COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT

COPPER MOUNTAIN COLLEGE

A California Public Community College

2009-2011 CATALOG

COPPER MOUNTAIN COLLEGE

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BASE PROGRAMS

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This catalog is valid July 1, 2009 through June 30, 2011.

ACCREDITATION

Copper Mountain College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd. Ste. 204, Novato, California 94949, (415) 506-0238, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

COPPER MOUNTAIN COLLEGE

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Eva Kinsman
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Dr. Joseph Olson
Vice President of Finance & Administrative Services

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Vice President of Academic Affairs (Interim)

Syndee Slayton
Executive Director of the Foundation

MISSION STATEMENT

Our mission is to provide access to educational opportunities for diverse desert communities through a comprehensive curriculum and a passion for the success of every individual student.

VISION STATEMENT

Copper Mountain College will be the educational and cultural center of the Morongo Basin. Through cooperative efforts with the community and within the college, we will develop innovative curricula matched to the needs of our students to prepare them to achieve their educational, and **life-long learning** goals.

 2009 - 2011 Copper Mountain College Catalog

A WORD FROM OUR PRESIDENT

On behalf of the trustees, faculty and staff, I welcome you to Copper Mountain College. People are what make a college great and our faculty and staff is no exception. We serve approximately 2,300 students each semester placing us in the category of a small college. It is also a college with big aspirations for our students. Every professor and staff member at CMC is committed to helping our students prepare for the lives they want to lead and the careers they want to follow. Equally important is our commitment to endowing CMC students with a set of core competencies that transcend all of our academic programs. Ethical decision making, effective communication skills, information competency, personal development, and critical thinking all serve to form the basis for the College's practice of Servant Leadership at all levels of the organization. At CMC you can expect the extraordinary on a regular basis. Internationally known artists and authors are a common sight in our classrooms and their works adorn our campus.

As the College celebrates the 25th Anniversary of its first permanent facilities, it continues to look toward meeting future needs as evidenced by the multi-use Bell Center currently under construction. This massive facility will provide for a number of new health, fitness, cultural, and community based programs, and will meet the needs of our community and the state's expectations for a comprehensive community college.

These are both exciting and challenging times for all of us. The national and state economies are at nearly all time lows, with unemployment and under-employment at nearly all time highs. Our faculty and staff have committed to doing more with less. As we work to deliver new programs and technologies designed to put people to work, you can expect the college to be asking for your support during these troubling times. We will weather this storm together as a nation and a community, emerging a stronger college as a result of all of our efforts.

So whether you are a prospective student, current student, professor, staff member, graduate, parent, neighbor, or visitor, your support and commitment to our collective success is greatly appreciated.

As for your decision to make Copper Mountain College your academic institution of choice, I thank you – and I can assure you that you have made the best choice.

Roger Wagner, Ph.D.
Superintendent/President

Dr. Wagner caught inspecting the Bell Center construction site. Summer, 2009

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ACADEMIC CALENDAR 2009-10

Fall Session 2009

August

August	13	Flex Day, college open
August	14	All Staff Development Day, college closed
August	17	Fall session begins
August	31	Last day to drop with refund

September

September	7	Holiday, college closed
September	8	First census
September	11	Last day to drop and avoid transcript grade record

October

October	6	Flex Day, no classes / college open
October	9	Last day to file "Intent to Graduate" for Fall 2009
October	28	60% Financial Aid drop date

November

November	11	Holiday, college closed
November	20	Last day to drop classes with a grade of a "W"
November	27-28	Holiday, college closed

December

December	14-19	Final exams
December	19	Last day of Fall 2010 session
Dec. 23 - Jan. 1		College closed

Spring Session 2010

January

January	1	Holiday, college closed
January	14	Flex Day, college open
January	15	All Staff Development Day, college closed
January	18	Holiday, college closed
January	19	Spring session begins

February

February	1	Last day to drop with refund
February	8	First census
February	12-15	Holiday, college closed
February	16	Last day to drop and avoid transcript grade record

March

March	1	Last day to file "Intent to Graduate" for Spring or Summer 2010
March	10	Flex Day, no classes / college open
March 29 - April 3		Spring break, no classes / college open

April

April	8	60% financial aid drop date
April	30	Last day to drop classes with a grade of a "W"

May

May	20-26	Final exams
May	26	Last day of Spring 2010 session
May	28	Graduation ceremonies
May	31	Holiday, college closed

Summer Session 2010

June

June	1	Early start classes begin
June	21	Summer session begins
June	22	Last day to drop with refund
June	24	First census
June	29	Last day to drop and avoid transcript grade record

July

July	5	Holiday, college closed
July	7	60% financial aid drop date
July	14	Last day to drop classes with a grade of a "W"
July	21	Last day of Summer 2010 Session

ACADEMIC CALENDAR 2010-11

Fall Session 2010

August

August	12	Flex Day, college open
August	13	All Staff Development Day, college closed
August	16	Fall session begins
August	30	Last day to drop with refund

September

September	6	Holiday, college closed
September	7	First census
September	10	Last day to drop and avoid transcript grade record

October

October	6	Flex Day, no classes / college open
October	8	Last day to file "Intent to Graduate" for Fall 2010
October	27	60% Financial Aid drop date

November

November	11	Holiday, college closed
November	19	Last day to drop classes with a grade of a "W"
November	25-27	Holiday, college closed

December

December	13-18	Final exams
December	18	Last day of Fall 2010 session
Dec. 23 - Jan. 1		College closed

Spring Session 2011

January

January	1	Holiday, college closed
January	13	Flex Day, college open
January	14	All Staff Development Day, college closed
January	17	Holiday, college closed
January	18	Spring session begins
January	24	Last day to drop with refund
January	31	Last day to drop and avoid transcript grade record

February

February	7	First census
February	18-21	Holiday, college closed

March

March	7	Last day to file "Intent to Graduate" for Spring or Summer 2011
March	8	Flex Day, no classes / college open
March 28 - April 2		Spring break, no classes / college open

April

April	7	60% financial aid drop date
April	29	Last day to drop classes with a grade of a "W"

May

May	19-25	Final exams
May	25	Last day of Spring 2011 session
May	27	Graduation ceremonies
May	30	Holiday, college closed

Summer Session 2011

June

June	6	Early start classes begin
June	20	Summer session begins
June	21	Last day to drop with refund
June	23	First census
June	28	Last day to drop and avoid transcript grade record

July

July	4	Holiday, college closed
July	6	60% financial aid drop date
July	13	Last day to drop classes with a grade of a "W"
July	20	Last day of Summer 2011 Session

GENERAL INFORMATION

HISTORY

Copper Mountain College (CMC), located six miles east of Joshua Tree, is renowned as the college built by the people, its first phase having been paid for almost entirely with local private money and subsequent phases with substantial private help. Now governed by its own locally elected board of trustees, CMC's road to independence was accelerated by legislative action in recognition of the college's uniquely strong local support.

The college was initially founded in 1966 when the residents of the Morongo Unified School District, comprised of the communities of Morongo Valley, Yucca Valley, Landers, Joshua Tree, and Twentynine Palms, elected to join the then Coachella Valley Community District, (currently known as the Desert Community College District.) Classes were first offered in the High Desert in the Fall of 1967 at the Twentynine Palms High School to approximately 60 students.

In 1981, a group of Morongo Basin residents decided to build a campus with funds raised by community volunteers. Upon completion of its first phase in 1984, the new campus quickly attracted a host of first-generation college students, including a large population of Marines and their dependents stationed at the Marine Corps Air Ground Combat Center in Twentynine Palms. Community leaders began to suggest pursuing separation from College of the Desert as a natural next step.

When State Senator James Brulte (R-Rancho Cucamonga) learned of Copper Mountain College's desire to achieve college status, he introduced legislation that created the Copper Mountain Community College District. By a 90 percent vote in November 1999, Morongo Basin residents endorsed their new college. As a final step, in June 2001, CMC was granted full accreditation status by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Traditionally, CMC has prepared area residents for transfer to private and state universities and colleges, and provides vocational training in accounting, administration of justice, automotive technology, fire science, nursing, early childhood education certification, and computer technology. Local pride in the "new" institution has forged closer bonds between the college and the business, education, and military sectors. Our students' academic calendar can now be set so that it reflects that of the local Morongo Unified School District.

Some of the essential services that are offered to students, who attend CMC, include financial aid, registration, counseling, transfer empowerment, library, food service, and a bookstore. The Greenleaf Library provides a multitude of benefits to all residents of the local district. In addition to books, the library offers a computer study area with online access to assist students.

Copper Mountain College has created a variety of unique programs and services designed to provide specialized support to the growth and stability of the local region. This in turn, has fostered an environment of hope and enthusiasm for the future success of the college.

LOCATION

The Copper Mountain Community College District (CMCCD) serves an area that includes the communities of Twentynine Palms, the Marine Corps Air Ground Combat Center (MCAGCC), Wonder Valley, Yucca Valley, Joshua Tree, Morongo Valley, Pioneertown, and Landers. The District's boundaries are identical to those of the Morongo Unified School District (MUSD). The vast majority of CMC's enrollments, approximately 98 percent, are derived from a twenty-mile radius with the college as the center point.

BASE PROGRAMS OFFICE

The Copper Mountain College Base Programs Office is located on the Marine Base in Twentynine Palms. The Base Programs Office provides services to military students, military family members and civilians. Services include academic advising, application processing, assessment for placement, course registration, tutoring, counseling, textbook purchases, financial aid information, My CAA account information, Tuition Assistance Program processing for military students, and library book check outs from the CMC Greenleaf Library. Textbooks for courses being taught on the Base are on reserve in the Base Library, Building 1528. Servicemembers Opportunity Colleges (SOC) transfer agreements are provided for military and family member students. Copper Mountain College courses are held at various locations aboard the Combat Center. Civilian students may also attend CMC classes offered on the base.

A basic skills program in mathematics, reading and writing is taught on the Marine Base for military and civilian students. Military Academic Skills Program (M.A.S.P.) is a four (4) week, Monday through Friday class. The program is a non credit offering. Military students have specific requirements to enter M.A.S.P.

GOALS

ACADEMIC TRANSFER PROGRAMS

Copper Mountain Community College District believes that academic transfer programs are essential to the community and provide a general education and pre-major curriculum that meets or exceeds the lower division requirements articulated with four-year institutions.

CMCCD is committed to an overall effort to fulfill academic transfer requirements by concentrating on the development of a comprehensive instructional environment.

OCCUPATIONAL AND VOCATIONAL EDUCATION

To meet the changing economic, technological, and environmental needs of the community, CMCCD will identify regional employment training needs and provide degree and certificate programs which prepare students for these career opportunities.

These programs will train, re-train, and upgrade student career skills through existing occupational/vocational and general education programs as well as partnerships and contractual education with the private sector and public agencies.

BASIC SKILLS

CMCCD believes that basic skills education is critical to an individual's well-being in a demanding society. Therefore, the District will provide comprehensive basic skills programs to support academic and occupational/vocational education, and community services.

COMMUNITY EDUCATION

CMCCD accepts the responsibility to provide a community Education program offering lifelong learning opportunities which expand or complement the other educational programs of the district.

MARKETING

CMCCD will aggressively and effectively promote all district programs and services to increase public awareness of educational opportunities, fulfill the mission of the district, and encourage measured growth.

ORGANIZATION

CMCCD recognizes the need for a well-defined organizational system that supports the interrelationship and participation of all institutional elements, enhances opportunities for consideration of matters common to the district and the community it serves and provides methods for timely response to district-wide needs.

PLANNING

CMCCD has established within its organizational structure a planned, systematic procedure designed to encourage and facilitate the creation of innovative programs, and the expansion of existing programs.

RESOURCES

CMCCD believes that all resources aid in fulfilling the mission of providing comprehensive educational opportunities to the community and that all resource allocations must be tied to existing or newly developed programs compatible with the approved Mission Statement.

Further, CMCCD is dedicated to the principle that all resources are reciprocal and that we must be accountable to our constituents in demonstrating the results of acquired resources. Resource allocations must reflect our commitment to equal opportunity so that all citizens have access to the benefits.

COLLEGE CURRICULUM

PREPARATION FOR TRANSFER

As an integral unit of the California tripartite system of public higher education, the college provides programs of study that give students the opportunity to prepare for transfer to four-year colleges and universities. The college aspires to do this in such a manner that students may transfer without loss of time or credit.

Students may complete courses required for the first two years of most professions and careers at CMC before transferring to a four year college or university. To ensure the maximum benefit of attending Copper Mountain College, it is important to do long range planning. In general, students planning to transfer should follow the procedure outlined below:

1. Tentative Choice: Because course requirements vary among colleges and universities, it is advantageous to research and select the school(s) to which you plan to transfer as early as practicable in your college career. Counselors are available to assist students in choosing a career and defining a major to fit the career. The Career and Transfer Center staff offers computerized and personal assistance to further help you prepare to transfer. Catalogs from California public and private institutions as well as from many out-of-state colleges are available in the TransferCenter. Transfer admission information, applications and other reference materials are also available.

2. Catalog: Examine catalogs of prospective colleges and universities. Study carefully those sections that cover requirements for (a) transfer admission, (b) the major, and (c) graduation. Finding all requirements often warrants a review of the entire catalog, as requirements may be listed in different sections of the catalog. Assistance with Internet research about transfer institutions is also available. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for transfer admission and graduation.

3. Financial Aid: Apply for Financial Aid as directed in the current CMC class schedule. Application forms and other financial aid information are available in the Financial Aid Office, located in the Office of Student Services. Some assistance with on-line application is available.

4. General Education Requirements & Certification: Students may complete their lower division general education or breadth requirements while at Copper Mountain College. CMC has articulation agreements with the California State University (CSU) system campuses and the University of California (UC) system that allow students to be certified for these requirements. To select the pattern that is most appropriate for you, consult your counselor.

5. Application Filing Period: Check the dates of the application filing period carefully. This is the time between the first date applications will be received and the deadline. Many colleges have initial filing periods of only one month duration and ten months before enrollment. In all cases, preparation of applications early within the filing period is recommended.

6. Letters of Recommendation and Rating Forms: Some independent colleges require letters of recommendation or rating forms. Students should get to know their instructors well enough so that the instructors can comment accurately on the students' characteristics.

7. Grade Point Requirements: Many colleges require higher than a 2.0 (C) grade point average for admission. Search college catalogs or websites carefully for specific grade point requirements.

8. Admission Requirements of the Public California Institutions: Both the University of California (UC) and the California State University (CSU) have the same initial filing period for fall admission. The period for fall term entry is the month of November for admission ten months later. Both UC and CSU require completion of 60 transferable units to enter as an upper division transfer student. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for California nonresidents). The California State Universities require a minimum of a 2.0 transfer grade point average (2.4 or higher for California nonresidents). Students eligible for UC or CSU entrance as freshmen may enter before their junior year if they have maintained a 2.0 or better grade point average in college work and if the university permits this option.

NOTE: Meeting minimum requirements is not enough to gain admission to some UC and CSU campuses and programs. For clarification of entry requirements, consult the transfer college catalog or, preferably, the Internet sites www.CSUmentor.edu or www.ucop.edu/pathways which have up-to-date information.

9. **Admission to Independent California or Out-of-State Colleges:** Students planning to transfer to independent or out-of-state colleges are urged to meet with a counselor as early as possible to discuss their plans and admission requirements for individual colleges. Some colleges require a certain number of completed units or completion of an associate degree before considering students as eligible for transfer, while others accept students at any time. Admission requirements are outlined in the respective college catalogs. Catalogs are available for use in the Copper Mountain College Transfer Center. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on an individual basis.

10. **Transferable Courses:** Course descriptions in this catalog carry a designation code of their acceptance for transfer at the California State University (CSU) and at the University of California (UC). This acceptance can change annually, and may be for equivalent course credit or only for elective credit. Check www.assist.org for complete and up-to-date information.

OCCUPATIONAL/VOCATIONAL EDUCATION

For students desiring to complete an occupational program, the college offers technical training and education in fields justified by student enrollment. Individual courses are offered in some areas where a full curriculum cannot be justified. In both instances the college's aim is vocational competence for students and an appreciation of citizenship responsibilities.

Students may work toward: (a) earning a certificate (the certificate program is approximately one year in length, with the prospective student specializing in a particular area of study); or (b) an associate degree. Refresher courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

Individuals may attend classes as either part or full-time students. A large segment of the college student body is employed full-time, and attends classes during evening hours. The college closely articulates with other colleges and industries. Some of the courses completed will transfer to four-year institutions. Occupational advisory committees assist the college in determining the types of skills, courses, and programs students should complete to meet labor market needs as well as the needs of industry.

ADULT EDUCATION

Education is a lifelong process. In today's society, it is becoming increasingly necessary for people to return to college to acquire new skills, upgrade old skills, acquire new knowledge and expand existing knowledge.

Recognizing the role of the community college in the area of adult basic education, CMC's Student Success Center makes available opportunities for development of necessary skills and knowledge in reading, writing, math, English as a Second Language, High School Completion, and preparation for the General Education Development (GED) Test.

Courses for these areas are offered on an open-entry, open-exit basis with no fee. Admission of students occurs on a daily basis and no prior educational background is required. In addition to regular class offerings, emphasis is placed on individualized student learning. Specifically, instruction is provided in the following areas:

High School Completion

This program provides an educational opportunity for adults who desire to complete requirements for a high school diploma. Credit may be granted for military service, for technical schools attended, work experience, and credit earned in the ninth grade or higher, except physical education. Diplomas are issued by Morongo Unified School District (MUSD), Twentynine Palms High School. Students who are less than 18 years of age should check with a CMC counselor for special requirements.

English as a Second Language (ESL)

This open-entry, open-exit program is designed for non-native speakers of English and for those who speak English as their second language. CMC's ESL program focuses on the language skills necessary to function and communicate effectively in basic, vocational, academic, and professional aspects of life. Persons from the basic literacy level to the advanced level of proficiency acquire or improve the skills required for their daily lives and prepare them to enter the high school completion program or the college's vocational or transfer degree program.

General Educational Development (GED) Test

Another function of the program is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma. Refer to the Adult Basic Education/GED section of the current class schedule for testing information.

Refresher

The Student Success Center offers self-paced courses to refresh skills in Math, English and Reading at not charge.

COMMUNITY EDUCATION

Community Education has become an optional function of the Community Colleges of California. The California Community College Chancellor's Office states:

> "Community service programs (often referred to as Community Education) offer a wide variety of affordable not-for-credit classes, workshops, seminars and excursions for personal and professional enrichment. Community service programs are self-supporting and are open to all members of the community willing to pay a minimal fee."

The primary objective of community education is to provide the opportunity for students to improve the quality of their lives. A limited array of self-supporting activities, particularly those related to the economic development needs of the Morongo Basin, is offered.

To further serve the community CMC encourages community organizations that qualify under the Civic Center Act to utilize college facilities.

ECONOMIC DEVELOPMENT

Copper Mountain College is committed to its role as a vital component of local and regional economic development initiatives. CMC continually assesses the educational needs of current and future workers to ensure that students have the skills needed to succeed in the workforce. Faculty experts and staff stand ready to provide customized training and consulting services to area businesses and industries that have specialized needs. In addition to customized training services the College offers students programs in varying lengths that cumulate in associate degrees, certificates, or certificates of completion for short-term training. The College partners with and works collaboratively with organizations that foster job creation by providing training, technical resources, and advisors to support business development.

LEARNING RESOURCES

GREENLEAF LIBRARY

The Greenleaf Library plays a prominent role in the instructional curriculum of the college. A professional staff is available to assist faculty and students in locating information on and completing research projects. The library offers a variety of resources to students, faculty, staff, and the community.

The collection holds over 13,000 books and access to over 2,000 academic journals. Online public access computers ,in the library and at the CMC Base Office, provide holdings information of books and videos, access to periodicals through various databases, and Internet access for research purposes. In addition, library resources include several reference databases, various maps, newspapers and duplicating services. Online resources are available via the Internet at the library website http:\\library.cmccd.cc.ca.us, or the college website www.cmccd.edu. For remote access to online databases, usernames and passwords can be obtained by calling the library at (760) 366-3791, ext. 4256. Students can also access Microsoft Office computer applications on workstations in the library or at the CMC Base Programs Office.

The library has group study rooms and a video viewing room for student use. In addition, the Bagley Room provides over 400 volumes of specialized resources in the area of desert studies. Current course textbooks and other class specific materials are located in the reserve section at the front desk and may be used within the library.

For library policies and hours of operation consult the library Internet site at http:\\library.cmccd.cc.ca.us, the College website at www.cmccd.edu, the Greenleaf Library Handbook, or the current CMC class schedule.

Students can obtain a library card by presenting a photo I.D. at the library or the CMC Base Programs Office. Once a card is obtained, students can access the online library catalog to locate books or videos and then request the items by calling the library at (760) 366-3791 ext. 4256. Books and videos will be delivered to the CMC Base Office for pickup by military base students.

If library materials are overdue, student records will be placed on hold until overdue items are returned, or paid for. Overdue fines are 10¢ per day, or 10¢ an hour for reserves, up to a maximum of $3 per item. If accumulated fines exceed $6, borrowing privileges will be revoked. A $25 fee will be charged for lost or damaged books and/or replacement costs for videos, DVDs, or periodicals. When borrowers prove consistently irresponsible, borrowing privileges may be limited or revoked.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) has a passion for the success of every individual student. Our friendly and helpful staff is here to help you achieve your educational goals. Some of the services we provide for you are…

Tutoring: Staffed with faculty and trained tutors we offer one-on-one and computerized tutoring on a wide variety of subjects, such as English, math, Spanish, accounting and biology - all for FREE!

English as a Second Language (ESL): We offer 3 levels of classes designed for non native speakers of English and those who speak English as their second language.

High School Completion and GED Preparation: We provide residents of the Morongo Basin the opportunity to earn their high school diploma or prepare for the General Education Development (GED) test.

Refresher help: We offer non-credit refresher courses in subjects such as English and math.

Bridge Program: Our Summer and Winter Bridge Programs help new students prepare for and be successful in college.

Many of our services are funded by Title V HSI Grant ... all services are FREE! For more information call 366-3791 ext. 4246.

WORKFORCE DEVELOPMENT CENTER (WDC)

The Workforce Development Center (WDC) is dedicated to providing comprehensive services at no cost to the students of Copper Mountain College (CMC), and to the Morongo Basin community. Located at the south end of the CMC library, the WDC houses numerous types of academic and community services and resources. WDC staff is available to assist students with academic skills, vocational, book loans, and employment. The staff can also help set up a free e-mail account for those who do not have one. If requested, people in need of specialized services may be referred to other public agencies in the community.

The WDC offers the use of computers with Windows XP supporting Office 2002 software to assist with reports, spreadsheets, Internet research, and e-mail. Several programs that relate directly to CMC classes are pre-loaded on the computers. Computerized tutoring is also available in almost every subject offered, including *Language of Medicine*, *Astronomy*, *Spanish*, *Academy of Reading*, and *Plato*. Students may also run software that accompanies textbooks. The hours for the WDC are published in the schedule of classes.

The Transfer Empowerment Program (TEP) is also located in the WDC. More details are provided in this catalog in the Student Services section.

Book Loan Program

Vocational students who are receiving a Board of Governors Waiver of fees may be eligible for textbooks on loan. Come and see us for more information.

CalWORKs

For eligible students, the program provides subsidized work study and basic occupational skills assessment and training.

Career Center

Our career interest and skills inventory, assistance in résumé writing, interviewing, job readiness and job retention skills can help you find a career. Career counseling is also available.

AUXILIARY ORGANIZATIONS

COPPER MOUNTAIN COLLEGE FOUNDATION

Living the Promise

The Copper Mountain College Foundation is the fundraising arm of Copper Mountain College. Under its original name — Friends of Copper Mountain College — it existed when the College was but a dream. Formed in 1981 as part of the effort to establish a full service community college campus in the Morongo Basin, the "Friends" began the fundraising and public awareness campaign that led to the construction of the first phase of Copper Mountain College, dedicated in 1984. The campus-building effort was so impressive that President Ronald Reagan presented his national Volunteer Action Award to the group at a White House ceremony that year. Since then, the Foundation has raised nearly $5 million for the college, and continues to be the major source of non-governmental funding for the growing College.

The Copper Mountain College Foundation changed its name in 2001 to better describe its heightened responsibilities to the newly accredited Copper Mountain College. Its activities are planned and guided by a 17-member board of volunteer directors, representing the various regions and constituencies of the Morongo Basin. The College district's Board of Trustees provides oversight. The Foundation is recognized under both federal and state law (IRS Code section 501c.3) as a public charitable organization, and donations to it are considered charitable gifts for income tax purposes.

Visit us at: http://www.thecmcf.org

Alumni Association

The Copper Mountain College Foundation oversees the college's Alumni Association, composed of graduates, former and current students, faculty, and friends. The purpose of the organization is to enrich the college environment and the lives of its members. In addition to membership dues, its major fundraising event is the Annual Alumni Association Art Auction, held in the early spring.

Membership dues are $25.00 per year, payable to the Copper Mountain College Foundation with memo: Alumni Association. Dues are a charitable donation for income tax purposes

COLLEGE POLICIES

NONDISCRIMINATION

Board Policy 3410

Reference: Education Code Sections 66250, et seq.; 72010, et seq.; Title 5, Sections 53000, et seq. Government Code 12940, et seq.

The District is committed to equal opportunity in educational programs, employment, and access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to ethnic group identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

The Superintendent/President shall establish administrative procedures to assure equal opportunity.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disability

ALCOHOL AND DRUG ABUSE POLICY

Board Policy 5500

It is the policy of the Copper Mountain Community College District to maintain a drug-free campus and to ensure that no student abuses alcohol. The manufacture, distribution, dispensation, possession, or use of an illegal drug or the unlawful possession, use, or distribution of alcohol is prohibited in all buildings, property, facilities, service areas, off-campus sites of the district, or in any location where any district activity is occurring.

All students are required to comply with this policy as a condition of their continued studies. Any student violating this policy will be subject to appropriate action which may include expulsion.

Students who think they may have an alcohol or drug usage problem are advised to voluntarily seek confidential assistance from an academic counselor. While the district will be supportive of those who seek help voluntarily, the district will be equally firm in identifying and taking appropriate action with regard to those students who continue to be substance abusers and do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs.

This policy is in accordance with the provisions of the Drug-Free Schools Communities Amendments of 1989.

AMERICANS WITH DISABILITIES ACT

Board Policy 3000.3

Copper Mountain Community College District adheres to the laws, rules and regulations that govern the Americans with Disabilities Act. This act prohibits discrimination against qualified candidates or employees who are disabled. A qualified individual with a disability is a disabled person who meets the skill, experience, education, and other job related requirements of a position sought after or held, and who with or without reasonable accommodation can perform the essential functions of the position.

The designated coordinator at Copper Mountain College for compliance with Section 504 of the Rehabilitation Act of 1973 for students is the Vice President of Student Services, located in the Office of Student Services, telephone (760) 366-3791 ext. 4247.

SEXUAL ASSAULT POLICY

Philosophy

The district recognizes that one of the most important ways to assist students, faculty, and staff who are victims of sexual assault is to help them regain a sense of control over their lives. It is not the function of any district service provider to urge a particular course of action upon the victim of a sexual assault, nor to make any factual determinations as to the events which occurred. Instead, the duties of the service provider are to make the victim aware of the options and alternatives available, to aid the victim in making an informed decision as to a course of action, and to enable the victim to follow through in that decision. The provider will not take any action based upon a subjective evaluation as to the merit of any charges made, nor will the provider attempt to convince the victim that any course of action is preferable to another.

Confidentiality

Applicable state and federal provisions will be followed in maintaining confidentiality in the handling of all sexual assault cases. Individual rights to privacy in these matters will dictate District policy, practice, and procedure.

Training

Mandatory training on the topic of sexual assault and the provisions of the sexual assault procedures will be provided to employees of all departments providing services to or interacting with sexual assault victims to ensure timely, accurate and sensitive assistance to all concerned.

Record Keeping and Data Collection

All departments receiving reports about alleged incidents of sexual assault shall complete and forward the Sexual Assault Report Form to the Sexual Assault Liaison who will be responsible for storing, retrieving, and preparing the required report. At the conclusion of each academic year this report will be forwarded to the Superintendent/President.

The Role of the Sexual Assault Liaison

The District Sexual Assault Liaison (SAL) is designated as a central referral source for information relating to the rights, options, and services available to a sexual assault victim. Specifically, the SAL will be knowledgeable about campus and community referral resources which can provide medical, legal, counseling, advocacy, and academic assistance.

The SAL will not be expected to provide specific or detailed legal, medical or counseling guidance to a victim and will refrain from doing so unless licensed in the respective field. The SAL will be expected to inform a victim both orally and in writing of the existence and location of services available to assist the victim of a sexual assault.

The designated SAL at Copper Mountain College is the Human Resources Manager, who may be reached at (760) 366-5267 in the Human Resources Office.

Ongoing Evaluation of Response Services

A periodic review (no less than once per academic year) shall be conducted to determine:

1) the efficacy of campus response mechanisms in cases of sexual assault;
2) the college relationship with community assistance agencies;
3) the effectiveness of Copper Mountain Community College District procedures for responding to sexual assault cases involving students, faculty, and staff.

The Board of Trustees authorizes the Superintendent/President to develop specific procedures to implement the provisions of this policy. The responsible office is Human Resources.

SEXUAL HARASSMENT

Board Policy 3000.4

It is the policy of the Copper Mountain Community College District to provide and maintain the district's facilities, programs and activities as a place of work, study and recreation for all students and employees, which is free of any form of sexual harassment, exploitation, intimidation or discrimination. Such actions perpetrated on the basis of sex are a violation of Title VII of the Civil Rights Act of 1964 and/or Title IX of the 1972 Education Amendments.

Employees and students of the district are prohibited from committing any act of sexual harassment against any employee, student or agent of the district. Disciplinary action will be initiated against any employee who, after appropriate investigation, is found to have violated this policy.

It is a violation of district policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Copper Mountain Community College District, to engage in sexual harassment.

Sexual harassment occurs when unwelcome sexual advances are made, sexual favors requested, or other visual, verbal or physical conduct of a sexual nature is made either explicitly or implicitly as a term or condition of an individual's educational or employment status and has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or work environment.

Any employee or student who alleges that he or she has personally suffered sexual harassment or one who has learned of such harassment in his or her official capacity should report the facts of the incident(s) within one year of the alleged harassment or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of sexual harassment.

Specific rules and procedures for reporting sexual harassment and for pursuing available remedies are available in the Offices of Human Resources, and Instructional Services. In addition, all complaints filed with the Superior Court, State of California Department of Fair Employment and Housing, and Equal Employment Opportunity Commission shall be investigated by the Human Resources office. All complaints filed within the District or with the California Community College Chancellor's Office shall be investigated by the Staff Diversity/Equal Employment Officer.

ADMISSION ♦ REGISTRATION ♦ FEES

ADMISSION

Graduates of Accredited High Schools

Board Policy 5010

Persons with high school diplomas or the equivalent thereof shall be admitted to the college and enrollment in any course for which they are qualified. Certain two-year curricula have special admission requirements. Students who successfully complete the California High School Proficiency Examination or GED may attend Copper Mountain College. A copy of the Certificate of Proficiency may be required.

Non-Graduates of High School

Board Policy 5010

Non-high school graduates over eighteen (18) years of age who are judged capable of profiting from instruction also may be admitted. Certain students who are enrolled in high school may be admitted as part-time students, upon the recommendation of the high school principal and with parental approval. For those who are interested, the Developmental Education Program provides an alternative way to complete high school graduation requirements. Contact should be made with the Developmental Education Program, located in Room 111 or call (760) 366-3791 ext. 4246.

Disqualified Transfer Students

Board Policy 5010

Students who have attended another college prior to attending this college are subject to the District's policies for probation, dismissal, disqualification and readmission. Students who have been disqualified at other institutions of higher education are not eligible for admission to Copper Mountain College until at least one semester has elapsed following the semester in which disqualification took place.

Probationary Transfer Students

Applicants whose scholastic achievement at another college represents less than a "C" average may be admitted for a restricted academic program. Satisfactory performance in this work may allow admission in subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant, and requires a probation contract signed by a counselor.

Special Part-Time Students (K-12) Concurrent Enrollment Students

Board Policy 5010.1

Public school students (K-12) who would benefit from advanced scholastic or vocational study may be admitted to Copper Mountain College, regardless of age or grade-level. Special part-time students must fulfill admissions procedures as prescribed for matriculated students. Admission is based upon a student's readiness for advanced scholastic or vocational study. The college reserves the authority to validate student readiness for college level study through college matriculation guidelines.

(Specific application procedures must be followed. Instructions and forms may be obtained from the CMC Office of Student Services or the high school office.)

A student seeking special part-time student admission must have the approval of the principal of the school he or she attends and have the consent of his or her parent(s) or legal guardian.

Special part-time students are to receive credit for course work completed in the same manner as a regularly enrolled student. For the purposes of this policy, a special part-time student may enroll in up to, and including, 12 units (per state policy) per semester. Admission is subject to seat availability

Such students are subject to tuition and fees and are not eligible for financial aid, with the exception of the Board of Governors Waiver, forms A or B.

Special Full-Time Students (K-12) Concurrent Enrollment Students

Board Policy 5010.2

Public school students who can benefit from advanced scholastic or vocational study may be admitted to Copper Mountain College. Special full-time students must fulfill admission procedures as prescribed for matriculated students. Admission is to be based upon students' readiness for advanced scholastic or vocational study. The college reserves the authority to validate students' readiness.

A student seeking special full-time student admission must have the approval of the governing board of the school district in which he or she is enrolled and the consent of his or her parent(s). Where a student is not enrolled in a public school, his or her parents or legal guardians are to petition directly to the college or campus for admission.

A special full-time student is to receive credit for course work completed in the same manner as a regularly enrolled student. Such a student is subject to tuition and fees and is eligible for financial aid and scholarships, the same as other matriculated students. Admission is subject to seat availability.

Transcripts

Transcripts will be considered official when either mailed directly from the institution or hand carried to Student Services in an unopened envelope from the institution.

Admission to designated instructional programs, as identified by the college, is conditional until complete official transcripts have been received from institution(s) previously attended.

All applicants may be required to demonstrate, by means of examinations, that they are qualified to undertake work at the college level.

Assessment Testing

Board Policy 5050.4

Assessment is the process that combines the administration of assessment instruments to determine student competency in computational and language skills, assisting students in identifying their aptitudes, interests, and educational objectives, evaluating student's study and learning skills, and evaluating other factors that may be pertinent to their success in meeting their educational objectives. The purpose of assessment testing is to help students identify their readiness to perform college level academic study and to help them succeed in their programs of study. The college will provide a multi-measure assessment program to assure that appropriate educational services and opportunities are provided to the students. The assessment process shall not be used to exclude students from admission to the college. (Education Code Section 78213 (b)(c); Title 5, Section 55530.)

All new students entering Copper Mountain College will be required to participate in the assessment component of the matriculation program unless exempted from this requirement according to the criteria listed below:

A. Students who have completed an associate degree or higher at an accredited institution.
B. Students taking only courses not dependent on academic skill requisites, such as some fine or performing arts or physical education.

C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

D. Students who present recent test scores on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)

E. Students transferring from other accredited post-secondary institutions with credit for degree appropriate English or mathematics. (Exempt from placement testing only.)

The assessment test consists of three (3) parts: reading, writing, and mathematics. Immediate results are provided to the student. Test results, combined with a student's educational record and educational goals, are used to place students in appropriate levels of reading, writing and mathematics classes.

Students found to have reading, writing and/or mathematics deficiencies are expected to begin taking courses to correct those deficiencies in their first semester of enrollment.

Copper Mountain College offers an assessment program administered on computers at the campus. Students may take the assessment test at various times each weekday. Assessment testing is located in the Office of Student Services, and in the Base Programs Office.

Non-CMC students taking the assessment test at CMC for another college, will be assessed a $5.00 fee.

REGISTRATION

Registration at CMC is completed at two locations: the Office of Student Services at the college or at the Base Programs Office, MCAGCC, Building 1526N Seventh Street, Twentynine Palms, California. Consult the current class schedule for dates and times.

Schedule of Classes

The Schedule of Classes is the official list of courses offered each semester. The college reserves the right to make additions or deletions to the list of course offerings during the year or to cancel those classes in which enrollment is insufficient.

Open Enrollment

Board Policy 6020.1

Every course offered, unless otherwise indicated in the catalog and schedule of classes, shall be fully open to enrollment and participation by any person who has been fully admitted to the college and meets the established course prerequisites.

Registration Changes and Withdrawals

A change of program includes the following: dropping a class, adding a class, or changing sections of the same course.

Students are expected to plan their schedules carefully with the aid and approval of an advisor or counselor and to endeavor to maintain enrollment throughout the semester. Students are held accountable for every course for which they have registered and are responsible for filing all program changes and withdrawals according to the procedures in the class schedule. Failure to do so could result in a grade of "F."

Last Day to Withdraw

Board Policy 6030.1

The District allows students to withdraw from classes without penalty until the last day of the fourteenth week or the seventy-fifth percent point of a semester or session, whichever is less.

A. The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the seventy-fifth percent of a semester or session, whichever is less. The academic record transcript of a student who remains in a class beyond the fourteenth week of instruction or seventy-fifth percent point in a session must receive a grade of A, B, C, D, F, CR, I or NC.

B. Where verified cases of extenuating circumstances exist, a student or his or her representative may petition to be allowed to withdraw from a class or classes after the grade responsibility date. The petitioning process is to commence with the Vice President of Student Services after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the Vice President of Academic Affairs. Extenuating circumstances include verified cases of accidents, illnesses, or other circumstances beyond the control of the student which prevent him or her from completing the class or classes. Where such withdrawals are approved, the symbol "W" may be granted.

C. Petitions to withdraw from a class after the grade responsibility date must be presented within two (2) years from the time the grade was assigned.

Withholding of Student Records and Registration

Administrative Procedure 5035

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, enrollment verifications (other than for deferments), diplomas, and registration privileges withheld.

The District also places holds on students' records for the purpose of preventing registration for the following reasons:

1. Academic and/or Progress Probation, until cleared for registration by a counselor.
2. Academic and/or Progress Disqualification, until the student has applied for and been approved for reinstatement by the Vice President of Student Services.
3. Conduct suspension and expulsion, until allowed to re-enroll by the Vice President of Student Services.
4. Monies owed to the College.
5. Books not returned to the Vocational Book Loan Program.
6. Books and/or equipment not returned to EOPS or DSPS.
7. Books not returned and/or fees not paid to the Greenleaf Library.

FEES: POLICIES & PROCEDURES

Enrollment Fee for Resident Students: Each student shall be charged a fee for enrolling in credit courses as required by law. CMCCD is required to charge each student a per unit fee for enrollment in credit courses. This fee is known as the enrollment fee. The amount of the fee is designated in Education Code Section 58501. The enrollment fee is listed in the schedule of classes for each semester or intersession and must be paid at the time of registration. (Board Policy 5030.)

Non-Residents Student Tuition: Non-resident students are required to pay a per unit tuition in addition to the enrollment fee. This per unit rate will be established each year by the Board of Trustees in accordance with Education Code Section 76141. See the schedule of classes for the current fee. This tuition fee is payable at the time of registration and is charged to all students who have not been legal residents of California for one full year. Active-duty military personnel and their family members, regardless of residence, are exempt from out-of-state fees. Questions relating to the establishment of California residency should be directed to Admissions and Records, Office of Student Services, or the Base Programs Office. For more information on determination of resident status, see Board Policy 5015 and 5020.

Instructional Materials: Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided such materials are not solely or exclusively available from the district. (Board Policy 5030.)

Parking Fee: Students shall be required to pay a fee, in an amount not to exceed $20.00 for automobiles and $10.00 for motorcycles per semester and $5.00 per intersession for parking services. Students taking only off-campus courses are exempt from buying a parking sticker, unless and until the course is transferred to Copper Mountain College. If off-campus students plan on using college facilities, they will need to pay a parking fee.

Physical Education Facilities: Where the district incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district. (Board Policy 5030.)

Student Representation Fee: Students will be charged a $1.00 fee per semester to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing. (Board Policy 5030.)

Transcript Fees: The district shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish a fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two (2) lifetime transcripts of students' records, or for two (2) verifications of various records. There shall be no charge for searching for or retrieving any student record. Education Code Section 76223. (Board Policy 5030.)

Refund Policy

Board Policy 5030

Requests for refunds are accepted at the Office of Student Services and the Base Programs Office until the deadline indicated in the class schedule. Refunds can be authorized only after a refund application is submitted within the prescribed time limits. Refunds must be requested, they are not issued automatically.

If a student is receiving Title IV financial aid and withdraws from all classes, a return to Title IV (R2T4) calculation will be performed in keeping with federal regulation. If the student is entitled to receive additional funds, a letter will be sent to the student by the college to advise them of the amount of aid and to ask if he or she would like to receive it or decline it. Frequently the R2T4 calculation will require the student to repay a portion of the federal grants he or she received. Federal work study earnings never need to be repaid.

When the college cancels a class, refunds will be issued upon request from the student. The request must be filed during the semester for which the class was cancelled. When the college makes a time change in a class which prevents the student from attending, the student must drop the course and apply for a refund. Deadline dates for dropping courses and submitting refund applications as stated in the schedule of classes must be met.

Please read carefully, not all fees are refundable.

Enrollment fees are refundable if a class is dropped on or before the "last day to drop and be eligible for a refund." This is at the end of the second week of class for full semester classes. Refund dates for classes less than a semester in length are provided in the class schedule and on the CMC website.

The parking fee is refundable if classes are dropped on or before "last day to drop and be eligible for a refund," if the student completely withdraws from school. It is not refundable for a reduction of program. The parking sticker must accompany the request for refund.

Non-resident fees are refundable for a reduction of program or for a complete withdrawal providing the student files for refund before the refund deadline.

See the current class schedule or the CMC website for the deadline to drop to be eligible for a refund, and deadline to request a refund.

Returned Checks

A service charge of twenty dollars ($20.00) will be assessed for any check returned to Copper Mountain College by a bank. Students who have a returned check will be notified by the Business Office. A hold will be placed on the students' records preventing any registration activity (including registration for subsequent terms), issuing transcripts, verification of enrollment or other transactions. The hold will remain until the financial obligation is met. Students who have two (2) or more checks returned by their bank will be placed on "cash-only" status and will be required to make all future payments in cash.

Residency Determination

Board Policy 5015

Students shall be classified at the time of each registration as a resident or non-resident student. A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend. A minor whose parent or guardian qualifies as a resident shall likewise be deemed a resident. (Education Code, Sections 68040; 76140; Title 5, Sections 54000, et seq.)

Applicants must have had continuous presence in the State of California and have manifested intent to make California their place of permanent residence a minimum of 12 months before the start of the semester for which they are applying. Applicants may not have two (2) places of permanent residence. The residence can be changed only by the union of act and intent.

Actions which are consistent with the intent to make California the place of permanent residence include, but are not limited to, the following:

- Registering all vehicles owned in California
- Possessing a California driver's license
- Registering to vote in the state of California
- Assuming permanent employment
- Opening an account with a California bank
- Having children in a California public school
- Filing suit in a California court
- Petitioning for divorce in a California court
- Maintaining California as legal state on Leave & Earnings statement and W-2 form while in armed forces
- Filing taxes as a California resident

The actions listed in the preceding paragraph must have taken place at least one year before the start of the semester for which the student is applying.

The initial residency classification will be made at the time the student applies for admission. Students may file a residency questionnaire form through the third week of the semester to request a review of their residency status. Final residency determination is made by the Vice President of Student Services. Students may appeal the decision.

In the event that an applicant's residency is in question, it is the responsibility of the applicant to present clear proof of residency. The burden of proof is on the student.

The student whose official records show a domicile outside California is prima facie a non resident unless the student presents proof of legal California residence. Neither General Delivery nor a Post Office box number is acceptable as evidence of permanent address. The voting address of the parent or legal guardian shall be accepted as the permanent address.

These exceptions in determining resident status are in effect:

1. A minor shall be considered a resident student if immediately prior to first entering any public or private university, college, or community college in California he or she shall have been, for a period of at least two years, in the continuous care and control of a resident of California other than his or her parent.
2. A minor citizen, or a minor alien lawfully admitted to the United States for permanent residence, shall be considered a resident student provided that he or she has not, for a period of one year immediately preceding the opening day of the semester or session in which he or she proposed to attend, received directly or indirectly any support or financial assistance from his or her father, mother, or legal guardian. During this period he or she must have been in continuous residence in the State. He or she may not be shown as an income tax deduction by the parent or guardian during the period.
3. A resident student (other than as determined in 2 above) shall not lose his or her residence because of marriage to a nonresident who is living in California.
4. Active-duty military members are considered California residents for tuition purposes.
5. The dependent of an active-duty military person stationed in California is considered a resident for tuition purposes during his/her first year in California.
6. The son or daughter of an active-duty military member will be determined to be a resident of California for tuition purposes.
7. Other residency exceptions are listed in ECS 68070-68084.

Applicants who are classified as non-residents are welcome to enroll at Copper Mountain College; however, they will be subject to non-resident tuition fees in effect at the time of registration.

Non-Citizens

The district will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally they will be classified as non-residents and charged non-resident tuition.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him or her to live permanently in the United States and he or she meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident if he or she meets the following requirements:

- High school attendance in California for three (3) or more years
- Graduation from a California high school or attainment of the equivalent thereof
- The filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file application as soon as he or she is eligible to do so.

Error or Falsification in Classification

A non-resident student who has been admitted in error without payment of the fee, or because of falsification of information submitted by or for him/her, shall be excluded from classes. Such notification may be given at any time. A student excluded because of falsification shall not be readmitted during the semester or session from which he/she was excluded. He/she shall not be admitted to any following semester or session until all previously incurred tuition obligations are paid.

Questions regarding residency should be directed to Admissions & Records in the Office of Student Services.

Students are strongly advised to consult with an advisor or counselor early in their first semester at CMC and every semester thereafter. They will help to ensure that you remain on track for graduation and transfer. Transfer eligibility may vary between institutions, your counselor will advise you of important requirements and keep you apprised of any changes.

CMC works with local institutions to guarantee admission such as UC Transfer Admission Guarantee (TAG), CSU Lower Division Transfer Patterns (LDTP), and CSU San Bernardino Dual Admissions program.

Our counselors will help you with all the wonderful opportunities available to California Community College students!

STUDENT SERVICES

COMMITTED TO SERVICE

To satisfy the educational needs of all the people within the College District, Copper Mountain College provides an "open door" policy admitting anyone 18 years of age or older who can profit from instruction and is no longer enrolled in high school. The resulting diverse student body encompasses a wide range in abilities, backgrounds, ages, economic status, and racial and ethnic groups.

To serve the educational and personal needs of a diverse population there must be a commitment to the concept that educational institutions exist for the purpose of assisting the individual student in the learning process. All programs, services, and facilities are directed toward the development of the student.

Student Services performs an essential and vital function of the educational program. The goal of the staff in Student Services is to respond to each student regarding individual needs and concerns.

OFFICE OF STUDENT SERVICES

The Office of Student Services at Copper Mountain College is located in Phase III, across from the (old) Library. It houses programs and services that support students from the point of application through graduation. Services include college records, registration for classes, adding or dropping of classes, forwarding transcripts, counseling services and withdrawal from college. Requests for high school completion transcripts, for students who completed their high school requirements at CMC, must be made at the Learning Lab or the WorkForce Development Center.

COUNSELING

Students are encouraged to meet with a counselor each semester. Students come for assistance in making career choices, choosing majors, dealing with study problems, developing social and interpersonal skills, for self-understanding and solving personal problems that are affecting their educational progress. Emphasis is placed upon assisting students in their growth and accepting responsibility for their decisions and actions.

Counseling services are a fundamental and integral part of matriculation and the total educational process at the community college. Recognizing that each student is unique, counseling faculty believe their primary responsibility is to respect students' individuality, encourage personal development, and foster a climate in which each student attains academic success.

The following are areas of service provided by counselors, who are available in several different support programs:

1. New student orientation.
2. Academic advising to identify educational goals and complete them efficiently.
3. Guidance for students placed on academic or progress probation.
4. Personal counseling (limited).
5. Transfer information and support.
6. Career counseling.
7. Consultation and counseling for students with disabilities.
8. Referral to Veterans' services, special programs, and financial aid.
9. Crisis intervention.

MATRICULATION PROGRAM

Board Policy 5050

The district shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the district into agreement regarding the student's educational goal through the district's established programs, policies and requirements.

Copper Mountain College will provide students, except as exempted pursuant to Title 5, Section 55532, with all of the following matriculation services:

A. Admission applications for processing.

B. Orientation services designed to provide nonexempt students and potential students, on a timely basis, information concerning college procedures and course scheduling, academic expectations, financial assistance and any other matters the college or district finds appropriate.

C. Assessment for course placement for all nonexempt students pursuant to Title 5, Section 55524.

D. Counseling or advisement for nonexempt students pursuant to Title 5, Section 55523.

E. Assistance in developing a student educational plan pursuant to Title 5, Section 55525, which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them.

F. Post enrollment evaluation, pursuant to Title 5, Section 55526, of each student's progress.

G. Referral of students to the following:

1. Support services that may be available, including, but not limited to, counseling, financial aid, campus employment placement services, Extended Opportunity Programs and Services (EOPS), child care services, tutorial services, Disabled Students Programs and Services (DSPS), Transfer Empowerment Program (TEP); and

2. Specialized curriculum offerings, including, but not limited to, precollegiate basic skills courses and programs in English as a Second Language (ESL).

If you have a question regarding these services or your status, please contact a CMC counselor.

MATRICULATION STUDENT RESPONSIBILITIES

Board Policy 5050.1

Students enrolling for credit courses enter into an agreement with the Copper Mountain Community College District for the purpose of realizing the student's educational goal through the district's established programs, policies and requirements.

Student responsibilities include:

A. Stating a broad educational intent upon enrollment.
B. Declaring a specific educational goal after completion of 15 units of degree applicable credit coursework.
C. Attending class regularly and completing assignments.
D. Completing course work each semester and maintaining progress toward an educational goal, according to standards established by the district and the state.
E. Participating in counseling or advising.
F. Participating in the development of a Student Educational Plan (SEP) within 90 days after stating an educational goal.

If a student fails to fulfill stated responsibilities or fails to cooperate with the district in the development of the SEP and terms of the plan, the district may suspend or terminate provisions of matriculation services.

MATRICULATION NEW STUDENT ORIENTATION

Board Policy 5050.3

Orientation is a process that acquaints students with college programs, services, facilities and grounds, academic expectations, and institutional policies and procedures. All new students entering Copper Mountain College are required to participate in the orientation component of the Matriculation Program unless exempted according to the following criteria:

A. Students who have completed an associate degree or higher at an accredited institution.
B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

The college will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the orientation.

MATRICULATION ADVISING PROGRAM

Board Policy 5110

Counseling services are an essential part of the educational mission of the district. Counseling/Advisement in this sense is a process in which a student is assisted in interpreting assessment results, reviewing past academic performance, identifying educational objectives and designing a plan.

Counseling/Advisement shall be available to all students including those students entering the college for the first time. Counseling/Advisement is required of all new students unless exempted according to the criteria listed below:

A. Students who have completed an associate degree or higher at an accredited institution.
B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

The college will make reasonable efforts to ensure that all new and continuing exempt students are provided the opportunity to have counseling and/or advisement.

MATRICULATION RECORD OF STUDENT COMPLAINTS

Board Policy 5050.6

Records of all student complaints regarding violations of matriculation regulatory provisions will be retained at least three years after the complaint is resolved.

DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)

Students with disabilities at Copper Mountain College participate in the same activities and courses as any other college student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. To receive services and accommodations, a student must apply to DSPS and provide documentation verifying his or her disability. Accommodations and services are based on the specific educational limitations indicated by the disability. Such services might include: priority registration and assistance, tutoring, interpreters, note-takers, specialized counseling, extended time on tests, mobility assistance, and adaptive equipment for those who qualify.

Special instructional support and training in adaptive software is available to DSPS students through participation in the DSPS classes. Students can register for the Instructional Support Lab for basic skills tutorials, Adaptive Keyboarding, and Adaptive Computer Applications. Their participation in these classes is voluntary.

All interested individuals are urged to contact Disabled Students Programs and Services (DSPS) for further information: (760) 366-3791 ext. 5861; TDD (760) 366-3241.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a state funded program that provides students who are educationally and economically disadvantaged with the opportunity to attend college.

1. An applicant must be a California resident, qualify for a BOG A or B Waiver, be a full time student in good standing with the college, and have an educational disadvantage according to program guidelines.
2. Students receive book service for textbooks, participate in a book loan / exchange program, receive a parking permit and school supplies. Amounts vary according to state funding.
3. Students are required to complete an educational plan, and to participate in counseling and tutoring activities, depending on their academic needs. When students meet requirements, they receive priority registration, the services mentioned above, and waivers of the application fee required to transfer to any of the California State University or University of California campuses.
4. An integral component of the program is academic, career, transfer, and personal counseling to ensure the student's success in college.
5. A related program, Cooperative Agencies Resources for Education (CARE), encourages single, head of household, parents on public assistance (TANF/CalWORKs) to enroll in college by providing additional supportive services, including a CARE grant for educational expenses, parenting activities, and counseling. CARE participants must be accepted in EOPS. Contact (760) 366-3791 ext. 5806 for information.

TRANSFER EMPOWERMENT PROGRAM (TEP)

The Transfer Empowerment Program is a federal grant funded student support services program sponsored by the TRiO Program division of the Department of Education. This program is designed to provide support services to individuals who are economically, educationally, or culturally disadvantaged. It is located in the Workforce Development area of the library.

The program provides free instruction in skills enhancement, counseling support, tutoring, and attendance at certain cultural events (described below). These services are critical to enhancing student retention, graduation and transfer rates.

Academic Advising and Personal Counseling: Individual and group counseling are provided to help students with career and educational goal setting, developing their Student Educational Plan (SEP), assistance with life management issues, and developing a plan for transferring to a 4-year college or university.

Transfer Counseling and Assistance: The Transfer Empowerment Staff works with students to help them have the smoothest possible transition to a four-year college or university. Students are given help in selecting a transfer institution and completing college applications. TEP also provides students with information about scholarships and other financial aid. Trips to visit 4-year colleges and universities are also available.

Career Information: The Transfer Empowerment Program (TEP) staff assist students in career research and in making career choices.

Tutoring: Students are referred to the Success Center for group tutoring. If one-on-one tutoring is more effective for the student, or if more hours are beneficial, arrangements will be made for the student and the tutor to meet one-on-one.

Cultural Events and Activities: Students have the opportunity to visit museums, attend performances, and participate in cultural events with other TEP students.

Computer Support: Students have access to computers in the Workforce Development Center (WDC) to assist in maintaining an electronic record of students' progress toward their educational goals.

Coursework and Workshops: Students have the opportunity to attend workshops and attend classes on topics such as College Success, Career Exploration/Awareness, Study Skills Development, Educational Planning, Choosing a Major and Leadership Development.

Financial Aid: Project participants are offered sufficient financial assistance necessary to continue their college enrollment with a minimum loan obligation. Students will be given priority for Federal Work Study (FWS) and Grant funds. TEP grant funds may also be available.

Who is eligible? All students who participate in the program must have academic need. In addition, to be eligible for the opportunity to pursue their educational plans through participation, students must meet at least one or more of the following criteria: low-income status as defined by the federal poverty guidelines, first-generation college student (i.e. defined as students whose parents have not completed a four-year college or university degree), and/or students with disabilities. Program participants must also be enrolled at Copper Mountain College and meet the residency requirements for Federal Financial Aid.

For more information, please contact the Transfer Empowerment Program (TEP) at (760) 366-3791 ext. 4248 or (760) 366-5287

FINANCIAL AID

Board Policy 5130

Copper Mountain College processes federal, state, and institutional aid for students who meet the eligibility requirements for the specific programs. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) to apply for state and federal aid for which they may be eligible. Students are also encouraged to apply for any institutional and outside scholarships possible. Scholarships are posted on the financial aid bulletin board in Student Services and various scholarship websites are available on the CMC's website at www.cmccd.edu. A free scholarship search is available at www.fastweb.org.

How to Apply

Most federal and state aid is based on need. The federal processor determines a student's need for Federal Student Aid using the FAFSA that the student files each year. Students are encouraged to file the FAFSA as soon after January 1 as possible. The FAFSA may be filed on-line at www.fafsa.ed.gov or by paper applications that are available from high school counselors and at Copper Mountain College's Financial Aid Office in Student Services. The state also uses the FAFSA to determine need for Cal Grant consideration. The primary Cal Grant deadline is March 2.

After analyzing the information on the FAFSA, the federal processor will send the applicant a Student Aid Report (SAR) and CMC an electronic record of your need analysis. The Financial Aid Office will advise the applicant of any further information he or she will need to provide. Once the file is complete, the applicant will receive an award letter indicating the financial aid he or she is eligible to receive.

Withdrawal & Repayment of Funds

To continue to receive financial aid, students are required to meet Satisfactory Academic Progress (SAP) standards. The federal government is willing to provide assistance to students as they pursue an education. However, it will not provide aid to students who are not completing their coursework satisfactorily or are not completing their program in a timely manner. Therefore, students are in danger of losing their aid eligibility if they take more courses in a semester than they can reasonably complete or if they do not take the appropriate courses to complete their program's requirements.

Students are advised to meet with a counselor to develop an educational plan, to be realistic about the number of courses they can satisfactorily complete in a given semester, and then to be diligent in class attendance and completion of assignments. In the event something should occur to prevent the student from attending, it is the student's responsibility to drop the class in the Admissions Office of Student Services. Failure to officially withdraw may result in failures on transcripts and loss of financial aid in future semesters. Total withdrawal prior to the completion of 60% of the semester will result in a recalculation of the aid the student is entitled to receive. In keeping with federal regulations, the recalculation may require the student to repay some of the unearned aid they had received. Failure to return the funds would result in loss of eligibility for future aid until the funds are repaid.

Copper Mountain College participates in the following financial aid programs. Most of the aid is need-based, so students should file a Free Application for Federal Student Aid (FAFSA) each year to apply for federal and state aid. This may be done by paper application or on-line at www.fafsa.ed.gov. Award letters from CMC will advise students of the assistance they are eligible to receive.

Federal

Pell Grants: These federal grants provide the foundation for the financial aid "package" to which other aid may be added based on the amount the student is eligible to receive and upon the availability of funds.

Federal Supplemental Educational Opportunity Grant (FSEOG): These limited federal grants are awarded to eligible students whose FAFSA indicated an exceptional financial need. These are awarded while funds are available.

Federal Work Study (FWS): This federal program enables eligible students to help pay their school expenses through part-time employment on campus. Qualified students who have received tutor training may also work as tutors in elementary and middle schools in support of the national America Reads and America Counts programs.

Subsidized Stafford Loans: Participating lenders make these federally subsidized loans to eligible students whose need cannot be met by other sources. Students should consider loans as the last resort and are encouraged to apply for scholarships, work study, or other sources that do not require repayment. Excessive borrowing can cause hardship for students and may prevent them from completing their educational program.

State

Cal Grants B & C: These state-funded grants are awarded by the California Student Aid Commission to California residents who qualify on the basis of financial need and merit or vocational objective. Students should file their FAFSA early to make the March 2 priority deadline. There is a second deadline of September 2 for community college students only. It is to the student's benefit to make the March deadline. Enrollment and GPA verifications for the Cal Grant program are sent to the state by CMC. Students with fewer than 24 completed credits should have their high schools send their GPA verifications.

Board of Governor's Waiver Program (BOGW): This state program waives the payment of enrollment fees for California residents who qualify based on financial need, public assistance, or who meet specific income standards. The most effective way to apply for the waiver is to file the FAFSA early enough for the student to be assured of waiver eligibility prior to registration. An alternative application is available in the financial aid office, but it does not qualify the student for additional aid such as the Pell and FSEOG grants or for work-study.

Scholarships – Institutional and Other Sources: Scholarships are awarded by CMC and by other agencies on the basis of merit, academic promise, financial need, program of study, or other criteria as specified by the donors of the scholarships. The number and types of scholarship awards available, the amounts awarded , and the application procedures vary. Applications and additional information is available from Student Services, and scholarships are posted on the bulletin board in Financial Aid as they become available. Free scholarship search websites are listed in the Financial Aid Handbook portion of the Student Planner. Students are encouraged to apply for all scholarships for which they qualify. Frequently scholarships are renewable. A free scholarship search is available at www.fastweb.com.

Other Sources of Assistance: Tutoring, books, and other types of support are available for students who meet the criteria for the program. Assistance from Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), Disabled Students Programs and Services (DSPS), and Transfer Empowerment Program (TEP) may also be available. Check their listings for further information.

TRANSFER CENTER

Students should begin researching transfer options early in their academic career. The Transfer Center located in Student Services houses a college catalog collection, reference library, articulation agreements, and other resource materials to help students experience the smoothest possible transition to four-year colleges and universities. Computers are also available for researching colleges. Annually, the center hosts visits by CSU and UC counselors to assist students on an individual basis with their transfer needs. Other private universities from the area are invited to campus as well. Students are also approved to use the phones in the center to call the universities in which they are most interested. Students are encouraged to use the Transfer Center on a drop-in basis or by appointment.

VETERANS SERVICES

The Veterans Affairs Office, located in the Office of Student Services, was established to assist eligible veterans, dependents, and reservists in obtaining their VA educational benefits and services. The office also assists applicants with completing applications and forms necessary for VA benefits, resolving VA educational pay problems, and helps veterans with referral to other agencies and resources.

Copper Mountain College is approved to train individuals under Chapter 30 (Montgomery G.I. Bill), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Post-Vietnam Veterans Educational Assistance Program), Chapter 35 (Veterans Dependents), Chapter 1606 (Selected Reserve) towards Certificates or Associate of Arts or Associate of Science Degrees. The college is also approved by the California Department of Veterans' Affairs for the attendance of veteran's dependents (Cal-Vet).

Veterans Program Course Requirements

1. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory progress.
2. Some Independent Study and Internet courses are acceptable for veterans benefits.
3. Veterans, dependents, and reservists must declare a major and are responsible for enrolling only in classes required for their major. Failure to take properly approved classes can lead to reduction or termination of benefits.
4. Any student receiving VA educational benefits who has accumulated 30 or more units, must have an A.A./A.S. degree evaluation before they can be certified for benefits.
5. Students may receive benefits when repeating a course in which a grade of "F" or "NC" was received if the course is required or a prerequisite to a required course. In some instances, a grade of "D" may be repeated if it is noted that a grade of "C" or better is required. Notify the Veterans Office of any course you are planning to repeat.
6. Less than semester length courses are certified by the Veterans Office for the exact dates of the course only, and not for the entire semester. Check with the Veterans' Office before registering for a course that does not begin on the first date of the semester and end on the last date of the semester.
7. The Veterans Office must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans Affairs, it is imperative that students collecting benefits report all course changes and withdrawals immediately to the Admission's Office and the Veterans Office.
8. The unit load requirement for students receiving VA educational benefits is:

   Full-time: 12 units
   3/4-time: 9 to 11 units
   1/2-time: 6 to 8 units
   1/4-time: 3 to 5 units*
   (*for Chapters 32 and 1606 only)

   Summer session and short-term semester courses are computed proportionately for payment purposes. Check with the Veterans Office for unit load requirements.
9. Additional information about VA benefits and program requirements may be obtained from the Veterans Affairs Office in the Office of Student Services.

SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)

Copper Mountain College, through its affiliation with the American Association of Community Colleges, and other community and junior colleges across the country, maintains membership in the Servicemembers Opportunity Colleges (SOC).

SOC agreements are issued to active duty military students and their family members. The agreements provide transfer of units guarantees for students transferring to other SOC Network colleges.

The SOC concept is based on the fact that military life is keyed to mobility. In the light of difficulties faced by military personnel, SOC colleges make every effort to respond to their special needs by: (1) having admissions policies related to the life conditions of military personnel, (2) providing special services, and (3) giving special consideration to military personnel and veterans making application to Copper Mountain College.

STUDENT ORGANIZATIONS

Associated Students of CMC (ASCMC)

Board Policy 5400

In keeping with the philosophy of Copper Mountain College and in the spirit of shared governance, both day and evening students are encouraged to be active participants in the Associated Student's organization.

Officers and Senators are elected annually to represent students. A student is also elected each year to serve as Student Trustee on the Board of Trustees. This position helps ensure an official student voice at the policy level of the college. The ASCMC has adopted Bylaws, incorporating rules and regulations that provide a structure for the operation of the Association and reflects the interests and concerns of students.

Associated Students' Elections

Board & Administrative Policy 5410

The Associated Students shall conduct annual elections to elect officers. Any student elected as an officer in the Associated Students shall meet the following requirements:

1. The student shall be enrolled in the district at the time of election and throughout his or her term of office, with a minimum of five semester units or the equivalent.
2. The student shall meet and maintain the minimum standards of scholarship (See Board Policy 4220 and related administrative procedures).
3. Any student elected as an officer in the Associated Students shall meet the requirements in Board Policy 4220. (See Student Government Bylaws, Article II, Section 2).

Honor Societies

- Beta Rho Pi Chapter of Phi Theta Kappa
- Alpha Sigma Chapter of Alpha Beta Gamma

CAMPUS CLUBS

Copper Mountain College offers a variety of campus clubs and organizations. Clubs focus on service, academic enhancement, special interests, and social development. Students are encouraged to participate in campus organizations.

Each year new clubs are chartered as requested by students. Each club is allowed representation at the Associated Students meetings where activities, projects and concerns pertaining to club members are discussed.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student is responsible for meeting all college requirements and deadlines, as presented in this and any other announcements of the college or department in which he/she is enrolled. Class schedule information is considered as supplementary to the college catalog and is also an official statement of policy.

The college intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, marital status, pregnancy, age, disability, or veteran status. All persons are to be protected from abusive or harassing behavior.

All Copper Mountain College Policies & Administrative Procedures can be viewed, in their entirety, on our website at www.cmccd.edu/Board_Policies.

STUDENT CONDUCT STANDARDS

Academic Freedom and Responsibility

Board Policy 4030

The Copper Mountain Community College District supports the principle of academic freedom. College faculty and students must be free to cultivate a spirit of critical inquiry and scholarly pursuit within a collegial atmosphere that demonstrates respect for the opinions of others. The oral and written discussion of concepts and topics should involve a free and uncensored exchange of ideas. The college believes in the development of the whole person within an environment where respect for the ideas and traditions of others is upheld.

Expressive Activities

Board Policy 5550

The Board of Trustees values the free exchange of ideas and expressive activity on campus, and seeks to foster and protect the rights of all persons to exercise the constitutional rights protected under the First Amendment of the United States Constitution and Article I, Section 2 of the California Constitution. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression at Copper Mountain College.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia. Students shall be free to exercise their rights of free expression within the bounds of protection of the First Amendment or California Constitution.

Speech shall be prohibited that is obscene, libelous, or slanderous according to the current legal standards, or which so incites others to create a clear and present danger of the commission of unlawful acts on district property or the violation of lawful community college or district regulations, policies, or procedures, or the substantial disruption of the orderly operation of the district.

This policy and all implementing regulations regarding speech or other expressive activity shall be applied equitably and fairly. Except for the limitations described above, the district shall place no restrictions on the basis of content on any person, organization or group.

Expressive Activities

Administrative Procedure 5550

All persons wishing to use any of the District's facilities for speech or expressive activities are advised to identify themselves to the campus through the Business Office, to either the Director of Maintenance and Operations or the Vice President of Finance & Administrative Services. Notification prior to the day of the activity is preferable. The campus also requests a copy of materials to be distributed.

Persons distributing materials as part of expressive activities are responsible for retrieving and removing materials that are discarded in other than an appropriate receptacle. If the distributor of written materials fails to clean up litter resulting from such distribution the college may charge the distributor for the costs incurred in the cleanup.

Persons involved in expressive activities shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or any educational activities taking place at that time.

Persons engaged in expressive activity shall not impede the progress of passersby, nor shall they force passersby to take material.

No person involved in expressive activity shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting. Materials displayed shall be removed after the passage of thirty (30) days. The Director of Marketing and Community Relations or designee shall be responsible for removing dated material.

STANDARDS OF CONDUCT

Board Policy 5500

Student Code of Academic Integrity

Copper Mountain Community College District officials and faculty members have an obligation to the academic community and to their students to foster honesty in academic work by their students. The most effective way to promote academic integrity is to enhance the quality of intellectual life on campus. By encouraging critical thinking and actively engaging students in dialogue and discussion, faculty and staff members will create a climate in which academic dishonesty is unlikely to flourish.

Student academic dishonesty is a serious offense at Copper Mountain College because it undermines the bonds of trust and honesty between members of the college community and defrauds those students who eventually depend upon our knowledge and integrity. Student academic dishonesty consists of the following:

1. **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. **Fabrication.** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. **Facilitating Academic Dishonesty.** Intentionally or knowingly helping or attempting to help another student to violate any provision of this code.
4. **Plagiarism.** Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise.

Plagiarism, from the Latin plagiarus (kidnapper), refers to the "unacknowledged" use of another person's words, ideas, or information. Rewriting, paraphrasing, summarizing, putting a passage into one's own words without recognizing the original source are still plagiarism: credit must be given to the author or creator. Plagiarism can carry serious consequences, resulting in course failure and/or expulsion. Please refer to the "Student Rights and Responsibilities" section of the Copper Mountain College Catalog. The following are examples of plagiarism:

A. Copying and pasting text from CD ROMS.
B. Copying and pasting text from web sites.
C. Transcribing text from printed material, such as books, magazines, encyclopedias or newspapers.
D. Modifying or scanning any text.
E. Replacing words in the text using a thesaurus.
F. Using copyrights, trademarks, patents, speeches, and artistic creations without permission or acknowledgment.
G. Using photographs, images, video, or audio without permission or acknowledgment.
H. Using another student's work and claiming it as your own (even with permission).
I. Translating texts from a foreign language does not constitute original work and falls under the guidelines for quotations, summaries, and paraphrasing.

Cause for Discipline

When a student enters Copper Mountain College, it is taken for granted by the college authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the Standards of Conduct policy, then appropriate disciplinary action will be taken as listed in the policy.

The purpose of this policy is to provide a prompt and equitable means to address violations of the Copper Mountain Community College District Standards of Student Conduct which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protection. This procedure will be used in a fair and equitable manner, and not for the purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

This policy is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and it will not be used to punish expression that is protected.

The following conduct shall constitute good cause for discipline, including, but not limited to, the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the Superintendent/President.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the defiance of the authority of, or persistent abuse of, college personnel.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct or expression on college-owned or controlled property, or at college sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college regulations, or the substantial disruption of the orderly operation of the college.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

Students are guaranteed the rights of due process when charged with a violation of conduct standards. Copies of the Student Conduct Due Process Procedures are available in the Office of Student Services.

Definitions of Types of Discipline

1. **Removal From Class**

   Exclusion of the student by an instructor for the day of the removal and the next class meeting.

   Any instructor may order a student removed from his or her class for the day and the next class meeting. The instructor shall immediately report the removal to the Vice President of Student Services and the Superintendent/President. The Vice President of Student shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the VP or VP's designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the VP or the VP's designee from recommending further discipline in accordance with board policy and based on the facts that led to the removal. (ECS 76032)

2. **Immediate Interim Suspension**

   Exclusion of the student by the Vice President of Student Services for good cause from one (1) or more classes for a period of up to ten (10) consecutive days of instruction.

   The Vice President of Student Services may order immediate suspension of a student when it is concluded that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits listed in the board policy shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. (ECS 66017)

3. **Long-term Suspension**

   Exclusion of the student by the Vice President of Student Services for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

4. **Expulsion**

   Exclusion of the student by the Board of Trustees from the college for one or more terms.

5. **Withdrawal of Consent to Remain on Campus**

   Withdrawal of consent by the Vice President of Student Services for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Superintendent/President has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

6. **Written or Verbal Reprimand**

   A written or verbal reprimand is an admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

DUE PROCESS HEARING PROCEDURES

The college will develop procedures for fair due process hearings for students receiving long-term suspensions, short term suspensions, expulsions, or withdrawal of consent to remain on campus.

STUDENT GRIEVANCE PROCEDURE

If a student has a reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the academic community, the following procedures are followed with respect to the faculty and/or administrators .

I. Cause:

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question.

II. Procedures:

A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then;

B. Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the Vice President of Academic Affairs.

After discussing the matter with the Vice President of Academic Affairs or their designee, if the student wishes to make a formal complaint it must be in writing. The Vice President of Academic Affairs or their designee will notify the staff member and conduct an investigation. At this point the name of the student may be kept confidential. The Vice President of Academic Affairs may request a meeting with the student and the staff member if it is believed that the matter can be resolved. At this meeting the student and the staff member are entitled to representation. The Vice President of Academic Affairs or designee shall communicate a decision to the student and staff member within forty (40) school days of the written complaint. If, however, the student is not satisfied, he/she may then;

C. Within ten (10) school days of receiving that decision, the student desiring further appeal may appeal to the Board of Trustees for review of the matter and, at the Board's discretion, a hearing on the matter.

STUDENT PRIVACY RIGHTS AND ACCESS TO RECORDS

Family Educational Rights and Privacy Act (FERPA)

RELEASE OF INFORMATION

The Copper Mountain Community College District (CMCCD) does not release student record information without the written consent of the student, except as outlined below under Disclosure of Education Records.

STUDENT RECORDS AND DIRECTORY INFORMATION

Board Policy 5040

The district may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released.

The district may not permit access to student records to any person without the written consent of the student or under judicial order except:

1. Officials and employees of the district who have a legitimate educational interest to inspect a record. A school official is defined as:
   - A person employed by the district in an administrative, supervisory, academic, research, support staff, or security position;
   - A person elected to the Board of Trustees;
   - A student government officer conducting student elections; and/or
   - A person employed by or under contract to the district to perform a special task, such as the attorney or auditor.

   School officials have a legitimate educational interest if they are:
   - Performing a task that is specified in their position description or by a contract agreement;
   - Performing a task related to a student's education;
   - Performing a task related to the discipline of a student; and/or
   - Providing a service or benefit relating to the student such as counseling, job placement or financial aid.
2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
6. To organizations conducting studies for, or on behalf, of the college.
7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.
8. To accrediting organizations in order to carry out their accrediting functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.
11. To an alleged victim of any crime of violence of the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Directory Information

The Copper Mountain Community College District (CMCCD) does not release student record information without the written consent of the student, except as outlined below under Disclosure of Education Records. The law allows the college to release student directory information, except when students have specifically requested that directory information be kept confidential. However, CMC Board Policy 5040 considers only the following items as "directory information', open to disclosure if requested:

1. Name
2. Electronic mail address
3. Dates of enrollment
4. Major field of study
5. Awards and degrees received
6. Participation in college activities

In completing the admission application, students are provided the opportunity to request that their directory information be maintained confidential. Students who wish to change their request may do so in writing to the Office of Student Services at any time to become effective within ten (10) working days.

Right to Inspect and Review Records

All currently enrolled or former students have a right to inspect and review all student records relating to them. Student record is defined according to the Family Educational Rights and Privacy Act (FERPA). To access their transcripts, students must file a letter of request with the Office of Student Services. To obtain access to other documents, students must submit a letter of request to the Vice President of Student Services.

Access shall be granted no later than 15 school days following the date the written request is received. Within the same 15 school days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate.

Right to Request Amendment of Student Records

Students may file a written request with the Superintendent/President to correct or remove information recorded in their student records which they allege to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within thirty (30) calendar days of receipt of such request, the Superintendent/President, or designee, shall meet with the student and the employee who recorded the information in question, if such employee is presently employed by the district. The Superintendent/President, or designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or designee, shall order the correction or removal and destruction of the information. If any or all of the allegations are denied, the student may appeal the decision in writing to the Board of Trustees within thirty (30) calendar days of denial.

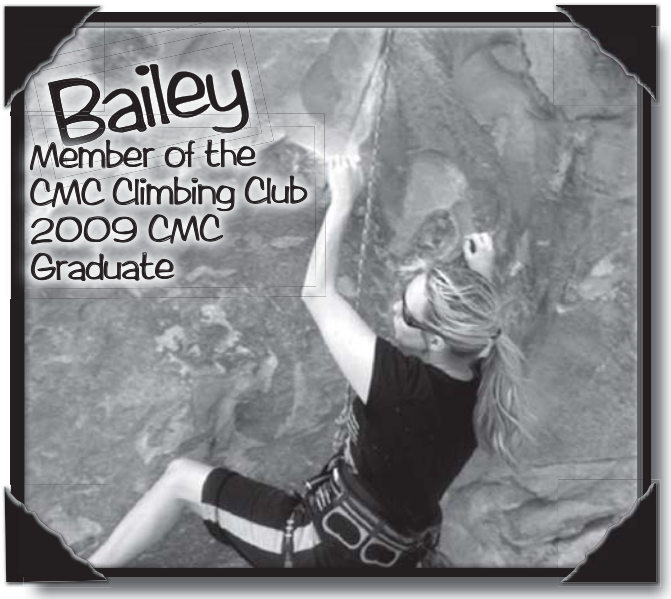
Within thirty (30) days of the receipt of an appeal, the Board of Trustees shall, in closed session with the student and employee who recorded the information in question, if presently employed by the District, determine whether to sustain or deny the allegation(s). If the Board sustains any or all of the allegations, it shall order the immediate correction or removal and destruction of the information. The decision of the Board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the decision of the Board is unfavorable to the students, or the student accepts an unfavorable decision by the Superintendent/President, he or she shall have the right to submit a written statement of his or her objections which shall become part of his or her student record until such time as the information to which the objection is made is corrected or removed.

RIGHT TO FILE COMPLAINTS WITH THE DEPARTMENT OF EDUCATION

Copper Mountain College students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the Family Educational Rights and Privacy Act. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605; (202) 260-3887; FAX (202) 260-9001.



CAMPUS SERVICES AND POLICIES

AUTOMATIC TELLER MACHINE

An automatic teller machine (ATM) is located in Phase III inside Bruce's Coyote Kitchen.

BOOKSTORE

The General Ernie Reid Bookstore, managed by Follett Higher Education Group, carries new and used course textbooks, a variety of essential classroom and student supplies, reference books, and other campus-oriented items. The Bookstore welcomes nonstudents. See the current schedule for hours of operation. Located in Phase III.

FOOD SERVICES

Bruce's Coyote Kitchen menu items include soup, hot entrees, grill service, desserts, and beverages. Hours of operation are published in the current class schedule each semester. Located in Phase III.

HOUSING

There are no facilities for on-campus housing at Copper Mountain College. Information regarding off-campus housing is available through local Realtors. The college does not inspect or approve facilities and assumes no responsibility for agreements between landlords and the students.

PARKING

Administrative Regulations 7190

Parking Permits

Vehicles parked in Copper Mountain College parking areas, shall display a valid CMCCD parking permit sticker either on the right side of the rear window, as viewed from the rear of the vehicle or on an authorized hanger. Hangers must hang from the rear view mirror so that the sticker is readable from the rear of the car. Open top or canvas top vehicles, or vehicles with tinted windows that prevent a clear view of the permit, may have the permit affixed on the front windshield, passenger side, lower right corner. Motorcycles, motor bikes, mopeds, and scooters shall display the permit on the front forks, fender or windshield. The owner assumes responsibility for any lost or stolen permit. A $5.00 fee will be charged to replace a lost permit.

The Business Office sells student-parking permits for $20.00 each for autos and $10.00 for motorcycles for the spring and fall semesters. The cost of a permit for the summer session will be $5.00. Authorized plastic hangers for hanging on the rear view mirror are available at a cost of $1.00.

If a vehicle is sold, a replacement permit will be issued for $1.00 upon presentation of the original permit.

Permits for additional vehicles owned by the same student, holding a valid campus parking permit, may be purchased from the Business Office for $1.00. Proof of ownership of these vehicles must be shown at the time of purchase.

Students who voluntarily withdraw from CMCCD should consult the refund dates for their classes for refund of parking fees. They will be required to return their parking permit with the application requesting tuition refund.

Faculty/staff permits shall be issued annually prior to the beginning of the fall semester. Student workers will be issued one student parking sticker for the semester in which they work.

Temporary Parking Permits

A temporary permit is available free of charge to visitors from the Business Services Office, Office of Student Services or campus security officer.

Students who have purchased a parking permit but who need a temporary parking permit because their vehicle is unavailable may obtain a temporary permit at no cost from the Business Services Office, Office of Student Services or a campus security officer.

ADA Accessible Parking

Spaces for vehicles of persons with physical handicaps are reserved in the Visitor, Library, and Main parking lots, and are identified with the standard symbol.

ADA accessible parking requires a Disabled Person placard or plates from DMV as well as a CMCCD temporary or permanent-parking sticker. All disabled students, as verified by a valid State of California placard, will not be charged for parking permits.

Placement of Permit

Properly displaying the parking permit is the responsibility of the individual, and failure to do so could result in a citation being issued. The parking permit should be displayed on the inside of the rear window or windshield in the lower right hand corner. If the window is tinted, the permit should be displayed on the inside of the windshield on the passenger side of the vehicle, or it should be affixed to the campus plastic hanger and hung visibly from the rear view mirror. Hangers must hang from the rear view mirror so that the sticker is visible. Motorcycles, mopeds and scooters should display the permit on either the fender or front forks.

Enforcement

Campus Security personnel will patrol the campus parking lots and issue citations to violators of parking and traffic regulations. The fine for a violation is $20.00. The San Bernardino County Sheriff also has jurisdiction on campus and may issue citations for violations.

Fine payments or questions should be directed to the Supervisor Maintenance and Operations, during regular working hours (8:00a.m. to 4:00p.m.) (760) 366-5217, or ATTN: Parking, P. O. Box 1398, Joshua Tree, CA 92252.

Failure to respond to a citation within 30 days will result in the following actions:

1) The fine will be increased to $40.
2) A "hold" will be placed upon the academic records of the violator and he or she may be prohibited from attending classes until the fine has been paid.

A parking violation notice appeal procedure may be initiated in writing through the Office of Business Services.

1) The appeal application must be completed and a typed or legibly written explanation of the reason(s) that an exception be made.
2) Supporting documentation may be submitted if applicable. (i.e. proof of purchase of parking permit.)
3) The completed appeal application and supporting documentation will be to: Business Services ATTN: Supervisor Maintenance and Operations.
4) Notification of the appeal decision will be made in writing by mail. Additional information, if needed, may delay the decision.

General Safety Regulations

No vehicle shall be driven in excess of 10 mph on any roadway or parking area within the campus. However, all vehicles must be driven at all times at a safe speed consistent with road conditions and pedestrian traffic.

All driving of motor vehicles on campus shall be conducted in a manner which insures the safety of drivers, passengers, pedestrians, and others, and which prevents damage to College property and the personal property of students, staff and guests.

Any vehicle leaving a designated parking lot shall stop as required and shall yield the right-of-way.

Campus traffic regulation signs are official and must be complied with as on any other public property.

Pedestrians have the right-of-way over vehicular traffic, but shall give consideration to traffic flow.

Any action of drivers that may be considered contributory to the cause of any injury or accident may be considered as reckless driving and driver(s) can be cited.

All vehicles, including two and three-wheeled vehicles are not to be driven on interior walks or roadways. Exception would be maintenance, security or emergency vehicles on official business. Skateboards and roller-skates are not allowed on the campus.

Parking Areas

No vehicles shall be parked in any location other than a designated parking area. No vehicle shall be parked on any interior roadway, driveway, sidewalk, lawn or undeveloped area.

Vehicles not parked in designated areas may be towed away and impounded at owner's expense.

Parking will not be permitted within 15 feet of any fire hydrant or stop sign or in any red zone.

Two and three-wheel motor vehicles are not permitted to park in automobile spaces. Special motorcycle spaces are provided. Only motorcycles, motorbikes, mopeds, and scooters shall park in areas specifically designated for such.

Parking Spaces

Parking will not be permitted in any manner that may obstruct the roadway, electrical panels, passageway, or doorway of a building or handicapped ramp, entrance or exit to any parking area.

A vehicle shall not park in such a manner as to occupy more than one space.

Visitor Parking

Parking in the visitor spaces is for the designated time only. Vehicles using handicapped spaces must display their handicapped permit. After 6:00 p.m. Monday through Friday, the visitor parking spaces in Phase I are reserved for faculty only. Spaces for the handicapped are reserved for use by the handicapped at all times.

Authority

Copper Mountain College Parking and Traffic Regulations are based on the authority contained in Section 2113, California State Vehicle Code. The Copper Mountain Community College District Board of Trustees in accordance with Board Policy 7190.

TRANSPORTATION

The Morongo Basin Transit Authority (MBTA) has routes throughout the entire Morongo Basin during the day and evening that assist CMC students in their transportation needs. Registered students with a current CMC ID card can ride MBTA buses for 25¢. A sticker indicating current semester enrollment will be affixed to the ID card during the registration and fee payment process. Interested students may call 1(800) 794-6282 for more information about MBTA routes, timetables, and services. Visit their website at www.mtbabus.com.

CHILDREN ON CAMPUS

Children are not permitted to attend classes, remain outside a classroom, in the parking lot, in a car, or in the library while their parent/guardian is in class.

PETS/ANIMALS ON CAMPUS

State and local laws prohibit animals on campus at any time except animals (dogs) used to assist blind and disabled persons. The Humane Society removes animals at owners' expense. Students who violate this law are subject to disciplinary action.

SMOKING IN DISTRICT FACILITIES

In the interest of promoting the health and well-being of district students, staff and visitors and to maintain the safety of district Facilities, it shall be the policy of the Copper Mountain Community College District to prohibit smoking in all indoor facilities and in district vehicles. **Smoking is only permitted in designated smoking areas around campus.**

ACADEMIC REGULATIONS

ACADEMIC PETITION PROCEDURE

The Academic Regulations Committee is an ad hoc committee formed to review and to take action on student requests for waiver of academic regulations and policies. Students may petition to this committee when, in their opinion, a particular academic regulation or policy is not applicable in a specific situation. Contact the Office of Student Services for procedures.

ATTENDANCE

First Class Meeting

It is extremely important for students to attend the first class meeting. Instructors may drop students who do not appear in order to make room for others who may desire to take the class. If a student is dropped as a "no-show" for nonattendance, and if space is available, it is the student's responsibility to reregister into the class at the Office of Student Services.

Class Attendance

A student is expected to attend all class sessions. It is the student's responsibility to contact instructor(s) regarding any absence. The acceptance of an excuse for absence other than illness or official leave of absence (see "Leaves of Absence" below) is at the discretion of the individual instructor. When absences are excused due to personal illness or the serious illness or death of a family member, a field trip, or an authorized absence on behalf of the college, all work assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the standards of the course.

Extenuating Circumstances

If a student encounters unusual circumstances that will cause excessive absences during a semester, but still wishes to remain enrolled and complete the semester, the student must contact each instructor for permission. Faculty may occasionally request that the Vice President of Student Services verify the extenuating circumstances before they agree. If the circumstances are so severe that the student is away from the area and unable to contact instructors, Academic Affairs may be able to assist.

Leaves of Absence

Students who have a need to withdraw for a short time, but who wish to retain their status in class(es) and resume work before the end of the current semester, should consult with each of their instructors. If students must depart suddenly, as in a family emergency, they should write the Vice President of Student Services as soon as possible requesting a leave to be away from class(es).

AUDITING CLASSES

Board Policy 6530.9

The Copper Mountain Community College District does not allow auditing of classes.

ENROLLMENT CLASSIFICATION OF STUDENTS

Freshman: A community college student who has completed fewer than 30 units of college credit.

Sophomore: A community college student who has completed 30 or more units of college credit.

Full Time: A student enrolled for 12 or more credit units.

Part Time: A student enrolled for fewer than 12 credit units.

CLASSIFICATION AND NUMBERING OF COURSES

There are three (3) types of courses/classes offered by Copper Mountain College:

1. **Credit Courses:** Courses numbered 001-099 are credit courses. A credit course is a part of an approved educational program or major. The credit awarded by Copper Mountain College for completion of most courses is accepted as a completion of a portion of an appropriate educational sequence leading to an Associate Degree or Baccalaureate Degree by the University of California, the California State University or an accredited independent college or university. A few remedial courses in basic skills are offered for credit but do not count toward completion of a program or major.
2. **Non-Credit Courses:** Courses numbered 100 and above are designed for students who are not candidates for degree programs and work in such courses is not applicable toward graduation.
3. **Community Education Programs:** Classes are designed for students whose primary motive for activity and learning is personal enrichment. Community Education classes carry no units and generate no transcripts. For more information call Academic Affairs at (760) 366-3791 ext. 4244.

TRANSFERABLE COURSES

Copper Mountain College courses that are transferable to the California State University are indicated by "CSU" and those transferable to the University of California are indicated by "UC" under the course description section of this catalog beginning on page 74. The CSU or UC designates courses accepted for major preparation or elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. Students interested in transferring to the University of California should refer to the University of California Transfer Course Agreement, available in the Transfer Center and in the Student Services Office, to make sure they have enough units, since CMC offers several UC transferable courses for which credit is decreased by one or more units by UC.

Detailed information about transferability by course and by institution is available at the Assist website www.assist.org.

CHANGES IN TRANSFERABLE CREDIT

As new courses are added or changes are made to current courses, University of California (UC) transfer credit may not be applicable until UC has approved these changes.

Students are strongly advised to consult with an advisor or counselor early in their first semester at CMC and every semester thereafter. They will help to ensure that you remain on track for graduation and transfer. Transfer eligibility may vary between institutions, your counselor will advise you of important requirements and keep you apprised of any changes.

COURSE PREREQUISITES, COREQUISITES, ADVISORIES AND OTHER ENROLLMENT LIMITATIONS

Board Policies 4260 and 6020

Complete course prerequisites, corequisites, and advisories are listed in this catalog after the course descriptions. These requirements are intended to ensure students a reasonable chance of success. Questions regarding course eligibility should be discussed with your faculty advisor or counselor.

A **Prerequisite** is a course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. Prerequisites indicate the Copper Mountain College course which must be taken prior to enrollment in a given course. (In A,B,C,D sequences, A is the prerequisite to B, etc.) Prerequisite requirements must be met before enrollment is permitted.

A **Corequisite** is a course or courses students may be required to take simultaneously in order to enroll in another course. Corequisite represents a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a "C" or better in the course requiring the corequisite.

An **Advisory** is listed in a course description to indicate that greater success in the course is likely if a student possesses certain skills, experiences, or a body of knowledge indicated in the advisory. Without the advisory knowledge, it is still expected that most students could receive a satisfactory grade in the course.

The district has a process for the establishment, review, and challenge of prerequisites, corequisites, and advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practices. The following regulations apply:

1. All computation and communication skill prerequisites will be established on a course by course basis.
2. The district will provide sufficient number of corequisite sections to accommodate students or the requirement will be waived for individual students for whom space is not available.
3. Students must satisfy prerequisite or corequisite requirements by successful completion of the appropriate course or multiple-measurers assessment.
4. A student may challenge the requirement of prerequisites or corequisites. Check with Academic Affairs for details.

LIMITATIONS OF ENROLLMENT

Board Policy 6020.2

Restrictions on enrollment may be imposed due to the nature of the course such as prerequisites, corequisites, honors, or public performance. Restrictions may also be imposed due to health and safety considerations, facilities limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, legal requirements imposed by statutes, regulations, or contracts, or other such limitations as designated by the district. These limitations will be published in the class schedule and catalog.

The district has established procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process.

Any prerequisite or corequisite may be challenged by a student on one or more of the following grounds:

1. The prerequisite or corequisite has not been established according to the district's process of establishing prerequisites and corequisites.
2. The prerequisite or corequisite violates Title 5, Article 2.5, Section 55201 (Policies for Prerequisites).
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or corequisite shall be made prior to the student's enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Vice President of Academic Affairs prior to the student's enrollment in the challenged course.

Challenges shall be resolved by the appropriate faculty within five (5) school days of the receipt of the challenge.

If space is available in a course when a student files a challenge, the district shall reserve a seat for the student and the student is assured a seat in the class if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed, and if the challenge is upheld, then the student shall be permitted to enroll for the subsequent term.

REMEDIAL COURSEWORK LIMITATION

Board Policy 6530.8

Remedial coursework refers to precollegiate basic skills courses defined as courses in reading, writing, computation, learning skills and English as a second language, which are designated as non-degree credit courses. No student shall receive more than thirty (30) semester units of credit for remedial coursework at Copper Mountain College except as noted below:

1. Students currently enrolled in one (1) or more courses of English as a second language.
2. Students identified by the college Disabled Student Program Services as having a learning disability.
3. A student who has had this restriction waived by the Superintendent/President or his/her designee because the student has shown significant, measurable progress toward the development of college-level skills. This waiver of limitation may be granted for a maximum of ten (10) semester units.

PHYSICAL EDUCATION REQUIREMENT

Either two units of Physical Education or one course in Health Education (of at least 2 units) is required for graduation from Copper Mountain College.

COURSE UNITS AND STUDENT LOADS

Unit of Credit

The term "unit of credit" is a measure of time and study devoted to a course. One credit unit is equivalent to one hour of lecture per week or three hours of lab per week per semester. Many courses are made up of a combination of lecture sessions and laboratory sessions.

Maximum Number of Units

A normal class load for fall and spring semesters is considered to be 12-17 units plus an activity class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average or better are permitted to enroll in 19 units plus physical education. (During the summer term, all students are limited to 7 units.)

Students wishing to obtain a variance from these limitations may petition the Vice President of Student Services.

Minimum Number of Units

Category	Minimum Units
ASCMC Officers	5
CARE Students	12
EOPS Students	12
Financial Aid Recipients:	
Full-time	12
3/4-time	9
Halftime	6

GRADING SYSTEM

Board Policy 6510

In accordance with California Education Code 76224, when grades are given for any course of instruction taught in a community college, the grade given to each student shall be determined by the instructor of the course. The determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

CR: Credit (at least satisfactory; units awarded, but not counted in GPA)

NC: No Credit (less than satisfactory, or failing; units not counted in GPA)

Students may choose the credit/no credit grading option on designated courses. This choice can be made at the time of registration, or the student may file a Petition in the Office of Student Services prior to the first 30% of the class meetings.

Grades of "F" count as units attempted and completed with a failing grade. Such grades are computed in the grade point average (both semester and cumulative). Units for which grades of "F" are assigned are not earned units and do not fulfill course, certificate or degree requirements.

GRADE POINT AVERAGE

The grade point average (GPA) is computed by dividing all units attempted into all grade points received. The following example illustrates the grade point average calculation.

Course	Units	Grade	Grade Per Unit	Points For Class
ENG-001B	3	B	3	9
ART -007A	2	A	4	8
HE-001	3	C	2	6
NR-001	3	B	3	9
NR-001L	1	B	3	3
HIST-017	3	A	4	2
Totals	**15**			**47**

Total Grade Points (47),
divided by Total Units Attempted (15),
equals Grade Point Average (3.13 GPA).

NON-EVALUATION SYMBOLS

Title 5 (§55758)

The following non-evaluation symbols may appear on official college transcripts:

"I" (Incomplete) is a temporary mark assigned when the instructor determines that a student has been unable to complete course requirements by the designated ending date of the course according to the following definition.

Incomplete academic work for unforeseeable emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with Student Services until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" must be made up no later than one semester following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

An incomplete is issued only upon mutual agreement between the instructor and the student. The instructor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark and the grade to be assigned, as well as the grade to which the incomplete will default if the requirements are not met. The student is expected to make up the incomplete by the end of the semester immediately following the receipt of this mark or the grade could default to an "F". In unusual circumstances the student may petition the instructor for a one-semester extension.

The Incomplete Grade Form is issued only to instructors. In addition to the terms of agreement as outlined in the previous paragraph, this form will contain the student's signature and the instructor's signature. The student and the instructor will each retain a copy of this agreement. A third copy will be kept on file with the permanent roster in Academic Affairs.

"IP" (In Progress) is a mark used only for those courses which extend beyond the normal end of an academic term. This mark indicates that work is in progress and that upon completion of this work an evaluative symbol (grade) will be assigned. The "IP" shall not be used in calculating grade point average.

"RD" (Report Delayed) is a mark used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control. This mark is a temporary notation and is to be replaced as soon as possible by a permanent symbol. Only Academic Affairs may assign the "RD" mark. The "RD" notation shall not be used in calculating grade point average.

"W" (Withdrawal) is a mark assigned to students who withdraw after 30 percent, or the fourth week of the term (whichever is less), and prior to 75 percent of the term. Withdrawal after the 75 percent point is not possible. If there are extenuating, documented circumstances such as an accident, hospitalization, or other conditions beyond the student's control, the student may petition for an administrative withdrawal in the Office of Student Services. Title 5, California Administrative Code, Section 55758, states that withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

GRADE RESPONSIBILITY

The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the 75 percent point of a semester or session, whichever is less. Students who do not withdraw by the deadline indicated in the class schedule will receive a grade of A, B, C, D, F, CR or NC. All grades become a part of the student's permanent record.

Where verified cases of extenuating circumstances exist, students may petition to be allowed to withdraw from class(es) after the grade responsibility date. The petitioning process is to commence with the Vice President of Student Services after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the Vice President of Academic Affairs. Extenuating circumstances include verified cases of accidents, illnesses or other circumstances beyond the students' control which would prevent them from completing the class(es). Where such withdrawals are approved, the symbol "W" may be granted.

GRADE CHANGE POLICY

The college has a grading policy and procedures to be followed when issuing grades and when grades are to be changed.

1. The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is final.
2. A change of grade may be made in only one of two ways:
   A. An **INCOMPLETE (I)** is changed to a final grade. See GRADING SYSTEM, Non-Evaluation Symbols for definition and limitations.
   B. **GRADE CHANGE** (Section 55760) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55760 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

   The District Board shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with Section 55002, Sections 55761 and 55762. When grade changes are made in accordance with these sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such manner that all work remains legible, ensuring a true and complete academic history.
3. The Vice President of Academic Affairs shall approve all Change of Grade and Incomplete Grade forms based upon the Grading Policy adopted by the Board of Trustees.
4. All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the instructor submitting the request.

GRADE APPEALS PROCEDURE

The student shall first attempt to solve the problem with the instructor involved. If the problem is not solved, the student may follow the steps outlined in the Grade Grievance Procedure.

GRADE GRIEVANCE PROCEDURE

By law, an instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76244(a), which reads as follows: "When grades are given for any courses of instruction taught in a community college, the grade given to each student shall be that determined by the instructor of the course and its determination, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When a student believes that the district grading policy has not been followed, and that the grade received in class was the result of "mistake, fraud, bad faith, or incompetency," the student MUST discuss this concern with the course instructor by the end of the fourth week of the following semester. Any student who is not satisfied after meeting with the instructor, may choose to pursue a grievance.

FRAUD: A deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons may be found to be fraud.

BAD FAITH: Bad faith may be found in an instance of an intent to deceive, in an act of dishonesty.

INCOMPETENCY: Incompetency may be found in a lack of ability, qualifications, fitness, or performance.

If a student files a grade grievance in accordance with the definitions and procedures described herein, and if, following the grievance procedures, it is found that the grade assigned has in fact been the result of "mistake, fraud, bad faith, or incompetency," then a new grade will be assigned, and that grade will become the final grade.

The student must observe the following procedures. The procedures must be completed by the end of the following semester (excluding Summer School) during which the cause for grievance occurred.

LEVEL 1: Prior to filing a formal written grievance, the student must attempt to solve the problem. When grades are available, the student is expected to contact his or her instructor directly to discuss their differences not later than the fourth week of the following semester. At this stage most differences will be resolved. This contact should be conducted in the privacy of the instructor's office whenever possible, and the pertinent issues should be well defined so that they may be discussed as objectively as possible.

If the problem cannot be resolved at this level, the student may, after informing the instructor that he or she plans to file a written grievance, progress to Level 2.

LEVEL 2: The student submits a written request for a meeting with the instructor's supervisor to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the instructor. The supervisor shall meet with the instructor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue can be resolved to the satisfaction of the instructor and student, and the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the supervisor will be communicated in writing with copies to the student involved, the faculty member involved, the Vice President of Academic Affairs or designee, and the Office of Student Services.

If the problem cannot be resolved at this level, the student may, after informing the instructor and supervisor that he or she plans to file a written grievance, progress to Level 3.

LEVEL 3: The student submits a written request for a meeting with the Vice President of Academic Affairs to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the supervisor and instructor. The Vice President shall meet with the instructor, supervisor, and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue cannot be resolved to the satisfaction of the supervisor, instructor and student, the Vice President of Academic Affairs assumes the responsibility for arriving at a decision regarding the validity of the grievance and appropriate action to be taken. If the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the Vice President will be communicated in writing with copies to the student involved, the faculty member involved, the supervisor involved, and the Office of Student Services. The Vice President's decision completes and exhausts the Copper Mountain Community College District's Grade Grievance Procedure.

The Superintendent/President or designee may shorten or lengthen the times specified in these procedures. The intent, however, is to ensure that each and every step will take place as expeditiously as possible.

ACADEMIC HONORS

President's List

Students earning 12 or more credit units in a semester with a grade point average of 3.50 or better are cited on the "President's List" which is the highest academic honor in the college.

Honor Roll

Students earning 12 or more credit units in a semester with a grade point average between 3.00 and 3.49 are listed on the "Honor Roll".

GRADUATION HONORS

Board Policy 6540.2

The district recognizes academic accomplishment by awarding associate degrees with Highest Honors, High Honors, and Academic Distinction designations. All grades earned at all colleges attended will be included in the computation of the cumulative grade point average for graduation honors. To recognize academic accomplishment, students completing associate degree programs with prescribed cumulative grade point averages are to be recognized through the college commencement exercises and diplomas awarded as honor students.

Academic honors are awarded as follows:

Honor	Cumulative GPA*
Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Academic Distinction	3.50 - 3.74

* From ALL colleges attended.

PROBATION, DISQUALIFICATION, AND REINSTATEMENT

Probation, disqualification, and reinstatement policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals.

STANDARDS FOR PROBATION

Board Policy 6530.4

Academic Probation: A student who has attempted at least twelve (12) semester units, as shown by the official academic record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units graded according to the established College grading scale.

Progress Probation: Students who have attempted at least twelve (12) semester units will be placed on progress probation when the percentage of all units attempted for which symbols of "W," "I" and "NC" are earned reaches or exceeds 50 percent.

Transfer Students: Students transferring to Copper Mountain College from another college are subject to the same probation and dismissal policies as Copper Mountain College students.

NOTIFICATION OF PROBATION

The college shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which the probation will take effect but, in any case, no later than the start of the fall semester. As a condition of continuing enrollment, a student placed on probation is to receive individual counseling, including the regulation of his or her academic program. Also each student shall be referred to other support services to help him or her overcome any academic difficulties. Prior to registration, a student on probation must have counselor approval of his or her educational program. Students who register before grades are known and are later found to be in a probation category, will be contacted for an appointment with a counselor before next-term enrollment can be permitted.

PROBATIONARY STATUS ENROLLMENT LIMITATIONS

Board Policy 6530.10

Students who are on probation must have approval by a counselor of his or her educational program and intended course enrollment prior to registration.

Students who register before grades are known and are later found to be in a probation category, will be contacted for an appointment with a counselor before next-term enrollment can be permitted.

REMOVAL FROM PROBATION

Board Policy 6530.5

Academic Probation: A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

Progress Probation: A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percent of units in this category drops below 50 percent.

STANDARDS FOR DISQUALIFICATION

Board Policy 6530.6

A student on academic probation shall be subject to disqualification if in each of three (3) consecutive semesters the student's cumulative and semester grade point averages are below 1.75 in all units attempted which were graded according to the established district grading scale.

Students on progress probation shall be subject to disqualification if progress probation has been earned for three (3) consecutive semesters of enrollment.

NOTIFICATION OF DISQUALIFICATION

The college shall make a reasonable effort to notify a student subject to disqualification at or near the beginning of the semester in which the disqualification will take effect but no later than the start of the Fall semester. A student subject to disqualification has the right of appeal. An exception to disqualification may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Vice President of Student Services.

REINSTATEMENT

Board Policy 6530.7

A student applying for reinstatement shall not be reinstated until a minimum of one semester has elapsed since disqualification. A student applying for reinstatement must submit a written request to the Vice President of Student Services.

The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess his or her academic and career goals. Prior to registration, a reinstated student must have signed a contract with the counselor relative to his or her educational program.

REPETITION OF COURSES

Board Policy 6530.2

Substandard Grades

A student who receives a grade of D, F, or NC for a course may repeat the course one time and receive a new grade and credits. The previous grade and credits are disregarded in the computation of grade point average and credits and appropriate annotation is made on the student's permanent record in such a manner that both grades remain legible, insuring a true and complete academic history.

Where special circumstances exist, a student may be allowed to repeat a course a second time. Special circumstances include consideration of illness, accident, or other conditions which, being beyond the control of the student, resulted in his or her substandard work.

Under very unusual and documented circumstances, a student who has taken a class twice and received non-passing grades both times may petition for one last opportunity to pass the course. Students must appeal in writing and with appropriate documentation of the unusual circumstances well in advance of registration. The appeal should be directed to the Vice President of Student Services.

Grades of "C" or Better

The District permits students to repeat a course or courses with grade(s) of "C", "B", "A", or "CR" when a lapse in time, change in course content, or need to upgrade skills justifies the repetition.

The student must demonstrate that special circumstances do exist to justify the repeating of courses for which grades of "C", "B", "A", and/or "CR" have been awarded. These petitions are to be retained for FTES (Full-time Equivalent Student) audit purposes.

Grades earned in such cases are not included in the student's grade point average. The credit is not awarded. The courses, grades, and units will be listed on the student's transcript.

Forms to repeat a course with a grade of "C" or better are available in the Office of Student Services. Students must make the request well in advance of registration. The appeal should be directed to the Vice President of Student Services.

ACADEMIC RENEWAL POLICY

A student may petition to have units and credits for all courses taken during one semester of college work eliminated from the computation of his/her cumulative grade point average. Under extenuating circumstances a second semester consecutive with the first semester may be considered under the same regulations. Extenuating circumstances are beyond the control of the student and may include but are not limited to situations such as illness or injury to the student, or death or illness in the family. The student must supply documented evidence of all extenuating circumstances to the Vice President of Student Services.

If the petition for academic renewal is granted, the permanent record of the student will be annotated so that it is evident to all users of the record that no units for work taken during the semester(s) covered by academic renewal, even if satisfactory, will apply toward graduation or other educational objectives. All courses, units, and grades shall remain legible on the permanent record to ensure a true and complete academic record of the student's college courses.

A student may repeat work taken during academic renewal semester(s) only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

A student must include all work, excluding academic renewal semester(s), in the computation of the cumulative GPA toward any honors program.

No part of the regulation and procedures shall conflict with:

A. Education Code, Section 76224, pertaining to the finality of grades assigned by instructors; and
B. Chapter 2.5 of Division of Title 5 (commencing with Section 59020) pertaining to the retention and destruction of records, and particularly Section 59023 (d), relating to the permanency of certain student records.

The Vice President of Student Services shall maintain records of all actions taken under this regulation and a yearly review of this regulation shall be made by the Educational Policies and Practices Committee.

REQUEST FOR ACADEMIC RENEWAL

1. A student seeking academic renewal is responsible for presenting evidence to show:
   a. that the previously recorded courses were substandard academic performance and are not reflective of his/her current academic ability; and
   b. that the student is enrolled in a defined educational program.

   Evidence of academic ability since the semester in question shall include one of the following:
   - 15 semester units with a minimum of a 3.00 GPA;
   - 30 semester units with a minimum of a 2.50 GPA; or
   - 45 semester units with a minimum of a 2.00 GPA.
2. At least 12 months must elapse between the date of the request and the end of the semester for which academic renewal is sought.
3. The student may request academic renewal only once.
4. The request for academic renewal shall be directed to the Vice President of Student Services.

EXAMINATIONS

Credit by Examination/Course Challenge

Board Policy 6530.1

Credit is not allowed if coursework (or credit by exam given) in the subject area has been completed or Advanced Placement credit has previously been granted.

Credit by examination may be granted for a course based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college.

If an examination shows that the student possesses adequate equivalency and mastery of the subject, credit is granted.

A student seeking credit by examination will receive a letter grade (A, B, C, D, F, NC, CR) and grade points in the same way as if enrolled in a regular course. A student may challenge a course only once. Credit earned according to this policy shall not count toward determination of eligibility for veteran's benefits. Credit by examination is possible in selected courses only. Contact the Vice President of Academic Affairs for additional information.

Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.

Credit by examination may be granted only to a student who (1) is currently enrolled in at least one course in the college, (2) has completed at least 12 units in residence, (3) is not on academic probation, (4) has submitted transcripts of all previous course work, (5) has not earned college credit in more advanced subject matter, and (6) has not received a grade (A, B, C, D, F, CR, NC), or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institution.

Under the Credit by Examination policy, a student may challenge no more than 10 units towards an Associate Degree or a Certificate of Completion. Unit credit granted by examination to a student shall not count towards the minimum of 12 units required for residency.

Students interested in Credit by Examination should select a specific course for which they believe they have sufficient knowledge, then contact the Vice President of Academic Affairs to determine the possibility of challenging the course and to obtain information regarding the requirements for successful challenge. The Credit by Examination form to initiate the formal approval process may then be obtained from the Office of Student Services. Payment of a nonrefundable fee of $25.00 is required at that time. The request must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.

College Level Examination Program (CLEP)

A maximum of 30 semester units of CLEP (College Level Examination Program) credit is given for scores at the 50th percentile or higher. Credit is not awarded for College Composition. An official transcript from the College Board must be submitted to the Office of Student Services for acceptance of CLEP credit. In addition, students must be currently enrolled at Copper Mountain College. CLEP credits do not count toward residency requirements. CLEP exams are not offered on campus; however, they are offered at the local military base.

CLEP credit will not be used to meet IGETC (Intersegmental General Education Transfer Curriculum) or California State University General Education Breadth Requirements for Certification. The University of California campuses do not accept CLEP credit. Students planning to transfer should check the CLEP policy in the catalog of the intended transfer.

Credit for CEEB Advanced Placement Examinations

Board Policy 6520.2

Copper Mountain College grants credit for scores of 3 or higher on the Advanced Placement AP Examinations of the College Entrance Examination Board (CEEB). Advanced Placement credit is granted for the fulfillment of Copper Mountain College programs only. Other colleges or universities may have different policies concerning AP. Therefore, the transfer institution will reevaluate the AP scores based on their own campus policies. AP credit may not be used to fulfill residency requirements.

High school students who intend to participate in this program should make the necessary arrangements with their high schools. Students should request that their test scores be sent to Copper Mountain College at the time they take the Advanced Placement Examinations or upon enrollment. To apply for Advanced Placement credit, an official AP transcript must be sent to the Office of Student Services at Copper Mountain College. In addition, students must be currently enrolled at Copper Mountain College.

AP credit may be used towards graduation requirements, IGETC (Intersegmental General Education Transfer Curriculum), and California State University (CSU) General Education Breadth Requirement certifications. However, the Critical Thinking General Education requirement cannot be met utilizing AP credit. Copper Mountain College's faculty will review AP credit granted for courses not listed below.

Use of AP and IB Exams for CSU & UC

CSU and IGETC course credit may be earned for scores of three (3) or better on Advanced Placement (AP) exams that the community college faculty recognizes as equivalent to approved courses. An acceptable score on an English AP exam may be used to meet the English Composition requirement, not the Critical Thinking/English Composition requirement.

CSU and IGETC course credit may also be earned for scores of five (5) or better on International Baccalaureate (IB) exams that the community college faculty recognizes as equivalent to its approved courses. An acceptable score on the IB English A1 exam may be used to meet the English Composition requirement but not the Critical Thinking/English Composition requirement.

AP Examination	# of Units	CSU
Art: History of Art	3	C1
Biology	3	B2
Chemistry	6	B1 & B3
Economics: Macroeconomics	3	D2
Economics: Microeconomics	3	D2
English: English Lang & Comp	3	A2
English: Literature & Comp	6	A2 & C2
French: French Language	6	C2
French: French Literature	6	C2
German Language	6	C2
Government & Politics: US	3	D8
Government & Politics: Comp.	3	D8
History: European History	3	D6
History: United States History	3	D6
Latin: Vergil	3	C2
Latin: Latin Literature	3	C2
Mathematics: Calculus A, B	5	B4
Mathematics: Calculus B, C*	10	B4
Music Theory	3	C1
Physics B	8	B1 & B3
Physics C (mechanical)	5	B1 & B3
Physics C (elect. & magnet.)	5	B1 & B3
Psychology	3	D9
Spanish: Spanish Language	6	C2
Spanish: Spanish Literature	6	C2
Statistics	3	B4

* A student should not be awarded both Calculus A, B and B, C; rather the proposed maximum credit shall be 10 semester units.

Copper Mountain College does not have comparable courses for all courses listed above. Additional information about the Advanced Placement program may be found at www.collegeboard.com.

CREDIT BY ARTICULATION

The College maintains course articulation agreements in cooperation with high schools and Regional Occupational Programs (ROP) within the Morongo Unified School District (MUSD) and San Bernardino County Regional Occupational Program. College credit by examination or prerequisite course waiver may be earned by high school and ROP students, thereby allowing students with demonstrated competencies to avoid duplicating course work in college and resulting in a smooth transition from course to course, from high school to college.

ARTICULATED HIGH SCHOOL ROP CLASSES

Check with the Vice President of Student Services for courses eligible for articulated High School/ROP classes.

SUPPLEMENTAL MODES OF STUDY

Seminars

Seminars, designated as Course Number 048 A, B, C (1, 2, & 3 units respectively) may be conducted by any program. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses.

The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, examination, written report, and/or term paper.

Seminars are an excellent means of recruiting the active and retired personnel resources in the community to work with faculty and students to extend depth, imagination, and applicability to the programs of instruction. A maximum of six (6) seminar units are accepted for the A.A. or A.S. Degree.

Independent Study Projects (1-3 units)

Available to students enrolled in six or more units, Independent Study is designed to:

1. extend students' knowledge and understanding of subject matter beyond the stated objectives of the course in which they are registered; or
2. provide means to earn credit in an academic area where they have exhausted all reasonable course options. In this case, the Independent Study course should be degree or certificate applicable.

Independent Study credit is given on a "lab" value basis (1 unit = 54 hours, 2 units = 108 hours, 3 units = 162 hours) in which students work independently under the direction and guidance of the instructor. A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree.

The Independent Study Request Form is available in Academic Affairs. The student should complete the form and seek the instructor's approval. The instructor should be given the application for the project prior to the Vice President of Student Services, and the Vice President of Academic Affairs. It is recommended that Independent Study Projects for three (3) units begin prior to the fourth week of the semester; for two (2) units, prior to the seventh week; and for one (1) unit, prior to the tenth week.

Work Experience Education

General Work Experience Education is supervised employment of students with the intent to assist them in acquiring desirable work habits, attitudes and career awareness. Students' jobs need not be directly related to their educational goals.

For the satisfactory completion of Work Experience Education, students may earn a maximum of three credit hours per semester and earn up to a total of six credit hours.

Students may utilize their present work sites for improving skills or choose job placement assistance in another area through the Workforce Development Center. Certain volunteer training activities may also qualify for college credit through Work Experience, provided that meaningful objectives are set and accomplished.

Participants are required to complete 75 hours of a paid activity or 60 hours of unpaid volunteer work, plus completion of the objectives, in order to receive one unit of college credit.

Work Experience Eligibility

In order to be eligible for Work Experience Education, students must:

1) be enrolled as a Copper Mountain College student in 7 or more units of credit including work experience,
2) spend at least five (5) hours a week at a training site,
3) pursue a planned program of Cooperative Education which includes new or expanded responsibilities or learning opportunities beyond those of previous employment and training.

More information is available through the CMC Workforce Development Center Office, (760) 366-3791. Check the schedule of classes for hours.

CERTIFICATE, DEGREE, GRADUATION AND TRANSFER REQUIREMENTS

TRANSCRIPTS

An official transcript of a student's record may be obtained from the Office of Student Services, Admissions & Records by written request.

Transcripts sent directly from the college to the destination requested by the student are official. Transcripts given to the student are unofficial unless they are placed in sealed, unopened envelopes marked "unofficial if opened". A fee will be charged in excess of two (2) transcripts.

GENERAL EDUCATION CERTIFICATION

Verification by the college of a student's completion of lower division General Education/Breadth requirements for the California State University or the Intersegmental General Education Transfer Curriculum (IGETC) curriculum must be requested by the student at the time transcripts are requested to be sent to the university.

TRANSFERRED COURSEWORK

All transcripts from other colleges must be on file in Admissions & Records prior to filing a "Request for Evaluation". All lower division work (freshman & sophomore level courses) previously earned at other accredited institutions will be included when computing the cumulative GPA for a degree or certificate from CMC.

The district evaluates and accepts transfer courses, units and grades in an equitable manner in accordance with the standards of the Western Association of Schools and Colleges Accrediting Association (WASC).

FOREIGN TRANSCRIPT EVALUATIONS

Students entering CMC who have earned university/college credits in foreign countries and believe the courses are comparable to those offered at Copper Mountain College, can obtain information about foreign transcript evaluation and application forms for foreign transcript/credential evaluation services from the Vice President of Student Services.

UNIT CREDIT FOR MILITARY SERVICE

Military Veterans or active duty personnel who have served on active duty for a period of one year or longer and who have received other than a dishonorable discharge may be granted college credit. The military units are designated as "Military Credit" on the transcript.

To have formal military education credit accepted the student must complete 6 units in residence and present the Office of Student Services or Base Programs Office (MCGACC) his/her DD 214 or smart transcript. The CMC evaluator or the SOC evaluator at the military base determines the units applied to the associate degree.

CERTIFICATE OF COMPLETION

A Certificate of Completion may be awarded to a student who has completed a required sequence of courses in an occupational field. The Certificate is not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the Office of Student Services at least one semester prior to completing certificate requirements. All transcripts from other colleges must be on file before an evaluation request can be filed.

Students must file an "Intent to Earn Certificate" in the Office of Student Services during the semester in which they are completing the requirements. The certificate requires fewer than 60 units of college work. At least six (6) units in the certificate field shall be completed in residence at Copper Mountain College. A minimum of a "C" average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor.

In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional course work determined by the department advisor. See Degree and Certificate Programs section in this catalog for specific certificate requirements.

CATALOG REQUIREMENTS UNDER WHICH STUDENTS GRADUATE

Students are responsible for meeting in full the requirements for graduation as set forth in the college catalog. For the purpose of meeting graduation requirements, students may choose to meet the requirements for degrees or certificates in the catalog in effect at the time of entrance, during the span of attendance, or at the time of graduation, provided they do not interrupt their enrollment for two (2) or more consecutive semesters, not including summer.

Whenever enrollment is interrupted for two or more consecutive semesters, not including summer, students must choose the requirements in the catalog in effect at the time of re-enrollment, continued attendance following re-enrollment, or graduation.

College authorities may authorize or require substitutions for discontinued courses or for courses not offered. Copper Mountain College requires that students declaring or changing a major program of study must complete the major requirements in effect at the time of the declaration of change. For programs of study requiring special selection procedures, students are required to complete major requirements in effect at the time of entrance to the program.

Students maintain continuous enrollment, attend and successfully complete, at least two (2) semesters or summer sessions during each calendar year. Changing a major program of study does not change catalog rights for general education or other graduation requirements beyond the major. Absence due to an approved educational leave or for attendance at another accredited college is not considered an interruption in attendance if the absence does not exceed two (2) years.

EVALUATION REQUIREMENT FOR ASSOCIATE DEGREE

Students seeking a degree are urged to file a "Request for Evaluation" form after completing 30 units, both for CMC course evaluation and to determine the applicability of credits from other colleges or universities they may have attended. One semester before expected completion of degree requirements, an "Intent to Graduate" form must be filed with Admissions and Records in Student Services. All transcripts from other colleges must be on file before any evaluation can be initiated.

GRADUATION REQUIREMENTS

Board Policy 6540.1

All Associate Degrees require a minimum of 60 units of college credit toward the major or area of emphasis and a cumulative grade point average (GPA) of 2.0 or better. At least 12 units must be earned at Copper Mountain College. Effective Fall, 2009 students will need a "C" or better in all of the required courses for their major or area of emphasis. This includes "restricted" electives.

Other minimum requirements established by the Education Code and Title 5 Administrative Regulations will also be met. Specific requirements are listed on the following pages.

EARNING AN ADDITIONAL ASSOCIATE DEGREE

Additional Associate Degrees may be earned if the student completes a minimum of 12 additional units at CMC after all of the requirements are completed for the first degree. All major and General Education requirements must be met. Completion of additional degree requirements may be concurrent with or after completing another degree.

GRADUATION

Once it has been determined that a student is eligible for graduation, an "Intent to Graduate" form must be completed and submitted to Admissions & Records in Student Services. The deadline to submit this form is found in the class schedule. This requirement applies to all Associate Degrees.

Formal graduation activities are held at the end of the Spring semester. Students who complete degree requirements during the Spring or preceding terms are invited to participate in the ceremonies. Students who plan on completing their final graduation requirements in the summer session may also participate in graduation ceremonies, as long as they are within seven (7) units of completing their degree requirements.

OBJECTIVES FOR THE INSTRUCTION PROGRAM

Administrative Procedure 4100.1

A CMC graduate will exhibit competence in:

SPEAKING, by organizing ideas and communicating them orally;

READING, by locating, understanding, and interpreting written information;

LISTENING, by receiving, interpreting, and responding to verbal messages;

WRITING, by communicating thoughts, ideas, and information in a variety of formats;

MATHEMATICS, by choosing appropriate mathematical techniques and applying them to computation and problems;

THINKING, by making good decisions, using reasoning to solve problems, and learning how to learn; and

LEADERSHIP, by demonstrating responsibility, sociability, and integrity;

to the satisfaction of the Copper Mountain College faculty.

CORE COMPETENCIES

1. **Communication Skills:** effective, persuasive, and appropriate means to express and respond to thoughts, information and ideas.
2. **Critical Thinking Skills:** examine issues and problems from a variety of perspectives on multiple cognitive levels to synthesize and make a reasoned and logical judgement as to the truth or merit of a viewpoint or opposing viewpoints.
3. **Ethics:** an attitude of respect and tolerance that includes the practice of fair treatment, civility, commitment to civic engagement, and the sense of responsibility for oneself, the community, and the environment.
4. **Personal Development:** a lifelong learning process that develops a recognition of personal strengths and develops a process to strengthen personal weakness; promotes self-esteem; increases empowerment and responsibility; develops cooperation, tolerance, flexibility and curiosity; develops awareness and appreciation for diversity; develops organizational skills and time management skills; and provides opportunity for leadership and engagement.
5. **Information Competency:** recognize the need for information and to find evaluate, use, and communicate information in various forms. This combines aspects of technological literacy, research methodology, and library literacy.

FACULTY CODE OF ETHICS

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at Copper Mountain College endeavor to:

- place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator;
- encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others;
- accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services;
- accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others, and;
- acknowledge the rights and obligations associated with the role of citizens within the community ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.

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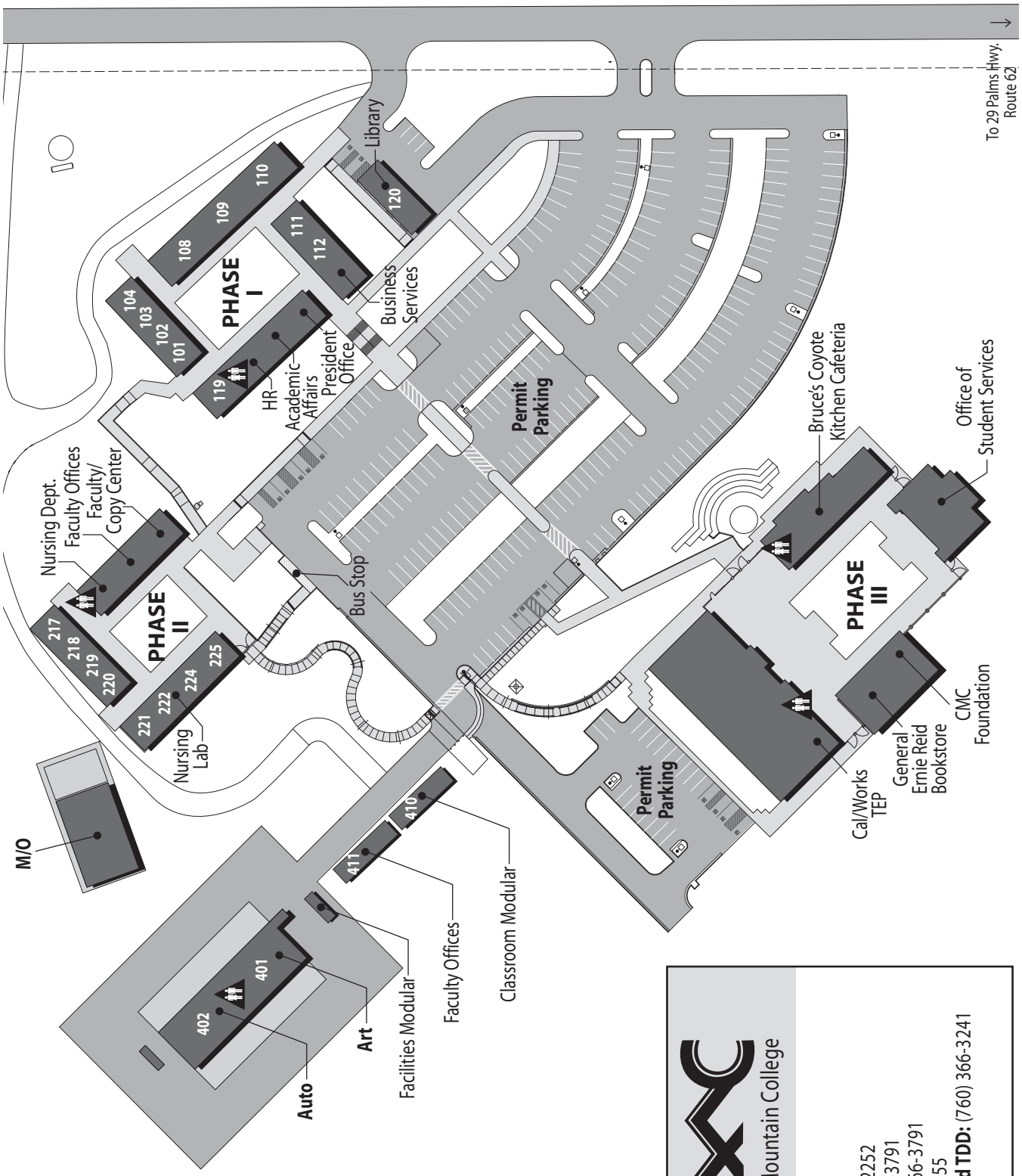

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The following statement is required by the
California State Department of Education
in compliance with D.V.B. Circular 20-76-84.

Date: July, 2009

In accordance with requirements of D.V.B.
Circular 20-76-84, Appendix P, this is to certify that
this school catalog is true and correct in content and policy.

Superintendent/President
Dr. Roger Wagner

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