making such accommodations to DSO.

## Documentation Guidelines

Students requesting accommodations must provide documentation of their disability. Documentation consists of an evaluation prepared by a trained and qualified professional that identifies:

- Current level of functioning
  - o Current documentation
  - o All standardized testing must use adult-normed instruments
  - o Age of the documentation may vary for some disabilities, provided the presence of a substantial limitation(s) is adequately established
- How the disability impacts the student's learning
- Contain information supportive of the student's request for specific academic support, auxiliary aids, and accommodations

## Specific Eligibility Requirements

### 1. Physical Disabilities

#### A. Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

- i. Orthopedic Disability
- ii. Blind or Visual Impairment
- iii. Deaf or Hard-of-Hearing
- iv. Traumatic Brain Injury
- v. Other Health-Related/Systemic Disabilities

#### B. Diagnostic Report

The diagnostic report must include the following information:

- i. A clear disability diagnosis, history, and the date of diagnosis.
- ii. A description of any medical and/or behavioral symptoms associated with the disability.
- iii. Medications, dosage, frequency, and any adverse side effects attributable to use.
- iv. A clear statement specifying functional limitations.
- v. A recommendation for accommodation(s).

### 2. Specific Learning Disabilities

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be sufficient for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEP) or 504 plans may not be sufficient documentation. DRS

reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

#### A. Required Documentation

Submit a written diagnostic report of specific learning disabilities that is based on age appropriate, comprehensive, psycho-educational evaluations using adult-normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An appropriate Psycho Educational Evaluation must include comprehensive measures in each of the following areas:

- i. Aptitude: evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported.

Examples of Measures (including but not limited to):

1. Wechsler Adult Intelligence Scale (WAIS-R)
2. Stanford Binet Intelligence Scale
3. Woodcock-Johnson Psycho-Educational Battery
4. Kaufman Adolescent and Adult Intelligence Test

- ii. Academic Achievement: evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported. The test battery should include current levels of functioning in the relevant area(s).

Examples of Achievement (including but not limited to):

1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

- iii. Information Processing: evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability.

Examples of Achievement (including but not limited to):

1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

## B. Diagnostic Report

The diagnostic report must include the following information:

- i. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
- ii. A list of all instruments used in the test battery.
- iii. Discussion of test behavior and specific test results.
- iv. A diagnostic summary or statement with the following information:
  1. DSM V Classification
  2. A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as **appears**, **suggests**, or **probable** used in the diagnostic summary statement do not support a conclusive diagnosis.
  3. A clear statement specifying the substantial limitations to one or more major life activities.
  4. A psychometric summary of scores.
  5. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be sufficient for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEP) or 504 plans may not be sufficient documentation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

### 3. Attention Deficit Hyperactivity Disorder (ADHD)/ Attention Deficit Disorder (ADD)

#### A. Required Documentation

Submit a current diagnosis of Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD) that is based on appropriate diagnostic evaluations.

#### B. Diagnostic Report

Acceptable documentation must include:

- i. DSM V Classification
- ii. A summary or statement which includes the following information:
  1. A clear summary or statement specifying evidence of behavior that significantly impairs functioning, including degree of severity.

2. A recommendation for accommodations, including rationale.

### 4. Psychological/Psychiatric Disabilities

#### A. Required Documentation

- i. Depression and/or bipolar disorder
- ii. Generalized anxiety disorders
- iii. Post traumatic stress disorder
- iv. Psychotic disorders
- v. Autism spectrum disorder

#### B. Diagnostic Report

If the diagnostic report is not current, a letter from a qualified professional that provides an update of the diagnosis may be requested.

The diagnostic report must include the following:

- i. DSM V Classification
- ii. A diagnostic summary or statement that includes the following:
  1. A clear summary or statement that a disability does or does not exist.
  2. A clear summary or statement specifying evidence of behavior that significantly impairs functioning including degree of severity.
  3. A discussion of medications and their possible impact on academic functioning.

### 5. Neurological Disorders

#### A. Required Documentation

Disorders of the central and peripheral nervous system, including but not limited to:

- i. Acquired Brain Injury/Traumatic Brain Injury
- ii. Epilepsy/Seizure Disorder
- iii. Stroke

#### B. Diagnostic Report

Written statement of diagnosis:

- i. Current functional limitations
- ii. Information regarding current symptoms
- iii. Information regarding prescribed medication(s) and possible side effect and impact on student academic performance
- iv. Restrictions on activities imposed by the condition
- v. Where learning has been affected, a recent neuro-psychological evaluation is requested

## 6. Temporary Disabling Conditions

### A. Required Documentation

Temporary disabling conditions as a result of surgery, accident, or serious illness may require accommodations for a limited time. Acceptable documentation must include:

- i. Written statement of diagnosis
- ii. List of current symptoms and degree of severity
- iii. Information regarding functional limitations and impact within an academic environment
- iv. Medications and possible side effects
- v. Duration of symptoms and estimated length of time services will be needed

5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V, Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

## Application Process

1. Applications for reduced course loads must be submitted to the Disability Resources & Services (DRS) professional with supporting documentation. **Requests must be made prior to the beginning of each semester.**
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to resubmit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the [Reduced Course Load Approval Form \(see Appendix S-10\)](#), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the DRS professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

## 2.8.2 Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. ***There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.***
4. Eligibility for Federal Stafford Loans will be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.

## 2.8.3 Technology Accessibility

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, Web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.



## 2.3.11 Academic Misconduct

### 1. Definitions

- A. **Academic Misconduct** – includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. **Cheating** is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
- C. **Plagiarism** is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

### 2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance:

- Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.
- Grade Adjustment - Lowering of a grade on a test, assignment, or course.
- Discretionary Assignments - Additional academic assignments determined by the faculty member.
- Course Failure - Failure of a student from a course where academic misconduct occurs.

### 3. Disciplinary Sanctions

If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences,

the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

- A. **Disciplinary Probation** – Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
- B. **College Suspension** – Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
- C. **College Expulsion** – Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

### 4. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the [instructional grievance process](#) (AR 2.3.5; Appendix S-6). Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

## 2.5.1 Disciplinary Standards

### 1. Disciplinary Probation and Suspension

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

- A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records.
- B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
- C. Violation of Arizona statutes and/or college regulations and policies.
- D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4), which may result in notification of law enforcement authorities.

## 2. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

## 2.5.2 Student Conduct Code

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

### Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. **Accused student** means any student accused of violating this Student Conduct Code.
2. **Appellate boards** means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. **College** means a Maricopa Community College or center.
4. **College premises** means all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college or District.
5. **College official** means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of this Student Conduct Code.
6. **Complainant** means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. **Day** means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. **Disruptive behavior** means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. **District** means the Maricopa County Community College District.
10. **Faculty member** means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. **May** is used in the permissive sense.
12. **Member of the college community** means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. **Organization** means any number of persons who have complied with the formal requirements for college recognition.
14. **Policy** is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. **Shall** is used in the imperative sense.
16. **Student** means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. **Student Conduct Administrator** means a college official authorized on a case-by-case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. **Student Conduct Board** means any person or persons authorized by the college president to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. **Threatening Behavior** means any written or oral statement, communication, conduct or gesture directed toward

any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

## Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

## Article III: Prohibited Conduct

### 1. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

### 2. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

### 3. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- A. Acts of dishonesty, including but not limited to the following:
  - i. Furnishing false information to any college official or office.
  - ii. Forgery, alteration, or misuse of any college document, record or instrument of identification.
  - iii. Tampering with the election of any college-recognized student organization.
- B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to the appropriate due process procedures.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article III.2. above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc., or available electronically on the college's or District's website.
- H. Violation of federal, state, or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances, except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to others, or property damage.
- L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

- M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
  - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose.
  - ii. Unauthorized transfer of a file.
  - iii. Unauthorized use of another individual's identification and/or password.
  - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official.
  - v. Use of technology facilities or resources to send obscene or abusive messages.
  - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network.
  - vii. Use of technology facilities or resources in violation of copyright laws.
  - viii. Any violation of the District's technology resource standards.
  - ix. Use of technology facilities or resources to illegally download files.
- P. Abuse of the Student Conduct system, including but not limited to:
  - i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
  - ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses.
  - iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
  - v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding.
  - vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding.
  - vii. Failure to comply with the sanctions imposed under this Student Conduct Code.
  - viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system.
  - ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
- Q. Engaging in irresponsible social conduct.
- R. Attempt to bribe a college or District employee.
- S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

#### 4. Violation of Law and College Discipline

- A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
- B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off-campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.



## Article IV: Student Conduct Code Procedures

### 1. Charges and Student Conduct Board Hearings

- A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each MCCCDC college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCDC sexual harassment complaint process.
- B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will convene the student conduct board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).
- C. All charges shall be presented to the accused student in written form. The Student Conduct Administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice, plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the Student Conduct Administrator extends the deadline for good cause in his or her sole discretion.
- D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV.1.G below:
- i. Student Conduct Board hearings normally shall be conducted in private.
  - ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board, and/or its Student Conduct Administrator.
  - iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
  - iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. A party who elects to be assisted by an advisor must notify the student conduct administrator of the name and contact information of the advisor not less than two (2) days before the scheduled hearing. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
  - v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
  - vi. The Student Conduct Administrator will present the information he or she received.
  - vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - ix. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.

- x. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.
  - E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.
  - F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
  - G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.
- C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

- D. The following sanctions may be imposed upon groups or organizations:
  - i. Those sanctions listed above in Article IV.2.A. 1 through 4.
  - ii. Loss of selected rights and privileges for a specified period of time.
  - iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.
- E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

## 2. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
  - i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
  - ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulations during the probationary period.
  - iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.
  - iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
  - vi. **College Suspension** - separation of the student from all colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.
- B. More than one of the sanctions listed above may be imposed for any single violation.

## 3. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of

any college property, or any college function. When an emergency suspension is imposed, the student conduct administrator will seek to resolve the complaint at the earliest possible date. This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

#### 4. Administrative Hold

The Student Conduct Administrator may place a temporary administrative hold preventing an accused student's registration, financial aid award, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with a direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

#### 5. Academic Consequences

Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the student conduct board, the appeals board, or the student conduct administrator.

#### 6. Appeals Regarding Student Code of Conduct

- A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
- B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
  - i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations.

Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

- ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
  - iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
  - iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
- C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

### Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

## 2.5.3 Student Records

### 1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

- A. **College** includes all colleges, educational centers, skill centers and District office.
- B. **Educational Records** are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
  - i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
  - ii. An employment record of an individual whose employment is not contingent on the fact that s/ he is a student, provided the record is used only in relation to the individual's employment.
  - iii. Records maintained by the college's security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement

agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.

- iv. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student or made available only to those persons providing treatment.
- v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.

## 2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

## 3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

## 4. Annual Notification (See also FERPA explanation)

Students will be notified of their rights annually by electronic mail in a FERPA annual notification. Students rights may also be provided via the following means: FERPA annual notification placement on the college website, publication in the college catalog and/or the student handbook:

Individuals requesting admission or enrollment at any of the Maricopa County Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa County Community Colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCDC offers.

## 5. Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age.) These rights include:

### A. *The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.*

1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that

identify the record(s) they wish to inspect. The form to do so may be found [here](#). The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or District may deny access to the following records:
  - a. Parents' financial statements;
  - b. Letters of recommendation, if the student has waived his or her right of access;
  - c. Records filed before January 1, 1975; or
  - d. Records not included in the FERPA definition of educational records.
3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
  - a. The student has an unpaid financial obligation to the college or District;
  - b. There is an unresolved disciplinary action against the student; or
  - c. The educational record requested is an exam or set of standardized test questions.

### B. *The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.*

1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
2. A proper request to correct a student education record must:
  - a. Be written to the College Registrar;
  - b. Clearly identify the part of the record they want to be changed; and
  - c. Specify why the record is inaccurate or misleading.
3. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.



4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in [Appendix S-17](#) of the MCCC Administrative Regulations.
- C. ***The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***
1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA release of information consent may be found [here](#).
 

**CONDITIONS OF DISCLOSURE WITHOUT CONSENT**

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

    1. To other school officials, including instructors, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the MCCC whom the college or District has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A)(1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A)(1))
    2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A)(2))
    3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf. (§99.31(A)(3) AND 99.35)
    4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A)(4))
    5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, validate, or administer predictive tests; (B) Administer student aid programs; or (C) Improve instruction. (§99.31(A) (6))
    6. To accrediting organizations to carry out their accrediting functions. (§99.31(A)(7))
    7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A)(8))
    8. To comply with a judicial order or lawfully issued subpoena. (§99.31(A)(9))
    9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))
    10. Information the college has designated as "Directory Information" under §99.37. (§99.31(A)(11))
    11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A)(13))
    12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her. (§99.31(A)(14))

13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A)(15))

Students who believe that MCCCDC or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at:

### S-8 Non-instructional Complaint Resolution

<https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-8>

- D. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5920

- E. **2012 FERPA Amendment:** As of January 3, 2012, The U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. For more information on this amendment, please see: [FERPA](#)

### F. Student Directory Information

1. A Maricopa County Community College may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Admission & Records Office/Enrollment Services.
  - A. Students should consider very carefully the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.
2. Students may request their college to withhold the sharing of directory information by filling out a [request to withhold directory information](#) form and submitting that form to the college Admission & Records Office/Enrollment Services.

3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:

- A. Name
- B. Address
- C. Phone Number
- D. MCCCDC Email Address
- E. Photograph/Electronic Image
- F. Place of Birth
- G. Major Field of Study
- H. Current Enrollment Status
- I. Participation in Officially Recognized Activities
- J. Dates of Attendance
- K. Degrees Awarded
- L. Awards and Academic Honors Received/Dean's List Selection
- M. Previous Institutions Attended
- N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

### G. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

### Release of Directory (Public) Information

At its discretion, the college or District may provide *directory* information in accordance with the provisions of FERPA. Types of information considered as *directory* information are listed below. Additional information may be found at: [DISTRICT.MARICOPA.EDU](http://DISTRICT.MARICOPA.EDU) under Consumer Information.

### Directory (Public) Information at Maricopa County Community College District and Its Associated Colleges

- Name
- Address
- Phone Number
- MCCCDC Email Address
- Photographs
- Electronic Images
- Date and Place of Birth
- Major Fields of Study

- Current Enrollment Status
- Participation in Officially Recognized Activities
- Dates of Attendance
- Degrees
- Awards and Academic Honors Received
- Dean's List Selection
- Previous Institutions Attended
- Program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members Directory information is considered public information.

### Privacy of Directory (Public) Information

#### **BLOCKING THE RELEASE OF DIRECTORY (PUBLIC) INFORMATION**

By default, a college or District may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing PRIVACY BLOCK form.

Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this *directory information*. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

Although the college or District will honor a student's request to withhold directory information, it cannot *assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the college or District assumes no liability as a result of honoring a student's instructions to withhold such information.

#### Additional Information

- If a student blocks directory information, it still may be inspected by those MCCCDC officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment or the advice of a legal or medical professional.
- If a student wishes to keep public data private but release information so it can be published in commencement programs and honors lists, contact the Office of Admissions and Records/Enrollment Services at the appropriate college(s).
- If a student wishes to remove the privacy block, he or she must rescind the previous block. The college and District cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

### Using Social Security Numbers

Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student ID number upon enrollment that can be used to access education records, as needed.

### FERPA Appeal Process (Appendix S-17)

In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade disputes are not subject to this process and must be vetted through the Instructional Grievance Process.
- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.
- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.
- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/Enrollment Services, Vice President of Student Affairs] or designee.
- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.
- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

## 2.5.4 Student Employment

### 1. District Student Employees

#### A. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

#### B. Philosophy and Workload for Student Employees

- It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses; however, the scholastic

endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study, and participation in activities.

- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the college president or his/her designee.
- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

#### C. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

#### D. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Student Affairs.

#### E. Student Compensation

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

#### F. Employee Contracts and Forms [\(See Appendix FM-3\)](#)

#### G. Student Employee Grievance Procedure

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process [\(AR 2.3.12\)](#).

## 2. Student Security Guards

### A. Introduction and Philosophy

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

### B. Workload of Student Security Guards

- i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
- ii. Student security guards shall be limited to 20 hours per week when the work week starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

### C. Students not in Administration of Justice Program

- i. Use of student other than those in Administration of Justice Program:
  1. Selection of the student must be personally approved by the vice president of student affairs and chief of security.
  2. Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
  3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
- ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to, instruction in:
  1. Wearing of the uniform, general appearance, and demeanor
  2. The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods
  3. Public relations methods used on the campus
  4. Crime prevention methods used on the campus; patrol methods used in buildings and grounds
  5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
  6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
  7. Basic first aid

### D. Student Security Guards Employee Benefits

As student employees there are not entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.



### E. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

## 2.5.5 Student Governance

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

### 1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of five) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

### 2. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.



### 3. Eligibility for Office

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (A.R.S. §13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

### 4. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

### 5. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

### 6. Remuneration Limitations

- A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

Student body officers (maximum of five) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.

- B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
- C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
- D. Compensation may be received for both honorariums/ scholarships and college employment in the same semester.

### 7. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

### 8. Student Governance Advisors

College organization advisors will be provided for in each of the student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

### 9. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc., shall rest with the offices of General Counsel and Chancellor, respectively.

### 10. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

## Student Clubs and Organizations

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/ purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the

organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCDC may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCDC non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

## 4.18 Consensual Relationships

### 1. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling, or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

### A. Definitions

- i. **Consensual relationships** are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
- ii. An **employee** is any individual who is employed by the Maricopa County Community College District (MCCCDC). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCDC.
- iii. A **student** is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
- iv. A **vendor** is someone who sells or can sell products or services to the Maricopa County Community College District.

- v. A **recent consensual relationship** is considered to be one that has taken place within the past 24 months.

#### B. Prohibited Conduct

- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
- ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

### 2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
  - i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
  - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
  - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
  - iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest.

The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

- B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
  - i. The faculty member shall counsel and advise the student not to enroll in his or her course.
  - ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
  - iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.

### 3. Persons Who Are Married

Persons who are married, or were married, are included within the definition of persons who have or have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process at:

<https://maricopa.sharepoint.com/>

### 4. Failing to Follow Requirements

An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.



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- Dr. Linda Thor, President**.....Term expires 12/2020
- Ms. Kathleen Winn, Secretary** .....Term expires 12/2022
- Mr. Laurin Hendrix**.....Term expires 12/2020
- Ms. Jean McGrath**.....Term expires 12/2022
- Dr. Tom Nerini** .....Term expires 12/2020
- Mr. Dana G. Saar** .....Term expires 12/2020
- Ms. Marie Sullivan** .....Term expires 12/2022

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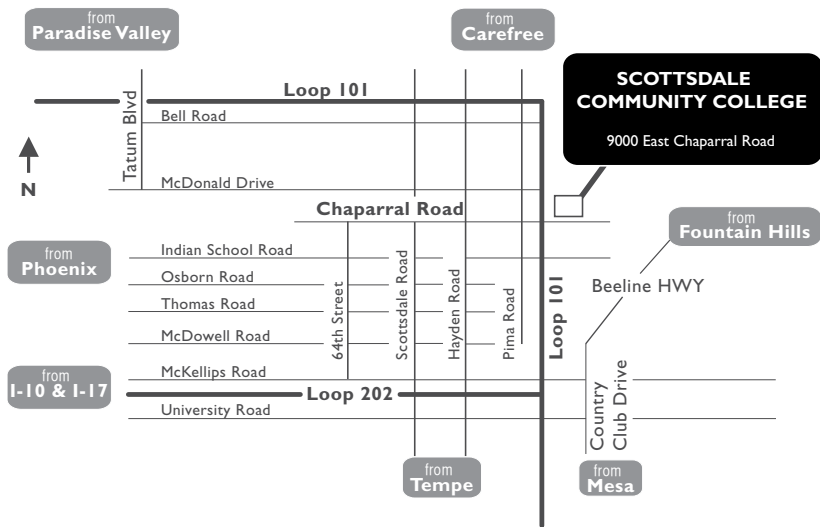
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# SCC CAMPUS MAP



## MAP LEGEND

- ?** Welcome Center (SC 118)
- AB** Art Building
- AD** Administration
  - Dean of Students Office
- AP** Applied Sciences
  - Administration of Justice
  - Architectural/CAD Drafting
  - AVID Lab
  - Culinary Arts Dining Room
  - Film and Television Studios
  - Hospitality
  - Interior Design
- BUS** Business School
  - Accounting/Statistics Learning Center - BUS112
- CM** Computer Technology and Mathematics
  - Math/Science Center - CM 441
- CS** Concession Stand (Athletics)
- FOB** Faculty Office Building
  - Honors Program - FOB 104
  - Institutional Advancement & Community Engagement - FOB 124
- FSH** Film School Hub
- FW** Fitness & Wellness Center
- HES** Health Sciences Building
  - Nursing
- ICC** Indigenous Cultural Center
  - American Indian Program - ICC 203
  - Red Mountain Room - ICC 222
  - Saguaro Room - ICC 221
- IT** Information Technology
  - Student TechCenter - IT 100
  - Media Services
- LIB** Library
  - Copy Center/Mail Room - LIB 482
  - Human Resources - LIB 476
  - Institutional Research - LIB 464
  - SCC Police Department - LIB 450
  - SOAR - Student Orientation and Registration sessions - LIB 463
- LC** Language/Communications
  - Writing Center - LC 379
- MUS** Music Building
  - Recital Hall - MUS 115
- ME** Mechanical Plant
- NS** Natural Sciences
  - NS Tutor Center - NS 107
- P** Portables - CNUW Office
- PAC** Performing Arts Center
- PE** Physical Education
  - North & South Gyms
  - Weight Rooms
- SBE** Social/Behavioral Sciences-East
  - SS/BS Learning Center - SBE 158
- SBW** Social/Behavioral Sciences - West
- SC** Student Center
  - Academic & Career Advisement
  - Azurite Meeting Room - SC 172
  - Bookstore
  - Cafeteria
  - Center for Civic & Global Engagement
  - Copper Meeting Room - SC 171
  - Counseling Services
  - Disability Resources & Services
  - Food Services
- Peridot Meeting Room - SC 209
- Service-learning & Leadership
- Testing Center - SC 150
- Turquoise Meeting Room - SC 164
- Welcome Center - SC 118
- New Students Start Here***
- SL** Science Lecture
- SS** Student Services
  - Admissions and Records Office
  - Financial Aid Office - SS 141
  - Student Business Services (formerly Bursar/Cashier's Office)
  - Veterans Services
- UC** University Center
  - NAU extended campus



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**Scottsdale Community College has more than 1,500 courses and programs designed to help you earn an associate degree, a certificate, or provide a strong foundation for university transfer.**

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- Student support services
- Student life activities



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SCC helps support sustainability by producing an eCatalog instead of a paper version. To learn more about SCC sustainability efforts go to:

<https://showcase.scottsdalecc.edu/sustainability/scc-sustainability>