

**Palo Verde College**

**Follow-Up Report**

Submitted by:

Palo Verde College  
One College Drive  
Blythe, CA 92225

Submitted to:

Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges

October 1, 2021

**To:**

Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges

**From:**

Donald G. Wallace, Ph.D., Superintendent/President  
Palo Verde College  
One College Drive, Blythe, CA 92225

I certify there was broad participation and review by the campus community and believe this report accurately reflects the nature and substance of this institution.

**Signatures:**

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Brad Arneson, President, Board of Trustees

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Dr. Donald G. Wallace, Superintendent/President

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William Smith, Interim Vice President, Instruction and Student Services/ALO

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Richard Castillo, President, CTA

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Sarah Frid, President, Academic Senate

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Jose Rascon, President, Associated Student Government

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Rich Soto, President, CSEA

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## REPORT PREPARATION

Palo Verde College began preparing its response immediately upon receiving the June 29, 2020, Commission Action Letter. The Vice President of Instruction and Student Services/ALO, under the direction of the Superintendent/President, was delegated the task of coordinating the response effort.

The Vice President of Instruction and Student Services/ALO recruited an administrator, two faculty members and the Director of Institutional Research to serve on an Accreditation Task Force that met every other week to develop responses to the Action Letter and review progress. A date was set in late July to complete the report, allowing time for institution-wide review and Board of Trustees' first and second readings, to meet the October 1, 2021, report submission deadline.

The Accreditation Task Force initiated the following tasks in Summer 2020:

Requirement 1: Prepared a paper version of the Correspondence Education Handbook 2020-21, containing, among other information, procedures as to grievances and complaints. Arranged distribution of the document to incarcerated students. Began review of all Board policies and administrative procedures dealing with students' rights and responsibilities, including [BP 5530/AP 5530](#) Student Rights and Grievances, which was revised in 2021. Re-organized data file of student complaints and grievances to improve tracking and follow-up actions.

Requirement 2: Worked with the Academic Senate to finalize resolutions governing distance education and correspondence education, including changes in accordance with recent revisions to Title 5, paragraphs 55260 Correspondence Education Definition and Application and 55262 Correspondence Education Instructor Contact.

Requirement 3: Worked with the Academic Senate and conducted eLumen training on Flex Day, January 21, 2021, to ensure comprehensive input of student learning outcome assessments scheduled on the SLO matrix. As of the date of this Follow-Up Report, SLO assessments and reflections are inputted in eLumen through Spring Semester 2021.

Requirement 4: Built upon the College's work accomplished to date on institution-set standards and worked with the Program Review Committee to formulate a process for reviewing and addressing adverse institutional deviations from set standards. Prompts regarding institution-set standards are incorporated in program review templates.

Requirement 5: Worked with the Program Review Committee, Academic Senate and classified managers to ensure timely completion and approval of program reviews and Snapshots in accordance with the Program Preview Matrix.

Throughout this time, the Vice President of Instruction and Student Services/ALO kept the College informed of progress in the preparation of the response, including updates during the

January 21, 2021, Flex Day, monthly reports before the Board and monthly general staff meetings.

## **RESPONSES TO THE COMMISSION ACTION LETTER**

**ACCJC Policy on Student and Public Complaints Against Institutions (Requirement 1):** In order to meet the Commission’s policy, the Commission requires the institution widely communicate its formal student grievance process so that all students are aware of their rights and responsibilities.

### **College Response:**

Palo Verde College has made improvements in this area, having taken steps to ensure that incarcerated students, as well as community students, are well aware of their rights and responsibilities, and have access to processes for filing complaints and grievances.

Upon learning of the ACCJC’s recommendation, the College acted quickly in the Spring and Summer of 2020 to distribute grievance forms to all students, including incarcerated students. Later in 2020, the College compiled the [Correspondence Education Handbook 2020-21](#), containing the student grievance form (page 52) and information about the grievance process (page 35), student conduct, non-discrimination, sexual harassment and related matters. The Correspondence Education Handbook was distributed to all students, including incarcerated students in paper form, during orientation. The [Correspondence Education Handbook has since been updated for 2021-22](#) and is, similarly, distributed to all students.

Community students—that is, students not incarcerated—have direct access to information on grievances and complaints, through the College’s website, [Main Page](#) from which students can go to the [Student Concerns](#) button for the Student Grievance Form and links to BP 3410/AP 3410 Nondiscrimination, BP 3430/AP 3430 Prohibition of Harassment, BP 3540/AP 3540 Sexual and Other Assaults, BP 4231/AP 4231 Grade Changes and BP 5520/AP 5520 Student Disciplinary Procedures.

The College Catalog, as it always has, provides information on grievances and complaints in the Students’ Rights and Responsibilities section. The catalog is published each year and posted on the College website. Also, the [Palo Verde College Handbook/Planner](#) is made available to all students at no charge. The Planner contains College information of value to all students and has a section devoted to complaints and grievances on page 85.

In a related action, [BP 5530/AP 5530](#) Student Rights and Grievances, was revised and was approved June 8, 2021 by the Board of Trustees.

The College has long maintained files to track complaints and to ensure they are acted upon in a timely manner. ([Complaints and Grievances](#)) Additionally, the College created a shared file for complaint history to which authorized College personnel have access for purposes of follow-up and update.

**ACCJC Policy on Distance Education and Correspondence Education (Requirement 2):** In order to meet the Commission’s policy, the Commission requires the institution establish a policy defining regular and substantive instructor-initiated contact with students for Distance Education courses. The college must provide professional development opportunities for faculty teaching online to ensure Distance Education courses include regular and substantive instructor-student interaction.

**College Response:**

The College has accomplished two major improvements to address Requirement 2 and to ensure compliance with the ACCJC Policy on Distance Education and on Correspondence Education.

First, the Academic Standards Committee and Academic Senate developed, in cooperation with College administration, and ratified policies governing distance education and correspondence education. These policies may be reviewed through these links:

[Standards for Distance Learning: Introduction](#)

[Distance Education Policies—No-Show Process and Regular, Effective Contact](#)

[Changes in correspondence processes](#)

The Academic Senate resolution titled “Standards for Distance Learning: Introduction” requires that instructors teaching correspondence sections maintain “regular effective contact” with their students, which the College defines as “at least seven (7) different contacts with the opportunity to ask questions of an instructor.” ([Standards for Distance Learning: Introduction, page 2](#)) Instructors teaching distance education, or online, courses must, similarly, maintain regular, effective contact with their students. According to Distance Education Policies—No Show Process and Regular, Effective Contact, “Regular effective contact means that instructors must keep in contact with students on a consistent and timely basis to both ensure the quality of instruction and verify their performance and participation status.”

The Academic Senate resolution titled “Distance Education Policies—No Show Process and Regular, Effective Contact” recommends, furthermore, practices that will help maintain regular contact, including, for example, establishing expectations, faculty-initiated interaction, timely feedback on student work, content delivery, and student-to-student contact

The College converted the above-referenced Academic Senate policies into a revised [AP 4105](#) Distance Education, approved June 8, 2021 by the Board of Trustees.

On May 11, 2021, the Academic Senate approved procedural changes in correspondence education in accordance with recent revisions to Title 5, paragraphs 55260 Correspondence Education Definition and Application and 55262 Correspondence Education Instructor Contact for implementation Fall Semester 2021: [Changes in correspondence processes](#).

Second, the College arranged with @ONE, a collaborative, system-wide network of California Community College faculty, staff, and administrators, to provide faculty interested in teaching online courses with required initial training. To date, the majority of faculty members—including teaching and learning support faculty—has enrolled in @ONE training during the Spring 2021 semester, with fees paid by the College. The arrangement is the result of the Memorandum of Understanding and Side Letter between the CTA and College administration. These documents provide that faculty must obtain the specified training to be eligible to teach online courses at Palo Verde. See links to both documents:

[MOU Addendum September 3, 2020](#)

[Side Letter of Clarification to the MOU Addendum September 3, 2020.](#)

As has always been the case, the College remains compliant with other requirements of the ACCJC [Policy on Distance Education and on Correspondence Education](#). These policy elements state that all courses and programs, including those offered via distance education and correspondence education are: within the college's educational mission; controlled, offered and evaluated by the college; mandated to have learning outcomes; provided sufficient resources and structure to accomplish stated learning outcomes; subject to the substantive change rules of the Commission; subject to appropriate measures that verify a student's identity; and are subject to policies protecting student privacy. The College adheres to FERPA guidelines governing student privacy and to guidelines provided in [BP 5040/AP 5040](#) Student Records, Directory Information and Privacy.

**Standard I.B.2, I.B.4, II.A.3 (Requirement 3):** In order to meet the Standards, the Commission requires the institution regularly assess student learning outcomes for course, program and institutional levels and use assessment data to support student learning and achievement.

**College Response:**

Palo Verde College is now current in completing scheduled course, program and institutional-level SLOs consistent with the [SLO Schedule](#). The SLO Schedule, published on the College website, provides faculty and others with a guide for when course assessments are to be completed. The process of entering data, as well as providing reflection and commentary, occurs with a separate system, namely, [eLumen](#).

Having previously mapped course SLOs to programs and institutional outcomes in eLumen, faculty now enter assessment data, along with reflection and commentary, into the eLumen system where it automatically assimilates into program-level and institutional-level outcomes.

Faculty received training in eLumen data entry during the January 2021 Flex Day. Moreover, the SLO Schedule was extended to expected course assessments through Spring 2027.

At present, the eLumen system is set up mainly to process SLO assessment data for courses and their associated programs and institutional outcomes. Learning support programs, such as Counseling, Admissions and Records, EOPS and others, are assessed by means of service area outcomes, or SAOs, and those assessments are handled annually in learning support program reviews prepared each year by the relevant department or unit. The College has identified eleven learning support departments all of which have written annual program reviews for 2019 and 2020. Those [learning support program review reports](#)—with SAO assessments appearing in Section 4—may be viewed on the College website.

The College also remains current in producing annual [Snapshot](#) reports that provide important program information, including SLO assessment and equity data, in the intervening periods between program review reports.

SLO assessment data, including assessments completed prior the implementation of eLumen, are accessible to College personnel with password through the eLumen site.

Arrangements will be made by the College with Follow-Up Team members for access to assessment files in eLumen.



**Standard I.B.3 (Requirement 4):** In order to meet the Standard, the Commission requires the institution consistently use institution-set standard data to address student achievement gaps.

**College Response:**

In response to this requirement, the College’s Program Review Committee amended certain program review templates such that each program review report is required to address one or more institution-set standards relevant to its area.

The Program Review Committee reviews institution-set standards data presented in the program review reports, assesses the College’s achievement of those standards and works jointly with the Vice-President of Instruction and Student Services, division chairs and other relevant parties and committees in implementing improvement plans to address adverse deviations from the standards.

The revised approach accomplishes four objectives:

- 1) that it builds upon the institution-set standards established to date by the College by incorporating institution-set standards—categories and numerical values—into specific program review templates;
- 2) that it establishes a process to define and evaluate institution-set standards;
- 3) that it establishes a process to report findings to the College regularly; and
- 4) that it establishes a process to act on findings in order to make institutional improvements.

The following institution-set standards are now incorporated into program review templates. Authors of program review reports are prompted in the templates to assess each of their programs in relation to the data provided for each of these standards:

Course completion rate, all CTE and Full Reviews  
Course retention rate, all CTE and Full Reviews  
Number of certificates, all CTE, Full Reviews and Learning Support Reviews  
Number of degrees, all CTE, Full Reviews and Learning Support Reviews  
Total Transfers, Learning Support Review in Counseling  
Average number of units accumulated, Learning Support Review in Counseling  
Student equity performance, all Annual Snapshot Reports

Numerical values for each of these standards are reported in the [PVC ISER 2020](#), pp. 26-34, and are maintained in the College’s [Institutional Set Standards page](#) on the College website.

**Standard I.B.5, II.A.2, II.C.1 (Requirement 5):** In order to meet the Standard, the Commission requires the institution assess accomplishment of its mission through program review by consistently and systematically evaluating programs and services.

**College Response:**

The College now is on schedule in having completed [instructional and learning support program reviews and Snapshot reports](#), in accordance with the timeframes established in the [Program Review matrix](#).

As of May 2021, all program review reports due in this cycle have been approved by the Program Review Committee, reviewed and accepted by the College Council and by the Board of Trustees and posted to the College website.

## APPENDIX—List of Evidence

### Requirement 1 Evidence

[Correspondence Education Handbook, 2020-21](#)

[Correspondence Education Handbook, 2021-22](#)

[Main Page](#)

[Palo Verde College Handbook/Planner](#)

[Complaints and Grievances](#)

[BP 5530/AP 5530 Student Rights and Grievances](#)

### Requirement 2 Evidence

[Standards for Distance Learning: Introduction](#)

[Distance Education Policies—No-Show Process and Regular, Effective Contact](#)

[Changes in correspondence processes](#)

[Standards for Distance Learning: Introduction, page 2](#)

[AP 4105 Distance Education](#)

[MOU Addendum September 3, 2020](#)

[Side Letter of Clarification to the MOU Addendum September 3, 2020](#)

[Policy on Distance Education and on Correspondence Education](#)

[BP 5040/AP 5040 Student Records, Directory Information and Privacy](#)

### Requirement 3 Evidence

[SLO Schedule](#)

[eLumen](#)

[Learning Support Program Review Reports](#)

[Snapshot](#)

Requirement 4 Evidence

[PVC ISER 2020](#), pp. 26-34

[Institution-Set Standards Data/Institutional Effectiveness](#)

Requirement 5 Evidence

[Instructional and Learning Support Program Reviews and Snapshot reports](#)

[Program Review matrix](#)

**Approval Dates:****3/10/2020 Academic Standards Committee****3/10/2020 Academic Senate****5/19/2020 Reviewed at College Council****Standards for Distance Learning: Introduction**

Palo Verde College is a leader in instructional technology. Of paramount importance to the college faculty, students, and administration is the issue of maintaining course quality standards. The purpose of this document is to unify existing college policies related to online instruction and correspondence instruction, to provide faculty with a resource for online and correspondence instruction at Palo Verde College, and to provide a framework for the management of instructional techniques and technologies.

There are two separate modalities as defined in the August 2009 Distance Education & Correspondence Education Manual, a publication of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

**1. Distance Education**

Distance Education Definition: For the purpose of this document, this statement has been adapted from the Title 5, Distance Education Guidelines for the California Community Colleges, § 55200. Distance Education includes online courses, interactive television courses and hybrid courses. Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

**2. Correspondence Education**

Correspondence Education Definition: For the purpose of this document, this statement has been adapted from the Distance Education and Correspondence Education Manual published by the Accrediting Commission for Community and Junior Colleges; Western Association of Schools and Colleges.

Correspondence education means education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence education is not distance education.

## **Correspondence and Hybrid Definitions**

Correspondence education means education where the institution provides instructional materials by mail or electronic transmission, including examinations, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence education is not distance education.

Hybrid Correspondence education is the combination of correspondence and face-to face interaction with the instructor. Students may be required to attend on-campus meetings and/or take examinations with a proctor.

## **Instructor Competencies**

Instructors must work to ensure that the correspondence class matches the rigor and academic standards of the course outline of record. Please be aware that correspondence students may live in the Palo Verde Valley, but many live elsewhere in Riverside County, throughout California and many students are incarcerated in California and Federal jails and prisons.

First-time correspondence education instructors will read the “Handbook for Correspondence Instructor” and meet with Distance Learning staff for a brief orientation.

## **Course Outline and Textbook**

A copy of the Course Outline, as adopted by the California Community College Chancellor’s Office and the Palo Verde College Board of Trustees, will be provided to the correspondence instructor. All courses must be taught according to the course outline. Textbooks for each course are selected by the full-time faculty teaching the subject.

## **Regular Effective Contact**

Correspondence education regulations require that students have regular, effective contact with their instructor. Students enrolled in correspondence education classes must have the same opportunity to have their questions answered and receive feedback as to their progress as students enrolled in traditional face-to-face courses. At Palo Verde College, regular effective contact is defined as at least seven (7) different contacts with an opportunity to ask questions of an instructor. This means that instructors need to have students turn in work on at least seven different dates and the instructor needs to promptly return the graded work with the necessary feedback. Contact is defined as but not limited to syllabus, exam, test, assignment, project, quiz, journal, essay, position paper, student progress report, statistical report, and graded material with grading rubrics or feedback sheet.

## **Feedback**

The most common complaint from students is lack of feedback. Students need to know how they are performing in their classes. Constructive feedback is critical to a student’s successful completion of your course. Suggestions as recommended by Standard of Best Practice:

- a. Keep a list of assignments and check off when one is received. Return the list to the student every time an assignment is returned.
- b. Attach a grading sheet to the assignment when returned and mark the grade points, etc. so students can see where they stand.
- c. Attach examples of correct answers or quality responses.

## **Syllabus**

Instructors teaching correspondence courses are suggested to submit their syllabi to the Office of Instruction at least a week before semester starts, so that the syllabi are available to the student the first day of instruction. The syllabus is considered a contract between students and instructors and must be very explicit and detailed. This will be the first contact the instructor has with the student and must include specific expectations of the course. A copy of the syllabus must be on file in the Vice President of Instructional Services' office by the beginning of the semester in which the class is being offered by correspondence education.

## **Student Competencies**

**Student Skills and Expectations:** In order to support student success in correspondence education classes, students and faculty should be aware of core skills and expectations that promote student achievement in this learning environment. Students need to be able to work independently and must be motivated to complete the course within the semester time frame.

## **Student Skills and Learning Expectations**

1. Awareness of institutional support services
2. Successful completion of prerequisite coursework
3. Organizational skills
4. Reading comprehension
5. Writing skills
6. Communication skills
7. Time-management skills
8. Recommended completion of online orientation or equivalent preparation
9. Motivated and focused
10. Aware of course expectations, environment and workload
11. Autonomous, self-motivated learner
12. Ability to work independently
13. Have the confidence to follow directions and to ask for assistance

## **Course Outline Approval for Correspondence Education Courses**

Course Approval: The Palo Verde College Curriculum Committee must approve courses for correspondence delivery. It is required that the department making the submission answer a series of questions developed to address feasibility, adequate preparations, and other concerns of the committee.

**Correspondence Education Questions:** The following questions need to be answered in the course outline template before submitting to the Curriculum Committee:

1. How will correspondence education course assignments differ from face-to-face courses?
2. The method of evaluation for correspondence courses must be included (i.e., evaluation of student performance may include syllabus, exam, test, assignment, project, quiz, journal, essay, position paper, student progress report, statistical report, and graded material with grading rubrics or feedback sheet).
3. The method of instruction for correspondence education classes must be included (i.e., Instructor-student contact in correspondence education is maintained through various means, including but not limited to, telephone, e-mail, conventional mail correspondence, face-to-face review sessions, courier, and office hour conferencing. Correspondence education instructional technologies may include reading responses, videos, synchronous and asynchronous chat or messaging, response forms, and progress reports).
4. What are the benefits of offering this course contact via correspondence education?
5. Accessibility requirements of Section 508 of the Americans with Disabilities Act apply to all content delivery. A statement regarding this should be part of the course outline of record. “Students will be encouraged to direct themselves to the College’s DSPS department, if they believe they have a learning disability. “



# Academic Senate Changes & Additions to the existing PVC Correspondence Education Standards

May 11, 2021 – Academic Senate Approval

## Regular Effective Contact

Correspondence education regulations require that students have regular, effective contact with their instructor. Students enrolled in correspondence education classes must have the benefit of specific, substantive on-going feedback from their instructors through-out the term, in regular intervals. At Palo Verde College, regular effective contact is defined as at least seven (7) different contacts with an opportunity to ask questions of an instructor. This means that instructors need to have students turn in work on at least seven different dates and the instructor needs to promptly return the graded work with the necessary feedback. Substantive contact is defined as, but not limited to, exam, test, assignment, project, quiz, journal, essay, position paper, student progress report, statistical report, and graded material with grading rubrics or feedback sheet.

## Three Components to Add to this Policy:

1. Suggested cycle of assignment submissions and delivery of substantive feedback conducted at regular intervals as determined by local policy. **Student Due date** = in the instructor’s hands/mailbox.

FALL/SPRING TERMS			
Assign #		Student Due Date	Instructor Graded Feedback Timeline
	Students have all course materials	Week 1	
1	First Assignment	Week 3	Graded and routed by Week 5
	Census Date/No Show	Week 4	
2	Second Assignment	Week 5	Graded and routed by Week 7
3	Third Assignment *Midterm	Week 8	Graded and routed by Week 10
Midterm Deficiencies are due to Admissions & Records Week 9			
4	Fourth Assignment	Week 10	Graded and routed by Week 13
5	Fifth Assignment	Week 13	Graded and routed by Week 15
6	Sixth Assignment	Week 15	Graded and routed by Week 16
7	Finals	Week 18	Graded and routed within 2 weeks

<b>SUMMER CORRESPONDENCE CYCLE</b>			
<b>Assign #</b>		<b>Student Due Date</b>	<b>Instructor Graded Feedback Timeline</b>
	Students have all course materials	Week 1	
1	First Assignment	Week 1	
	Census Date/No Show	Week 2	
2	Second Assignment	Week 2	First Assignment Graded & routed
3	Third Assignment *Midterm	Week 3	Second Assignment Graded & routed
4	Fourth Assignment	Week 4	Third Assignment Graded & routed
5	Fifth Assignment	Week 5	Fourth Assignment Graded & routed
6	Sixth Assignment	Week 6	Fifth Assignment Graded & routed
7	Finals	Week 6	Sixth Assignment Graded & routed
	Grades due to A&R	Week 7	Finals Graded & routed

**Assignment:** Any graded learning activity or assessment, up to instructor to define.

## 2. Standardized Cover Pages

- a. Must be preprinted PVC information to ensure accuracy of routing
- b. Need separate cover sheets for community students versus Rising Scholars Students
- c. Scantrons are to include all aspects of the cover sheet within the scantron itself, however no cover sheet is to be used.

### PREPRINTED BY PVC:

Palo Verde College

Term & Year

Instructors Name

Class & Section Number, course Title

Name of Assignment (homework title/essay/exam)

Point Value of Assignment

- This assignment has been graded (check)
- You have been reinstated

### RISING SCHOLAR STUDENT FILLS OUT:

Full Name:

Student ID #:

CDCR #:

Institution Name:

Yard:

Housing Information:

- Check here if this is a change of address
- In addition to the attached work, this is also a request to be reinstated in the class.
- Note to Instructor:

### COMMUNITY STUDENT FILLS OUT:

Full Name:

Student ID #:

Mailing Address:

- Check here if this is a change of address
- In addition to the attached work, this is also a request to be reinstated in the class.
- Note to Instructor:

3. Deadline that all course materials outlined below are to be submitted to the Instruction Office, for the purpose of distribution **four weeks prior to the term.**

- Syllabus
- Schedule of Assignments
- Assignment Instructions
- All materials to complete the assignments, or instructions on how to obtain the materials with plenty of time for the student to access them for the associated assignment(s)

## **Policies approved**

**5/7/2020 Academic Standards Committee**

**5/12/2020 Academic Senate**

**5/19/2020 Reviewed at College Council**

### **PVC DE No Show Process Policy**

Faculty will drop, as a No Show, any student who has not participated in the course or has not completed the check-in activity within the first three weeks of the term, up until the census date. Faculty members have discretion to establish any date between the first day of the term and the census date for their No Show deadline. The No Show date and check-in activity must be explicitly defined by each faculty member in the syllabus and within the Learning Management System (CANVAS).

- Examples of participation and check-in activities include posting in discussion forums or blogs, a syllabus quiz, or any other meaningful activity that requires the students to engage.
- Simply logging into the Learning Management System (CANVAS) is not considered a meaningful activity.

### **PVC DE Regular, Effective Contact Policy**

Instructors need to make certain that there are measures for instructor-initiated regular effective contact incorporated into online and hybrid course design and delivery.

Regular effective contact means that instructors must keep in contact with students on a consistent and timely basis to both ensure the quality of instruction and verify their performance and participation status.

Instructors will use the following practices of regular and substantive contact in their Distance Education courses:

1. Regular Announcements: Faculty should make general course related announcements to the students in their distance education classes on a weekly basis, whether by the announcement area in the Learning Management System or via e-mails to the entire class.
2. Establishing Expectations: Faculty will include in their syllabus a description of the frequency and timeliness of instructor-initiated contact and feedback, as well as expectations for student participation. This should include the timeframe for responding to e-mails and phone calls, the timeframe for receiving feedback on student work, the timeframe for submission of assignments, and the expectations of discussion board postings required of the student. This information will be available to students on the first day of class.

3. Faculty-Initiated Interaction: Faculty will regularly initiate interaction with students to determine that they have access to the course materials, that they understand the material, that they understand what is required of them, and that they are participating in the activities of the course. There are various ways of accomplishing this, including but not limited to, asynchronous discussion board forums with appropriate faculty input in the forum or grade book, synchronous chats, video conferencing, individualized contact via phone or e-mail, and, in the case of a hybrid course, in face-to-face meetings.
4. Timely Feedback on Student Work: Faculty will grade and provide feedback on student work within a reasonable timeframe. If discussion boards are required, students should be given guidelines at the outset of the course and feedback on their participation throughout the duration of the course.
5. Content Delivery: Faculty will provide content material either through online materials (in written, video, and/or audio forms) and/or through introductions to materials not created by the instructor (such as publisher-provided materials, web sites, streaming video, etc.).
6. Notifying Students of Faculty Unavailability/Offline Time: If the instructor must be out of contact briefly for any reason, notification to students will be made in the announcements area of the course and/or via e-mail that includes when the students can expect regular effective contact to resume. This should occur for any offline periods lasting longer than three business days.
7. Faculty Absence Notification: If a faculty member must be offline for a period of time that results in the faculty member not being able to meet his or her regular effective contact for any given week, this would be considered an absence. Absences will be handled in accordance with the negotiated faculty contract.
8. Student to Student Contact: Faculty will ensure ongoing regular and effective student-to-student contact. Best practices include, but are not limited to, include implementing communication means for varied types of interaction in the course design, assigning and monitoring weekly assignments and projects that promote collaboration among students, posing questions in the discussion boards that encourage critical thinking skills and promote interaction, and monitoring student engagement to ensure that students participate with depth.

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## **Policy on Distance Education and on Correspondence Education**

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*Approved Revision  
June 2011*

### **Background**

Recognizing that most accredited institutions are making use of the growing range of modalities for delivery of instructional and educational programs and services, including various electronic means, the Commission has adopted a policy based on principles of good practice to help ensure that distance learning is characterized by the same expectations for quality, integrity, and effectiveness that apply to more traditional modes of instruction.

This policy reflects the federal regulatory requirements regarding distance education and correspondence education.

### **Definition of Distance Education (34 C.F.R. § 602.3.)**

Distance Education means:

Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- (1) the internet;
- (2) one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- (3) audioconferencing; or
- (4) video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

### **Definition of Correspondence Education (34 C.F.R. § 602.3.)**

Correspondence education means:

- (1) education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.
- (2) interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.
- (3) correspondence courses are typically self-paced.
- (4) correspondence education is not distance education.

### **Policy**

Commission policy specifies that all learning opportunities provided by accredited institutions must have equivalent quality, accountability, and focus on student outcomes, regardless of mode of delivery. This policy provides a framework that allows institutions the flexibility to adapt

their delivery modes to the emerging needs of students and society while maintaining quality. Any institution offering courses and programs through distance education or correspondence education is expected to meet the requirements of accreditation in each of its courses and programs and at each of its sites.

## Policy Elements

- development, implementation, and evaluation of all courses and programs, including those offered via distance education or correspondence education, must take place within the institution's total educational mission.
- institutions are expected to control development, implementation, and evaluation of all courses and programs offered in their names, including those offered via distance education or correspondence education.
- institutions are expected to have clearly defined and appropriate student learning outcomes for all courses and programs, including those delivered through distance education or correspondence education.
- institutions are expected to provide the resources and structure needed to accomplish these outcomes and to demonstrate that their students achieve these outcomes through application of appropriate assessment.
- institutions are expected to provide the Commission advance notice of intent to initiate a new delivery mode, such as distance education or correspondence education, through the substantive change process.
- institutions are expected to provide the Commission advance notice of intent to offer a program, degree or certificate in which 50% or more of the courses are via distance education or correspondence education, through the substantive change process. For purposes of this requirement, the institution is responsible for calculating the percentage of courses that may be offered through distance or correspondence education.
- institutions which offer distance education or correspondence education must have processes in place through which the institution establishes that the student who registers in a distance education or correspondence course or program is the same person who participates every time in and completes the course or program and receives the academic credit<sup>1</sup>. This requirement will be met if the institution verifies the identity of a student who participates in class or coursework by using, at the institution's discretion, such methods as a secure log-in and password, proctored examinations, other technologies and/or practices that are developed and effective in verifying each student's identification. The institution must also publish policies that ensure the protection of student privacy and will notify students at the time of class registration of any charges associated with verification of student identity 34 C.F.R. § 602.17(g).

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<sup>1</sup> See Addendum: WCET Best Practice Strategies to Promote Academic Integrity in Online Education Version 2.0, June 2009.





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## Best Practice Strategies to Promote Academic Integrity in Online Education

Version 2.0, June 2009

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This list of best practice strategies is based on "Institutional Policies/Practices and Course Design Strategies to Promote Academic Integrity in Online Education," produced by WCET in February 2009 and updated in April 2009. In May 2009, the Instructional Technology Council (ITC) surveyed its membership to invite feedback and additional strategies to enhance the WCET work. This June 2009 document reflects the combined contributions of WCET, the UT TeleCampus of the University of Texas System, and ITC. This work is licensed under a Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States license.

### INSTITUTIONAL CONTEXT AND COMMITMENT

1. Establish a campus-wide policy on academic integrity that articulates faculty and student responsibilities.
2. Demonstrate an institutional commitment to enforcing the policy and in supporting faculty and staff in the handling of academic integrity matters.
3. Make information on academic integrity easy to find on the campus Web site, library Web site, department Web site, course, within the syllabus and within specific assignments.
4. Include ethics instruction within the core curriculum and/or area-specific within degree plans.
5. Address academic integrity at student orientation programs and events.
6. Encourage faculty to report every suspected violation and act upon it.
7. Secure student logins and password to access online courses and related resources, discussions, assignments and assessments.

### CURRICULUM AND INSTRUCTION

1. State the academic integrity/academic honesty policy within the online learning environment and discuss it early in the course.
2. Require student engagement with the academic integrity policy. For example:
  - a. Ask students for their input on how to create a community of integrity at the start of the course. This establishes the students as stakeholders in the community and the process of its formation.
  - b. Develop and ask students to commit to a class honor code.
  - c. Require students to read and sign an agreement to the campus academic integrity policy.
  - d. Write a letter to students about integrity and post it in the course.
  - e. Ask students to restate the academic integrity policy (this can also be used as a writing sample to use when grading and reviewing student work).
  - f. Ask students to reflect on the academic integrity policy in the discussion board.
  - g. Include a lesson on avoiding plagiarism.
3. Have assignments and activities in which appropriate sharing and collaboration is essential to successful completion. Foster a community of integrity by choosing authentic learning tasks that require group cohesiveness and effort. For example, focus assignments on distinctive, individual, and non-duplicative tasks or on what individual students self-identify as their personal learning needs.
4. Provide students with a course or course lesson on research and/or study skills. Work with library staff to design assignments and prepare materials on plagiarism and research techniques.

5. Include a statement that the instructor reserves the right to require alternative forms and/or locations of assessments (e.g., proctoring).
6. Ask students follow-up questions to assignments such as, "expand upon this statement you made," "tell me why you chose this phrase, description or reference," and "expand upon the ideas behind this reference."
7. Select one or two difficult concepts from the paper and ask the student to restate/rewrite the information.
8. Require students to share key learning from references for a paper or self-reflection on an assignment in the discussion board.
9. Include an ethical decision-making case study within the course.

#### FACULTY SUPPORT<sup>1</sup>

1. Incorporate academic integrity strategies into professional development and faculty training offerings.
2. Publish academic integrity strategies and policies in faculty handbook and Web-based faculty resources.
3. Publish guidelines for handling/reporting individual student infractions.
4. Assign a department academic integrity liaison to support faculty.
5. Use a plagiarism detection service.
6. Use Google to search for a unique text string or unique phrase from the paper.
7. Keep student papers filed in the department by topic for reference.

#### STUDENT SUPPORT

1. Define academic integrity and cheating and clearly explain what is considered dishonest and unacceptable behavior.
2. Provide information and examples to help students understand the difference between collaboration on assignments and cheating, and identify plagiarism. Teach the proper use of citations.
3. State how much collaboration is permissible on each assignment.
4. State what the instructor's expectations are for the students and explain what they should expect from the instructor. For example:

- a. Include a statement in the syllabus encouraging honest work.
  - b. Repeat the campus academic integrity statement and provide a link to campus policies.
  - c. Describe academic dishonesty.
  - d. Describe the repercussions for academic dishonesty.
  - e. Describe permissible and impermissible collaboration.
  - f. Include outside links to information on plagiarism, self-tests and examples.
  - g. Include information on acceptable sources.
  - h. Include information about the college's writing center, library or other support.
5. Provide a writing style sheet or handbook with information on plagiarism and campus policies.
  6. Indicate assessments may require follow-up documentation, questions or assignments.
  7. State expectations for the time needed to complete coursework.
  8. State whether the instructor/college will use a plagiarism detection service.

#### ASSESSMENT AND EVALUATION

1. Provide rubrics, or detailed grading criteria, for every assignment at the beginning of the course so students understand how they will be graded.
2. Train faculty on ways to use the settings on the college's learning management system to reduce cheating:
  - a. Use a test bank with more questions than will be used on any particular test and have the learning management system pull a smaller number of questions from the test bank.
  - b. Randomize the order of answers for multiple test questions so for example, the correct answer for a particular question might be "a" for one student and "b" for another.
  - c. Require forced completion on exams so students cannot re-enter a test.
  - d. Set a short window for testing completion, i.e. one or two days to take an exam rather than a whole week. Setting a completion time reduces a student's ability to access the test, look up the answer, and re-enter the test.

<sup>1</sup> The ACCJC recommends the use of any appropriate search engine.

- Most test-taking software applications keep track of time on the server, not on the student's computer.
- e. Password protect exams.
  - f. Show questions one at a time (makes more difficult for students to copy and paste the test in order to give it to someone else).
  - g. Use a Web browser lock-down service during testing.
  - h. Check the computer "properties" for the "creation date" and "author" for essay or term paper submissions if students are suspected of submitting work created by someone else.
3. Clarify that students with disabilities and requesting testing accommodations (extended time for completion of examinations and quizzes) must identify themselves to the college's office of disabilities and provide appropriate documentation.
  4. Change test items and assignment topics each semester.
  5. Emphasize assignments that require written work and problem solving (e.g., essays, papers, online discussions).
  6. Use a variety of assessment strategies (quizzes, short and long papers, test questions that require the application of a theory or concept).
  7. Adopt the following practices to encourage authentic written work:
    - a. Require students to turn in copies of reference articles with cited text highlighted.
    - b. Require annotated bibliographies.
    - c. Do not allow last minute changes in assignment topics.
    - d. Require specific references be used (this might be the course text).
    - e. Require an abstract.
    - f. Give narrow assignment topics (tied into class experience) and require thesis statements prior to topic approval.
    - g. Require students to turn in a draft, and their bibliography or references prior to the paper's due date.
    - h. Require students to write a concept paper and project plan prior to completing an assignment.
  8. Evaluate the research process and the product.
  9. After an assignment is due, have students post in the discussion board, describing the assignment and the research method used, a summary of conclusions and an abstract (a meta-learning essay).
  10. When evaluating student written work, consider following these practices:
    - a. Be wary of student writing that reads like an encyclopedia, newspaper article or expert in the field.
    - b. Look for whether a paper reflects the assignment, has changes in tense, includes odd sentences within a well-written paper, is based on references older than three years, refers to past events as current, or uses jargon.
    - c. Compare student writing on the discussion board with that on assignments and papers. A writing sample collected at the start of the semester can be helpful.
    - d. Compare the writing at the beginning and end of the paper with that in the middle of the paper -- language, sentence length and reading level.
    - e. Check references; compare quotations with cited sources; look for the same author in multiple references.
    - f. Read all papers on the same topic together.
  11. Make assignments cumulative (students turn in parts of a project or paper throughout the semester).
  12. Give open book exams.
  13. Other than grades, do not provide students feedback on tests until all of the students in the class have completed them.
  14. Use proctored test sites where appropriate.
  15. Faculty should use a robust user name and password to protect their computer-based grade book and keep a printed copy in a secure place in case students are able to hack into the computer system.

## SOURCES

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"101 Ways to Maintain Academic Integrity in an Online Course," by Michael Anderson and Lori McNabb, UT TeleCampus, The University of Texas System. Handout for faculty development program.

McNabb, L., & Olmstead, A. "Communities of Integrity in Online Courses: Faculty Member Beliefs and Strategies." *Journal of Online Learning and Teaching* 5, no. 2 (June 2009), 208-221. Retrieved from [http://jolt.merlot.org/vol5no2/mcnabb\\_0609.htm](http://jolt.merlot.org/vol5no2/mcnabb_0609.htm).

WCET Survey on Academic Integrity and Student Verification, August 2008.

"Institutional Policies/Practices and Course Design Strategies to Promote Academic Integrity in Online Education," by WCET Working Group on Academic Integrity and Student Verification. February 2009 and revised April 2009.

Instructional Technology Council Survey on Best Practice Strategies to Promote Academic Integrity in Online Education, May 2009.



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*Adopted June 2001; Edited August 2004; Revised June 2005, January 2010, June 2011; Edited August 2012*

**Addendum to MOU of March 23, 2020  
Palo Verde Community College District and the  
Palo Verde College Faculty Association/CTA  
September 3, 2020**

This Memorandum of Understanding is intended to address new concerns relating to the COVID-19 pandemic, and to supplement without replacing the prior MOU executed on March 23, 2020. The Palo Verde Community College District ("District") and the Palo Verde College Teachers Association/CTA ("Association"), herein collectively referred to as the "Parties," are committed to fulfilling our duty to provide a safe work and educational environment, and agree as follows:

1. The District shall provide online instructional delivery training to all full-time and part-time faculty that meets the minimum standards for online instruction under applicable law and accreditation requirements. This training shall be selected by the Academic Senate, subject to approval by the District, and provided in both Fall 2020 and Spring 2021. Full time unit members will be paid at their per diem rate pro-rated for actual hours worked not to exceed the per diem rate for any day of training. Full-time unit members may also choose to apply mandated training towards other professional obligations, such as FLEX. Part-time unit members will be paid at their hourly rate for said training.

Additionally, if the training selected by the Senate and approved by the District includes trainings that meet the requirements of the CBA Article 2.2.j for column movement, the unit member may use these credits for column movement per 2.2.j without regard to the cutoff dates listed in Article 2.2.j. The unit member must submit a letter requesting column advancement to the Superintendent and the Staff Development Committee per Article 2.2.j. Approval will not be unreasonably withheld.

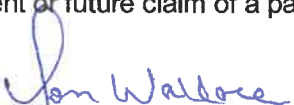
2. Evaluations for tenured and part-time unit members required by law to be completed during the 2020-2021 academic year shall be completed in the Spring 2021 semester. All other tenured and part-time unit members will remain suspended until normal campus operations commence.

Contract (probationary) unit members shall be evaluated pursuant to the timelines and procedures set forth in Article 5 of the parties CBA, including the distance-education parameters set forth in Article 5.1(c). All contract unit member evaluations shall be completed by February 15, 2021.

3. This MOU hereby extends the terms of the MOU reached on March 23, 2020, including the MOU dated March 20, 2020 for Non-Instructional Faculty Remote Services Plan, and shall remain in full force and effect until June 30, 2021, unless all applicable declarations of emergency and public health orders currently in effect are lifted or changed at an earlier time.

The Parties agree that subsequent events may require additional discussions, or create additional impacts and effects, and agree to meet and negotiate over those matters in good faith. Where practical, the District will notify the Association of any decisions it makes regarding these events sufficiently in advance so that negotiations can occur prior to implementation of District actions or policies. If notification in advance is not practical, the District will notify the Association as soon as possible to negotiate the impact of the District's actions or policies.

The parties agree that this MOU does not set precedent and may not be utilized as the basis for any current or future claim of a past practice.

  
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Dr. Donald Wallace, Superintendent/President

9-3-2020

Date

  
\_\_\_\_\_

Richard Castillo, Faculty Association President

9/3/2020

Date

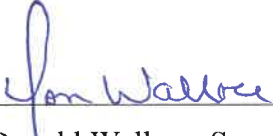
**Side Letter of Clarification to the MOU Addendum of September 3, 2020**

September 25, 2020

This Side Letter is to address concerns relating to Section 1, Paragraph 1 in the MOU addendum of September 3, 2020, realized by the Palo Verde Community College District (“District”) and the Palo Verde College Teachers Association/CTA (“Association”), herein collectively referred to as the “Parties.” This Side Letter is to clarify the terms of the MOU Addendum of September 3, 2020 and ensure its proper execution by the Parties.

The Parties understand and agree to the following clarifications:

1. The Academic Senate shall select the training program that meets the professional and legal standards for preparing faculty to teach in the online modality under applicable law and accreditation requirements, and the training selected is subject to approval by the District, which shall provide the training, including the cost of the approved training. The District shall provide the approved training to all full-time and part-time faculty until June 30, 2021.
2. The Parties prefer that all full-time and part-time faculty receive and complete the same approved training from the same training source. This preference is to ensure that all faculty who complete the approved training program are current with online instruction methods and practice, and all faculty are trained in a consistent manner to provide a cohesive approach to online instruction at Palo Verde College.
3. Faculty unit members shall receive compensation for the approved training only. No faculty member shall receive compensation or reimbursement for any training that does not comply with this MOU. This provision shall also apply to faculty Flex time obligations.
4. The approved training is voluntary, and any faculty unit member who does not intend to teach online courses at Palo Verde College is not required to complete the training. Consequently, if a faculty unit member does not complete the entire approved training program, then the Office of Instruction shall not assign the faculty unit member to teach online courses at Palo Verde College, effective July 1, 2021, or until the faculty unit member completes the approved training.
5. The Parties shall consult with the Academic Senate about online instructional delivery training completed outside the scope of this MOU. During the 2020-2021 academic year, the Academic Senate shall develop equivalency and waiver policies to address this concern.

  
\_\_\_\_\_  
Dr. Donald Wallace, Superintendent/President

9-25-2020  
Date

  
\_\_\_\_\_  
Richard Castillo, Faculty Association President

9/25/2020  
Date

Complaints & Grievances.xlsx - Student Complaints

Date	Student ID	Instructor/ Department	Course #	Type of Complaint	Action Taken	Outcome of Complaint
1/9/2014	119834	S.Sher	MATH 83	Instructor is not submitted graded work or grade in class to student	Emailed VP Sheri Jones	
1/9/2014	119834	K.Stueven	PHI 105	Instructor is not submitted graded work or grade in class to student	Emailed VP Sheri Jones	
3/11/2015	127037	Victor Hernandez		Lack of communication regarding transcript evaluation	Student send letter regarding concern to VP Dr. Hancock	
3/31/2015	121168	Dr.Garcia	MATH 84	Student claims instructor is not teaching at all	Student send letter regarding concern to VP Dr. Hancock	
5/26/2016	127962	Dr. Gaubeca	BUS 206	Student was accused of cheating by proctor at CSP.	Student submitted proper documentation that stated there was no evidence he cheated. Student obtained passing grade for course.	
5/15/2017	141311	EOPS/DSPS		Student is stating that he signed up for EOPS/DSPS and never recieved the book he needed. He is stating that he never recieved notification that he was not approved for these services.	Dr. Wallace responded to student by letter letting him know that there would be follow up with the staff regarding this matter.	
7/24/2017	145775	A&R Registration		Student states that he is frustrated due to the lack of communication with PVC regarding his registration for Fall 2017	Student was registered in coursed for Fall 2017.	
8/21/2017		EOPS Department		Eops students that are incarcerated in ISP are claiming that they are not receiving the same level of service that non incarcerated students are recieving in regard to the maintenance of books for incarcerated and non incarcerated students.	Dr. Wallace responded to college clerk tutor at ISP by writing him a letter on 08/23/17 letting him know he would look into this matter.	
9/21/2017		Elizabeth Cockrell		Student claims that he recieved excuses and ignored emails from E. Cockrell regarding his continuation with PVC.	Student wanted to inform President Dr. Wallace of his bad experience with PVC. He states its too late for a remedy.	

Complaints & Grievances.xlsx - Student Complaints

1/23/2018	136742	W.Smith	PSY 220	Student is requesting for instructor to review him submitted work because the grade he recieved is not adding up to the grades he recieved on his HW.	Student recieved a grade change from instructor W.Smith	
1/30/2018	119058	P.Shibalovich	MATH 110	Student claims he submitted his final exam. Final was not recieved by instructor. Instructor allows students to retake exam.	Student does not take exam. He does not find it fair to take the exam several months after he took the course. VP Dr. Hancock sends student letter on 02/15/18 stating that student did not accept the remedy of retaking exam. If eligible student will need to retake course.	
3/5/2018	127008	Dr.Osayande	BIO 100	Student stated that instructors syllabus did not state how long a Chapter Summary should be. Instructor stated that students summaries were to brief. Student felt mislead by syllabus.	Student withdrew from class.	
4/21/2018	79664	Financial Aid		Student claimed she is not the one who signed for the F.A check	Research was don't by F.A Director	There was not enough evidence from the student that it wasn't her who signed for check on 2/04/2014
4/28/2018	137616	Mr. Gallan	BUS 101	Student is asking to be reinstated / He did not drop class	Student was reinstated by instructor	
8/13/2018	137229	C.Mann & Dr. Robertson	BUS 201 & ENG 103	No response to petitions submitted to both instructors	D. Navarro sent an email to both instructors	Grade change was submitted by instructor Robertson & Mann
8/14/2018			Psychology degree	PVC does not offer classes at Salinas Valley State Prison	Concern forwarded to M.Kehl	/Will be talking to principal to try and offer courses at SVSP
9/26/2018		DSPS		Discrimination based on disability/denied him an auxiliary service	Student submitted complaint to US Dept of Ed office of Civil Rights	PVC received dismissal letter on 10/29/18 after case was reviewed by U.S. Department of Education.
11/26/2018			CIS 248	CIS 248 not being offered at CSP	Dean Biju Raman wrote back a response to the student	
1/28/2019	149461	N.McClure	CIS 101	Student is stating that his work CH 9-12 were not graded	Instructor submitted a grade change for student.	
4/16/2019				Personal information was exposed	Returned notice to Carrie Mullion after Dr. Bauer signed notice	
4/19/2019						
5/1/2019	155108	J.Cyr/ Snider	HEA 140	Reinstatement	Sent to B.Raman/ Gracie Milke	
5/10/2019				Personal information was exposed at CMCwith Admissions application	Sent student AP& BP regarding personal and confidential information	



Complaints & Grievances.xlsx - Student Complaints

6/4/2019	149783		PSY 155	Not being able to register in class that is needed to graduate	Letter given to Gracie Milke	
7/22/2019	132419	J.Walton	BIO 100	Student is stating that instructor never returned back any graded work. He is also stating that the grade he recieved ion his final is incorrect.	J.Walton submitted a grade change	
8/18/2019	142499			Student has not recieved ADS Specialist II Certificate. He has reached out to EOPS and DSPS counselors.	Letter given to Dean: Biju Raman	
9/7/2019	128165	Registration	PSY 101, PSY 110, ADS 106	Not being able to enroll in the referenced courses	Letter given to Dean: Biju Raman	
10/28/2019	141850					
10/21/2019		Cahill/Singh	ADS 104/PSY 101	Not happy with grade	Letter given to Dean: Biju Raman	
10/23/2019	141850	P.Clinton	GEO 101.01	Student submitted lost class work - He has not recieved a grade change	Grade change was submitted by P.Clinton	
12/4/2019	151159	Genifer Lara	GEO 101	Has not received a response from instructor	Letter giver to Dean: Biju Raman	
2/6/2020	122913	S.Sher	MAT 220	has not received a response from instructor on petition	Per Shelley Hamilton change of grade is B	
2/6/2020	132098	Snyder	PSY 220.3	has not received a response from instructor on petition	Per Shelley Hamilton no change of grade	
2/6/2020	155242	Snyder	PSY 220.3	has not received a response from instructor on petition	Per Shelley Hamilton change of grade to a B	
2/6/2020	13400	Snyder	PSY 220.3	has not received a response from instructor on petition	Per Shelley Hamilton no change of grade	
7/22/2020	94965	Petition to Graduate	AA emphasis in business & technolog y	Student petitioned to graduate did not recieve degree	Letter was given to A&R - Student recieved AA Fall 2020 - degree will be mailed out to Jeanette Delano (wife)	
8/28/2020	144600		HIS 140 /ART 101	Due to pandemic did not recieve all homework to complete class.	Letter given to Dean: Biju Raman	

Complaints & Grievances.xlsx - Student Complaints

9/11/2020				Student had not recieved either books or syllabus for 5 courses two weeks into semester Fall 2020.	Letter given to Dean: Biju Raman	
10/22/2020				Student is requesting to be reinstated into HIS 130 and placed into PSY 155	Letter given to Dean: Biju Raman	
11/12/2020	157950	T.Jones	HIS 110.02	Student is appealing his grade of 0 for cheating	Biju Raman wrote student and indicated to follow the appeal process.	
6/1/2021	161466	R.Martin	GEL 105	Instructor dropped student from class- Student had Covid 19		

Complaints & Grievances.xlsx - Student Grievances

Course #	Type of Grievance	Action Taken	Outcome of Grivance	Date Response was Sent to Student
N/A	Solve fee issues through DACA and the AB 540 process for 19-2020 & 18-2019	Interim Director of Financial Aid reviewed DACA applications submitted. VP of Fiscal Services reviewed associated fees.	**** did submit a DACA application, however we found that there was no follow up on behalf of the previous Director. As a result, he will get the 2019-20 school year fees waved by the Business Office.	2/18/2021

Complaints & Grievances.xlsx - Student Conduct

Date	Student ID	Instructor/ Department	Conduct Issue	Action Taken
7/26/2016		PVC staff	Emails, subsequent harassing phone calls, accusations and vulgar and persistent abuse of college employees	Written Reprimand Regarding Student Conduct
4/20/2019		GED	Student jumped over stairwell railing located on the second floor /CS building	Withdrawal of consent to remain on campus/ Long term suspension
5/14/2019		BCT/ Lozoya	Student was carrying a concealed weapon	Withdrawal of consent to remain on district property/Long term suspension
6/12/2019		CIS/Peterson	Disruptive behavior/ Broke a project onto PVC property	Withdrawal of consent to remain on district property/Long term suspension
8/19/2019	37177	Dr. Redwine	Student makes instructor feel uncomfortable with her remarks and stalking behavior	Jaclyn went over the handbooks policies & procedures orally/Student signed off .

## Complaints &amp; Grievances.xlsx - Academic Dishonesty

Date	Student ID	Instructor/ Department	Course	Action Taken	
3/18/2021	159425	S. Frid	MAN 105	Failed Course due to Academic Dishonesty	
3/18/2021	164510	S. Frid	MAN 105	Failed Course due to Academic Dishonesty	
3/18/2021	155873	S. Frid	MAN 105	Failed Course due to Academic Dishonesty	
3/18/2021	155237	S. Frid	MAN 105	Failed Course due to Academic Dishonesty	
3/18/2021	145515	S. Frid	MAN 105	Failed Course due to Academic Dishonesty	
3/18/2021	117807	S. Frid	MAN 105	Failed Course due to Academic Dishonesty	
3/18/2021	154703	S. Frid	MAN 105	Failed Course due to Academic Dishonesty	
5/10/2021	161936	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	
5/10/2021	148398	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	
5/10/2021	161741	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	
5/10/2021	137170	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	
5/10/2021	163024	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	
5/18/2021	157813	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	SP2021
5/18/2021	158469	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	SP2021
5/18/2021	158600	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	SP2021
5/18/2021	157569	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	SP2021
6/15/2021	166074	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	
6/15/2021	147703	R.Martin	GEL 105	Failed Course due to Academic Dishonesty	

PROGRAM REVIEW SCHEDULE 2016-2026

ACADEMIC PROGRAM (Due 12/15)	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Administration of Justice	Full Review 2013/14 - 2015/16				Full Review 2016/17 - 2019/20				Full Review 2020/21 - 2023/24		
Criminal Justice	CTE Full Review 2013/14-2015/16		CTE Update 2016/17-2017/18		CTE Full Review 2016/17 - 2019/20		CTE Update 2020/21-2021/22		CTE Full Review 2020/21 - 2023/24		CTE Update 2024/25- 2025/26
Fire Science Technology					CTE Full Review Due Summer 2020		CTE Update Due Summer 2022		CTE Full Review Due Summer 2024		CTE Update Due Summer 2026
Nursing	CTE Full Review 2013/14-2015/16		CTE Update 2016/17-2017/18		CTE Full Review 2016/17 - 2019/20		CTE Update 2020/21-2021/22		CTE Full Review 2020/21 - 2023/24		CTE Update 2024/25-2025/26
Business Administration	Full Review 2013/14 - 2015/16				Full Review 2016/17 - 2019/20				Full Review 2020/21 - 2023/24		
Business Management	CTE Full Review 2013/14-2015/16		CTE Update 2016/17-2017/18		CTE Full Review 2016/17 - 2019/20		CTE Update 2020/21-2021/22		CTE Full Review 2020/21 - 2023/24		CTE Update 2024/25-2025/26
Business & Technology	CTE Full Review 2013/14-2015/16		CTE Update 2016/17-2017/18		CTE Full Review 2016/17 - 2019/20		CTE Update 2020/21-2021/22		CTE Full Review 2020/21 - 2023/24		CTE Update 2024/25-2025/26
Social & Behavioral Sciences		Full Review 2014/15 - 2016/17				Full Review 2017/18 - 2020/21			Full Review 2020/21 - 2023/24		
Alcohol & Drug Studies	CTE Update 2014/15/-2015/16				CTE Full Review 2014/15-2019/20		CTE Update 2020/21-2021/22		CTE Full Review 2020/21 - 2023/24		CTE Update 2024/25-2025/26
Child Development	CTE Update 2014/15/-2015/16				CTE Full Review 2014/15-2019/20		CTE Update 2020/21-2021/22		CTE Full Review 2020/21 - 2023/24		CTE Update 2024/25-2025/26
Early Childhood Education					Full Review 2014/15-2019/20				Full Review 2020/21-2023/24		
Psychology		Full Review 2014/15 - 2016/17				Full Review 2017/18 - 2020/21				Full Review 2020/21 - 2023/24	
Sociology		Full Review 2014/15 - 2016/17				Full Review 2017/18 - 2020/21				Full Review 2020/21 - 2023/24	
Arts and Humanities		Full Review 2014/15 - 2016/17				Full Review 2017/18 - 2020/21				Full Review 2020/21 - 2023/24	
Mathematics and Science		Full Review 2014/15 - 2016/17				Full Review 2017/18 - 2020/21				Full Review 2020/21 - 2023/24	
Agriculture					CTE Full Review 2015/16-2019/20		CTE Full Review 2020/21-2021/22		CTE Update 2022/23-2021/24		CTE Full Review 2022/23-2025/26
Automotive Technology	CTE Update 2014/15/-2015/16		CTE Full Review 2014/15-2017/18		CTE Update 2018/19-2019/20		CTE Full Review 2020/21-2021/22		CTE Update 2022/23-2021/24		CTE Full Review 2022/23-2025/26
Building Construction Technology	CTE Update 2014/15/-2015/16		CTE Full Review 2014/15-2017/18		CTE Update 2018/19-2019/20		CTE Full Review 2020/21-2021/22		CTE Update 2022/23-2021/24		CTE Full Review 2022/23-2025/26
Computer Information Systems	CTE Update 2014/15/-2015/16		CTE Full Review 2014/15-2017/18		CTE Update 2018/19-2019/20		CTE Full Review 2020/21-2021/22		CTE Update 2022/23-2021/24		CTE Full Review 2022/23-2025/26
Welding Technology	CTE Update 2014/15/-2015/16		CTE Full Review 2014/15-2017/18		CTE Update 2018/19-2019/20		CTE Full Review 2020/21-2021/22		CTE Update 2022/23-2021/24		CTE Full Review 2022/23-2025/26
Library		Full Review 2014/15 - 2016/17				Full Review 2017/18 - 2020/21				Full Review 2020/21 - 2023/24	

**PROGRAM REVIEW SCHEDULE 2016-2026**

<b>ADMINISTRATIVE SERVICE AREAS (Due 12/15)</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Superintendent/President</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>Instruction/Student Services</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>Fiscal Services</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>Information Technology</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>Maintenance &amp; Operations</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>HR/Benefits/Prof Dev</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>Child Development Center</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>Needles Center</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>Admissions and Records</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>Categorical/Counseling</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26
<b>Financial Aid</b>				Service Area Review 2018/19	Service Area Review 2019/20	Service Area Review 2020/21	Service Area Review 2021/22	Service Area Review 202/23	Service Area Review 2023/24	Service Area Review 2024/25	Service Area Review 2025/26









SLO-Schedule-05-25-21.xlsx - Master

DIV / DIR	COURSE	COURSE TITLE	Prior Schedule									Current Schedule (Done)					Current Schedule (Future)					PROGRAM REVIEW YEAR Full Review	FA21 SP22 FA22 SP23 FA23					SP24 FA24 SP25 FA25 SP26					FA26	SP27
			FA14	SP15	SU15	FA15	SP16	SU16	FA16	SP17	SU17	FA17	SP18	FA18	SP19	SU19	FA19	SP20	FA20	SP21	FA21		SP22	FA22	SP23	FA23	SP24	FA24	SP25	FA25	SP26			
AH	NUR-102	INTRODUCTION TO ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH									0	0	X/O	0			X/O					F16 - S20			X		X			X		X		
AH	NUR-103	INTRODUCTION TO PHARMACOLOGY									0			X/O									F16 - S20	X				X				X		
AH	NUR-106	INTRODUCTION TO PHARMACOLOGY II									0				X/O	0							F16 - S20	X				X				X		
AH	NUR-109	MEDICAL SURGICAL NURSING - LECTURE									0				X/O								F16 - S20	X				X				X		
AH	NUR-112	MEDICAL-SURGICAL NURSING II											0				X/O						F16 - S20	X				X				X		
AH	NUR-117	NUTRITION FOR NURSES									0			X/O									F16 - S20	X				X				X		
AH	NUR-118	CERTIFIED NURSING ASSISTANT - CLINICAL									0	X/O	0	0		0	X/O						F16 - S20		X			X		X		X		
AH	NUR-120	FUNDAMENTALS OF NURSING									0			X/O				X					F16 - S20				X					X		
AH	NUR-121	FUNDAMENTALS OF NURSING - CLINICAL									0			X/O				X					F16 - S20				X					X		
AH	NUR-124	MEDICAL-SURGICAL NURSING I - CLINICAL									0				X/O								F16 - S20					X				X		
AH	NUR-127	MEDICAL - SURGICAL NURSING II - CLINICAL											0				X/O						F16 - S20					X				X		
AH	NUR-151	INTRODUCTION TO IDENTIFICATION OF CARDIAC RHYTHM STRIPS									N/A												F16 - S20											
AH	NUR-250	IV THERAPY TECHNIQUES FOR NURSES									0			X									F16 - S20					X				X		
AH	<b>PHE</b>	<b>PHYSICAL EDUCATION</b>																					GEN ED											
AH	PHE-100	FITNESS CENTER									0	0	0	X/O	0	0							GEN ED			X								X
AH	PHE-111	VOLLEYBALL																					GEN ED	X						X				
AH	PHE-135	WEIGHT TRAINING									0												GEN ED	X										
AH	PHE-149	SOFTBALL																					GEN ED			X						X		
AH	PHE-151	GOLF																					GEN ED		X									
AH	PHE-153	SOCCER																					GEN ED				X							
AH	PHE-155	BASKETBALL									0					X							GEN ED											
AH	PHE-156	BASKETBALL 2											0				X*						GEN ED						X					
AH	PHE-157	BASKETBALL 3									0		0		X								GEN ED				X							X
AH	PHE-176	INTRODUCTION TO GOLF																					GEN ED	X								X		
AH	PHE-177	INTERMEDIATE GOLF															X/O						GEN ED		X							X		
AH	PHE-178	ADVANCED GOLF																					GEN ED			X								X
AH	PHE-179	COMPETITIVE GOLF																					GEN ED				X							
AH	PHE-180	SPORT PSYCHOLOGY									0	0	0	0			0						GEN ED	X							X			
AH	PHE-184	BEGINNING ADAPTIVE ACTIVITY									0	0	0	0		0	0		X				GEN ED		X							X		
AH	<b>PHS</b>	<b>PUBLIC HEALTH SYSTEMS</b>																					12/15/2020											
AH	PHS-100	Personal Health and Wellness																																
AH	PHS-101	Introduction to Public Health																																
AH	PHS-102	Public Health Science and the Environment																																
AH	PHS-103	Public Health and Social Justice																																
BUS	<b>ACC</b>	<b>ACCOUNTING</b>																					12/15/2020											
BUS	ACC-100	BASIC ACCOUNTING									X/O	0	0	0		0	0						F-16 - S-20	X										
BUS	ACC-101	PRINCIPLES OF ACCOUNTING I									X/O	0	0	0		0	0		X				F-16 - S-20							X				
BUS	ACC-102	PRINCIPLES OF ACCOUNTING II										0	0	0		0	0		X				F-16 - S-20							X				
BUS	ACC-103	Accounting with Quickbooks																																
BUS	ACC-280	SELECTED TOPICS IN ACCOUNTING									X																							
BUS	ACC-290	SELECTED STUDIES IN ACCOUNTING																																
BUS	<b>BUS</b>	<b>BUSINESS</b>																					12/15/2020											
BUS	BUS-101	INTRODUCTION TO BUSINESS									X/O	0	0	0		0	0		X	X			F-16 - S-20											
BUS	BUS-103	PERSONAL FINANCE									X/O		0			0			X				F-16 - S-20	X					X	X				
BUS	BUS-105	BUSINESS MATHEMATICS									0	0	X/O	0		0	0		X				F-16 - S-20						X					
BUS	BUS-115	SMALL BUSINESS FINANCE										0		X		0							F-16 - S-20	X					X					
BUS	BUS-135	BUSINESS LAW			X						0	0	0	X/O		0	0						F-16 - S-20	X							X			
BUS	BUS-140	Computer Information Systems																	X										X					
BUS	BUS-201	PRINCIPLES OF ORGANIZATIONAL LEADERSHIP									0	0	0	X/O		0	0						F-16 - S-20		X							X		
BUS	BUS-202	BUSINESS COMMUNICATION									0	0	0	X/O		0	0						F-16 - S-20				X							



















2021-2022

**PALO VERDE COLLEGE**

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

**CORRESPONDENCE EDUCATION**

**HANDBOOK – ORIENTATION**

## *Message from The President*

### **WELCOME TO PALO VERDE COLLEGE**

**Y**our decision to pursue a college education is among the most important decisions you will make in your lifetime. It has been said that knowledge is power, and community college is the door through which many people have discovered the power to become more successful in life. According to research, people with a college degree have a much better chance of finding a job as compared to those who do not have a degree, and workers with a college degree will earn over a million dollars more in their career than those who do not have a college degree.



Your decision to make Palo Verde College the next step on your educational journey is an excellent one. Many successful people have made the same choice you are about to make and started their educational journey at a community college including Walt Disney, Halle Berry, Jackie Robinson, Jenni Rivera, Governor Arnold Schwarzenegger, and U.S. Representative to the United Nations, Gaddi Vasquez to name a few.

PVC can help you to achieve your educational goals whether you want to get a good paying job immediately after college, or you want to continue on with your education toward more advanced degrees. As a fully accredited institution, our transfer courses are accepted at CSU and UC system sites and your two-year degree or certificate of completion is highly regarded in our community, surrounding areas, and throughout the State.

I congratulate you on your decision to attend Palo Verde College. Please take a few moments to review the college catalog and learn about the programs and services available to you here at PVC. Our outstanding instructors, counselors, and support staff are all available to help make your college experience successful and rewarding. We look forward to seeing you on campus and thank you for becoming a member of the Palo Verde Community College family!

*Donald G. Wallace, PhD Superintendent/President*

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*Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constraints, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.*

## PALO VERDE COLLEGE BOARD OF TRUSTEES

The Palo Verde Community College District Board of Trustees is composed of seven members elected to serve four year terms. Five of the trustees are elected at large from the part of the District in Riverside County. Two of the trustees are elected at large from the part of the District in San Bernardino County. The terms of trustees are staggered with elections in even numbered years. In addition, there is a Student Trustee who is elected by the District’s students. The Board of Trustees has responsibility for setting policy, overseeing fiscal stability, and establishing an effective educational program for the students and the community. The Board’s regular meeting is scheduled for the 2nd Tuesday of the month unless a national holiday conflicts with the meeting date or if the Board of Trustees elects to change the date. The 4th Tuesday of each month is scheduled as needed for a study session.

- Brad Arneson* ..... *President*
- Stella C. Styers*..... *Vice President*
- Angel Ramirez* ..... *Clerk of the Board*
- Stacy Davis* ..... *Trustee*
- Jon McNeil* ..... *Trustee*
- Dave Renquest* ..... *Trustee*
- George Thomas*..... *Trustee*



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# GENERAL INFORMATION

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This catalog and handbook is valid from July 1, 2020 through June 30, 2021. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.

Every reasonable effort has been made to determine that everything stated in this catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur.

Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of Palo Verde College. In addition, some courses or programs that are offered may be cancelled due to insufficient enrollment, elimination or reduction in programs, or any other reason considered sufficient by the Superintendent/ President or designee.

The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, procedures or timelines.

## ACCREDITATION

Palo Verde College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

## NON – DISCRIMINATION POLICY

Non-Discrimination Policy - Palo Verde College complies with all Federal and State rules and regulations and is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Harassment of any employee/student with regard to any of the foregoing characteristics is strictly prohibited. In addition, the lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

The college's non-discrimination policies are supported by the requirements of titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; sections 503 and 504 of the Rehabilitation Act of 1972, as amended, and the Americans with Disabilities Act.

Inquiries regarding compliance and/or grievance procedures may be directed to the Palo Verde College Affirmative Action Officer in the Instruction and Student Services Department.



## ACADEMIC FREEDOM

*Reference: Title 5, Section 51023; Accreditation Standard II.A.7*

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth.

Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.



## OUR MISSION

*Palo Verde College provides opportunities for personal and professional growth to a diverse and unique community of learners in an academic environment committed to student success and equity by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals.*

## OUR VISION

*Palo Verde College will be known for excellence — educationally, socially, economically, and culturally.*

## OUR PHILOSOPHY OF EDUCATION

*The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.*

## OUR VALUES

### EXCELLENCE

*Palo Verde College is committed to excellence. The college expects quality instruction and services, and applauds the achievement of its students, faculty, and staff.*

### LEARNING

*Palo Verde College facilitates lifelong learning and encourages scholastic achievement. The college believes that knowledge, understanding, and their application are keys to a better future.*

### CIVIC RESPONSIBILITY

*Palo Verde College supports the continuous development of civic responsibility.*

### INTEGRITY AND ETHICS

*Palo Verde College maintains the highest standards of ethics and integrity. The college consistently demands respect, honesty and fairness in its educational programs, professional interactions, and community relations.*

### DIVERSITY

*Palo Verde College celebrates diversity in its students, in its faculty and staff, and in its community. Diversity enriches us all and strengthens our community.*

### CREATIVITY

*Palo Verde College supports and encourages creativity and innovation.*

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## INSTITUTIONAL LEARNING OUTCOMES

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### CRITICAL AND CREATIVE THINKING

*Students will identify problems and collect data in order to analyze, interpret, explain and evaluate texts, ideas, works of art and scientific, technological, and mathematical problems.*

### COMMUNICATION

*Students will communicate effectively and interactively in written, electronic, spoken or signed, and artistic forms.*

### COMMUNITY AND GLOBAL AWARENESS

*Students will understand and empathize with diverse cultural, social, religious and linguistic differences within and across societies.*

### PERSONAL AND PROFESSIONAL DEVELOPMENT

*Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.*

### INFORMATION COMPETENCY

*Students will identify and collect information effectively from a variety of sources and analyze, evaluate and apply information appropriately.*

### TECHNOLOGICAL COMPETENCY

*Students will effectively use contemporary technology relevant to their personal and career choices.*



## ABOUT PALO VERDE COLLEGE

Palo Verde College is located along the Colorado River in the fertile Palo Verde Valley, 165 miles west of Phoenix, 110 miles east of Palm Springs, and 100 miles north of Yuma, AZ. Its service area includes approximately 20,556 people, 12,456 of whom reside in Blythe. The charm of Southern California agricultural life permeates the valley. Tourism is a major industry, boosted by temperate winters and summers built around river water sports.

Palo Verde College is dedicated to learning, to reflection, and to personal growth. People of all ages and backgrounds attend from early morning to late evening and weekends to take advantage of a wide variety of course offerings. The College is committed to flexible/convenient scheduling of classes for students. The College has a reputation for quality and a readiness to respond quickly and appropriately to all community educational needs.

## PALO VERDE COLLEGE – NEEDLES CENTER

The Palo Verde Community College Needles Center was established in Fall 1999 and the first classes were offered in Spring 2000. The goal of the Needles Center is to reach traditional, non-traditional and all potential students in the additional portion of the District within San Bernardino County. The site is located in Needles, California, approximately 100 miles north of the main campus in Blythe. The Needles Center is a comprehensive source of instruction and technology services which are coordinated with the main campus.

## HISTORY OF PALO VERDE COLLEGE

Palo Verde College was founded on September 15, 1947, six miles northwest of Blythe on the site of the former Morton Air Academy. It opened its doors as a junior college within the Palo Verde Unified School District. Seventeen students enrolled. By 1950, enrollment had reached 250.

In September 1958, the College moved into a beautiful Spanish styled building on East Hobsonway. The building was constructed in 1918 to house Palo Verde High School and later became Hobsonway Elementary School before being taken over by Palo Verde College. Athletics came into prominence. The Pirates won three conference championships in football and three in baseball. By 1966, the student body numbered 472.

On July 1, 1973, the College separated from the Unified School District. The instructional programs expanded to include vocational/ technical, developmental, and continuing education courses. The college purchased 200 acres for its present location, 1 College Drive, Blythe. In 1999, Palo Verde Community College District was expanded to include the eastern end of San Bernardino County and the City of Needles. A Needles Center was located on the Needles High School campus, and the first classes began with the Spring 2000 semester. The Board of Trustees was also expanded from five to seven members with two seats assigned to Needles.

August 2001 marked the start of classes at the new Blythe campus. By Spring 2003, more than 2,000 students were enrolled in classes and enrollment has continued to increase. In 2009, the Needles Center moved to the remodeled Claypool and Company Building on Broadway.

Students attend Palo Verde College in preparation for transfer to a four-year institution, to acquire entry-level job skills, to increase their vocational competency, for career and technical training, or to participate in a variety of non-credit courses for personal enrichment. The college began correspondence education classes in the Spring 2001 semester for inmates at Ironwood State Prison near Blythe and for other students unable to attend regular classes in Blythe or Needles.

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PALO VERDE COLLEGE  
2021-2022 ACADEMIC YEAR

## Fall 2021 – Calendar

Open .....	* Orientation (Complete and submit quiz found on page
April 26—30, 2021 .....	EOPS, DSPS, Veteran’s & Foster Youth Priority Registration
May 01 – May 06, 2021 .....	New & Continuing student Priority Registration – New students who have completed orientation, counseling, and educational plans & continuing students in good academic standing with fewer than 100 units.
May 07—August 27, 2021 ....	*Open Registration
August 16, 2021 .....	<b>CLASSES BEGIN</b>
August 20, 2021 .....	Last Day to Petition Co/Prerequisite Challenge Form
August 27, 2021 .....	Last Day to Register
August 27, 2021 .....	Last Day to Apply for a Refund
August 30, 2021 .....	Make-up New Student Orientation, 5:30 p.m. – Main Campus
September 03, 2021.....	Last Day to Withdraw without “W” Showing on Permanent Record
September 06, 2021.....	Labor Day Holiday – Campus Closed
September 21, 2021.....	Last Day to Elect P/NP
October 07, 2021.....	Last Day to Petition to Graduate
October 22, 2021.....	Institute Day, no classes
November 11, 2021.....	Veteran’s Day – Campus Closed
November 19, 2021.....	Last Day to Withdraw from any Course Without Penalty (“W” will show on permanent record)
November 25-26, 2021.....	Thanksgiving Break – Campus Closed
December 13-17, 2021 .....	Finals Week
December 17, 2021 .....	Last Day of Classes

*\*Education Plans & Orientation are **mandatory** for new students. Meet with a counselor for details.*

*\* Priority Registration Qualification: New students who have completed orientation and educational plans & continuing students in good academic standing with fewer than 100 units.*

## PALO VERDE COLLEGE 2021-2022 ACADEMIC YEAR

### Spring 2022 – Calendar

Open .....	Online Orientation; Scheduled at various times at CVSP and ISP
November 29 – Dec. 03, 2021 ...	EOPS, DSPS, Veteran’s, CalWorks, & Foster Youth Priority Registration
December 04 – 09, 2021 .....	New & Continuing student Priority Registration – New students that have completed orientation and educational plans & continuing students in good academic standing with fewer than 100 units.
Dec.10, 2021 – Jan 28, 2022.....	*Open Registration
Dec. 23, 2021 – Jan 03, 2022.....	Christmas Break — CAMPUS CLOSED
January 11, 2022.....	New Student Orientation - 10:00 a.m. – Main Campus
January 17, 2022 .....	Martin Luther King, Jr. Day— CAMPUS CLOSED
January 18, 2022 .....	<b>CLASSES BEGIN</b>
January 21, 2022 .....	Flex Day
January 21, 2022 .....	*Last day to Petition - Co/Prerequisite Challenge Form
January 28, 2022.....	Last Day to Register
January 28, 2022.....	Last Day for Enrollment Fee Refund
February 04, 2022 .....	Last Day to Withdraw without ‘W’ on Permanent Record
February 18, 2022.....	Lincoln Day — CAMPUS CLOSED
February 21, 2022.....	Washington Day — CAMPUS CLOSED
February 25, 2022 .....	Last Day to Elect P/NP Grading Option
March 03, 2022 .....	Last Day to “Petition to Graduate” (First Thursday in March)
March 21 – 25, 2022.....	<b>SPRING BREAK – NO CLASSES</b>
May 02, 2022 .....	Last Day to Withdraw with a “W” on Permanent Record
May 30, 2022 .....	Memorial Day — CAMPUS CLOSED
May 31 – June 02, 2022.....	Finals week
June 02, 2022 .....	Last Day of Classes
June 03, 2022 .....	Graduation/Institute Day

\*\* Education Plans and Orientation is mandatory for new students. Meet with a counselor for details.

\* *Priority Registration Qualification: New students who have completed orientation and educational plans & continuing students in good academic standing with fewer than 100 units.*

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## PALO VERDE COLLEGE 2021-2022 ACADEMIC YEAR

### Summer 2022 -Calendar

Open .....	* Orientation
April 25 – 29, 2022 .....	EOPS, DSPS, Veterans, CalWorks, & Foster Youth Priority Registration
April 30 - June 16, 2022 .....	Open Registration
June 09, 2022.....	Last Day to Petition to Challenge a Co/Prerequisite
June 13, 2022 .....	<b>CLASSES BEGIN</b>
June 16, 2022.....	Last Day to Apply for a Refund
June 16, 2022.....	Last Day to Register
June 17, 2022.....	Last Day to Withdraw Without “W” showing on Permanent Record
June 23, 2022.....	Last Day to Elect P/NP
July 4, 2022 .....	Independence Day Holiday (observed) – CAMPUS CLOSED
July 13, 2022.....	Last Day to Withdraw without Penalty
July 22, 2022.....	Last Day of Classes

\*Education Plans and Orientation is mandatory for New Students - dates/times are subject to change.

*Note: Campus will be closed every Friday throughout the summer*

### Frequently Asked Questions (FAQS) from Prospective PVC Students

Here are just a few questions new students have asked during the matriculation process at Verde College specifically pertaining to Correspondence Education courses. As you read through catalog and orientation handbook, you will discover the answers to these questions mentioned below as well as other pertinent information that will help you complete your college education with Palo Verde College.

<u>Questions</u>	<u>Answers on page(s)</u>
1. What is Correspondence Education? .....	8
2. How do I register to classes? .....	8
3. What is Orientation? .....	8
4. What do I do if I fail a class? .....	11
5. How do I apply for graduation? .....	11
6. What are the Academic Policies I should be aware of? .....	13
7. What types of Probations are there? .....	14
8. What is Dismissal? .....	15
9. If I’m dismissed, how can I be reinstated? .....	15
10. Who is responsible for textbooks? .....	16
11. Where do I look for help in my academics? .....	16
12. What degrees and programs are offered? .....	17
13. What if I parole, can I continue my education with PVC? .....	23

## RESIDENCY

### **Residency Requirements:**

As a California Community College, Palo Verde College is bound by certain legal requirements related to residency. New and returning students to Palo Verde College are classified for the purpose of determining California resident or nonresident status. The classifications are as follows:

#### **1) California Resident:**

Regulations state that in order to be considered a California resident for tuition purposes, students must have legal residence in the state for a period of one year immediately preceding the day before the start of the term the applicant expects to attend (Residence Determination Date) [EC 68017]. Students may be required to present evidence of physical presence in California for at least one year and proof of intent to make California their permanent home. Persons over 18 years of age who have legal residence in California for a period of one year immediately prior to the Residence Determination Date may attend as residents.

#### **2) Nonresident:**

A nonresident is a student who has not established residence in the state for one year as of the residence determination date (the day before the first day of instruction). Students who provide information on the admission application that is inconsistent with California residency requirements indicated above must complete a Residency Questionnaire. Once the questionnaire has been reviewed, additional documentation may be required in order to make a final determination.

#### **3) Reclassification:**

Students who have previously attended Palo Verde College as a nonresident and wish to change their status must complete the Residency Questionnaire. Additional documentation will be required to prove physical presence and intent as indicated above, plus documentation to prove financial independence.

## OPEN ENROLLMENT

Unless specifically exempted by statute, every course offered and maintained by Palo Verde College is open to any person who has been formally admitted to the College and who meets the course prerequisites as may be established under Title V of the California Administrative Code.

## LIMITATIONS ON ENROLLMENT

**Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. *NOTE: Students must pass the prerequisite course with a grade of "C" or better.*

**Corequisite** means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

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Please refer to the course descriptions listed in this catalog to determine specific enrollment requirements. Students who do not satisfy the requirements will not be permitted to enroll in the course, unless they are approved through the challenge process. (See “Waiver Process” in this catalog for further information or contact a counselor.) Students will be enrolled in the course pending the outcome of the process. If the challenge is denied, students will be administratively withdrawn from the course, all fees will be refunded, and no drop charges will be made.

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## WELCOME TO PALO VERDE COLLEGE CORRESPONDENCE EDUCATION INSTRUCTION FORMAT

**W**elcome to Palo Verde College’s Correspondence Education (CE) Instruction Modality. This catalog, handbook, and orientation is intended to introduce prospective students to the distance education opportunities offered through at Palo Verde College. The CE catalog, handbook, and orientation is designed to help first-time and returning students get started with their correspondence courses. In this handbook you will find information about Correspondence Education and Correspondence Learning; how to prepare yourself for success, the registration procedures and policies you must observe your tuition costs, the support services provided to you, degrees and certificates you can obtain at our institution, and finally your rights and responsibilities.

### **What is Correspondence Education?**

Correspondence Education is an alternative method of taking credit courses where the majority of the instruction occurs when the student and the instructor are not in the same place at the same time. Palo Verde College offers distance education classes in several formats including online and correspondence. For our incarcerated community, we provide our educational services primarily via correspondence. Ironwood State Prison offers courses in an online format.

Correspondence Education classes are taken separately from a classroom setting and instructor. Your syllabus for each course will be provided to students no later than the first You will receive your assignments, corrected materials, exercises, and exams from the Correspondence Office, through the mail, or through The Bridge accessible through [www.paloverde.edu](http://www.paloverde.edu). Once homework or the task is completed, submissions return them once you're finished for grading and credit. Correspondence courses are typically self-paced, but there are nearly always deadlines that you'll need to adhere to. You need to keep track of assignment, quiz and test days which are included in your syllabus.

At Palo Verde College, Correspondence Education courses are taught by the same faculty as our campus classes and the readings, assignments and exams mirror the on-campus section. These programs include structured, well-designed courses and special instructional techniques to help you succeed as a Correspondence Education student.

## GETTING STARTED: Registration, Procedures and Policies

### STUDENT SUCCESS & SUPPORT PROGRAM (SSSP)

Student Success & Support Program (SSSP) is designed to assist students in planning, selecting, and achieving education goals. Listed below are the basic components of the SSSP partnership shared between the college and the student.

#### *THE COLLEGE PROVIDES:*

- an admissions application process;
- an orientation to the college's programs and services;
- English/Math course placement assistance, computational skills, goals, learning skills, career aspirations, academic performance, and need for special services;
- counseling and advisement to develop an educational plan and;
- follow-up evaluation of each student's progress in achieving an educational goal.

#### *THE STUDENT AGREES TO:*

- express at least a general education goal upon admission;
- declare an education goal before or during the term after which the student completes 30 units;
- attend class;
- work diligently to complete course assignments;
- demonstrate an effort to attain an educational goal and;
- notify a counselor of any specific needs he or she has or of any change in goals.

#### *STUDENTS MAY BE EXEMPT FROM A SPECIFIC SSSP COMPONENT FOR ANY OF THE FOLLOWING REASONS:*

- they have earned a college degree;
- they have been previously served through the matriculation process at Palo Verde College or at another college;
- they will be enrolled in less than six (6) units and do not intend to earn a certificate or degree;
- they will be enrolled for high school credit only.

### *ORIENTATION*

The first step in the matriculation process at Palo Verde College is Orientation. Orientation is designed for new or returning students is a vital part of the Student Success Support Program. It provides many answers to prepare you for an education at Palo Verde College. Orientation, for CE students, is offered through the modalities of face-to-face and written and online modalities. Upon completing the orientation, students are administered a quiz. Orientation also gets you closer to priority registration.

Our Correspondence Education Orientation will help you build a more solid foundation for your education. It will assist you with the transition to Palo Verde College, and you will have a better understanding of the college catalog.

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## *PLACEMENT*

Students enrolling in reading, writing, math, or other courses which require a particular skill level are asked to present high school transcripts and other supporting documents (i.e., AP Exams, SAT, ACT, etc.) to a counselor. These tools, along with other measures, assists the counselor in determining an appropriate educational plan and course placement.

In compliance with the American with Disabilities Act (ADA) and other state and federal regulations related to disabilities is required by law, Palo Verde College will offer accommodations as prescribed by AB705 placement and Title 5 regulations.

The district will use the approved Placement Guidelines (Table 1), and such additional information collected as may be appropriate, to facilitate a “multiple measures” placement system. Palo Verde Community College District accepts transcripts from other accredited institutions to help determine appropriate placement into an English and/or Math course. For proper documentation, students are asked to complete a Course Placement Form (Appendix A).

## *COUNSELING AND EDUCATIONAL PLANNING*

Developing a Student Educational Plan (SEP) is one of the most important and helpful things you can do as a student as you prepare to reach your academic goals. A SEP will outline the required courses and units you will need to complete your specified degree or certificate. The outline will include every semester of your time at Palo Verde College, so you know exactly what lies ahead of you in order to graduate.

The Counseling Department is here to encourage and assist you in formulating your SEP based on your goals. Many students attend Palo Verde College with the intention of transferring to a 4-year college or university. If this is your goal, be sure to discuss this with your counselor during your appointment so that your plan is tailored to fit the requirements of your destination.

Palo Verde College offers an array of Associates degrees. In addition to our degree programs, Palo Verde College offers two types of certificates: Certificate of Achievement and a Certificate of Career Preparation. A Certificate of Achievement is earned through a 1- or 2-year program in occupational and technical disciplines. A Certificate of Career Preparation is completed in fewer than 18 units and indicates a competency in a given area.

## *REGISTRATION AND PRIORITY REGISTRATION*

You are now at the registration portion of Correspondence Education Orientation. Before you register, you will need to meet or contact your Correspondence Education Counselor to develop your Student Educational Plan (SEP). Once you have developed your SEP, you may be eligible for Priority Registration, which will help ensure that you are able to get into all of the classes you need before they fill up.

Students who complete Orientation, Assessment, and a SEP will be eligible to apply for Priority Registration Status. Continuing students must maintain good academic standing with at least a 2.0 GPA, and complete 50% of your enrolled units each semester to maintain priority enrollment status. Priority Registration is also only for students with less than 100 accumulated units.

It is important for you to refer to the SEP with your counselor while registering for your classes to make sure you are on track with your goals. Make sure you are familiar with your prerequisites and co-requisites.

To ensure your success in your academic courses, utilize all the Student Services available to you. Support services include Counseling, Tutoring, DSPS, and EOPS.

### *CATALOG RIGHTS AND CONTINUOUS ENROLLMENT*

The college catalog is your contract with the college. It is important to know that when you enter Palo Verde College for the first time, the catalog in effect at that time will be valid for the entire time that you are continuously enrolled. Students maintaining continuous enrollment at Palo Verde College have “catalog rights” in determining their graduation requirements. This applies only to graduation requirements and not to policies, procedures, or other regulations.

By maintaining continuous enrollment, students may use the requirements in effect at either the time they began their studies at PVC or the time they graduate from PVC. It is the student’s responsibility to indicate which catalog he/she elects to follow at the time the graduation petition is submitted.

Continuous enrollment is defined as enrollment in at least one credit course at Palo Verde College for at least one semester (fall and/ or spring) in each academic year. The student must receive a grade of A, B, C, D, F, P, NP, I, WIP, W or MW for the course. A student who has not maintained continuous enrollment is considered to be under the catalog requirements in effect when returning.

### SSSP APPEALS PROCEDURE

A student has the right to challenge or appeal any step in the SSSP. A petition for the waiver of a specific matriculation service or requirement may be filed for any of the following reasons:

#### *REVIEW OF PLACEMENT DECISIONS*

The student shall make an appointment to see a counselor to discuss the course placement. Students are encouraged to bring any supporting documents (i.e. High School Transcripts and/or test scores from AP Exams, SAT, ACT, etc.).

#### *CHALLENGING PREREQUISITES/COREQUISITES*

You have the right to challenge all SSSP/matriculation requirements for any reason indicated on the co/prerequisite challenge form. You may appeal the requirement of a

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co/prerequisite. The process for challenging any co/prerequisite is available on the challenge form located in the Student Services office. In the event a challenge is denied, the student may submit a petition to the Vice President of Instruction and Student Services for further consideration by the Petitions Committee. Students may be enrolled in the course pending the outcome of the process. If the challenge is denied, students will be administratively withdrawn from the course, all fees will be refunded, and no drop charges will be made. Form: **APPENDIX B**

### *COMPLAINT OF UNLAWFUL DISCRIMINATION*

If a student feels that placement or any other matriculation procedure or service is being applied in a discriminatory manner, a petition may be filed with the Affirmative Action Officer. The student will be notified within ten (10) working days of the receipt of the petition regarding the college's proposed response to the complaint and any additional steps which may be taken.



## PROCESSES and PETITIONS

This handbook summarizes the rights and obligations you have as a Palo Verde College student. The full version can be viewed in each published college catalog. The catalog contains important information regarding policies, regulations, requirements, and program descriptions. The catalog is important because it states the agreement between you, the student, and us, the college. It specifies the criteria you must meet to earn your degree or certificate. It is important you understand your "catalog rights" and what that means to you as a student. One of the rights students have is your right to petition. Continue reading to learn the appropriate petition for the appropriate circumstance.

*COURSE REPETITION:* A "course repetition" occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, B, C, D, F, W, P/NP, RD, I) and wishes to enroll again in the same course. (*Title 5 Section 55040*) Course repetition includes the following components:

### Course Repetition to Alleviate Substandard Work:

A student who has earned a substandard grade (D, F, and NP) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. To alleviate substandard work, a "course attempt" occurs when a student receives an evaluative or non-evaluative symbol for the course (D, F, W, or NP). All course attempts in a student's academic record count toward this enrollment limitation. The first or first and second substandard grades and units are excluded in computing the student's GPA. The grade and units for the third or final attempt are included in the student's GPA. (*Title 5 Section 55042*). You are allowed to attempt a course three (3) times at this institution. To enroll into a course for the third and final attempt, a student must complete and submit a "Petition for Course Repetition" available from a counselor or from the on-site Education Department. **APPENDIX C**

### Course Repetition as a Result of a Withdrawal:

A "W" counts as a course attempt. A student may attempt a course a maximum of three times. All course attempts in a student's academic record count toward this enrollment limitation. You are allowed to attempt a course three (3) times at this institution. To enroll into a course for the third and final attempt, a student must complete and submit a "Petition for Course Repetition" available from a counselor or from the on-site Education Department. **APPENDIX C**

*GRADUATION:* All potential graduating students must file a "Petition to Graduate" Form by the **1st Friday in March** following these recommended procedures: Students planning to graduate should meet with a counselor for a graduation evaluation during the fall semester. This will allow for the planning of any deficiencies to be satisfied in the following spring term. Upon completing the course work for the desired degree/certificate the counselor will submit

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the petition to the A&R Officer for a final evaluation. You must complete the "Petition to Graduate" form and indicate if you plan to participate in the graduation ceremony. Should you wish to participate in the graduation ceremony are required to wear a cap and gown.

It could take up to three (3) months to process degrees and certificates. Students will be able to pick up their degrees at the Student Services Office once available. **Form: APPENDIX D**

*Note: Degrees and certificates will not be conferred until after all degree requirements are met. Degrees and certificates will be available to students eight weeks after all final grades have been received.*

**CHALLENGING PREREQUISITES AND CO-REQUISITES:** You have the right to challenge all matriculation requirements including basic skills placement for any reason indicated on the co/prerequisite challenge form. You may appeal the requirement of a co/prerequisite. The process for challenging any co/prerequisite is explained on the "Co/Requisite Challenge Form" (Appendix B) available from a counselor or from your on-site Education Department. The form must be signed by an instructor, the Vice President of Instruction and Student Services, or the Affirmative Action Officer (when applicable), and submitted to the Vice President of Instruction and Student Services with the registration form, and the necessary documentation to support the challenge. In the event a challenge is denied, the student may submit a petition to the Vice President of Student Services for further consideration by the Petitions Committee. Students may be enrolled in the course pending the outcome of the process.

**CREDIT BY EXAMINATION:** To be eligible for credit by examination, a student must have earned a minimum of 12 semester hours of credit at Palo Verde College. The student must be currently registered, and in good standing. After the "Credit by Examination" petition is approved, the student must pay the current enrollment fee for each unit of credit taken by examination, plus a service fee of \$30 prior to taking the examination. **Form: APPENDIX E**

**INDEPENDENT STUDY:** Independent study courses are permitted when the student is in the last term immediately preceding receipt of a degree or certificate and is unable to register for a needed course because of one or more of the following reasons: medical emergency; course required for graduation not offered within the last four semesters; course canceled due to insufficient enrollment; unforeseen change in job status. A maximum of 10 units may be earned by independent study.

Once eligibility is verified, the Independent Study Contract (Appendix F) must be approved by the Vice President of Instructional Services and the instructor selected to supervise the study. The instructor specifies the requirements to be completed by the student. These requirements may include tests, periodic class attendance and term papers.

**ACADEMIC RENEWAL WITHOUT COURSE REPETITION:** To be eligible to graduate from Palo Verde College, students must have earned a minimum grade point average of 2.0.

However, the college recognizes that students who have done poorly in the past can, and do, return to their studies with a determination to succeed.

The college may eliminate, in the grade point calculations, up to a maximum of two (2) semesters of grades and units which are not reflective of present ability and level of performance. A student shall have completed a minimum of 30 units of satisfactory work from Palo Verde College or any other accredited institution verified by an official transcript (minimum 2.0 GPA) subsequent to the course work to be eliminated, and shall meet with a counselor to submit a petition for academic renewal. Any action regarding academic renewal shall be noted on the student's transcripts. **Form: APPENDIX G**

*UNIT COURSE LOAD LIMITATIONS:* An overload schedule in excess of 19 units in the Fall and Spring semesters, and more than 8 units in the Summer session may be approved for students who have completed a minimum of 12 college units in at least one semester with a GPA of 3.0, as well as have a cumulative GPA of 3.0. The number of units of credit offered for each course may be found under "Courses of Instruction" in the catalog. Approval for such overloads may be secured by completing a "Petition for Overload" petition and submitting it to the counseling department or your on-site Education Department. **Form: APPENDIX H**

*TRANSCRIPT EVALUATION:* If you attended another academic institution and would like to receive credit for the courses you have successfully passed, you must submit your official transcripts and a "Request for Transcript Evaluation Form" (Appendix I) to the Admissions & Records Office. Evaluations are processed within 6-8 weeks, excluding open registration and graduation periods. Students must be currently enrolled to qualify for a transcript evaluation.

Official transcripts from all regionally accredited colleges and/or universities must be on file before an evaluation will occur. It is the responsibility of the student/applicant to provide official transcripts, photocopies will not be accepted. Students must provide course descriptions for older courses if requested by the evaluator.

Upper division, apprenticeship, continuing education, adult education, non-regionally accredited, or non-transferable courses will not be evaluated for credit, as only lower division courses will satisfy Associate Degree Requirements (*Title V Section 55062(a)*).

Equivalencies are granted based on course description and content comparison. If Palo Verde College does not offer a comparable course, other resources are used to determine transferability. These additional resources are ASSIST-the official repository of articulation for California's colleges and universities, and TES-Transfer Evaluation System.

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## COLLEGE POLICIES, ACADEMIC REGULATIONS AND STANDARDS

### WITHDRAWAL

Students are responsible for officially withdrawing from any class, classes, or waitlist in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop a class or classes by submitting a “Student Schedule Change” card. Nonattendance or non-payment does not release the student from this responsibility and may result in a failing grade being awarded.

A student who withdraws or is dropped from a semester length course through the 20 percent date of any term will not have the course included on the permanent record. A ‘W’ will appear on the permanent record for courses dropped between the 20 percent date and the 75 percent date of the term. No ‘W’ grades may be issued after the 75 percent date.

A ‘W’ is not used in calculating grade point averages, but excessive ‘Ws’ will be used as factors in progress probation and disqualification. Students who find it necessary to withdraw from the college are required to return all check-out supplies, equipment, and library books, and pay all fines and debts owed the college.

A student may submit a “Petition for Excused Withdrawal” (Appendix L) to drop or withdraw after the final withdrawal date deadline if there are verifiable excused circumstances. Examples of verifiable excused circumstances include job transfer outside the area, immigration action, death of immediate family member, release or involuntary transfer of an incarcerated student before the end of the term, chronic or acute illness, an accident, and/or a natural disaster affecting the student.

An Excused Withdrawal may be issued when a student is compelled to withdraw from a course due to circumstances beyond their control. The Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals nor as an enrollment attempt. (*Title 5, section 55024(e)*). This petition must be submitted within two years of the term of enrollment in the course(s) to be excused; excluding coursework prior to Fall 2018.

### GRADE APPEAL

When grades are given for any course of instruction taught at Palo Verde College, the grade given to students shall be the grade 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 incompetency, shall be final (*California Education Code, Section 76224; Title 5 Section 55025*).

Appeals to protest grades, or requests for grade changes, must be submitted by the student no later than one hundred eighty (180) calendar days after the grade has been issued.

All appeals to protest grades must include a one-page letter written by the student. The letter must outline, in detail, the reasons for the appeal and be submitted by the student to the Vice President of Instruction & Student Services with a Petition” (Appendix J). In addition to the petition and letter, the student must attach a copy of the syllabus for the course in question and any assignments/documents that support the grade change petition.

The petition, accompanying letter, and supporting documentation shall be evaluated by the instructor of record. If the instructor determines the grade should be changed, he or she shall complete and sign a “Grade Change” form and submit it to the Admissions & Records Office within 30 calendar days of his or her receipt of the Petition in order to officially change a student’s grade. All grade changes shall be reviewed and approved by the Vice President of Instructional & Student Services.

If the instructor determines the grade should not be changed, he or she shall write “Denied” on the Petition and return it to the Vice President of Instruction & Student Services within 30 calendar days of his or her receipt of the petition. Students may file only one (1) grade appeal petition per class.

In the event that an instructor is no longer employed by the District or is otherwise unavailable to respond to the grade change claim, the Vice President of Instruction & Student Services shall refer the petition to the appropriate Division chairperson or designee for review and action. The decision of the Division shall be final.

#### *ACADEMIC PROBATION*

Once a student has attempted a total of 12 semester units, he or she shall be subject to academic probation if the student has earned a cumulative grade point average below 2.0. As remediation, The student has one (1) additional semester, meaning a total of two (2) semesters (Fall and/or Spring), in which to attain a cumulative grade point average of 2.0 or higher to be removed from academic probation.

A student on academic probation shall be subject to dismissal if his or her cumulative grade point average remains less than 2.0 through two (2) consecutive semesters of attendance.

If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Student Services. A separate appeal may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs with the appropriate program coordinator.

#### *PROGRESS PROBATION*

A student who has attempted at least a total of twelve (12) semester units shall be placed on progress probation when the percentage of all units for which entries of “W”, “I”, and “NC” are recorded reaches or exceeds fifty percent (50%) of the total units the student has attempted.

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*Note: While it is the intent that Palo Vere college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.*

A student on progress probation shall be removed from probation when the percentage of "W", "I", "NP" or "NC" units drops below fifty percent (50%).

You should be aware that a student on progress probation shall be subject to dismissal if his or her percentage of "W", "I", "NP" or "NC" units reaches or exceeds fifty percent (50%) after one (1) additional semester, for a total of two (2) consecutive semesters of attendance.

If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a "Petition" (Appendix J) to the Vice President of Instruction & Student Services via your on-site Education Department. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.

### *DISMISSAL*

A student who is on academic probation shall be subject to dismissal if the student maintained a cumulative grade point average of less than 2.0 in all units attempted for two (2) consecutive semesters (Fall and/or Spring). Also, a student who has been placed on progress probation shall be subject to dismissal if the percentage of units for which he or she has received entries of "W", "I", "NP" or "NC" for two (2) consecutive semesters reaches or exceeds fifty percent (50%) of the total number of units the student has attempted.

Students who have been dismissed pursuant to academic or progress standards may not apply for reinstatement until a minimum of one semester has elapsed since dismissal.

If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a "Petition" (Appendix J) to the Vice President of Instruction & Student Services. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.

### *REINSTATEMENT*

A student applying for reinstatement shall not be reinstated until a minimum of one semester (Fall or Spring) has elapsed since dismissal. A student applying for reinstatement must submit a "Petition for Reinstatement" (Appendix K) to the Vice President of Instruction & 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 counselor approval of his or her educational program before they will be able to enroll online. A student who is reinstated shall have two (2) semesters to achieve satisfactory academic standing or be subject to dismissal again.



## **TEXTBOOKS**

Students are responsible for furnishing their own textbooks and supplies. To help offset costs of textbooks, check with your local Education Department for additional resources or inquire about Student Support services from Palo Verde College including EOPS and DSPS.

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## STUDENT SUPPORT SERVICE PROGRAMS

### EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

EOPS is designed to provide educational support services to economically and educationally disadvantaged students. Each of the counselors are mentors who are specialized and well-trained to provide students with resources, guidance, leadership, and comfort level to reach their full potential.



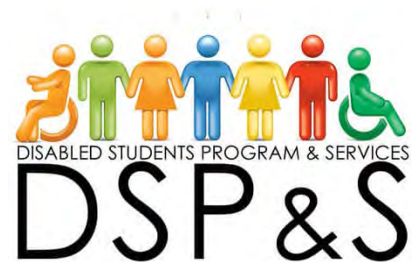
A student wishing to enter into the EOPS program must meet the following criteria: (1) meet the California residency criteria, (2) be educationally disadvantaged, (3) not have completed more than 70 units of degree applicable course work in any combination of post-secondary higher education, (4) all applicants must fully complete their financial aid application and qualify for a BOGW waiver A or B before entering the program, (5) the student must be enrolled in a minimum of twelve (12) units, unless prior enrolled in the DSPS Program, (6) all students must complete an application for the program, (7) if already in college, the student must be in good standing, and (8) EOPS can only provide services to students within the Palo Verde College District.

#### EOPS ELIGIBLE STUDENTS BY PROVIDING MAY RECEIVE:

- College Orientation
- Priority Registration Assistance
- Financial Assistance
- Book Services
- Career Information
- Scholarship Assistance
- Education Planning

### DISABLED STUDENT PROGRAM AND SERVICES (DSP&S)

The Disabled Students Support Services (DSP&S) is a categorically funded program designed to assist those students with physical, psychological, or learning disabilities. Services are offered to help students circumvent their functional limitations and become active, productive members of the college community. The program emphasizes independence and self-reliance while providing the support necessary for individuals to achieve their goals.



The DSP&S program is open to any student who have a verifiable physical, psychological, or learning disability, either temporary or permanent, which causes one or more educational limitations.

## FINANCIAL AID

The following is a summary of the financial aid programs administered by the College. Please note that all programs for financial aid are subject to changes in Federal and State regulations and a possible shortfall of funds. These types of changes are not within the control of Palo Verde College and will supersede all local policies.

### *FEDERAL PROGRAMS*

**VETERAN SERVICES:** The Palo Verde College Veteran Services Office is a liaison between the student and the Department of Veteran Affairs providing educational services to students, veterans, survivors, and dependents of a veteran that is eligible for Veteran Education Benefits. For more information on eligibility, how to apply, or other veteran benefits, resources, and additional information, contact PVC Financial Aid Department by mail, 1 College Dr., Blythe, CA 92225 or call 760-921-5536.

### **ENROLLMENT CERTIFICATION AND LIMITATIONS FOR STUDENT VETERANS:**

Upon submission of a Veteran Statement of Responsibility and necessary documentation to the Veteran Services Office, eligible students will be certified for courses that fall within their Veterans Affairs approved program. The Veteran Services Office will only certify courses that are required for a student's program of study. Students wanting to take additional courses that are not required for his/her program of study can self-pay for the courses or use other funding, such as financial aid or scholarship, in such circumstances, students must notify the Veteran Services Office. Certification will be processed approximately a day after Census Date. To submit a "Veteran Statement of Responsibility", the form can be sent directly to the PVC Financial Aid Office or through your location's Education Department.

### *CALIFORNIA STATE PROGRAMS*

**CALIFORNIA COLLEGE PROMISE GRANT (CCPG):** The California College Promise Grant is a state fee waiver program that is designed to provide assistance for eligible California residents, AB540 students, and eligible AB1899 students, attending a California Community College by waiving the enrollment fees. Students can apply by completing the CCPG Enrollment Fee Waiver application available in the PVC Registration Packet or directly from your on-site Education Department. Students may qualify for the CCPG based on the receipt of certain forms of public assistance, by meeting specific income standards and having "financial need."

# **PALO VERDE COLLEGE**

**WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS**

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## **DEGREES AND CERTIFICATES**

### *ACADEMIC OBJECTIVES*

There are three academic objectives that can be completed at Palo Verde College. These include:

- Occupational degrees/certificates
- Graduation with an Associate's Degree
- Preparation for to a university where a Bachelor's Degree can be completed.

### *CERTIFICATE PROGRAMS*

If Palo Verde College offers a certificate program in a certain area of study, the classes required to complete that certificate are listed under the corresponding area. It is also possible to complete a certificate program and use those courses towards an Associate Degree or towards transfer. Additionally, certificates and degrees may be pursued concurrently.

There are two different types of certificates available to the students through Palo Verde College. The "Certificates of Achievement" is a certificate that has been approved by the California Community Colleges Chancellor's Office and will be entered on the students' transcript upon completion. The "Certificate of Career Preparation" is a locally approved certificate under 18 units and will not be entered on the students' transcript upon completion (paper certificates will be issued if requested through the Petition to Graduate process).

### *REQUIREMENTS FOR GRADUATION WITH AN ASSOCIATE DEGREE*

Graduation generally requires two years of full-time study which leads to an Associate in Science (A.S.) or Associate in Arts (A.A.) degree. For extensive coverage of programs available, turn to the section entitled, "Programs of Study".

The college's graduation requirements allow students to earn Associate Degrees and, with careful planning, simultaneously meet requirements for a certificate or for transfer to a four-year college or university.

When a course(s) required for a specific major is also on the list of approved general education courses, the course(s) may be used to satisfy both major and general education requirements. However, no course may be counted more than once. The requirements for the Associate Degrees may be met by courses meeting the specific major requirements listed in the Palo Verde College Catalog.

Palo Verde College will confer the Associate Degree upon students who successfully complete the following requirements: A minimum of 60 units of Associate Degree coursework (as defined by the major). A student must complete a minimum of 12 units at Palo Verde College. The student must have a cumulative grade point average of 2.0 or better in all coursework.

**PROGRAMS OF STUDY AVAILABLE AT CERTAIN LOCATIONS**  
**A.S./A.A. Degree Programs, Certificates of Achievement and Certificates of Career Preparation**

PROGRAM/DISCIPLINE	A.S DEGREE FOR TRANSFER (AST)	A.A DEGREE FOR TRANSFER (AAT)	A.S DEGREE	A.A. DEGREE	CERTIFICATES OF ACHIEVEMENT	*CERTIFICATES OF CAREER PREPARATION
Alcohol & Drug Studies					1	2
American Sign Language						1
Arts & Humanities				1		
Business Management/ Administration			1		1	3
Communications Studies		1				
English		1				
History		1				
Mathematics & Science				1		
Psychology		1				
Social & Behavioral Science				1		
Sociology		1				

*\*Locally approved Certificates of Career Preparation do not appear on a transcript.*

### CHANGES TO PROGRAM OF STUDY

Students are permitted to progress towards earning multiple degrees synchronously or asynchronously. Students are also allowed to change their Program of Study at any time. To do so, an “Incarcerated Student Program of Study – Change Form” (Appendix M) must be submitted to Admissions & Records, directly, or through your on-site Education Department.



**PALO VERDE COLLEGE**  
WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

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## STUDENTS' RIGHTS AND RESPONSIBILITIES

### ACADEMIC HONOR CODE OF CONDUCT

The faculty of Palo Verde College is committed to a policy of honesty in academic affairs. We assume that students will pursue their studies with integrity and honesty; however, when students are caught cheating or plagiarizing, a process is begun which may result in severe consequences.

Plagiarism consisting of the deliberate use and appropriation of another's work without identifying the source and the passing off of such work as the student's own, or who fails to give full credit for ideas or materials taken from another has plagiarized.

It is the responsibility of the student to know what constitutes academic dishonesty. If a student is unclear about a specific situation, they may speak to their instructor. Depending on the seriousness of the infraction, the student may have their course grade lowered. They can receive a failing grade on the paper, test, or course. The student can also be placed on probation, suspension, or expelled.

In addition, the instructor or student may also request action through the Discipline Hearing Committee and/or the Appeals Procedure which will adjudicate on the basis of College policy. The Office of the Vice President of Instruction & Student Services maintain a record of students who have engaged in academic dishonesty. (*PVCCD, Administrative Policy 5500-0*)

### STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

Palo Verde Community College District is committed to comply with state and federal laws. As an institution of high education, the college is committed to providing an orderly environment conducive to student learning. When the conduct of students transcends the bounds of law or interferes with the normal processes of education, the college must take appropriate action.

It is the policy of Palo Verde Community College District that students, staff, and visitors, alike, be informed of the specific acts and types of behavior considered unacceptable and prohibited. Such acts or behaviors are regarded as just cause for counseling referrals and disciplinary and/or criminal charges, when appropriate.

Written documentation pertaining to the disciplinary actions will be kept in a confidential file locked in the office of the Vice President of Student Services. (*PVCCD, Board Policy 5500, Administrative Policy 5500-0, 5500-1*).

### PRINCIPLES OF DISCIPLINE AND STUDENT CONDUCT

College students are expected to assume responsibility for personal conduct appropriate to their age and maturity. In all cases, students must respect the authority of the instructors and such regulations as are necessary for the welfare of the college. Students who are unable to

assume such responsibility may be subject to disciplinary action.

1. Palo Verde College is obliged to maintain order on campus, to ensure freedom of movement, and to take appropriate action against persons whose conduct is disruptive.
2. Palo Verde College is committed to the maintenance of its students' constitutional rights in all adopted policies and procedures.
3. Palo Verde College will restrict student conduct if any of the following conditions exist:
  - a. The benefits gained by the college and/or its students significantly outweigh the subsequent impairment of a student's constitutional rights of free access to higher education; and
  - b. The college has no alternatives at its disposal in restricting behaviors which are subversive of the rights referred to above.
4. Palo Verde College views itself as the trustee of its students insofar as the students are involved with educational pursuits under the jurisdiction of the college.
5. Palo Verde College emphasizes the instructional and rehabilitation aspects of disciplinary action; the college will not involve itself in disciplinary action which is only punitive.
6. A student charged with serious misconduct will be given a hearing consistent with procedural due process principles prior to taking any exclusion, suspension, and/or expulsion action. (*California Education Code, Section 66017*)

### GENERAL GUIDELINES

The rules and regulations applying to the conduct of students on campus (or on any college-operated facility), shall apply to their conduct off campus only when the student is acting in either or both of the following capacities; As a student employee, all or a portion of whose salary is paid by the college. As a participant in a college-approved field trip, club activity, or any other college-sponsored event.

Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall not be used to duplicate the functions of general laws, except where such duplication is mandated. The student who violates college rules and/or regulations in the course of college-related off-campus activities shall not be subject to any greater penalties than normally imposed on students who commit similar violations in the course of college-related on-campus activities.

### PROHIBITED CONDUCT

A student may be disciplined for "good cause" pursuant to the California Education Code, Section 76033. Disciplinary action will be taken in support of local, state, and federal laws

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relative, but not limited, to the following:

1. Theft, or willful defacing of college property or belonging to a member of the college community, (Penal Code, Sections 484, and 486490.5);
2. Forgery, alteration, or submission of any document containing false information used to conduct transactions with the college, California Code of Regulations, Section 41301;
3. Cheating, plagiarism, or submitting work for a class that is not the product of a student's own effort, (California Education Code, Section 76037);
4. Criminal action, violence, or threat of such action against any person on college property, California Code of Regulations, Section 41301;
5. Disorderly, lewd, indecent, obscene, or offensive conduct (by current legal definition) on college property or at college-sponsored or supervised functions, (California Code of Regulations, Sections 41301-41304);
6. Use, possession, distribution, or being under the influence of alcohol, narcotics, or other controlled substances or any poisons while on college property or at any college-sponsored event, (California Code of Regulations, Section 41301, and Business and Professions Code, Section 4160);
7. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances, (California Code of Regulations, Section 41301);
8. Obstruction or disruption of the college's educational process, administrative process, or other college function, (California Code of Regulations, Section 41301);
9. Failure to comply with directions of college officials acting in the performance of their duties, including disobedience and defiance of the authority of said officials;
10. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy, (California Code of Regulations, Section 41301);
11. False accusations or malicious charges against any other student, staff member, or governing board member of the district;
14. Violation of other state, federal, or local statutes, or district policies, rules, or regulations while on college property, or in defined college activities elsewhere.

### NON-DISCRIMINATION

*GENDER:* Palo Verde College does not allow discrimination on the basis of sex in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted there under prohibit discrimination.

*DISABLED:* Palo Verde College does not discriminate on the basis of disability and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under. More specifically, Palo Verde College does not discriminate in admission or access to, or treatment or employment in its programs and activities.

*AGE, RACE, COLOR, OR NATIONAL ORIGIN:* Palo Verde College complies with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Age Discrimination Act of 1975 and the regulations adopted there under. No person shall on the grounds of age, race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of Palo Verde College. Any student who feels discriminated against should contact the Palo Verde College Affirmative Action Officer (the VP of Administrative Services) in Business Services. The procedures for filing a complaint are identified in Administrative Regulation 4010. Copies of the complaint forms may be obtained in Business Services, the Library, and Student Services. The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

#### SEXUAL HARASSMENT

The Palo Verde Community College District recognizes that harassment on the basis of sex is a violation of both Federal and State discrimination laws as well as District Policy. The District is committed to providing all employees, applicants for employment and students with an environment free from sexual harassment, and will not tolerate such conduct on the part of any employee or student (**ADMINISTRATIVE POLICY 3410**).

#### FERPA (Family Education Rights and Privacy Act)

Pursuant to the Family Education Rights and Privacy Act of 1974, family rights regarding student records were developed. The rights apply to all students and to the parents or legal guardians of students that are financially dependent upon them (financial dependency must be documented).

Students may request an opportunity to inspect any and all official school records, files, and data related to them. If information in the file is inaccurate, misleading, or inappropriate, the student may request removal of the information or, if denied, include a statement disputing the material which was challenged.

Other provisions of the federal law restrict the people who have access to the information in student records. However, school personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, or those who provide financial aid are entitled to access without student consent. Access may also be obtained without student consent pursuant to a court order.

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**RELEASE OF STUDENT INFORMATION**

Palo Verde College adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining student records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. Palo Verde College, based on FERPA regulations, designates as directory information the following: name, address, phone number, & electronic email address, date of birth, dates of attendance, enrollment status, and Degrees & awards received. Degrees and awards received are published to recognize individual scholastic achievements. If a student attains scholastic honors or awards and does not wish public recognition, the student should notify the Registrar within ten (10) days.

Students have the opportunity to request that their directory information be maintained as Confidential. **Form: APPENDIX N.**

**STUDENT GRIEVANCE**

*Title IX, Education Amendments of 1972; Education Code Section 76224(a)*

The student is encouraged to pursue course work and other college sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student shall be free of unfair and improper action by any member of the academic community. Palo Verde College shall maintain a student grievance policy. The procedure whereby a student may file a grievance shall be specified in detail in the college catalog. The grievance process and the Student Grievance Form needed to facilitate this process is included in this handbook and is available through your on-site Education Department. This policy shall not apply where other policies are applicable for the resolution of specific categories of student complaints or appeals, such as complaints relating to sexual harassment or discrimination. (*See Administrative Procedure 5530*). **Form: APPENDIX O.**

**PAROLING**

If you are going to be paroling, contact and notify the Palo Verde College Correspondence Education Department with your new address. Though the distance might be a barrier to complete our academic goal, our department staff will help you achieve your academic endeavors from your new living location. There are programs at California Community Colleges and California State Universities designed to help the formerly incarcerated successfully transition into the community. See page 53-54 to find the nearest campus to you.

**FINAL WORDS**

Your journey towards a degree or certificate- your tomorrow- starts here. Begin your journey well by learning about the requirements you must fulfill and how you go about fulfilling them. Learn the college rules and regulations that surround them. By doing so you will completed your degrees/certificates requirements with a few missteps. Remember, if you need help or course related questions and concerns, contact a Palo Verde College Correspondence Education staff member.

## Palo Verde College Self - Placement Guidelines

[California Assembly Bill \(AB\) 705](#) prohibits California community colleges from using assessment instruments to place students into remedial Math and English courses without evidence the student is “highly unlikely to succeed in a higher-level course...” ([AB 705\(1\)](#)). Palo Verde College accepts high school transcripts and various multiple measures to help students self-place into Math and English courses. To aid in appropriate placement, complete the Course Placement Form (Appendix A) and return the document with the Palo Verde College application/registration packet. The California Chancellor’s Office placement recommendations are as follows:

### ENGLISH:

High School Performance Metric for English	Recommended AB 705 Placement for English
<b>HSGPA <math>\geq</math> 2.6</b> Success rate = 78.6%	<b>Transfer-Level English Composition</b> No additional academic or concurrent support required
<b>HSGPA 1.9 - 2.6</b> Success rate = 57.7%	<b>Transfer-Level English Composition</b> Additional academic and concurrent support recommended
<b>HSGPA <math>&lt;</math> 1.9</b> Success rate = 42.6%	<b>Transfer-Level English Composition</b> Additional academic and concurrent support strongly recommended

### MATH:

High School Performance Metric for Statistics/Liberal Arts Mathematics	Recommended AB 705 Placement for Statistics/Liberal Arts Mathematics
<b>HSGPA <math>\geq</math> 3.0</b> Success rate = 75%	<b>Transfer-Level Statistics/Liberal Arts Mathematics</b> No additional academic or concurrent support required for students
<b>HSGPA from 2.3 to 2.9</b> Success rate = 50%	<b>Transfer-Level Statistics/Liberal Arts Mathematics</b> Additional academic and concurrent support recommended for students
<b>HSGPA <math>&lt;</math> 2.3</b> Success rate of 29%	<b>Transfer-Level Statistics/Liberal Arts Mathematics</b> Additional academic and concurrent support strongly recommended for students

*For the latest guidelines, contact your proctor, counselor, or educational advisor.*

PALO VERDE COLLEGE SELF PLACEMENT METRIC	
<b>Placement into ENG 101 or MAT 106, MAT 108, MAT 110, PSY 155</b>	<b>Recommended Placement into ENG 100 or ANY College-Level MAT, plus NBE 098*</b>

**\*NBE 098 where permitted.**

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**Appendix\***

<b>A. Course Placement Form.....</b>	<b>38</b>
<b>B. Co/Requisite Challenge Form .....</b>	<b>39</b>
<b>C. Petition for Course Repetition .....</b>	<b>40</b>
<b>D. Petition to Graduate .....</b>	<b>41</b>
<b>E. Petition For Credit By Examination .....</b>	<b>42</b>
<b>F. Contract for Independent Study .....</b>	<b>43</b>
<b>G. Academic Renewal Without Course Repetition .....</b>	<b>44</b>
<b>H. Petition for Overload .....</b>	<b>45</b>
<b>I. Request for Transcript Evaluation Form .....</b>	<b>46</b>
<b>J. Petition (General) .....</b>	<b>47</b>
<b>K. Petition for Reinstatement .....</b>	<b>48</b>
<b>L. Petition for Excused Withdrawal .....</b>	<b>49</b>
<b>M. Incarcerated Student Program of Study – Change Form .....</b>	<b>50</b>
<b>N. Consent for Release of Information .....</b>	<b>51</b>
<b>O. Student Grievance Form .....</b>	<b>52</b>

\*The forms found in the Appendix are for reference. Check with your Education Department for the most recent version of the form and to submit. Follow the directions on each respective form for processing and/or to mail directly to Palo Verde College.

APPENDIX A. Course Placement Form (1 page; attached to Self-Placement Guidelines)

<b>COURSE PLACEMENT FORM</b>										
Student Name: _____ Location: _____ PVC Student ID or DOB: _____ Date: _____										
Please mark your selection with an <b>'X'</b>	<b>Your answers and submissions below will determine your placement into English and Math courses at Palo Verde College.</b>									
	I've completed a Math or English course at another regionally-accredited college or university.  <i>If you checked this option, please submit your <u>official transcripts</u> and the "Transcript Evaluation Form" to Palo Verde College, Attn: Admissions &amp; Records, 1 College Drive, Blythe, CA 92225.</i>									
	I'm submitting my high school transcript(s) for placement into Math and/or English. I plan to enroll in the following course(s): <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"> <input type="checkbox"/> ENG 100    <input type="checkbox"/> ENG 101                 </td> </tr> <tr> <td style="text-align: center; border: none;"> <input type="checkbox"/> MAT 106/PSY 155    <input type="checkbox"/> MAT 108    <input type="checkbox"/> MAT 110                 </td> </tr> </table> <i>If you selected this option, please attach your high school transcript to this document and submit with your Palo Verde College application.</i>	<input type="checkbox"/> ENG 100 <input type="checkbox"/> ENG 101	<input type="checkbox"/> MAT 106/PSY 155 <input type="checkbox"/> MAT 108 <input type="checkbox"/> MAT 110							
<input type="checkbox"/> ENG 100 <input type="checkbox"/> ENG 101										
<input type="checkbox"/> MAT 106/PSY 155 <input type="checkbox"/> MAT 108 <input type="checkbox"/> MAT 110										
	I do not have access to my high school transcripts because: <input type="checkbox"/> I graduated more than 10 years ago <input type="checkbox"/> I did not graduate from a California high school  <i>If you selected this option continue below:</i> My self-reported GPA from high school: _____ High school graduation date (month/day/year): _____ Name, Address (if known), City and State of last attended high school: Name: _____ Address (if known): _____ City: _____ State: _____									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="padding: 5px;"><i>FOR OFFICE USE:</i></td> </tr> <tr> <td style="padding: 5px;">Placement into: MAT 108</td> <td style="padding: 5px;">MAT 110</td> <td style="padding: 5px;">MAT 106/PSY 155</td> </tr> <tr> <td style="padding: 5px;">ENG 100</td> <td style="padding: 5px;">ENG 101</td> <td style="padding: 5px;">Other</td> </tr> </table>		<i>FOR OFFICE USE:</i>			Placement into: MAT 108	MAT 110	MAT 106/PSY 155	ENG 100	ENG 101	Other
<i>FOR OFFICE USE:</i>										
Placement into: MAT 108	MAT 110	MAT 106/PSY 155								
ENG 100	ENG 101	Other								
Rev. 8/2020 JR										

Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.



*APPENDIX B. Co/Requisite Challenge Form (2 pages)*

**PALO VERDE COLLEGE**  
**CO/PREREQUISITE CHALLENGE FORM**

NAME: \_\_\_\_\_ STUDENT ID \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_  
 COURSE I WISH TO ENTER: \_\_\_\_\_ SECTION \_\_\_\_\_  
 CO/PREREQUISITE OR COURSE REQUIREMENT I WISH TO CHALLENGE:  
 \_\_\_\_\_  
 \_\_\_\_\_

STUDENT: PLEASE EXPLAIN YOUR REQUEST IN DETAIL BELOW

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

After obtaining the appropriate signature, submit this form, documentation, and your Student Schedule Change card to your counselor five working days prior to the last day to register. Documentation for summer sessions and short courses must be submitted two (2) working days before the last day to register. It is the student's responsibility to provide compelling evidence to support the challenge. If you select box #6, include a copy of your assessment results.

A denied petition may be appealed to the Petition Review Committee in the Student Services Office.

Waiver of a co/prerequisite course will not result in credit/units being granted for the waived course.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT: CHECK THE BOX (1 – 6) THAT APPLIES TO YOUR REQUEST:

1. I am challenging the co/prerequisite on the grounds that it has not been made reasonably available. Students selecting this option must take the petition directly to the VP of Instruction and Student Services, who shall determine within five (5) working days whether the co/prerequisite course was reasonably available, and if not, shall waive the co/prerequisite for the current term.

The documentation has been evaluated and the challenge is  approved  denied  
 VP of Instruction and Student Services \_\_\_\_\_ Date \_\_\_\_\_

2. I am challenging the co/prerequisite on the grounds that it was established in violation of regulation or in violation of the District-approved processes. I understand that I must supply documentation and take this petition directly to the VP of Instruction and Student Services, who shall review the petition and provide a written decision to me within five (5) working days.

The documentation has been evaluated and the challenge is  approved  denied  
 VP of Instruction and Student Services \_\_\_\_\_ Date \_\_\_\_\_

Rev. 04/2015 sls

APPENDIX C. Course Repetition (3 pages)

**PALO VERDE COLLEGE**

**PETITION FOR COURSE REPETITION**

---

Student Name	ID #
Address	Phone Number
Student Signature	Date

---

**Course to be repeated:**

Course Code \_\_\_\_\_ Course # \_\_\_\_\_ Section \_\_\_\_\_ Course Title \_\_\_\_\_ Term/Yr \_\_\_\_/\_\_\_\_

Previous Terms/Yrs and Grades:

Term/Yr \_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_ ; Term/Yr \_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_ ; Term/Yr \_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_

What will you do in order to be successful this term? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\*Course Repetitions could affect financial aid eligibility (copies of all petitions are routed through the Financial Aid Dept).*

---

**Office Use Only**

Courses may be repeated only under the following circumstances:

\_\_\_\_\_ Student has earned a substandard grade of "D", "F", "NC", "NP" or "W" in the above course. (Previous Terms/Yrs and Grades are listed above). Student may enroll in above the course for the third time and **FINAL ATTEMPT**.

Approved     Denied

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

---

\_\_\_\_\_ Student earning a passing grade may not enroll in the same course again unless one of the following 5 exceptions applies and **documentation is provided** (see back for full details):

- Significant lapse of time
- Variable unit courses
- Extenuating circumstances
- Students with disabilities repeating a special class
- Legally mandated course

*In these instances, the petition must be submitted to the VP of Student Service for approval and will do so only after consultation with the appropriate professor.*

Approved     Denied

VP of Student Services \_\_\_\_\_ Date: \_\_\_\_\_

---

REV 3.9.15

Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.

APPENDIX D. Petition to Graduate (2 pages)

Academic Year _____	<b>PETITION TO GRADUATE</b>
Date _____	<b>(Complete a separate Petition for each degree and/or certificate)</b>
<p><i><b>Dear Student:</b> Meet with your academic counselor for a degree audit. If eligible for graduation, complete all information requested below and return the form to your counselor. Students will be notified about the graduation ceremonies, how to order the cap and gown, and obtain picture and announcement information. Although you do not have to participate in graduation ceremonies, we encourage all students to walk with their fellow graduates.</i></p> <p style="text-align: center;"><b>Filing deadline for those planning to participate in the graduation ceremony, is the first Friday in March (no exceptions).</b></p>	
<p><b>*I will complete all degree/certificate requirements by the end of (insert year in appropriate term):</b>                  Fall Semester _____ Spring Semester _____</p> <p><b>I give permission to release degree/certificate(s), honors, and photos to be printed in media. <u>yes</u> <u>no</u></b>  <b>I do _____ I do not _____ plan on participating in the graduation ceremony (be sure to check filing deadline dates).</b></p>	
<p><b>INSTRUCTIONS: Print all information legibly (please use ink or type).</b></p>	
Name _____	SSN/ID# _____
Address/Location _____	City _____ Zip _____
E-mail address _____	Daytime Phone # _____
<p><input type="checkbox"/> <b>Please update school records with this address.</b></p>	
<p><b>PRINT NAME EXACTLY AS IT IS TO APPEAR ON THE DIPLOMA</b></p>	
First _____	Middle _____ Last _____
I am Petitioning for: _____ (Please file a separate petition for each degree and/or certificate) AA AS Certificate _____ (circle one)	Is this your first <u>degree</u> at PVC? Yes _____ No _____
Other Colleges Attended (must request transcript evaluations to use courses from other colleges) _____ _____ _____ _____	Transcripts on File? Yes _____ No _____
Are you currently enrolled at PVC? Yes _____ No _____ Are You currently enrolled at another college? Yes _____ No _____ If yes, name of other college _____	Are you a veteran or currently in the service? Yes _____ No _____ Have you petitioned for any course waivers or substitutions? Yes _____ No _____
Student's Signature _____	Date _____
***** Do not write below this line *****	
Catalog Year _____	
Counselor/Program Advisor Signature _____	Date _____
<p><b>Check only if applicable:</b></p>	
Certification: _____ CSU-GE _____ IGETC UC _____ IGETC CSU _____	Date Conferred _____ GPA _____ Registrar's Signature _____ Diploma/Cert Processed _____ Diploma/Cert Delivered _____
Rev 8.29.13v1	

APPENDIX E. Petition for Credit By Examination (2 pages)

**PALO VERDE COLLEGE  
PETITION FOR CREDIT BY EXAMINATION**

**PART A: To be completed by student.**

STUDENT NAME \_\_\_\_\_ PVC ID# \_\_\_\_\_ DATE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

COURSE REQUESTING CREDIT BY EXAM: \_\_\_\_\_  
 Course Code Title Units

Please give a short description of your background, training, and/or experience, indicating reasonable assurance of your ability to pass the examination or series of tests.

---

I, the undersigned, agree to complete the examination(s) or test(s) assigned by the designated instructor. I also understand that if I am able to satisfactorily meet the requirements and standards set forth by the instructor, a letter grade will be assigned and duly entered on my transcript. I understand that if I fail, I will not be permitted to repeat the challenge, and the failing grade will be assigned and duly entered on my transcript.

A service fee of thirty dollars (\$30.00) per exam plus the enrollment fee at current rate (see website for Tuition & fees) will be paid prior to administration of the examination. The time and place of the examination will be agreed upon with the instructor.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

---

**PART B: To be completed by the Counselor.**

Student is currently registered at Palo Verde College: YES\_ NO \_\_\_\_  
 Student has earned a minimum of 12 semester units at Palo Verde College. YES\_ NO \_\_\_\_  
 Student is in good standing at Palo Verde College (GPA must be a 2.00 or better) YES\_ NO \_\_\_\_  
 Eligible for Credit by Exam (to be eligible answers to all questions must be YES) YES \_\_\_\_ NO \_\_\_\_

\_\_\_\_\_ If Student is eligible direct to appropriate instructor.  
 COUNSELOR SIGNATURE DATE

---

**PART C: Student must obtain all approved signatures and must pay all fees prior to completing the examination. Once approved, the student will be manually registered by Admissions & Records.**

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_  
 \_\_\_\_\_  
 \*INSTRUCTOR Printed Name & SIGNATURE

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_  
 \_\_\_\_\_  
 VICE PRESIDENT OF INSTRUCTION

Pay fees in Business Office FEE PAID \_\_\_\_\_ DATE: \_\_\_\_\_ DESIGNEE \_\_\_\_\_

**(Forward all forms to the Admission & Records Office for processing after approval.)**

\*Instructor will receive a copy of the approved petition so examination can be scheduled. Student will be sent an email confirming enrollment. Once examination is completed, instructor must submit final grade *online* and notify the A & R Office of grade entry.

*Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.*

APPENDIX F. Contract for Independent Study

**Palo Verde College**  
**CONTRACT FOR INDEPENDENT STUDY**

Review College Catalog for guidelines of "Independent Studies" before completing this form. Take the completed form to your Counselor. The Counselor will determine eligibility and direct you to the Instructor who is designated to Contract the Independent Study.

Student \_\_\_\_\_ Date \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Semester/Year \_\_\_\_\_  
 Course Number \_\_\_\_\_ Semester Units \_\_\_\_\_  
 Course Title \_\_\_\_\_ Instructor \_\_\_\_\_  
 Prior Indep. Study Units Earned (if any) \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_  
 Reason for Independent Study \_\_\_\_\_  
 Eligible for Independent Study (per catalog guidelines) Yes [ ] No [ ] \_\_\_\_\_  
 \_\_\_\_\_ Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE TO INSTRUCTOR**

Student must receive a copy of the Course Outline and/or Syllabus (See catalog), and the Independent Study Contract must be initiated & fully approved within three weeks after the semester begins, or the instructor will not receive payment & the student will not receive a grade.

Objectives, description of work to be completed by close of semester: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Method of Evaluation: \_\_\_\_\_  
 \_\_\_\_\_

Class meeting time or frequency of meetings with instructor: \_\_\_\_\_  
 \_\_\_\_\_

It is agreed that all contracted course work is to be completed by the end of the enrolled semester in order to receive units of credit.

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Approval of VP of Instruction \_\_\_\_\_ Date \_\_\_\_\_  
 Approval of Superintendent/President \_\_\_\_\_ Date \_\_\_\_\_

Date Completed: \_\_\_\_\_ Instructor's Signature \_\_\_\_\_

Grade: \_\_\_\_\_

Approved for Instructor Payment: \_\_\_\_\_ Date \_\_\_\_\_

White/Pink/Yellow/Goldenrod: Registrar's Office Upon Completion: Pink: Student Yellow: Business Office Goldenrod: Instructor

5/7/04

APPENDIX G. Academic Renewal Without Course Repetition

PALO VERDE COLLEGE

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Student Name _____	ID # _____
Address _____	Phone Number _____
Student Signature _____	Date _____

Academic Renewal permits the alleviation of previously recorded sub-standard (D and F) academic performance that is not reflective of the student's present demonstrated academic ability and level of performance. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

A student may petition to have up to 18 units of substandard course work be annotated, and disregarded in the computation of the student's grade point average or requirements for a degree. Only the requested courses with substandard grades will be disregarded. *Courses from other regionally accredited colleges or universities will be accepted to provide evidence of academic ability. Students must provide official transcripts and request to have them evaluated.*

Twelve (12) months must have passed since attempting the course work to be excluded from GPA calculation.

Evidence of academic ability since the 18 units in question shall include one of the following: (check the one that applies)

- 15 semester units with a minimum of 3.00 GPA
- 30 semester units with a minimum of 2.00 GPA

Specify the course(s) to be considered under the academic renewal policy, as well as the term in which the coursework was attempted.

Course(s)	Term/Year

**This section is to be completed by student:**  
**If you have read, and fully understand, please initial at the end of each segment in the box provided.**

1. PVC may eliminate, in the grade point calculations, up to a maximum of 18 units of substandard course work.
2. A student shall be granted academic renewal only once.
3. No alleviated coursework shall apply toward degree requirements.
4. Coursework previously used to satisfy degree requirements are not eligible for academic renewal.

Student Initials


*\*Some institutions do not honor academic renewal. It is **the student's responsibility** to ensure that the transfer institution will approve of academic renewal from Palo Verde College.*

-----

Petition Granted                       Petition Denied

Reason: \_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

*Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.*

APPENDIX H. Petition for Overload

<b>PALO VERDE COLLEGE</b>		Academic Year _____
<b>PETITION FOR OVERLOAD</b>		Term: _____
<b>GUIDELINES</b>		
Student Name _____	ID # _____	
Address _____	Phone Number _____	
Student Signature _____	Date _____	

---

**UNIT COURSE LOAD LIMITATION**  
Office Use Only

The maximum number of units permissible during the Fall and Spring Semester is nineteen (19) units, during the Summer, eight (8). Special permission of **“Overload”** may be requested from a counselor. An exception to the minimum standards may be made for high school graduates or equivalents on a case-by-case basis. A counselor will discuss the past history and academic record with the student.

Permission may be granted for students who **have completed a minimum of 12 units in at least one semester with a GPA of 3.0, as well as have a cumulative GPA of 3.0** and if, in the opinion of the counselor, several of the following criteria are met.

\_\_\_\_\_ Overall level of difficulty of coursework is manageable and well-balanced.

\_\_\_\_\_ Overall level of difficulty of coursework taken in the past was high enough to predict successful completion of more than 19 units during the semester.

\_\_\_\_\_ There is no recent history of withdrawals.

\_\_\_\_\_ No outstanding incompletes.

\_\_\_\_\_ Other reasons: \_\_\_\_\_

\_\_\_\_\_

The number of units of credit offered for each course may be found under “Announcement of Courses” in the catalog. Credit for college work is based on the semester hour (usually called hours or units). In lecture courses, one hour in the classroom per week constitutes one unit of work. In the laboratory, three hours per week constitute one unit of work. In a clinic/field course, three hours per week constitutes one unit of work. The student may appeal the counselor’s decision through the Counseling department in Student Services.

-----

Petition Granted \_\_\_\_\_                      Petition Denied \_\_\_\_\_

Counselor’s Signature \_\_\_\_\_                      Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rev. 6/2011vl

APPENDIX I. Request for Transcript Evaluation Form (1 page)

**Palo Verde Community College**  
**One College Drive Blythe CA 92225**  
**760-921-5500**

**Request for Transcript Evaluation Form**  
(AN EVALUATION WILL NOT BE DONE UNTIL ALL OFFICIAL TRANSCRIPTS FROM PREVIOUSLY ATTENDED COLLEGES AND UNIVERSITIES HAVE ARRIVED AT PALO VERDE COLLEGE)

NAME: \_\_\_\_\_  
(Please print)      Last                                      First                                      Middle                                      Maiden or Previous Name

Date of Birth \_\_\_\_\_ Date \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ College ID# \_\_\_\_\_

Please evaluate transcript(s) from the college(s)/university(ies) listed below:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

**DECLARED MAJOR** *(Please circle one)*  
(1) Alcohol/Drug Studies (2) Arts & Humanities (3) Automotive Technology (4) Building Technology (5) Business & Technology (6) Business Management (7) Child Development (8) Computer Information Science (9) Criminal Justice (10) Fire Science Technology (11) Mathematics & Science (12) Nursing & Allied Health (13) Social & Behavioral Science (14) Welding Technology

**PLEASE NOTE:** Transcripts will not be evaluated during registration/graduation periods nor will transcripts be evaluated for individuals not currently enrolled at Palo Verde College. Official Transcripts from all regionally accredited colleges and/or universities must be on file before an evaluation will occur. It is the responsibility of the student/applicant to provide official transcripts. (Photocopies will not be accepted) and course descriptions for older courses.

**INTERNATIONAL TRANSCRIPTS MUST BE EVALUATED BY AN INTERNATIONAL EVALUATOR BEFORE WE WILL ACCEPT CREDITS.**

Check box if you are a Veteran (V.A.) student

Check if requesting Advance Placement (A.P.) Credit

Evaluation of transcripts may take from 4 to 6 weeks. A copy of your evaluation may be obtained on request. If you are in a degree program, contact the counseling office to speak with a counselor regarding how your transferred credits may count in your program. Counseling appointments can be made by calling (760)921-5500.

*Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constraints, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.*



APPENDIX J. Petition (General; 1 page)



Palo Verde College

PETITION

Return to: Vice President, Instruction & Student Services
One College Drive
Blythe, CA 92225
Phone: 760.921.5500

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone : (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Major: \_\_\_\_\_ Counselor \_\_\_\_\_

Petition for:

- a) Special Admissions for high school, 9th - 10th grade enrollment.
b) Special Admissions for K-8th grade enrollment.
c) Grade Appeal - Course Dep. & Number \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_
d) Other: \_\_\_\_\_

Clearly state your reason(s) for this request. Please print carefully, using back of page if needed. It is your responsibility to provide any supporting documentation (i.e., transcripts and recommendations).

Blank lines for providing reasons and supporting documentation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Action: \_\_\_\_\_

Committee Signatures: \_\_\_\_\_ Date \_\_\_\_\_

Vice President, Student Services: \_\_\_\_\_ Date \_\_\_\_\_

Faculty (from program of study when applicable): \_\_\_\_\_

Final Action: Approve \_\_\_\_\_ Deny \_\_\_\_\_

APPENDIX K. Request for Reinstatement (1 page)

**PALO VERDE COLLEGE**

**Petition for Reinstatement**

Student Name	ID #
Address	Phone Number
Student Signature	Date

---

A student applying for reinstatement shall not be reinstated until a minimum of one semester (Fall or Spring) has elapsed since dismissal. A student applying for reinstatement must submit a Petition for Reinstatement to the appropriate Vice President. The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess his/her academic goals. **Prior to registration, a reinstated student must have Counselor approval of his/her educational program before they will be able to enroll online.** A student who is reinstated shall have two (2) semesters to achieve satisfactory academic standing or be subject to dismissal again.

Semester dismissed \_\_\_\_\_ Year \_\_\_\_\_

Semester applying for reinstatement \_\_\_\_\_ Year \_\_\_\_\_

Student eligible to return to active status is required to:

- Meet with a counselor before registering to complete an Educational Plan
- Sign Probation contract
- Carefully select courses (repeat "D, F", etc.)
- Develop a plan to get out of and stay out of probation – Goals

Give specific details as to what you will do in order to be successful:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Petition Granted                       Petition Denied

Attach Educational Plan for Student: \_\_\_\_\_

Counselor's Signature _____	Date _____
Vice President Signature _____	Date _____

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

i.d. 7/9/2015

*Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.*

APPENDIX L. Petition Excused Withdrawal



**Admissions and Records Office**

**PETITION FOR EXCUSED WITHDRAWAL**

Effective Fall 2018, an Excused Withdrawal may be issued when a student is compelled to withdraw from a course due to circumstances beyond their control. The Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals nor as an enrollment attempt. [Title 5, section 55024(e)]. In accordance with District policy, this petition must be submitted within two years of the term of enrollment in the course(s) to be excused, but shall not be approved for coursework taken prior to Fall 2018.

**CAUTION:** If you are a financial aid recipient, you may have to repay financial aid funds if your petition is approved.  
 \*\*Check with your financial aid representative before submitting this petition.\*\*

PLEASE PRINT ALL INFORMATION CLEARLY

**STUDENT**

<i>Student Name – Last, First, M.I.</i>	<i>Student ID #</i>
<i>Address – Street, City, State, Zip</i>	
<i>Email</i>	<i>Phone</i>

**COURSE**

<i>Course Title:</i>	<i>Section Number:</i>	<i>Semester/Year:</i>	<i>Last Date of Attendance:</i>	<i>Instructor Name (print):</i>
<i>Example: MAT 110</i>	<i>#02</i>	<i>Fall 2018</i>	<i>11/3/2018</i>	<i>B. Jones</i>

**DOCUMENTATION-REQUIRED**

*Please attach:*

- A. A typed statement that describes your extenuating circumstances and explains why you need to withdraw from class(es). Acceptable circumstances include: job transfer outside the area, immigration action, death of immediate family member, release or involuntary transfer of an incarcerated student before the end of the term, chronic or acute illness, verifiable accident, natural disasters directly affecting the student.
- B. Supporting documentation, which may include such items as medical documents, death certificates, newspaper articles, funeral programs, statements from professionals on letterhead stationery, etc.

I am requesting to withdraw from this/these class(es) and understand that if approved, an EW will be placed on my record.

*Student's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**OFFICE USE ONLY**

Approved  Denied \_\_\_\_\_ *Date* \_\_\_\_\_

Director of Admissions & Records Signature



APPENDIX N: Consent for Release of Personal/Confidential Information

**CONSENT FOR RELEASE OF PERSONAL/CONFIDENTIAL INFORMATION**

TO: PALO VERDE COLLEGE  
REGISTRAR'S OFFICE

CC: CORRESPONDENCE EDUCATION

STUDENT NAME: \_\_\_\_\_

STUDENT ID# \_\_\_\_\_ DOB \_\_\_\_\_

ADDRESS ON FILE: \_\_\_\_\_

I HEREBY AUTHORIZE THE RELEASE OF MY PERSONAL INFORMATION TO:

NAME (please print) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

DOB: \_\_\_\_\_ (needed for identification purposes for phone inquiries)

TO OBTAIN, VERBAL OR WRITTEN, INFORMATION LIMITED TO THE FOLLOWING (list any and all information that may be released to the above individual):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I UNDERSTAND THAT THIS CONSENT SHALL BE VALID UNTIL I RETRACT THIS REQUEST IN WRITING OR UNTIL THE DATE SPECIFIED BELOW\*.

\*REQUEST VALID ONLY UNTIL THIS DATE (optional): \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

APPENDIX O: Student Grievance Form

**PALO VERDE COLLEGE**  
STUDENT GRIEVANCE FORM  
[PURSUANT TO BOARD POLICY/ADMINISTRATIVE PROCEDURE 5530]

Prior to completing this form, please review the applicable policy and procedure to ensure this is the appropriate form for your specific grievance. This form should not be used where other policies are applicable for the resolution of specific categories of student complaints or appeals such as complaints relating to harassment or discrimination or inquires regarding course grades.

---

The section below to be completed and signed by Student, and submitted to the Grievance Officer (Vice President of Instruction & Student Services)

---

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Specific nature of grievance:

\_\_\_\_\_

\_\_\_\_\_

Rationale (support your reasons for this grievance including time and place of event, name of individual involved, and names of witnesses):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Resolutions (in order of preference):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date of Informal Resolution Meeting: \_\_\_\_\_

Student Signature: \_\_\_\_\_

---

After submission of this form to the Grievance Officer,  
The form will be forwarded to Respondent to complete this section.

---

Response/Resolution proposed by Respondent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Respondent's Signature: \_\_\_\_\_  
(If additional space is needed, please attach needed page(s) to this form.)

*Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.*

## Colleges, Universities with Formerly Incarcerated Student Programs

This is the network of California Community Colleges committed to serving incarcerated and formerly incarcerated students by providing degree-granting programs in correctional facilities and on-campus support for students who have experienced the criminal justice system. We partner with every community college to build strong pathways from incarceration to higher education.

Allan Hancock College (BIGE-Beyond Incarceration Greater Education)

Berkley City College (Underground Scholars Initiative)

Cabrillo College- Aptos (Forgotten Scholars)

Campton College (FIST- Formerly Incarcerated Students in Transition)

Chabot College- Hayward (RISE- Restorative Integrated Self-Education)

Chaffey College- Rancho Cucamonga (Second Chance Pell Grant Site)

College of Alameda (D.R.E.A.M program)

College of San Mateo (Project Change)

Compton College (F.I.S.T- Formerly Incarcerated Student in Transition Program)

Columbia College (Second Chance Pell Grant Site)

Cuesta College (Second Chance Pell Grant Site)

Cypress College (FITE Club)

East Los Angeles College (Focis- Formerly or currently Incarcerated Students)

Folsom Lake College (PREP- Prison and Reentry Education Program)

Fresno City College (FCC Rising Scholars)

Glendale Community College (Reentry Pathways)

Imperial Valley College (FIRST- Formerly Incarcerated Resilient Students in Transition)

LA City College (High Risers/ Break it to Make it)

Laney College (Restoring our Communities)

Long Beach City College (Justice Scholars Club)

Los Angeles Mission College (College Culture Reentry)

Los Angeles Trade-Tech College (Reentry Pathways)

Merritt College (Street scholars)

Mira Costa College (Transitions Program)

Modesto Junior College (Reentry to Success Network)

Palomar College (Transitions Collective Students Club)

Pasadena City College (FIRST-Formerly Incarcerated Radical Scholars Team-Student Club)

Rio Hondo College (R.I.S.E. Scholars)

Sacramento City College (ReEmerging Scholars)

San Bernardino Valley College (All of us or None)

San Diego City College (Urban Scholars Union)

San Diego Mesa College (Project Re-start)

San Diego Miramar College (Urban Scholars Union)

Santa Barbara City College (Transitions Program)

Santa Monica College (The Homeboy and Homegirl Scholars of SMC)

Santa Rosa Junior College (Second Chance Pell Grant Site)

Santiago Canyon College (Project Rise)

Shasta College (Step-Up)

Skyline College (Project Change)

Southwestern College (Second Chance Pell Grant Site)

West Los Angeles College (Reentry Success Pathway Program)

### PROJECT REBOUND

Project Rebound is a program that supports the higher education and successful reintegration of formerly incarcerated individuals wishing to enroll and succeed at the California State University. By connecting students with critical resources, Project Rebound constructs an alternative to the revolving door policy of mass incarceration and increases community strength and safety.

Cal Poly Pomona - Renford Reese  
E: rreese@cpp.edu  
T: (909) 869-4665

Cal State LA - Taffany Lim  
E: projectrebound@calstatela.edu  
T: (323) 343-5421

Cal State Fullerton - Romarilyn Ralston  
E: rebound@fullerton.edu  
T: (657) 278-7859

Northridge - Martha Escobar  
E: projectrebound@csun.edu  
T: (818) 677-5410

Sacramento State - Alton Williams  
E: projectrebound@csus.edu  
T: (916) 278-6794

Humboldt State University - Tony Wallin  
E: projectrebound@humboldt.edu  
T: (707) 477-6640

CSU Bakersfield - Michael D. Dotson  
E: mdotson1@csub.edu  
T: (661) 654-3553

Cal State, Stanislaus - Danica Bravo  
E: dbravo1@csustan.edu  
T: (209) 667-3039

Cal State San Bernardino - Annika Anderson  
E: projectrebound@csusb.edu  
T: (909) 537-4351

CSU San Marcos - Martin Leyva  
E: jleyva@csusm.edu  
T: (760) 750-4016

Fresno State - Jennifer Leahy  
E: projectrebound@csufresno.edu  
T: (559) 278-2313

San Francisco State University - Jason Bell  
E: jbell@asi.sfsu.edu  
T: (415) 405-0954

San Diego State - Alan Mobley  
E: projectrebound@sdsu.edu  
T: (619) 594-6224

CSU Long Beach - Irene Sotelo  
E: Irenesotelo777@gmail.com  
T: (562) 274-6327

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**Orientation Quiz** (Complete and submit this form to a counselor/educational advisor to receive credit).

1. **Which of these is Palo Verde College’s Mission?** *Select all that apply.*
  - Supports an exemplary learning environment
  - High quality educational programs and services
  - Promotes student success and lifelong learning
  - A diverse and unique community of learners
  
2. **Which of the following are the processes to enrolling at Palo Verde College?**
  - Orientation, Register, ID Card, Petition, Drop
  - Apply, Orientation, Financial Aid, Counselor, Register
  - Financial Aid, Apply, Orientation, Pay, Textbooks
  - Apply, Run, Dance, Food, Textbooks
  
3. **Your high school transcript and/or self-reported high school grade point average allows you to self-place yourself into a college-level math or English course?**
  - True
  - False
  
4. **How often should you meet with a counselor?**
  - Once during my educational career.
  - Once each academic year.
  - Never need to meet.
  - Twice during the educational career.
  
5. **Students may use the requirements in effect at the time of first-time enrollment or at the time of graduation refers to what procedure?**
  - Registration
  - Correspondence Education
  - Reinstatement
  - Catalog Rights, Continuous Enrollment
  
6. **A counselor or educational advisor can assist you when developing a Student Education Plan?**
  - True
  - False
  
7. **How many semesters does a Student Educational Plan include for your program of study?**
  - None (0)
  - Every
  - One (1)
  - Three (3)
  
8. **Select ALL the verifiable excused circumstances listed below that qualify for an Excused Withdrawal?**
  - Death of an immediate family member.
  - Release of an incarcerated student before the end of the term.
  - Acute illness.
  - All the above.
  
9. **The Extended Opportunity Programs and Services (EOPS) department provides only textbook assistance?**
  - True
  - False
  
10. **The Disabled Students Program & Services - DSPS - provides services to students with a verifiable physical, learning, or psychological disability?**
  - True
  - False

Name: \_\_\_\_\_ PVC ID: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Mailing Address, Contact:**

Palo Verde College  
1 College Drive  
Blythe, CA 92225  
760-921-5500

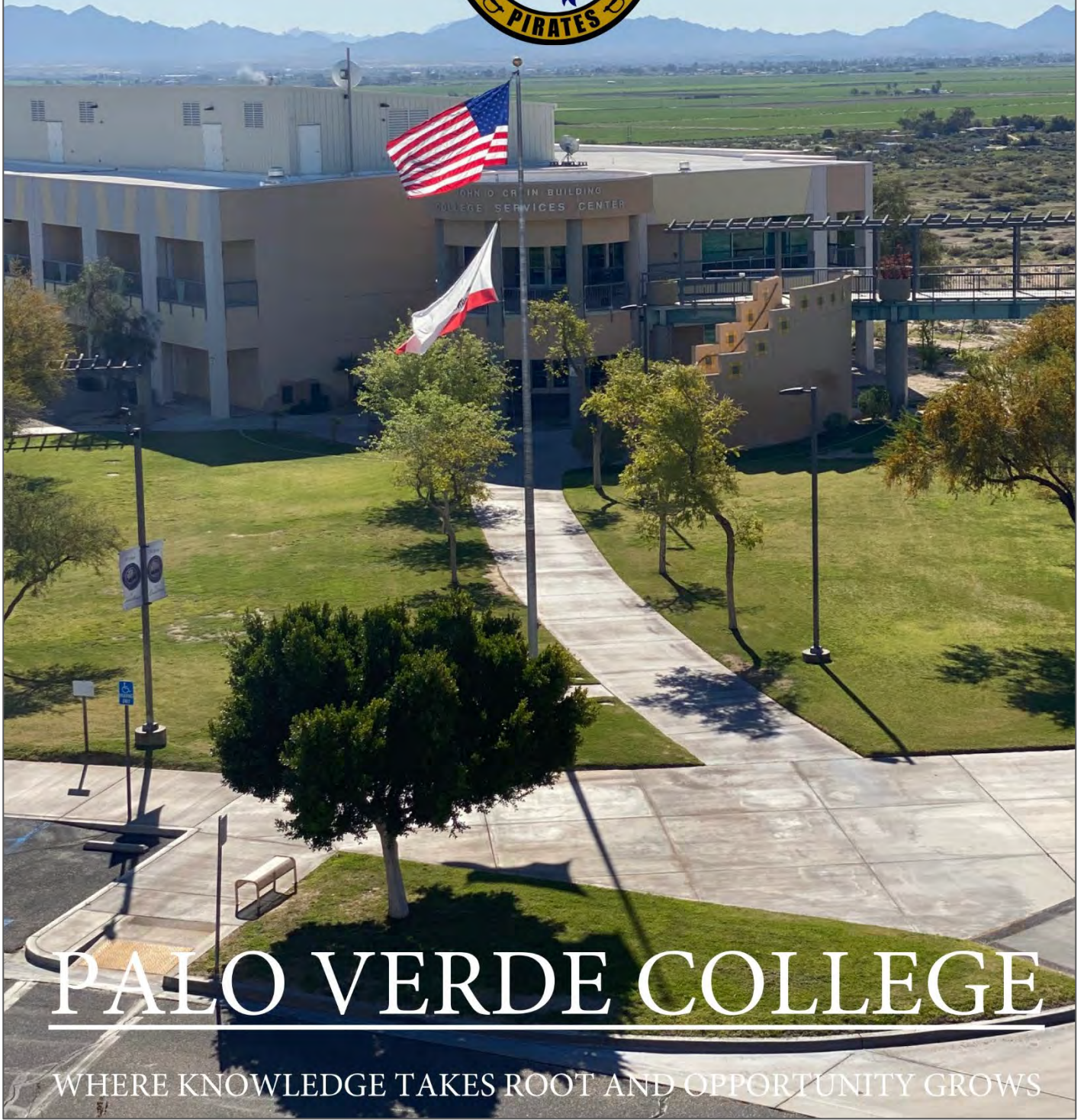
Thank you and good luck in your academic endeavors.

*“Welcome to the home of the Pirates”*

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2020-2021



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## CORRESPONDENCE EDUCATION

### HANDBOOK – ORIENTATION

## *Message from The President*

### **WELCOME TO PALO VERDE COLLEGE**

**Y**our decision to pursue a college education is among the most important decisions you will make in your lifetime. It has been said that knowledge is power, and community college is the door through which many people have discovered the power to become more successful in life. According to research, people with a college degree have a much better chance of finding a job as compared to those who do not have a degree, and workers with a college degree will earn over a million dollars more in their career than those who do not have a college degree.



Your decision to make Palo Verde College the next step on your educational journey is an excellent one. Many successful people have made the same choice you are about to make and started their educational journey at a community college including Walt Disney, Halle Berry, Jackie Robinson, Jenni Rivera, Governor Arnold Schwarzenegger, and U.S. Representative to the United Nations, Gaddi Vasquez to name a few.

PVC can help you to achieve your educational goals whether you want to get a good paying job immediately after college, or you want to continue on with your education toward more advanced degrees. As a fully accredited institution, our transfer courses are accepted at CSU and UC system sites and your two-year degree or certificate of completion is highly regarded in our community, surrounding areas, and throughout the State.

I congratulate you on your decision to attend Palo Verde College. Please take a few moments to review the college catalog and learn about the programs and services available to you here at PVC. Our outstanding instructors, counselors, and support staff are all available to help make your college experience successful and rewarding. We look forward to seeing you on campus and thank you for becoming a member of the Palo Verde Community College family!

*Donald G. Wallace, PhD Superintendent/President*

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## PALO VERDE COLLEGE BOARD OF TRUSTEES

The Palo Verde Community College District Board of Trustees is composed of seven members elected to serve four year terms. Five of the trustees are elected at large from the part of the District in Riverside County. Two of the trustees are elected at large from the part of the District in San Bernardino County. The terms of trustees are staggered with elections in even numbered years. In addition, there is a Student Trustee who is elected by the District’s students. The Board of Trustees has responsibility for setting policy, overseeing fiscal stability, and establishing an effective educational program for the students and the community. The Board’s regular meeting is scheduled for the 2nd Tuesday of the month unless a national holiday conflicts with the meeting date or if the Board of Trustees elects to change the date. The 4th Tuesday of each month is scheduled as needed for a study session.

- Brad Arneson* ..... *President*
- Stella C. Styers*..... *Vice President*
- Angel Ramirez* ..... *Clerk of the Board*
- Ed Gonzales* ..... *Trustee*
- Dave Reuest* ..... *Trustee*
- George Thomas* ..... *Trustee*
- Vacant* ..... *Trustee*



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*I AM  
            
Success!*

# GENERAL INFORMATION

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This catalog and handbook is valid from July 1, 2020 through June 30, 2021. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.

Every reasonable effort has been made to determine that everything stated in this catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur.

Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of Palo Verde College. In addition, some courses or programs that are offered may be cancelled due to insufficient enrollment, elimination or reduction in programs, or any other reason considered sufficient by the Superintendent/ President or designee.

The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, procedures or timelines.

## ACCREDITATION

Palo Verde College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

## NON – DISCRIMINATION POLICY

Non-Discrimination Policy - Palo Verde College complies with all Federal and State rules and regulations and is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Harassment of any employee/student with regard to any of the foregoing characteristics is strictly prohibited. In addition, the lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

The college's non-discrimination policies are supported by the requirements of titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; sections 503 and 504 of the Rehabilitation Act of 1972, as amended, and the Americans with Disabilities Act.

Inquiries regarding compliance and/or grievance procedures may be directed to the Palo Verde College Affirmative Action Officer in the Instruction and Student Services Department.



## ACADEMIC FREEDOM

*Reference: Title 5, Section 51023; Accreditation Standard II.A.7*

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth.

Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.



## OUR MISSION

*Palo Verde College provides opportunities for personal and professional growth to a diverse and unique community of learners in an academic environment committed to student success and equity by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals.*

## OUR VISION

*Palo Verde College will be known for excellence — educationally, socially, economically, and culturally.*

## OUR PHILOSOPHY OF EDUCATION

*The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.*

## OUR VALUES

### EXCELLENCE

*Palo Verde College is committed to excellence. The college expects quality instruction and services, and applauds the achievement of its students, faculty, and staff.*

### LEARNING

*Palo Verde College facilitates lifelong learning and encourages scholastic achievement. The college believes that knowledge, understanding, and their application are keys to a better future.*

### CIVIC RESPONSIBILITY

*Palo Verde College supports the continuous development of civic responsibility.*

### INTEGRITY AND ETHICS

*Palo Verde College maintains the highest standards of ethics and integrity. The college consistently demands respect, honesty and fairness in its educational programs, professional interactions, and community relations.*

### DIVERSITY

*Palo Verde College celebrates diversity in its students, in its faculty and staff, and in its community. Diversity enriches us all and strengthens our community.*

### CREATIVITY

*Palo Verde College supports and encourages creativity and innovation.*

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## INSTITUTIONAL LEARNING OUTCOMES

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### CRITICAL AND CREATIVE THINKING

*Students will identify problems and collect data in order to analyze, interpret, explain and evaluate texts, ideas, works of art and scientific, technological, and mathematical problems.*

### COMMUNICATION

*Students will communicate effectively and interactively in written, electronic, spoken or signed, and artistic forms.*

### COMMUNITY AND GLOBAL AWARENESS

*Students will understand and empathize with diverse cultural, social, religious and linguistic differences within and across societies.*

### PERSONAL AND PROFESSIONAL DEVELOPMENT

*Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.*

### INFORMATION COMPETENCY

*Students will identify and collect information effectively from a variety of sources and analyze, evaluate and apply information appropriately.*

### TECHNOLOGICAL COMPETENCY

*Students will effectively use contemporary technology relevant to their personal and career choices.*



## ABOUT PALO VERDE COLLEGE

Palo Verde College is located along the Colorado River in the fertile Palo Verde Valley, 165 miles west of Phoenix, 110 miles east of Palm Springs, and 100 miles north of Yuma, AZ. Its service area includes approximately 20,556 people, 12,456 of whom reside in Blythe. The charm of Southern California agricultural life permeates the valley. Tourism is a major industry, boosted by temperate winters and summers built around river water sports.

Palo Verde College is dedicated to learning, to reflection, and to personal growth. People of all ages and backgrounds attend from early morning to late evening and weekends to take advantage of a wide variety of course offerings. The College is committed to flexible/convenient scheduling of classes for students. The College has a reputation for quality and a readiness to respond quickly and appropriately to all community educational needs.

## PALO VERDE COLLEGE — NEEDLES CENTER

The Palo Verde Community College Needles Center was established in Fall 1999 and the first classes were offered in Spring 2000. The goal of the Needles Center is to reach traditional, non-traditional and all potential students in the additional portion of the District within San Bernardino County. The site is located in Needles, California, approximately 100 miles north of the main campus in Blythe. The Needles Center is a comprehensive source of instruction and technology services which are coordinated with the main campus.

## HISTORY OF PALO VERDE COLLEGE

Palo Verde College was founded on September 15, 1947, six miles northwest of Blythe on the site of the former Morton Air Academy. It opened its doors as a junior college within the Palo Verde Unified School District. Seventeen students enrolled. By 1950, enrollment had reached 250.

In September 1958, the College moved into a beautiful Spanish styled building on East Hobsonway. The building was constructed in 1918 to house Palo Verde High School and later became Hobsonway Elementary School before being taken over by Palo Verde College. Athletics came into prominence. The Pirates won three conference championships in football and three in baseball. By 1966, the student body numbered 472.

On July 1, 1973, the College separated from the Unified School District. The instructional programs expanded to include vocational/ technical, developmental, and continuing education courses. The college purchased 200 acres for its present location, 1 College Drive, Blythe. In 1999, Palo Verde Community College District was expanded to include the eastern end of San Bernardino County and the City of Needles. A Needles Center was located on the Needles High School campus, and the first classes began with the Spring 2000 semester. The Board of Trustees was also expanded from five to seven members with two seats assigned to Needles.

August 2001 marked the start of classes at the new Blythe campus. By Spring 2003, more than 2,000 students were enrolled in classes and enrollment has continued to increase. In 2009, the Needles Center moved to the remodeled Claypool and Company Building on Broadway.

Students attend Palo Verde College in preparation for transfer to a four-year institution, to acquire entry-level job skills, to increase their vocational competency, for career and technical training, or to participate in a variety of non-credit courses for personal enrichment. The college began correspondence education classes in the Spring 2001 semester for inmates at Ironwood State Prison near Blythe and for other students unable to attend regular classes in Blythe or Needles.

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## PALO VERDE COLLEGE 2020-2021 ACADEMIC YEAR

**Fall 2020 – Calendar**

Open .....	* Online Orientation (available at <a href="http://www.paloverde.edu">www.paloverde.edu</a> )
.....	Scheduled at various times at CVSP and ISP.
April 27 – May 1, 2020.....	EOPS, DSPS, Veteran’s & Foster Youth Priority Registration
May 02 – May 07, 2020 .....	<i>New &amp; Continuing student Priority Registration</i> – New students who have completed orientation, counseling, and educational plans & continuing students in good academic standing with fewer than 100 units.
May 08 – August 21, 2020 .....	*Open Registration
August 04, 2020.....	*Needles New Student Orientation, 1:00 p.m.
August 04, 2020.....	New Student Orientation, 10:00 a.m. – Main Campus
August 06, 2020.....	New Student Orientation, 5:30 p.m. – Main Campus
August 10, 2020.....	<b>CLASSES BEGIN</b>
August 14, 2020.....	Last Day to Petition Co/Prerequisite Challenge Form
August 17, 2020.....	Make-up New Student Orientation, 5:30 p.m. – Main Campus
August 19, 2020.....	*Needles Orientation, Make-Up, 4:00 p.m.
August 21, 2020.....	Last Day to Register
August 21, 2020.....	Last Day to Apply for a Refund
August 28, 2020.....	Last Day to Withdraw without “W” Showing on Permanent Record
September 07, 2020 .....	Labor Day Holiday – <b>CAMPUS CLOSED</b>
September 15, 2020 .....	Last Day to Elect P/NP
October 09, 2020.....	Institute Day, no classes
November 11, 2020 .....	Veteran’s Day – <b>CAMPUS CLOSED</b>
November 13, 2020 .....	Last Day to Withdraw from any Course Without Penalty (“W” will show on permanent record)
November 26-27, 2020.....	Thanksgiving Break – <b>CAMPUS CLOSED</b>
December 07-11, 2020.....	Finals Week
December 11, 2020 .....	Last Day of Classes

*\*Education Plans & Orientation are **mandatory** for new Students. Meet with a counselor for details.*

## PALO VERDE COLLEGE 2020-2021 ACADEMIC YEAR

## Spring 2021 – Calendar

Open .....	Online Orientation
.....	Scheduled at various times at CVSP and ISP.
November 12, 2020 .....	New Student Orientation - 10:00 a.m.
November 24, 2020 .....	New Student Orientation – 10:00 a.m. – Main Campus
November 30 – 04, 2020.....	EOPS, DSPS, Veteran’s, & Foster Youth Priority Registration
December 05– 10, 2020 .....	New & Continuing student Priority Registration – <i>New students who have completed orientation and educational plans &amp; continuing students in good academic standing with fewer than 100 units.</i>
December 11 – February 05, 2021.....	*Open Registration
Dec. 24, 2020 – Jan 04, 2021 .....	Christmas Break – <b>CAMPUS CLOSED</b>
January 18, 2021 .....	Martin Luther King, Jr. Day – <b>CAMPUS CLOSED</b>
January 19, 2021 .....	New Student Orientation - 10:00 a.m. – Main Campus
January 20, 2021 .....	*Needles Orientation, 10:00 a.m.
January 21, 2021 .....	New Student Orientation – 5:30 p.m. – Main Campus
January 25, 2021 .....	<b>CLASSES BEGIN</b>
January 27, 2021 .....	*Needles Make-Up Orientation, 4:00 p.m.
January 29, 2021 .....	*Last day to Petition - Co/Prerequisite Challenge Form
February 04, 2021 .....	Make-up New Student Orientation – 5:30 p.m.
February 05, 2021.....	Last Day to Register/Refund
February 05, 2021.....	Last Day for Enrollment Fee Refund
February 11, 2021 .....	Last Day to Withdraw without ‘W’ on Permanent Record
February 12, 2021 .....	Lincoln Day – <b>CAMPUS CLOSED</b>
February 15, 2021 .....	Washington Day – <b>CAMPUS CLOSED</b>
March 03, 2021.....	Last Day to Elect P/NP Grading Option
March 04, 2021.....	Last Day to Petition to Graduate (First Thursday in March)
March 26 – April 02, 2021 .....	SPRING BREAK – No Classes
May 07, 2021 .....	Last Day to Withdraw with a ‘W’ on Permanent Record
May 31, 2021 .....	Memorial Day – <b>CAMPUS CLOSED</b>
June 01 – June 04, 2021 .....	Finals week
June 04, 2021 .....	Last Day of Classes
June 05, 2021 .....	Graduation/Institute Day

*\*Education Plans & Orientation are **mandatory** for new Students. Meet with a counselor for details.*

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## PALO VERDE COLLEGE 2020-2021 ACADEMIC YEAR

### Summer 2021 –Calendar

Open .....	* Orientation – Online or Library
April 26 – 30, 2021 .....	EOPS, DSPS, Veterans, & Foster Youth Priority Registration
May 01 - June 17, 2021 .....	Open Registration
May 28, 2021 .....	Last day to petition for Special Admissions (8 <sup>th</sup> – 10 <sup>th</sup> grades)
June 10, 2021 .....	Last Day to Petition to Challenge a Co/Prerequisite
June 14, 2021 .....	Classes Begin
June 17, 2021 .....	Last Day to Apply for a Refund
June 17, 2021 .....	Last Day to Register
June 18, 2021 .....	Last Day to Withdraw Without “W” showing on Permanent Record
June 24, 2021 .....	Last Day to Elect P/NP
July 5, 2021.....	Independence Day Holiday (observed) – <b>CAMPUS CLOSED</b>
July 14, 2021 .....	Last Day to Withdraw without Penalty (grade received will show on permanent record)
July 23, 2021 .....	Last Day of Classes

*Note: Campus is closed every Friday until August starting immediately following graduation.*

*\*Education Plans & Orientation are **mandatory** for new Students. Meet with a counselor for details.*

### Frequently Asked Questions (FAQS) from Prospective PVC Students

Here are just a few questions new students have asked during the matriculation process at Verde College specifically pertaining to Correspondence Education courses. As you read through catalog and orientation handbook, you will discover the answers to these questions mentioned below as well as other pertinent information that will help you complete your college education with Palo Verde College.

<u>Questions</u>	<u>Answers on page(s)</u>
1. What is Correspondence Education? .....	8
2. How do I register to classes? .....	8
3. What is Orientation? .....	8
4. What do I do if I fail a class? .....	11
5. How do I apply for graduation? .....	11
6. What are the Academic Policies I should be aware of? .....	13
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8. What is Dismissal? .....	15
9. If I’m dismissed, how can I be reinstated? .....	15
10. Who is responsible for textbooks? .....	16
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## RESIDENCY

### **Residency Requirements:**

As a California Community College, Palo Verde College is bound by certain legal requirements related to residency. New and returning students to Palo Verde College are classified for the purpose of determining California resident or nonresident status. The classifications are as follows:

#### **1) California Resident:**

Regulations state that in order to be considered a California resident for tuition purposes, students must have legal residence in the state for a period of one year immediately preceding the day before the start of the term the applicant expects to attend (Residence Determination Date) [EC 68017]. Students may be required to present evidence of physical presence in California for at least one year and proof of intent to make California their permanent home. Persons over 18 years of age who have legal residence in California for a period of one year immediately prior to the Residence Determination Date may attend as residents.

#### **2) Nonresident:**

A nonresident is a student who has not established residence in the state for one year as of the residence determination date (the day before the first day of instruction). Students who provide information on the admission application that is inconsistent with California residency requirements indicated above must complete a Residency Questionnaire. Once the questionnaire has been reviewed, additional documentation may be required in order to make a final determination.

#### **3) Reclassification:**

Students who have previously attended Palo Verde College as a nonresident and wish to change their status must complete the Residency Questionnaire. Additional documentation will be required to prove physical presence and intent as indicated above, plus documentation to prove financial independence.

## OPEN ENROLLMENT

Unless specifically exempted by statute, every course offered and maintained by Palo Verde College is open to any person who has been formally admitted to the College and who meets the course prerequisites as may be established under Title V of the California Administrative Code.

## LIMITATIONS ON ENROLLMENT

**Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. *NOTE: Students must pass the prerequisite course with a grade of "C" or better.*

**Corequisite** means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

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Please refer to the course descriptions listed in this catalog to determine specific enrollment requirements. Students who do not satisfy the requirements will not be permitted to enroll in the course, unless they are approved through the challenge process. (See “Waiver Process” in this catalog for further information or contact a counselor.) Students will be enrolled in the course pending the outcome of the process. If the challenge is denied, students will be administratively withdrawn from the course, all fees will be refunded, and no drop charges will be made.

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## WELCOME TO PALO VERDE COLLEGE CORRESPONDENCE EDUCATION INSTRUCTION FORMAT

**W**elcome to Palo Verde College’s Correspondence Education (CE) Instruction Modality. This catalog, handbook, and orientation is intended to introduce prospective students to the distance education opportunities offered through at Palo Verde College. The CE catalog, handbook, and orientation is designed to help first-time and returning students get started with their correspondence courses. In this handbook you will find information about Correspondence Education and Correspondence Learning; how to prepare yourself for success, the registration procedures and policies you must observe your tuition costs, the support services provided to you, degrees and certificates you can obtain at our institution, and finally your rights and responsibilities.

### **What is Correspondence Education?**

Correspondence Education is an alternative method of taking credit courses where the majority of the instruction occurs when the student and the instructor are not in the same place at the same time. Palo Verde College offers distance education classes in several formats including online and correspondence. For our incarcerated community, we provide our educational services primarily via correspondence. Ironwood State Prison offers courses in an online format.

Correspondence Education classes are taken separately from a classroom setting and instructor. Your syllabus for each course will be provided to students no later than the first You will receive your assignments, corrected materials, exercises, and exams from the Correspondence Office, through the mail, or through The Bridge accessible through [www.paloverde.edu](http://www.paloverde.edu). Once homework or the task is completed, submissions return them once you're finished for grading and credit. Correspondence courses are typically self-paced, but there are nearly always deadlines that you'll need to adhere to. You need to keep track of assignment, quiz and test days which are included in your syllabus.

At Palo Verde College, Correspondence Education courses are taught by the same faculty as our campus classes and the readings, assignments and exams mirror the on-campus section. These programs include structured, well-designed courses and special instructional techniques to help you succeed as a Correspondence Education student.

## GETTING STARTED: Registration, Procedures and Policies

### STUDENT SUCCESS & SUPPORT PROGRAM (SSSP)

Student Success & Support Program (SSSP) is designed to assist students in planning, selecting, and achieving education goals. Listed below are the basic components of the SSSP partnership shared between the college and the student.

#### *THE COLLEGE PROVIDES:*

- an admissions application process;
- an orientation to the college's programs and services;
- English/Math course placement assistance, computational skills, goals, learning skills, career aspirations, academic performance, and need for special services;
- counseling and advisement to develop an educational plan and;
- follow-up evaluation of each student's progress in achieving an educational goal.

#### *THE STUDENT AGREES TO:*

- express at least a general education goal upon admission;
- declare an education goal before or during the term after which the student completes 30 units;
- attend class;
- work diligently to complete course assignments;
- demonstrate an effort to attain an educational goal and;
- notify a counselor of any specific needs he or she has or of any change in goals.

#### *STUDENTS MAY BE EXEMPT FROM A SPECIFIC SSSP COMPONENT FOR ANY OF THE FOLLOWING REASONS:*

- they have earned a college degree;
- they have been previously served through the matriculation process at Palo Verde College or at another college;
- they will be enrolled in less than six (6) units and do not intend to earn a certificate or degree;
- they will be enrolled for high school credit only.

### *ORIENTATION*

The first step in the matriculation process at Palo Verde College is Orientation. Orientation is designed for new or returning students is a vital part of the Student Success Support Program. It provides many answers to prepare you for an education at Palo Verde College. Orientation, for CE students, is offered through the modalities of face-to-face and written and online modalities. Upon completing the orientation, students are administered a quiz. Orientation also gets you closer to priority registration.

Our Correspondence Education Orientation will help you build a more solid foundation for your education. It will assist you with the transition to Palo Verde College, and you will have a better understanding of the college catalog.

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## *PLACEMENT*

Students enrolling in reading, writing, math, or other courses which require a particular skill level are asked to present high school transcripts and other supporting documents (i.e., AP Exams, SAT, ACT, etc.) to a counselor. These tools, along with other measures, assists the counselor in determining an appropriate educational plan and course placement.

In compliance with the American with Disabilities Act (ADA) and other state and federal regulations related to disabilities is required by law, Palo Verde College will offer accommodations as prescribed by AB705 placement and Title 5 regulations.

The district will use the approved Placement Guidelines (Table 1), and such additional information collected as may be appropriate, to facilitate a “multiple measures” placement system. Palo Verde Community College District accepts transcripts from other accredited institutions to help determine appropriate placement into an English and/or Math course. For proper documentation, students are asked to complete a Course Placement Form (Appendix A).

## *COUNSELING AND EDUCATIONAL PLANNING*

Developing a Student Educational Plan (SEP) is one of the most important and helpful things you can do as a student as you prepare to reach your academic goals. A SEP will outline the required courses and units you will need to complete your specified degree or certificate. The outline will include every semester of your time at Palo Verde College, so you know exactly what lies ahead of you in order to graduate.

The Counseling Department is here to encourage and assist you in formulating your SEP based on your goals. Many students attend Palo Verde College with the intention of transferring to a 4-year college or university. If this is your goal, be sure to discuss this with your counselor during your appointment so that your plan is tailored to fit the requirements of your destination.

Palo Verde College offers an array of Associates degrees. In addition to our degree programs, Palo Verde College offers two types of certificates: Certificate of Achievement and a Certificate of Career Preparation. A Certificate of Achievement is earned through a 1- or 2-year program in occupational and technical disciplines. A Certificate of Career Preparation is completed in fewer than 18 units and indicates a competency in a given area.

## *REGISTRATION AND PRIORITY REGISTRATION*

You are now at the registration portion of Correspondence Education Orientation. Before you register, you will need to meet or contact your Correspondence Education Counselor to develop your Student Educational Plan (SEP). Once you have developed your SEP, you may be eligible for Priority Registration, which will help ensure that you are able to get into all of the classes you need before they fill up.

Students who complete Orientation, Assessment, and a SEP will be eligible to apply for Priority Registration Status. Continuing students must maintain good academic standing with at least a 2.0 GPA, and complete 50% of your enrolled units each semester to maintain priority enrollment status. Priority Registration is also only for students with less than 100 accumulated units.

It is important for you to refer to the SEP with your counselor while registering for your classes to make sure you are on track with your goals. Make sure you are familiar with your prerequisites and co-requisites.

To ensure your success in your academic courses, utilize all the Student Services available to you. Support services include Counseling, Tutoring, DSPS, and EOPS.

### *CATALOG RIGHTS AND CONTINUOUS ENROLLMENT*

The college catalog is your contract with the college. It is important to know that when you enter Palo Verde College for the first time, the catalog in effect at that time will be valid for the entire time that you are continuously enrolled. Students maintaining continuous enrollment at Palo Verde College have “catalog rights” in determining their graduation requirements. This applies only to graduation requirements and not to policies, procedures, or other regulations.

By maintaining continuous enrollment, students may use the requirements in effect at either the time they began their studies at PVC or the time they graduate from PVC. It is the student’s responsibility to indicate which catalog he/she elects to follow at the time the graduation petition is submitted.

Continuous enrollment is defined as enrollment in at least one credit course at Palo Verde College for at least one semester (fall and/ or spring) in each academic year. The student must receive a grade of A, B, C, D, F, P, NP, I, WIP, W or MW for the course. A student who has not maintained continuous enrollment is considered to be under the catalog requirements in effect when returning.

### SSSP APPEALS PROCEDURE

A student has the right to challenge or appeal any step in the SSSP. A petition for the waiver of a specific matriculation service or requirement may be filed for any of the following reasons:

#### *REVIEW OF PLACEMENT DECISIONS*

The student shall make an appointment to see a counselor to discuss the course placement. Students are encouraged to bring any supporting documents (i.e. High School Transcripts and/or test scores from AP Exams, SAT, ACT, etc.).

#### *CHALLENGING PREREQUISITES/COREQUISITES*

You have the right to challenge all SSSP/matriculation requirements for any reason indicated on the co/prerequisite challenge form. You may appeal the requirement of a

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co/prerequisite. The process for challenging any co/prerequisite is available on the challenge form located in the Student Services office. In the event a challenge is denied, the student may submit a petition to the Vice President of Instruction and Student Services for further consideration by the Petitions Committee. Students may be enrolled in the course pending the outcome of the process. If the challenge is denied, students will be administratively withdrawn from the course, all fees will be refunded, and no drop charges will be made. Form: **APPENDIX B**

### *COMPLAINT OF UNLAWFUL DISCRIMINATION*

If a student feels that placement or any other matriculation procedure or service is being applied in a discriminatory manner, a petition may be filed with the Affirmative Action Officer. The student will be notified within ten (10) working days of the receipt of the petition regarding the college's proposed response to the complaint and any additional steps which may be taken.



## PROCESSES and PETITIONS

This handbook summarizes the rights and obligations you have as a Palo Verde College student. The full version can be viewed in each published college catalog. The catalog contains important information regarding policies, regulations, requirements, and program descriptions. The catalog is important because it states the agreement between you, the student, and us, the college. It specifies the criteria you must meet to earn your degree or certificate. It is important you understand your "catalog rights" and what that means to you as a student. One of the rights students have is your right to petition. Continue reading to learn the appropriate petition for the appropriate circumstance.

*COURSE REPETITION:* A "course repetition" occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, B, C, D, F, W, P/NP, RD, I) and wishes to enroll again in the same course. (*Title 5 Section 55040*) Course repetition includes the following components:

### Course Repetition to Alleviate Substandard Work:

A student who has earned a substandard grade (D, F, and NP) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. To alleviate substandard work, a "course attempt" occurs when a student receives an evaluative or non-evaluative symbol for the course (D, F, W, or NP). All course attempts in a student's academic record count toward this enrollment limitation. The first or first and second substandard grades and units are excluded in computing the student's GPA. The grade and units for the third or final attempt are included in the student's GPA. (*Title 5 Section 55042*). You are allowed to attempt a course three (3) times at this institution. To enroll into a course for the third and final attempt, a student must complete and submit a "Petition for Course Repetition" available from a counselor or from the on-site Education Department. **APPENDIX C**

### Course Repetition as a Result of a Withdrawal:

A "W" counts as a course attempt. A student may attempt a course a maximum of three times. All course attempts in a student's academic record count toward this enrollment limitation. You are allowed to attempt a course three (3) times at this institution. To enroll into a course for the third and final attempt, a student must complete and submit a "Petition for Course Repetition" available from a counselor or from the on-site Education Department. **APPENDIX C**

*GRADUATION:* All potential graduating students must file a "Petition to Graduate" Form by the **1st Friday in March** following these recommended procedures: Students planning to graduate should meet with a counselor for a graduation evaluation during the fall semester. This will allow for the planning of any deficiencies to be satisfied in the following spring term. Upon completing the course work for the desired degree/certificate the counselor will submit

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the petition to the A&R Officer for a final evaluation. You must complete the "Petition to Graduate" form and indicate if you plan to participate in the graduation ceremony. Should you wish to participate in the graduation ceremony are required to wear a cap and gown. It could take up to three (3) months to process degrees and certificates. Students will be able to pick up their degrees at the Student Services Office once available. **Form: Appendix D**

*Note: Degrees and certificates will not be conferred until after all degree requirements are met. Degrees and certificates will be available to students eight weeks after all final grades have been received.*

**CHALLENGING PREREQUISITES AND CO-REQUISITES:** You have the right to challenge all matriculation requirements including basic skills placement for any reason indicated on the co/prerequisite challenge form. You may appeal the requirement of a co/prerequisite. The process for challenging any co/prerequisite is explained on the "Co/Requisite Challenge Form" (Appendix B) available from a counselor or from your on-site Education Department. The form must be signed by an instructor, the Vice President of Instruction and Student Services, or the Affirmative Action Officer (when applicable), and submitted to the Vice President of Instruction and Student Services with the registration form, and the necessary documentation to support the challenge. In the event a challenge is denied, the student may submit a petition to the Vice President of Student Services for further consideration by the Petitions Committee. Students may be enrolled in the course pending the outcome of the process.

**CREDIT BY EXAMINATION:** To be eligible for credit by examination, a student must have earned a minimum of 12 semester hours of credit at Palo Verde College. The student must be currently registered, and in good standing. After the "Credit by Examination" petition is approved, the student must pay the current enrollment fee for each unit of credit taken by examination, plus a service fee of \$30 prior to taking the examination. **Form: Appendix E**

**INDEPENDENT STUDY:** Independent study courses are permitted when the student is in the last term immediately preceding receipt of a degree or certificate and is unable to register for a needed course because of one or more of the following reasons: medical emergency; course required for graduation not offered within the last four semesters; course canceled due to insufficient enrollment; unforeseen change in job status. A maximum of 10 units may be earned by independent study.

Once eligibility is verified, the Independent Study Contract (Appendix F) must be approved by the Vice President of Instructional Services and the instructor selected to supervise the study. The instructor specifies the requirements to be completed by the student. These requirements may include tests, periodic class attendance and term papers.

**ACADEMIC RENEWAL WITHOUT COURSE REPETITION:** To be eligible to graduate from Palo Verde College, students must have earned a minimum grade point average of 2.0.

However, the college recognizes that students who have done poorly in the past can, and do, return to their studies with a determination to succeed.

The college may eliminate, in the grade point calculations, up to a maximum of two (2) semesters of grades and units which are not reflective of present ability and level of performance. A student shall have completed a minimum of 30 units of satisfactory work from Palo Verde College or any other accredited institution verified by an official transcript (minimum 2.0 GPA) subsequent to the course work to be eliminated, and shall meet with a counselor to submit a petition for academic renewal. Any action regarding academic renewal shall be noted on the student's transcripts. **Form: Appendix G**

*UNIT COURSE LOAD LIMITATIONS:* An overload schedule in excess of 19 units in the Fall and Spring semesters, and more than 8 units in the Summer session may be approved for students who have completed a minimum of 12 college units in at least one semester with a GPA of 3.0, as well as have a cumulative GPA of 3.0. The number of units of credit offered for each course may be found under "Courses of Instruction" in the catalog. Approval for such overloads may be secured by completing a "Petition for Overload" petition and submitting it to the counseling department or your on-site Education Department. **Form: Appendix H**

*TRANSCRIPT EVALUATION:* If you attended another academic institution and would like to receive credit for the courses you have successfully passed, you must submit your official transcripts and a "Request for Transcript Evaluation Form" (Appendix I) to the Admissions & Records Office. Evaluations are processed within 6-8 weeks, excluding open registration and graduation periods. Students must be currently enrolled to qualify for a transcript evaluation.

Official transcripts from all regionally accredited colleges and/or universities must be on file before an evaluation will occur. It is the responsibility of the student/applicant to provide official transcripts, photocopies will not be accepted. Students must provide course descriptions for older courses if requested by the evaluator.

Upper division, apprenticeship, continuing education, adult education, non-regionally accredited, or non-transferable courses will not be evaluated for credit, as only lower division courses will satisfy Associate Degree Requirements (*Title V Section 55062(a)*).

Equivalencies are granted based on course description and content comparison. If Palo Verde College does not offer a comparable course, other resources are used to determine transferability. These additional resources are ASSIST-the official repository of articulation for California's colleges and universities, and TES-Transfer Evaluation System.

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## COLLEGE POLICIES, ACADEMIC REGULATIONS AND STANDARDS

### WITHDRAWAL

Students are responsible for officially withdrawing from any class, classes, or waitlist in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop a class or classes by submitting a “Student Schedule Change” card. Nonattendance or non-payment does not release the student from this responsibility and may result in a failing grade being awarded.

A student who withdraws or is dropped from a semester length course through the 20 percent date of any term will not have the course included on the permanent record. A ‘W’ will appear on the permanent record for courses dropped between the 20 percent date and the 75 percent date of the term. No ‘W’ grades may be issued after the 75 percent date.

A ‘W’ is not used in calculating grade point averages, but excessive ‘Ws’ will be used as factors in progress probation and disqualification. Students who find it necessary to withdraw from the college are required to return all check-out supplies, equipment, and library books, and pay all fines and debts owed the college.

A student may submit a “Petition for Excused Withdrawal” (Appendix L) to drop or withdraw after the final withdrawal date deadline if there are verifiable excused circumstances. Examples of verifiable excused circumstances include job transfer outside the area, immigration action, death of immediate family member, release or involuntary transfer of an incarcerated student before the end of the term, chronic or acute illness, an accident, and/or a natural disaster affecting the student.

An Excused Withdrawal may be issued when a student is compelled to withdraw from a course due to circumstances beyond their control. The Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals nor as an enrollment attempt. (*Title 5, section 55024(e)*). This petition must be submitted within two years of the term of enrollment in the course(s) to be excused; excluding coursework prior to Fall 2018.

### GRADE APPEAL

When grades are given for any course of instruction taught at Palo Verde College, the grade given to students shall be the grade 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 incompetency, shall be final (*California Education Code, Section 76224; Title 5 Section 55025*).

Appeals to protest grades, or requests for grade changes, must be submitted by the student no later than one hundred eighty (180) calendar days after the grade has been issued.

All appeals to protest grades must include a one-page letter written by the student. The letter must outline, in detail, the reasons for the appeal and be submitted by the student to the Vice President of Instruction & Student Services with a Petition” (Appendix J). In addition to the petition and letter, the student must attach a copy of the syllabus for the course in question and any assignments/documents that support the grade change petition.

The petition, accompanying letter, and supporting documentation shall be evaluated by the instructor of record. If the instructor determines the grade should be changed, he or she shall complete and sign a “Grade Change” form and submit it to the Admissions & Records Office within 30 calendar days of his or her receipt of the Petition in order to officially change a student’s grade. All grade changes shall be reviewed and approved by the Vice President of Instructional & Student Services.

If the instructor determines the grade should not be changed, he or she shall write “Denied” on the Petition and return it to the Vice President of Instruction & Student Services within 30 calendar days of his or her receipt of the petition. Students may file only one (1) grade appeal petition per class.

In the event that an instructor is no longer employed by the District or is otherwise unavailable to respond to the grade change claim, the Vice President of Instruction & Student Services shall refer the petition to the appropriate Division chairperson or designee for review and action. The decision of the Division shall be final.

#### *ACADEMIC PROBATION*

Once a student has attempted a total of 12 semester units, he or she shall be subject to academic probation if the student has earned a cumulative grade point average below 2.0. As remediation, The student has one (1) additional semester, meaning a total of two (2) semesters (Fall and/or Spring), in which to attain a cumulative grade point average of 2.0 or higher to be removed from academic probation.

A student on academic probation shall be subject to dismissal if his or her cumulative grade point average remains less than 2.0 through two (2) consecutive semesters of attendance.

If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Student Services. A separate appeal may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs with the appropriate program coordinator.

#### *PROGRESS PROBATION*

A student who has attempted at least a total of twelve (12) semester units shall be placed on progress probation when the percentage of all units for which entries of “W”, “I”, and “NC” are recorded reaches or exceeds fifty percent (50%) of the total units the student has attempted.

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A student on progress probation shall be removed from probation when the percentage of "W", "I", "NP" or "NC" units drops below fifty percent (50%).

You should be aware that a student on progress probation shall be subject to dismissal if his or her percentage of "W", "I", "NP" or "NC" units reaches or exceeds fifty percent (50%) after one (1) additional semester, for a total of two (2) consecutive semesters of attendance.

If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a "Petition" (Appendix J) to the Vice President of Instruction & Student Services via your on-site Education Department. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.

### *DISMISSAL*

A student who is on academic probation shall be subject to dismissal if the student maintained a cumulative grade point average of less than 2.0 in all units attempted for two (2) consecutive semesters (Fall and/or Spring). Also, a student who has been placed on progress probation shall be subject to dismissal if the percentage of units for which he or she has received entries of "W", "I", "NP" or "NC" for two (2) consecutive semesters reaches or exceeds fifty percent (50%) of the total number of units the student has attempted.

Students who have been dismissed pursuant to academic or progress standards may not apply for reinstatement until a minimum of one semester has elapsed since dismissal.

If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a "Petition" (Appendix J) to the Vice President of Instruction & Student Services. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.

### *REINSTATEMENT*

A student applying for reinstatement shall not be reinstated until a minimum of one semester (Fall or Spring) has elapsed since dismissal. A student applying for reinstatement must submit a "Petition for Reinstatement" (Appendix K) to the Vice President of Instruction & 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 counselor approval of his or her educational program before they will be able to enroll online. A student who is reinstated shall have two (2) semesters to achieve satisfactory academic standing or be subject to dismissal again.

## **TEXTBOOKS**

Students are responsible for furnishing their own textbooks and supplies. To help offset costs of textbooks, check with your local Education Department for additional resources or inquire about Student Support services from Palo Verde College including EOPS and DSPS.



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## STUDENT SUPPORT SERVICE PROGRAMS

### EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

EOPS is designed to provide educational support services to economically and educationally disadvantaged students. Each of the counselors are mentors who are specialized and well-trained to provide students with resources, guidance, leadership, and comfort level to reach their full potential.



A student wishing to enter into the EOPS program must meet the following criteria: (1) meet the California residency criteria, (2) be educationally disadvantaged, (3) not have completed more than 70 units of degree applicable course work in any combination of post-secondary higher education, (4) all applicants must fully complete their financial aid application and qualify for a BOGW waiver A or B before entering the program, (5) the student must be enrolled in a minimum of twelve (12) units, unless prior enrolled in the DSPS Program, (6) all students must complete an application for the program, (7) if already in college, the student must be in good standing, and (8) EOPS can only provide services to students within the Palo Verde College District.

### EOPS ELIGIBLE STUDENTS BY PROVIDING MAY RECEIVE:

- College Orientation
- Priority Registration Assistance
- Financial Assistance
- Book Services
- Career Information
- Scholarship Assistance
- Education Planning

### DISABLED STUDENT PROGRAM AND SERVICES (DSP&S)

The Disabled Students Support Services (DSP&S) is a categorically funded program designed to assist those students with physical, psychological, or learning disabilities. Services are offered to help students circumvent their functional limitations and become active, productive members of the college community. The program emphasizes independence and self-reliance while providing the support necessary for individuals to achieve their goals.



The DSP&S program is open to any student who have a verifiable physical, psychological, or learning disability, either temporary or permanent, which causes one or more educational limitations.

## FINANCIAL AID

The following is a summary of the financial aid programs administered by the College. Please note that all programs for financial aid are subject to changes in Federal and State regulations and a possible shortfall of funds. These types of changes are not within the control of Palo Verde College and will supersede all local policies.

### *FEDERAL PROGRAMS*

**VETERAN SERVICES:** The Palo Verde College Veteran Services Office is a liaison between the student and the Department of Veteran Affairs providing educational services to students, veterans, survivors, and dependents of a veteran that is eligible for Veteran Education Benefits. For more information on eligibility, how to apply, or other veteran benefits, resources, and additional information, contact PVC Financial Aid Department by mail, 1 College Dr., Blythe, CA 92225 or call 760-921-5536.

### **ENROLLMENT CERTIFICATION AND LIMITATIONS FOR STUDENT VETERANS:**

Upon submission of a Veteran Statement of Responsibility and necessary documentation to the Veteran Services Office, eligible students will be certified for courses that fall within their Veterans Affairs approved program. The Veteran Services Office will only certify courses that are required for a student's program of study. Students wanting to take additional courses that are not required for his/her program of study can self-pay for the courses or use other funding, such as financial aid or scholarship, in such circumstances, students must notify the Veteran Services Office. Certification will be processed approximately a day after Census Date. To submit a "Veteran Statement of Responsibility", the form can be sent directly to the PVC Financial Aid Office or through your location's Education Department.

### *CALIFORNIA STATE PROGRAMS*

**CALIFORNIA COLLEGE PROMISE GRANT (CCPG):** The California College Promise Grant is a state fee waiver program that is designed to provide assistance for eligible California residents, AB540 students, and eligible AB1899 students, attending a California Community College by waiving the enrollment fees. Students can apply by completing the CCPG Enrollment Fee Waiver application available in the PVC Registration Packet or directly from your on-site Education Department. Students may qualify for the CCPG based on the receipt of certain forms of public assistance, by meeting specific income standards and having "financial need."

# **PALO VERDE COLLEGE**

**WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS**

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## DEGREES AND CERTIFICATES

### *ACADEMIC OBJECTIVES*

There are three academic objectives that can be completed at Palo Verde College. These include:

- Occupational degrees/certificates
- Graduation with an Associate's Degree
- Preparation for to a university where a Bachelor's Degree can be completed.

### *CERTIFICATE PROGRAMS*

If Palo Verde College offers a certificate program in a certain area of study, the classes required to complete that certificate are listed under the corresponding area. It is also possible to complete a certificate program and use those courses towards an Associate Degree or towards transfer. Additionally, certificates and degrees may be pursued concurrently.

There are two different types of certificates available to the students through Palo Verde College. The "Certificates of Achievement" is a certificate that has been approved by the California Community Colleges Chancellor's Office and will be entered on the students' transcript upon completion. The "Certificate of Career Preparation" is a locally approved certificate under 18 units and will not be entered on the students' transcript upon completion (paper certificates will be issued if requested through the Petition to Graduate process).

### *REQUIREMENTS FOR GRADUATION WITH AN ASSOCIATE DEGREE*

Graduation generally requires two years of full-time study which leads to an Associate in Science (A.S.) or Associate in Arts (A.A.) degree. For extensive coverage of programs available, turn to the section entitled, "Programs of Study".

The college's graduation requirements allow students to earn Associate Degrees and, with careful planning, simultaneously meet requirements for a certificate or for transfer to a four-year college or university.

When a course(s) required for a specific major is also on the list of approved general education courses, the course(s) may be used to satisfy both major and general education requirements. However, no course may be counted more than once. The requirements for the Associate Degrees may be met by courses meeting the specific major requirements listed in the Palo Verde College Catalog.

Palo Verde College will confer the Associate Degree upon students who successfully complete the following requirements: A minimum of 60 units of Associate Degree coursework (as defined by the major). A student must complete a minimum of 12 units at Palo Verde College. The student must have a cumulative grade point average of 2.0 or better in all coursework.

**PROGRAMS OF STUDY AVAILABLE AT CERTAIN LOCATIONS**  
**A.S./A.A. Degree Programs, Certificates of Achievement and Certificates of Career Preparation**

PROGRAM/DISCIPLINE	A.S DEGREE FOR TRANSFER (AST)	A.A DEGREE FOR TRANSFER (AAT)	A.S DEGREE	A.A. DEGREE	CERTIFICATES OF ACHIEVEMENT	*CERTIFICATES OF CAREER PREPARATION
Alcohol & Drug Studies					1	2
American Sign Language						1
Arts & Humanities				1		
Business Management/ Administration			1		1	3
English		1				
Mathematics & Science				1		
Psychology		1				
Social & Behavioral Science				1		
Sociology		1				

*\*Locally approved Certificates of Career Preparation do not appear on a transcript.*

### CHANGES TO PROGRAM OF STUDY

Students are permitted to progress towards earning multiple degrees synchronously or asynchronously. Students are also allowed to change their Program of Study at any time. To do so, an "Incarcerated Student Program of Study – Change Form" (Appendix M) must be submitted to Admissions & Records, directly, or through your on-site Education Department.



**PALO VERDE COLLEGE**

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

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## STUDENTS' RIGHTS AND RESPONSIBILITIES

### ACADEMIC HONOR CODE OF CONDUCT

The faculty of Palo Verde College is committed to a policy of honesty in academic affairs. We assume that students will pursue their studies with integrity and honesty; however, when students are caught cheating or plagiarizing, a process is begun which may result in severe consequences.

Plagiarism consisting of the deliberate use and appropriation of another's work without identifying the source and the passing off of such work as the student's own, or who fails to give full credit for ideas or materials taken from another has plagiarized.

It is the responsibility of the student to know what constitutes academic dishonesty. If a student is unclear about a specific situation, they may speak to their instructor. Depending on the seriousness of the infraction, the student may have their course grade lowered. They can receive a failing grade on the paper, test, or course. The student can also be placed on probation, suspension, or expelled.

In addition, the instructor or student may also request action through the Discipline Hearing Committee and/or the Appeals Procedure which will adjudicate on the basis of College policy. The Office of the Vice President of Instruction & Student Services maintain a record of students who have engaged in academic dishonesty. (*PVCCD, Administrative Policy 5500-0*)

### STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

Palo Verde Community College District is committed to comply with state and federal laws. As an institution of high education, the college is committed to providing an orderly environment conducive to student learning. When the conduct of students transcends the bounds of law or interferes with the normal processes of education, the college must take appropriate action.

It is the policy of Palo Verde Community College District that students, staff, and visitors, alike, be informed of the specific acts and types of behavior considered unacceptable and prohibited. Such acts or behaviors are regarded as just cause for counseling referrals and disciplinary and/or criminal charges, when appropriate.

Written documentation pertaining to the disciplinary actions will be kept in a confidential file locked in the office of the Vice President of Student Services. (*PVCCD, Board Policy 5500, Administrative Policy 5500-0, 5500-1*).

### PRINCIPLES OF DISCIPLINE AND STUDENT CONDUCT

College students are expected to assume responsibility for personal conduct appropriate to their age and maturity. In all cases, students must respect the authority of the instructors and such regulations as are necessary for the welfare of the college. Students who are unable to

assume such responsibility may be subject to disciplinary action.

1. Palo Verde College is obliged to maintain order on campus, to ensure freedom of movement, and to take appropriate action against persons whose conduct is disruptive.
2. Palo Verde College is committed to the maintenance of its students' constitutional rights in all adopted policies and procedures.
3. Palo Verde College will restrict student conduct if any of the following conditions exist:
  - a. The benefits gained by the college and/or its students significantly outweigh the subsequent impairment of a student's constitutional rights of free access to higher education; and
  - b. The college has no alternatives at its disposal in restricting behaviors which are subversive of the rights referred to above.
4. Palo Verde College views itself as the trustee of its students insofar as the students are involved with educational pursuits under the jurisdiction of the college.
5. Palo Verde College emphasizes the instructional and rehabilitation aspects of disciplinary action; the college will not involve itself in disciplinary action which is only punitive.
6. A student charged with serious misconduct will be given a hearing consistent with procedural due process principles prior to taking any exclusion, suspension, and/or expulsion action. (*California Education Code, Section 66017*)

### GENERAL GUIDELINES

The rules and regulations applying to the conduct of students on campus (or on any college-operated facility), shall apply to their conduct off campus only when the student is acting in either or both of the following capacities; As a student employee, all or a portion of whose salary is paid by the college. As a participant in a college-approved field trip, club activity, or any other college-sponsored event.

Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall not be used to duplicate the functions of general laws, except where such duplication is mandated. The student who violates college rules and/or regulations in the course of college-related off-campus activities shall not be subject to any greater penalties than normally imposed on students who commit similar violations in the course of college-related on-campus activities.

### PROHIBITED CONDUCT

A student may be disciplined for "good cause" pursuant to the California Education Code, Section 76033. Disciplinary action will be taken in support of local, state, and federal laws

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relative, but not limited, to the following:

1. Theft, or willful defacing of college property or belonging to a member of the college community, (Penal Code, Sections 484, and 486490.5);
2. Forgery, alteration, or submission of any document containing false information used to conduct transactions with the college, California Code of Regulations, Section 41301;
3. Cheating, plagiarism, or submitting work for a class that is not the product of a student's own effort, (California Education Code, Section 76037);
4. Criminal action, violence, or threat of such action against any person on college property, California Code of Regulations, Section 41301;
5. Disorderly, lewd, indecent, obscene, or offensive conduct (by current legal definition) on college property or at college-sponsored or supervised functions, (California Code of Regulations, Sections 41301-41304);
6. Use, possession, distribution, or being under the influence of alcohol, narcotics, or other controlled substances or any poisons while on college property or at any college-sponsored event, (California Code of Regulations, Section 41301, and Business and Professions Code, Section 4160);
7. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances, (California Code of Regulations, Section 41301);
8. Obstruction or disruption of the college's educational process, administrative process, or other college function, (California Code of Regulations, Section 41301);
9. Failure to comply with directions of college officials acting in the performance of their duties, including disobedience and defiance of the authority of said officials;
10. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy, (California Code of Regulations, Section 41301);
11. False accusations or malicious charges against any other student, staff member, or governing board member of the district;
14. Violation of other state, federal, or local statutes, or district policies, rules, or regulations while on college property, or in defined college activities elsewhere.

### NON-DISCRIMINATION

*GENDER*: Palo Verde College does not allow discrimination on the basis of sex in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted there under prohibit discrimination.

*DISABLED:* Palo Verde College does not discriminate on the basis of disability and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under. More specifically, Palo Verde College does not discriminate in admission or access to, or treatment or employment in its programs and activities.

*AGE, RACE, COLOR, OR NATIONAL ORIGIN:* Palo Verde College complies with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Age Discrimination Act of 1975 and the regulations adopted there under. No person shall on the grounds of age, race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of Palo Verde College. Any student who feels discriminated against should contact the Palo Verde College Affirmative Action Officer (the VP of Administrative Services) in Business Services. The procedures for filing a complaint are identified in Administrative Regulation 4010. Copies of the complaint forms may be obtained in Business Services, the Library, and Student Services. The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

#### SEXUAL HARASSMENT

The Palo Verde Community College District recognizes that harassment on the basis of sex is a violation of both Federal and State discrimination laws as well as District Policy. The District is committed to providing all employees, applicants for employment and students with an environment free from sexual harassment, and will not tolerate such conduct on the part of any employee or student (**ADMINISTRATIVE POLICY 3410**).

#### FERPA (Family Education Rights and Privacy Act)

Pursuant to the Family Education Rights and Privacy Act of 1974, family rights regarding student records were developed. The rights apply to all students and to the parents or legal guardians of students that are financially dependent upon them (financial dependency must be documented).

Students may request an opportunity to inspect any and all official school records, files, and data related to them. If information in the file is inaccurate, misleading, or inappropriate, the student may request removal of the information or, if denied, include a statement disputing the material which was challenged.

Other provisions of the federal law restrict the people who have access to the information in student records. However, school personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, or those who provide financial aid are entitled to access without student consent. Access may also be

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obtained without student consent pursuant to a court order.

### **RELEASE OF STUDENT INFORMATION**

Palo Verde College adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining student records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. Palo Verde College, based on FERPA regulations, designates as directory information the following: name, address, phone number, & electronic email address, date of birth, dates of attendance, enrollment status, and Degrees & awards received.

Degrees and awards received are published to recognize individual scholastic achievements. If a student attains scholastic honors or awards and does not wish public recognition, the student should notify the Registrar within ten (10) days.

Students have the opportunity to request that their directory information be maintained as Confidential.

### **STUDENT GRIEVANCE**

*Title IX, Education Amendments of 1972; Education Code Section 76224(a)*

The student is encouraged to pursue course work and other college sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student shall be free of unfair and improper action by any member of the academic community. Palo Verde College shall maintain a student grievance policy. The procedure whereby a student may file a grievance shall be specified in detail in the college catalog. The grievance process and the Student Grievance Form needed to facilitate this process is included in this handbook and is available through your on-site Education Department. This policy shall not apply where other policies are applicable for the resolution of specific categories of student complaints or appeals, such as complaints relating to sexual harassment or discrimination. (*See Administrative Procedure 5530*). **Form: Appendix N.**

### **PAROLING**

If you are going to be paroling, contact and notify the Palo Verde College Correspondence Education Department. Though the distance might be a barrier to complete our academic goal, our department staff will help you achieve your academic endeavors from your new living location.

### **FINAL WORDS**

Your journey towards a degree or certificate- your tomorrow- starts here. Begin your journey well by learning about the requirements you must fulfill and how you go about fulfilling them. Learn the college rules and regulations that surround them. By doing so you will completed your degrees/certificates requirements with a few missteps. Remember, if you need help or course related questions and concerns, contact a Palo Verde College Correspondence Education staff member.



**Table 1. Self - Placement Guidelines**

[California Assembly Bill \(AB\) 705](#) prohibits California community colleges from using assessment instruments to place students into remedial Math and English courses without evidence the student is “highly unlikely to succeed in a higher-level course...” ([AB 705\(1\)](#)). Palo Verde College accepts high school transcripts and various multiple measures to help students self-place into Math and English courses. To aid in appropriate placement, complete the Course Placement Form (Appendix A) and return the document with the Palo Verde College application/registration packet. The California Chancellor’s Office placement recommendations are as follows:

**ENGLISH:**

High School Performance Metric for English	Recommended AB 705 Placement for English
<b>HSGPA <math>\geq</math> 2.6</b> Success rate = 78.6%	<b>Transfer-Level English Composition</b> No additional academic or concurrent support required
<b>HSGPA 1.9 - 2.6</b> Success rate = 57.7%	<b>Transfer-Level English Composition</b> Additional academic and concurrent support recommended
<b>HSGPA <math>&lt;</math> 1.9</b> Success rate = 42.6%	<b>Transfer-Level English Composition</b> Additional academic and concurrent support strongly recommended

**MATH:**

High School Performance Metric for Statistics/Liberal Arts Mathematics	Recommended AB 705 Placement for Statistics/Liberal Arts Mathematics
<b>HSGPA <math>\geq</math> 3.0</b> Success rate = 75%	<b>Transfer-Level Statistics/Liberal Arts Mathematics</b> No additional academic or concurrent support required for students
<b>HSGPA from 2.3 to 2.9</b> Success rate = 50%	<b>Transfer-Level Statistics/Liberal Arts Mathematics</b> Additional academic and concurrent support recommended for students
<b>HSGPA <math>&lt;</math> 2.3</b> Success rate of 29%	<b>Transfer-Level Statistics/Liberal Arts Mathematics</b> Additional academic and concurrent support strongly recommended for students

PALO VERDE COLLEGE FALL 2019 METRIC		
<b>Placement into ENG 101 or MAT 110/MAT 106/MAT 108</b>		<b>Recommended Placement into ENG 100 or ANY College-Level MAT, plus NBE 098</b>

**Appendix\***

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\*The forms found in the Appendix are for reference. Check with your Education Department for the most recent version of the form and to submit. Follow the directions on each respective form for processing and/or to mail directly to Palo Verde College.

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APPENDIX A. Course Placement Form (1 page; attached to Self-Placement Guidelines)

### COURSE PLACEMENT FORM

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Location: \_\_\_\_\_

**Please  
mark your  
selection  
with an  
'X'**

**Your answers and submissions below will determine your placement into  
English and Math courses at Palo Verde College.**

	<p>I've completed a Math or English course at another regionally-accredited college or university.</p> <p><i>If you checked this option, please submit your <u>official transcripts</u> and the "<u>Transcript Evaluation Form</u>" to <b>Palo Verde College, Attn: Admissions &amp; Records, 1 College Drive, Blythe, CA 92225.</b></i></p>
	<p>I'm submitting my high school transcript(s) for placement into Math and/or English. I plan to enroll in the following course(s):</p> <p style="text-align: center;"> <input type="checkbox"/> ENG 100    <input type="checkbox"/> ENG 101    <input type="checkbox"/> MAT 106  <input type="checkbox"/> MAT 110/106/PSY155         </p> <p><i>If you selected this option, please attach your high school transcript to this document and submit with your Palo Verde College application.</i></p>
	<p>I do not have access to my high school transcripts because:</p> <p><input type="checkbox"/> I graduated more than 10 years ago</p> <p><input type="checkbox"/> I did not graduate from a California high school</p> <p><i>If you selected this option continue below:</i></p> <p>My self-reported GPA from high school: _____</p> <p>High school graduation date (month/day/year): _____</p> <p>Name, Address (if known), City and State of last attended high school:</p> <p>Name: _____</p> <p>Address (if known): _____</p> <p>City: _____ State: _____</p>

<p><b>FOR OFFICE USE:</b></p> <p style="text-align: center;">             Placement into: MAT 108 _____ MAT 110 _____ MAT 106/PSY 155 _____              ENG 100 _____ ENG 101 _____ Other _____           </p>			
---	--	--	--

\_\_\_\_\_ Counselor/A&R Personnel Initials

*APPENDIX B. Co/Requisite Challenge Form (2 pages)*

**PALO VERDE COLLEGE**  
**CO/PREREQUISITE CHALLENGE FORM**

NAME: \_\_\_\_\_ STUDENT ID \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

COURSE I WISH TO ENTER: \_\_\_\_\_ SECTION \_\_\_\_\_

CO/PREREQUISITE OR COURSE REQUIREMENT I WISH TO CHALLENGE:  
 \_\_\_\_\_  
 \_\_\_\_\_

STUDENT: PLEASE EXPLAIN YOUR REQUEST IN DETAIL BELOW

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

After obtaining the appropriate signature, submit this form, documentation, and your Student Schedule Change card to your counselor five working days prior to the last day to register. Documentation for summer sessions and short courses must be submitted two (2) working days before the last day to register. It is the student's responsibility to provide compelling evidence to support the challenge. If you select box #6, include a copy of your assessment results.

A denied petition may be appealed to the Petition Review Committee in the Student Services Office.

Waiver of a co/prerequisite course will not result in credit/units being granted for the waived course.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT: CHECK THE BOX (1 – 6) THAT APPLIES TO YOUR REQUEST:

1. I am challenging the co/prerequisite on the grounds that it has not been made reasonably available. Students selecting this option must take the petition directly to the VP of Instruction and Student Services, who shall determine within five (5) working days whether the co/prerequisite course was reasonably available, and if not, shall waive the co/prerequisite for the current term.

The documentation has been evaluated and the challenge is  approved  denied

VP of Instruction and Student Services \_\_\_\_\_ Date \_\_\_\_\_

2. I am challenging the co/prerequisite on the grounds that it was established in violation of regulation or in violation of the District-approved processes. I understand that I must supply documentation and take this petition directly to the VP of Instruction and Student Services, who shall review the petition and provide a written decision to me within five (5) working days.

The documentation has been evaluated and the challenge is  approved  denied

VP of Instruction and Student Services \_\_\_\_\_ Date \_\_\_\_\_

Rev. 04/2015 sls

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APPENDIX C. Course Repetition (3 pages)

**PALO VERDE COLLEGE**

**PETITION FOR COURSE REPETITION**

---

Student Name _____	ID # _____
Address _____	Phone Number _____
Student Signature _____	Date _____

---

**Course to be repeated:**

Course Code \_\_\_\_\_ Course # \_\_\_\_\_ Section \_\_\_\_\_ Course Title \_\_\_\_\_ Term/Yr \_\_\_\_/\_\_\_\_

Previous Terms/Yrs and Grades:

Term/Yr \_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_ ; Term/Yr \_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_ ; Term/Yr \_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_

What will you do in order to be successful this term? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\*Course Repetitions could affect financial aid eligibility (copies of all petitions are routed through the Financial Aid Dept).*

---

**Office Use Only**

Courses may be repeated only under the following circumstances:

\_\_\_\_\_ Student has earned a substandard grade of "D", "F", "NC", "NP" or "W" in the above course. (Previous Terms/Yrs and Grades are listed above). Student may enroll in above the course for the third time and **FINAL ATTEMPT**.

Approved     Denied

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

---

\_\_\_\_\_ Student earning a passing grade may not enroll in the same course again unless one of the following 5 exceptions applies and **documentation is provided** (see back for full details):

- Significant lapse of time
- Variable unit courses
- Extenuating circumstances
- Students with disabilities repeating a special class
- Legally mandated course

*In these instances, the petition must be submitted to the VP of Student Service for approval and will do so only after consultation with the appropriate professor.*

Approved     Denied

VP of Student Services \_\_\_\_\_ Date: \_\_\_\_\_

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REV 3.9.15

APPENDIX D. Petition to Graduate (2 pages)

Academic Year _____	<b>PETITION TO GRADUATE</b>
Date _____	<b>(Complete a separate Petition for each degree and/or certificate)</b>
<p><i><b>Dear Student:</b> Meet with your academic counselor for a degree audit. If eligible for graduation, complete all information requested below and return the form to your counselor. Students will be notified about the graduation ceremonies, how to order the cap and gown, and obtain picture and announcement information. Although you do not have to participate in graduation ceremonies, we encourage all students to walk with their fellow graduates.</i></p> <p style="text-align: center;"><b>Filing deadline for those planning to participate in the graduation ceremony, is the first Friday in March (no exceptions).</b></p>	
<p><b>*I will complete all degree/certificate requirements by the end of (insert year in appropriate term):</b>                  Fall Semester _____ Spring Semester _____</p> <p><b>I give permission to release degree/certificate(s), honors, and photos to be printed in media. ___yes ___no</b>  <b>I do ___ I do not ___ plan on participating in the graduation ceremony (be sure to check filing deadline dates).</b></p>	
<b>INSTRUCTIONS: Print all information legibly (please use ink or type).</b>	
Name _____	SSN/ID# _____
Address/Location _____	City _____ Zip _____
E-mail address _____	Daytime Phone # _____
<input type="checkbox"/> <b>Please update school records with this address.</b>	
<b>PRINT NAME EXACTLY AS IT IS TO APPEAR ON THE DIPLOMA</b>	
First _____	Middle _____ Last _____
I am Petitioning for: _____ (Please file a separate petition for each degree and/or certificate)	Is this your first <u>degree</u> at PVC? Yes _____ No _____
AA AS Certificate: _____ (circle one)	Other Colleges Attended (must request transcript evaluations to use courses from other colleges) Transcripts on File? Yes _____ No _____
Are you currently enrolled at PVC? Yes _____ No _____	Are you a veteran or currently in the service? Yes _____ No _____
Are You currently enrolled at another college? Yes _____ No _____	Have you petitioned for any course waivers or substitutions? Yes _____ No _____
If yes, name of other college _____	
<b>Student's Signature</b> _____	<b>Date</b> _____
***** Do not write below this line *****	
<b>Catalog Year</b> _____	
<b>Counselor/Program Advisor Signature</b> _____	<b>Date</b> _____
<b>Check only if applicable:</b>	
<b>Certification:</b>	<b>Date Conferred</b> _____ <b>GPA</b> _____
CSU-GE _____	<b>Registrar's Signature</b> _____
IGETC UC _____	<b>Diploma/Cert Processed</b> _____
IGETC CSU _____	<b>Diploma/Cert Delivered</b> _____
Rev 8.29.13v1	

Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.

APPENDIX E. Petition for Credit By Examination (2 pages)

**PALO VERDE COLLEGE  
PETITION FOR CREDIT BY EXAMINATION**

**PART A: To be completed by student.**

STUDENT NAME	PVC ID#	DATE
ADDRESS	TELEPHONE	
COURSE REQUESTING CREDIT BY EXAM:	Course Code	Title
		Units

Please give a short description of your background, training, and/or experience, indicating reasonable assurance of your ability to pass the examination or series of tests.

---



---

I, the undersigned, agree to complete the examination(s) or test(s) assigned by the designated instructor. I also understand that if I am able to satisfactorily meet the requirements and standards set forth by the instructor, a letter grade will be assigned and duly entered on my transcript. I understand that if I fail, I will not be permitted to repeat the challenge, and the failing grade will be assigned and duly entered on my transcript.

A service fee of thirty dollars (\$30.00) per exam plus the enrollment fee at current rate (see website for Tuition & fees) will be paid prior to administration of the examination. The time and place of the examination will be agreed upon with the instructor.

SIGNATURE OF APPLICANT	DATE
------------------------	------

**PART B: To be completed by the Counselor.**

Student is currently registered at Palo Verde College:	YES_	NO ____
Student has earned a minimum of 12 semester units at Palo Verde College.	YES_	NO ____
Student is in good standing at Palo Verde College (GPA must be a 2.00 or better)	YES_	NO ____
Eligible for Credit by Exam (to be eligible answers to all questions must be YES)	YES ____	NO ____

If Student is eligible direct to appropriate instructor.

COUNSELOR SIGNATURE	DATE
---------------------	------

**PART C: Student must obtain all approved signatures and must pay all fees prior to completing the examination. Once approved, the student will be manually registered by Admissions & Records.**

APPROVED _____	DENIED _____	
		*INSTRUCTOR Printed Name & SIGNATURE
APPROVED _____	DENIED _____	
		VICE PRESIDENT OF INSTRUCTION
Pay fees in Business Office	FEE PAID _____	DATE: _____ DESIGNEE _____

**(Forward all forms to the Admission & Records Office for processing after approval.)**

\*Instructor will receive a copy of the approved petition so examination can be scheduled. Student will be sent an email confirming enrollment. Once examination is completed, instructor must submit final grade *online* and notify the A & R Office of grade entry.

APPENDIX F. Contract for Independent Study

## Palo Verde College

### CONTRACT FOR INDEPENDENT STUDY

Review College Catalog for guidelines of "Independent Studies" before completing this form. Take the completed form to your Counselor. The Counselor will determine eligibility and direct you to the Instructor who is designated to Contract the Independent Study.

Student \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Semester/Year \_\_\_\_\_

Course Number \_\_\_\_\_ Semester Units \_\_\_\_\_

Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

Prior Indep. Study Units Earned (if any) \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Reason for Independent Study \_\_\_\_\_

Eligible for Independent Study (per catalog guidelines) Yes [ ] No [ ] \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**NOTICE TO INSTRUCTOR**

Student must receive a copy of the Course Outline and/or Syllabus (See catalog), and the Independent Study Contract must be initiated & fully approved within three weeks after the semester begins, or the instructor will not receive payment & the student will not receive a grade.

Objectives, description of work to be completed by close of semester: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of Evaluation: \_\_\_\_\_

\_\_\_\_\_

Class meeting time or frequency of meetings with instructor: \_\_\_\_\_

\_\_\_\_\_

It is agreed that all contracted course work is to be completed by the end of the enrolled semester in order to receive units of credit.

\_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval of VP of Instruction \_\_\_\_\_ Date \_\_\_\_\_

Approval of Superintendent/President \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Date Completed: \_\_\_\_\_ Instructor's Signature \_\_\_\_\_

Grade: \_\_\_\_\_

Approved for Instructor Payment: \_\_\_\_\_ Date \_\_\_\_\_

White/Pink/Yellow/Goldenrod: Registrar's Office Upon Completion: Pink: Student Yellow: Business Office Goldenrod: Instructor

5/7/04

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APPENDIX G. Academic Renewal Without Course Repetition

PALO VERDE COLLEGE

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Student Name _____	ID # _____
Address _____	Phone Number _____
Student Signature _____	Date _____

Academic Renewal permits the alleviation of previously recorded sub-standard (D and F) academic performance that is not reflective of the student's present demonstrated academic ability and level of performance. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

A student may petition to have up to 18 units of substandard course work be annotated, and disregarded in the computation of the student's grade point average or requirements for a degree. Only the requested courses with substandard grades will be disregarded. *Courses from other regionally accredited colleges or universities will be accepted to provide evidence of academic ability. Students must provide official transcripts and request to have them evaluated.*

Twelve (12) months must have passed since attempting the course work to be excluded from GPA calculation.

Evidence of academic ability since the 18 units in question shall include one of the following: (check the one that applies)

- 15 semester units with a minimum of 3.00 GPA
- 30 semester units with a minimum of 2.00 GPA

Specify the course(s) to be considered under the academic renewal policy, as well as the term in which the coursework was attempted.

Course(s)	Term/Year

**This section is to be completed by student:**  
**If you have read, and fully understand, please initial at the end of each segment in the box provided.**

1. PVC may eliminate, in the grade point calculations, up to a maximum of 18 units of substandard course work.
2. A student shall be granted academic renewal only once.
3. No alleviated coursework shall apply toward degree requirements.
4. Coursework previously used to satisfy degree requirements are not eligible for academic renewal.

Student Initials


*\*Some institutions do not honor academic renewal. It is **the student's responsibility** to ensure that the transfer institution will approve of academic renewal from Palo Verde College.*

-----  
 Petition Granted                       Petition Denied

Reason: \_\_\_\_\_

Counselor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Comments: \_\_\_\_\_

APPENDIX H. Petition for Overload

<b>PALO VERDE COLLEGE PETITION FOR OVERLOAD GUIDELINES</b>		Academic Year _____
		Term: _____
Student Name _____	ID # _____	
Address _____	Phone Number _____	
Student Signature _____	Date _____	

---

**UNIT COURSE LOAD LIMITATION**  
Office Use Only

The maximum number of units permissible during the Fall and Spring Semester is nineteen (19) units, during the Summer, eight (8). Special permission of **“Overload”** may be requested from a counselor. An exception to the minimum standards may be made for high school graduates or equivalents on a case-by-case basis. A counselor will discuss the past history and academic record with the student.

Permission may be granted for students who **have completed a minimum of 12 units in at least one semester with a GPA of 3.0, as well as have a cumulative GPA of 3.0** and if, in the opinion of the counselor, several of the following criteria are met.

\_\_\_\_\_ Overall level of difficulty of coursework is manageable and well-balanced.

\_\_\_\_\_ Overall level of difficulty of coursework taken in the past was high enough to predict successful completion of more than 19 units during the semester.

\_\_\_\_\_ There is no recent history of withdrawals.

\_\_\_\_\_ No outstanding incompletes.

\_\_\_\_\_ Other reasons: \_\_\_\_\_

\_\_\_\_\_

The number of units of credit offered for each course may be found under “Announcement of Courses” in the catalog. Credit for college work is based on the semester hour (usually called hours or units). In lecture courses, one hour in the classroom per week constitutes one unit of work. In the laboratory, three hours per week constitute one unit of work. In a clinic/field course, three hours per week constitutes one unit of work. The student may appeal the counselor’s decision through the Counseling department in Student Services.

-----

Petition Granted \_\_\_\_\_                      Petition Denied \_\_\_\_\_

Counselor’s Signature \_\_\_\_\_                      Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Rev. 6/2011vl

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APPENDIX I. Request for Transcript Evaluation Form (1 page)

**Palo Verde Community College**  
**One College Drive Blythe CA 92225**  
**760-921-5500**

## Request for Transcript Evaluation Form

(AN EVALUATION WILL NOT BE DONE UNTIL ALL OFFICIAL TRANSCRIPTS FROM PREVIOUSLY ATTENDED COLLEGES AND UNIVERSITIES HAVE ARRIVED AT PALO VERDE COLLEGE)

NAME: \_\_\_\_\_  
 (Please print)      Last                                      First                                      Middle                                      Maiden or Previous Name

Date of Birth \_\_\_\_\_ Date \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ College ID# \_\_\_\_\_

Please evaluate transcript(s) from the college(s)/university(ies) listed below:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**DECLARED MAJOR** *(Please circle one)*

- (1) Alcohol/Drug Studies (2) Arts & Humanities (3) Automotive Technology (4) Building Technology (5) Business & Technology (6) Business Management (7) Child Development (8) Computer Information Science (9) Criminal Justice (10) Fire Science Technology (11) Mathematics & Science (12) Nursing & Allied Health (13) Social & Behavioral Science (14) Welding Technology

**PLEASE NOTE:** Transcripts will not be evaluated during registration/graduation periods nor will transcripts be evaluated for individuals not currently enrolled at Palo Verde College. Official Transcripts from all regionally accredited colleges and/or universities must be on file before an evaluation will occur. It is the responsibility of the student/applicant to provide official transcripts. (Photocopies will not be accepted) and course descriptions for older courses.

**INTERNATIONAL TRANSCRIPTS MUST BE EVALUATED BY AN INTERNATIONAL EVALUATOR BEFORE WE WILL ACCEPT CREDITS.**

Check box if you are a Veteran (V.A.) student

Check if requesting Advance Placement (A.P.) Credit

Evaluation of transcripts may take from 4 to 6 weeks. A copy of your evaluation may be obtained on request. If you are in a degree program, contact the counseling office to speak with a counselor regarding how your transferred credits may count in your program. Counseling appointments can be made by calling (760)921-5500.

APPENDIX J. Petition (General; 1 page)



Palo Verde College

PETITION

Return to: Vice President, Instruction & Student Services  
 One College Drive  
 Blythe, CA 92225  
 Phone: 760.921.5500

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone : (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Major: \_\_\_\_\_ Counselor \_\_\_\_\_

Petition for:

- a) Special Admissions for high school, 9<sup>th</sup> – 10<sup>th</sup> grade enrollment.  
 (Attach enrollment forms. Board approval required.)
- b) Special Admissions for K-8<sup>th</sup> grade enrollment.  
 (Attach enrollment forms. Board approval required.)
- c) Grade Appeal – Course Dep. & Number \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
 (Attach copies of assignments, please DO NOT submit originals.)
- d) Other: \_\_\_\_\_

**Clearly state your reason(s) for this request. Please print carefully, using back of page if needed. It is your responsibility to provide any supporting documentation (i.e., transcripts and recommendations).**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----FOR OFFICE USE ONLY-----

Action: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Committee Signatures: \_\_\_\_\_ Date \_\_\_\_\_

Vice President, Student Services: \_\_\_\_\_ Date \_\_\_\_\_

Faculty (from program of study when applicable): \_\_\_\_\_

Final Action: Approve \_\_\_\_\_ Deny \_\_\_\_\_

3/11/15id

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APPENDIX K. Request for Reinstatement (1 page)

**PALO VERDE COLLEGE**

**Petition for Reinstatement**

Student Name _____	ID # _____
Address _____	Phone Number _____
Student Signature _____	Date _____

A student applying for reinstatement shall not be reinstated until a minimum of one semester (Fall or Spring) has elapsed since dismissal. A student applying for reinstatement must submit a Petition for Reinstatement to the appropriate Vice President. The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess his/her academic goals. **Prior to registration, a reinstated student must have Counselor approval of his/her educational program before they will be able to enroll online.** A student who is reinstated shall have two (2) semesters to achieve satisfactory academic standing or be subject to dismissal again.

Semester dismissed \_\_\_\_\_ Year \_\_\_\_\_

Semester applying for reinstatement \_\_\_\_\_ Year \_\_\_\_\_

Student eligible to return to active status is required to:

- Meet with a counselor before registering to complete an Educational Plan
- Sign Probation contract
- Carefully select courses (repeat "D, F", etc.)
- Develop a plan to get out of and stay out of probation – Goals

Give specific details as to what you will do in order to be successful:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Petition Granted                       Petition Denied

Attach Educational Plan for Student: \_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPENDIX L. Petition Excused Withdrawal



**Admissions and Records Office**

**PETITION FOR EXCUSED WITHDRAWAL**

Effective Fall 2018, an Excused Withdrawal may be issued when a student is compelled to withdraw from a course due to circumstances beyond their control. The Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals nor as an enrollment attempt. [Title 5, section 55024(e)]. In accordance with District policy, this petition must be submitted within two years of the term of enrollment in the course(s) to be excused, but shall not be approved for coursework taken prior to Fall 2018.

**CAUTION:** If you are a financial aid recipient, you may have to repay financial aid funds if your petition is approved.  
 \*\*Check with your financial aid representative before submitting this petition.\*\*

PLEASE PRINT ALL INFORMATION CLEARLY

**STUDENT**

<i>Student Name – Last, First, M.I.</i>	<i>Student ID #</i>
<i>Address – Street, City, State, Zip</i>	
<i>Email</i>	<i>Phone</i>

**COURSE**

<i>Course Title:</i>	<i>Section Number:</i>	<i>Semester/Year:</i>	<i>Last Date of Attendance:</i>	<i>Instructor Name (print):</i>
<i>Example: MAT 110</i>	<i>#02</i>	<i>Fall 2018</i>	<i>11/3/2018</i>	<i>B. Jones</i>

**DOCUMENTATION-REQUIRED**

*Please attach:*

- A. A typed statement that describes your extenuating circumstances and explains why you need to withdraw from class(es). Acceptable circumstances include: job transfer outside the area, immigration action, death of immediate family member, release or involuntary transfer of an incarcerated student before the end of the term, chronic or acute illness, verifiable accident, natural disasters directly affecting the student.
- B. Supporting documentation, which may include such items as medical documents, death certificates, newspaper articles, funeral programs, statements from professionals on letterhead stationery, etc.

I am requesting to withdraw from this/these class(es) and understand that if approved, an EW will be placed on my record.

*Student's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_ Approved \_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Director of Admissions & Records Signature

7/01/2019

*Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.*



APPENDIX N. Student Grievance Form

**PALO VERDE COLLEGE**  
STUDENT GRIEVANCE FORM  
[PURSUANT TO BOARD POLICY/ADMINISTRATIVE PROCEDURE 5530]

Prior to completing this form, please review the applicable policy and procedure to ensure this is the appropriate form for your specific grievance. This form should not be used where other policies are applicable for the resolution of specific categories of student complaints or appeals such as complaints relating to harassment or discrimination or inquires regarding course grades.

---

The section below to be completed and signed by Student, and submitted to the Grievance Officer (Vice President of Instruction & Student Services)

---

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Specific nature of grievance:

\_\_\_\_\_

\_\_\_\_\_

Rationale (support your reasons for this grievance including time and place of event, name of individual involved, and names of witnesses):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Resolutions (in order of preference):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date of Informal Resolution Meeting: \_\_\_\_\_

Student Signature: \_\_\_\_\_

---

After submission of this form to the Grievance Officer,  
The form will be forwarded to Respondent to complete this section.

---

Response/Resolution proposed by Respondent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Respondent's Signature: \_\_\_\_\_

(If additional space is needed, please attach needed page(s) to this form.)

*Note: While it is the intent that Palo Verde college provides students access to matriculation services, other extended and support services, and course offerings, due to legal constrains, it is possible that some student populations (incarcerated students, correspondence education students, etc.) may have limitations that may limit access to typical services and possible limited course offerings.*

## APPENDIX O. Orientation Quiz

1. Which of these is Palo Verde College's Mission? Select all that apply.
  - Supports an exemplary learning environment
  - High quality educational programs and services
  - Promotes student success and lifelong learning
  - A diverse and unique community of learners
2. Which of the following are the processes to enrolling at Palo Verde College?
  - Orientation, Register, ID Card, Petition, Drop
  - Apply, Orientation, Financial Aid, Counselor, Register
  - Financial Aid, Apply, Orientation, Pay, Textbooks
  - Apply, Run, Dance, Food, Textbooks
3. Your high school transcript and/or self-reported high school grade point average allows you to self-place yourself into a college-level math or English course?
  - True
  - False
4. How often should you meet with a counselor?
  - Once during my educational career.
  - Once each academic year.
  - Never need to meet.
  - Twice during the educational career.
5. Students may use the requirements in effect at the time of first-time enrollment or at the time of graduation refers to what procedure?
  - Registration
  - Correspondence Education
  - Reinstatement
  - Catalog Rights, Continuous Enrollment
6. A counselor or educational advisor can assist you when developing a Student Education Plan?
  - True
  - False
7. How many semesters does a Student Educational Plan include for your program of study?
  - None (0)
  - Every
  - One (1)
  - Three (3)
8. Select ALL the verifiable excused circumstances listed below that qualify for an Excused Withdrawal?
  - Death of an immediate family member.
  - Release of an incarcerated student before the end of the term.
  - Acute illness.
  - All the above.
9. The Extended Opportunity Programs and Services (EOPS) department provides only textbook assistance?
  - True
  - False
10. The Disabled Students Program & Services - DSPS - provides services to students with a verifiable physical, learning, or psychological disability?
  - True
  - False

Name: \_\_\_\_\_ PVC ID: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Mailing Address, Contact:**

Palo Verde College  
1 College Drive  
Blythe, CA 92225  
760-921-5500

Thank you and good luck in your academic endeavors.

*“Welcome to the home of the Pirates”*

---

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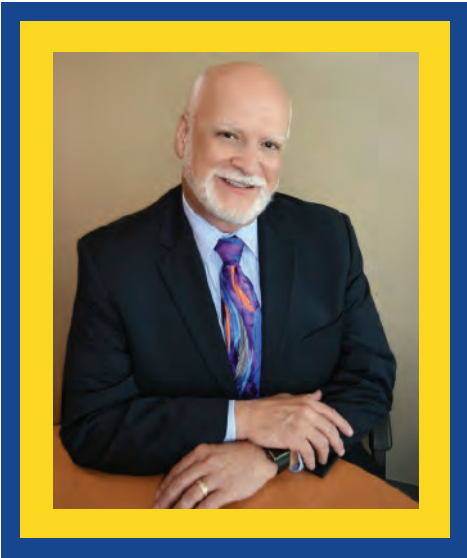
# Palo Verde College

## 2021-2022



Student Handbook / Planner

# A Message From The President



## Welcome to Palo Verde College!

The dedicated faculty and staff at PVC care about your success and we are here to help you in every way we can. We hope you will take advantage of the counseling, tutoring, scholarships, financial aid, and many other forms of assistance available to help make your educational experience successful and rewarding.

Being a student requires a great deal of planning.

We hope this day planner will help you stay on track with your class assignments, exams, and papers. We also hope you will schedule time for the many cultural, athletic, and student activities on campus. Think of this day planner as a valuable tool to help with your studies and your social life.

**To your success!**

**Donald G. Wallace, Ph.D.**

*Superintendent/President*

**Palo Verde College**



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## 2021-2022 Student Planner

### **Blythe Campus**

One College Drive  
Blythe, CA 92225  
760.921.5500

### **Needles Center**

725 West Broadway  
Needles CA 92363  
760.326.5033

[www.paloverde.edu](http://www.paloverde.edu)

*This planner belongs to:*

**Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

THIS HANDBOOK IS NOT FOR SALE

The information in this handbook is subject to continual review and amendment in order to serve the needs of the College's students, faculty, and staff, and to respond to the mandates of the California legislature. Changes in policies, regulations, requirements, and activities may be made at any time without advanced notice.



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# Getting Started



Life is like a wheel, sometimes you're at the top, sometimes you're at the bottom.

- Philippine Saying

Imagination will often carry us to worlds that never were. But without it, we go nowhere.

- Carl Sagan

Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.

- Harriet Tubman

Life was meant to be lived, and curiosity must be kept alive. One must never, for whatever reason, turn his back on life.

- Eleanor Roosevelt

The better part of one's life consists of his friendships.

- Abraham Lincoln

*Love all, trust a few.  
Do wrong to none.*  
- William Shakespeare

How wonderful it is that nobody need wait a single moment before starting to improve the world.

- Anne Frank

It doesn't matter if you try and try and try again, and fail.

It does matter if you try and fail, and fail to try again.

- Charles Kettering

Life is either a daring adventure or nothing.

- Helen Keller

Only those who will risk going too far can possibly find out how far one can go.

- T. S. Elliot

If you think you can, you can. And if you think you can't, you're right.

- Mary Kay Ash

It takes seventy-two muscles to frown but only thirteen to smile.

- Unknown Author

Losers make promises they often break. Winners make commitments they always keep.

- Denis Waitley

Knowledge is power.

- Francis Bacon

Without courage we cannot practice any other virtue with consistency. We can't be kind, true, merciful, generous, or honest.

- Maya Angelou

# Getting Started

## VISION

Palo Verde College will be known for excellence—educationally, socially, economically and culturally.

## MISSION

Palo Verde College provides opportunities for personal and professional growth to a diverse and unique community of learners in an academic environment committed to student success and equity by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals.

## VALUES

### Excellence

Palo Verde College is committed to excellence. The College expects quality instruction and services, and applauds the achievement of its students, faculty and staff.

### Learning

Palo Verde College facilitates lifelong learning and encourages scholastic achievement. The College believes that knowledge, understanding, and their application are keys to a better future.

### Integrity and Ethics

Palo Verde College maintains the highest standards of ethics and integrity. The College consistently demands respect, honesty and fairness in its educational programs, professional interactions and community relations.

### Diversity

Palo Verde College celebrates diversity in its students, in its faculty and staff, and in its community. Diversity enriches us all and strengthens our community.

### Creativity

Palo Verde College supports and encourages creativity and innovation.

### Civic Responsibility

Palo Verde College supports the continuous development of civic responsibility.





# Who's Who on Campus

## Board of Trustees

Brad Arneson	<i>President</i>
Stella Camargo-Styers	<i>Vice President</i>
Angel Ramirez	<i>Clerk</i>
Stacy Davis	<i>Trustee</i>
Jon McNeil	<i>Trustee</i>
Dr. George Thomas	<i>Trustee</i>
Dave Renquest	<i>Trustee</i>
Jared Dean	<i>Student Trustee</i>
Donald G. Wallace, Ph.D	<i>Superintendent/President</i>
Carrie Mullion	<i>Executive Assistant to Supt. / President &amp; Board of Trustees</i>

## College Administration

Dr. Donald G. Wallace	<i>Superintendent/President</i>
William Smith	<i>Interim Vice President of Instruction and Student Services</i>
Stephanie M. Slagan	<i>Vice President of Administrative Services</i>
Cecilia Garcia	<i>Associate Vice President of Human Resources</i>
Biju Raman	<i>Dean of Instruction and Student Services</i>
Dr. Theresa Becker	<i>Interim Associate Dean of Nursing and Allied Health</i>
Maria "Machi" Rivera	<i>Director of EOPS and CARE</i>
Lale Cilenti	<i>Dean of the Needles Center</i>

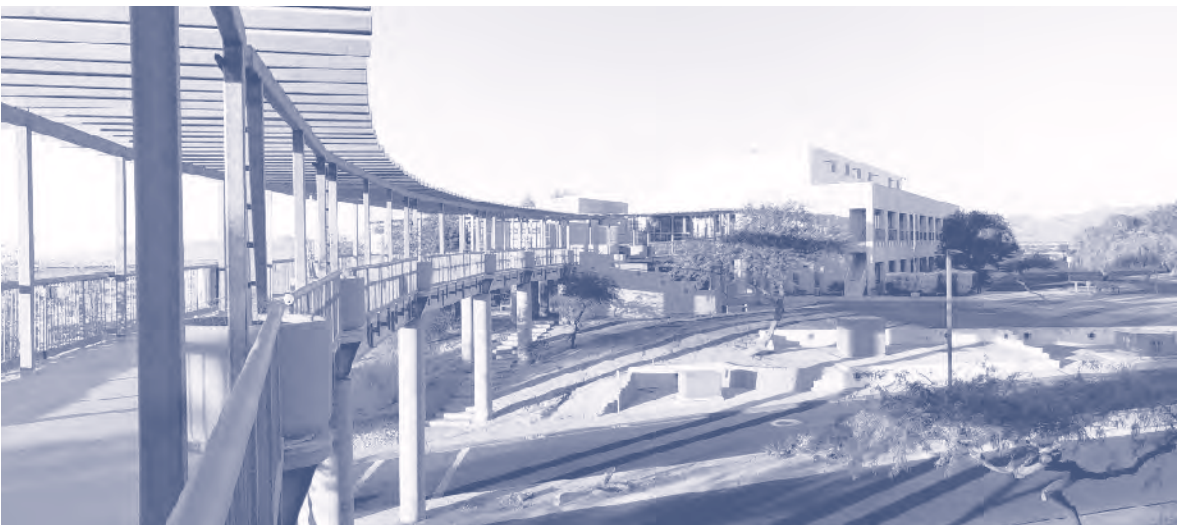
## Foundation

Marcella Thomas - <i>President</i>	Louise Alford	Denise Hunt	Eric Egan
Teresa Houston - <i>Vice President</i>	William Smith	David Kehl	Dale Reynolds
Stephanie M. Slagan - <i>Treasurer</i>	Tracie Kern	Julene Marquez	Leslie Jessop-Watkins
Donald Wallace - <i>Secretary</i>	Jamey Mullion	Lois Shaffer	Dawn Williams
Jared Dean - <i>Student Trustee</i>	Rachel Angel	Lale Cilenti	Edward Singh
Ron Baker - <i>Emeritus Director</i>	Jennifer Arneson	Jon McNeil	
Floie Barrows - <i>Emeritus Director</i>			
Vanja Velickovska - <i>Faculty Rep.</i>			

# Reference Phone Numbers

<b>Main Campus number.....</b>	<b>760.921.5500</b>
<b>Needles Center number.....</b>	<b>760.326.5033</b>
<b>Associated Student Government Office.....</b>	<b>760.921.5519</b>
<b>Admissions and Records.....</b>	<b>760.921.5429</b>
<b>CalWORKs Office.....</b>	<b>760.921.5514</b>
<b>Distance Education Office.....</b>	<b>760.921.5425</b>
<b>DSPS Office.....</b>	<b>760.921.5489</b>
<b>EOPS/CARE Office.....</b>	<b>760.921.5402</b>
<b>Financial Aid Office.....</b>	<b>760.921.5553</b>
<b>IT Help Desk.....</b>	<b>760.921.5556</b>
<b>Library/Student Learning Center.....</b>	<b>760.921.5487</b>
<b>Maintenance Department.....</b>	<b>760.921.5431</b>
<b>Palo Verde College Child Development Center.....</b>	<b>760.922.8714</b>
<b>Palo Verde College Foundation.....</b>	<b>760.921.5421</b>
<b>Security (Campus).....</b>	<b>760.534.3849</b>

## Emergency Call 911



## Steps To Palo Verde College Student Success

(A How-To Guide for New Students)

### STEP 1

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APPLY online at [www.paloverde.edu](http://www.paloverde.edu).

Applicant will be assigned a Student ID. The Student ID is required for the registration.

Request official high school and/or college transcripts.

### STEP 2

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ORIENTATION

(face-to-face or online at [www.paloverde.edu](http://www.paloverde.edu))

### STEP 3

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Complete COURSE PLACEMENT if required to meet Prerequisite

Submit official transcripts to Admission & Records.

### STEP 4

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Apply for FINANCIAL AID

Apply online at [fafsa.ed.gov](http://fafsa.ed.gov). Palo Verde College School Code: 001259

To speak with a Financial Aid representative by calling 760.921.5553.

### STEP 5

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Meet with a COUNSELOR /complete a Student Education Plan,

Schedule an appointment:

Main campus students call 760.921.5500.

Needles Center students call 760.326.5033.

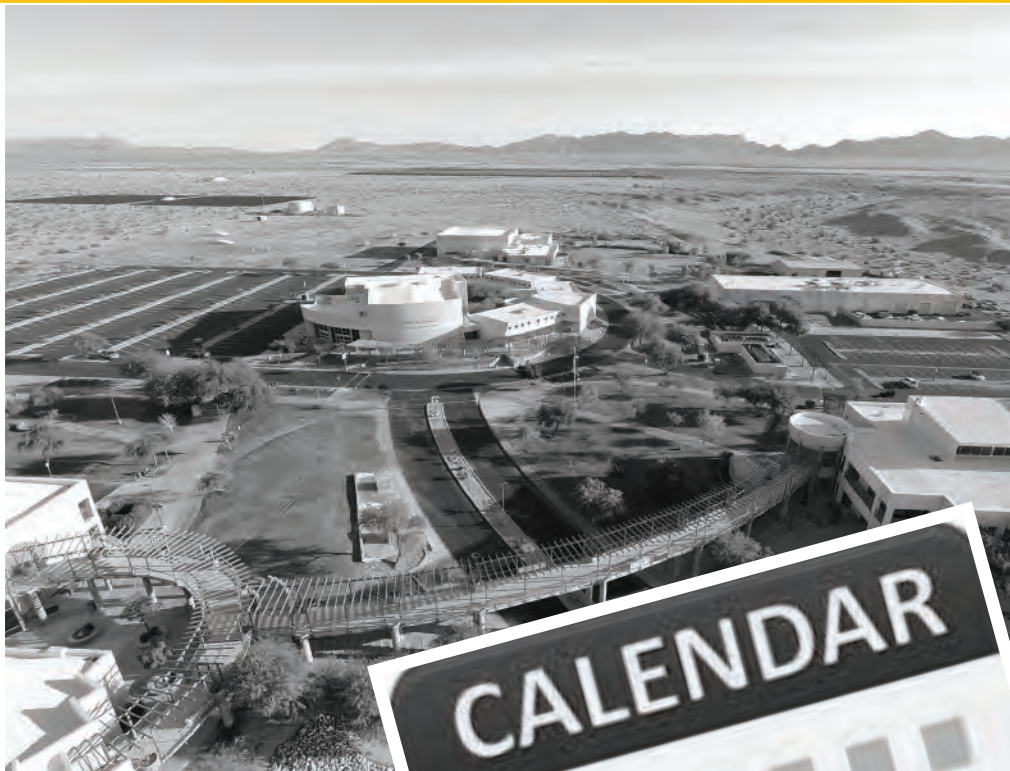
Congratulations, you are fully matriculated!

### STEP 6

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REGISTER for classes online at [www.paloverde.edu](http://www.paloverde.edu)

# Calendar



CALENDAR



**2021-2022 Student Handbook / Planner**



# Fall 2021-2022 Academic Year

<b>Open</b>	* Orientation – Online or Library
<b>April 26 – 30, 2021</b>	EOPS, DSPS, Veteran’s & Foster Youth Priority Registration
<b>May 01 – May 06, 2021</b>	New & Continuing student Priority Registration – New students that have completed orientation, counseling, and educational plans & continuing students in good academic standing with fewer than 100 units
<b>May 07 – August 27, 2021</b>	*Open Registration
<b>August 02, 2021</b>	Last day to petition for Special Admissions (8th – 10th grade)
<b>August 03, 2021</b>	*Needles New Student Orientation, 1:00 p.m.
<b>August 03, 2021</b>	New Student Orientation, 10:00 a.m. – Main Campus
<b>August 05, 2021</b>	New Student Orientation, 5:30 p.m. – Main Campus
<b>August 12, 2021</b>	CalWORKs Orientation, 10:00 a.m. – 11:00 a.m.
<b>August 16, 2021</b>	Classes Begin
<b>August 20, 2021</b>	Last Day to Petition Co/Prerequisite Challenge Form
<b>August 25, 2021</b>	*Needles Orientation, Make-Up, 4:00 p.m.
<b>August 27, 2021</b>	Last Day to Register
<b>August 27, 2021</b>	Last Day to Apply for a Refund
<b>August 30, 2021</b>	Make-Up New Student Orientation, 5:30 p.m. – Main Campus
<b>September 03, 2021</b>	Last Day to Withdraw without “W” Showing on Permanent Record
<b>September 06, 2021</b>	Labor Day Holiday – Campus Closed
<b>September 21, 2021</b>	Last Day to Elect P/NP
<b>October 07, 2021</b>	Last Day to Petition to Graduate
<b>October 22, 2021</b>	Institute Day, no classes
<b>November 11, 2021</b>	Veterans Day – Campus Closed
<b>November 19, 2021</b>	Last Day to Withdraw from any Course Without Penalty (“W” will show on permanent record)
<b>November 25 – 26, 2021</b>	Thanksgiving Break – Campus Closed
<b>December 13 – 17, 2021</b>	Finals Week
<b>December 17, 2021</b>	Last Day of Classes
<b>* Educational Plans &amp; Orientation are mandatory for New Students</b>	

# Spring 2021-2022 Academic Year

<b>Open</b>	Online Orientation
<b>November 10, 2021</b>	New Student Orientation - 10:00 a.m.
<b>November 23, 2021</b>	New Student Orientation – 10:00 a.m. – Main Campus
<b>November 29 – Dec 03, 2021</b>	EOPS, DSPS, Veteran’s, CalWORKs, & Foster Youth Priority Registration
<b>December 04 – 09, 2021</b>	New & Continuing Student Priority Registration – New students that have completed orientation and educational plans & continuing students in good academic standing with fewer than 100 units
<b>Dec 10, 2021 – Jan 28, 2022</b>	*Open Registration
<b>Dec 23, 2021 – Jan 03, 2022</b>	Christmas Break – Campus Closed
<b>January 11, 2022</b>	New Student Orientation - 10:00 a.m. – Main Campus
<b>January 12, 2022</b>	*Needles Orientation, 10:00 a.m.
<b>January 13, 2022</b>	New Student Orientation – 5:30 p.m. – Main Campus
<b>January 17, 2022</b>	Martin Luther King, Jr. Day – Campus Closed
<b>January 18, 2022</b>	Classes Begin
<b>January 19, 2022</b>	*Needles Make-Up Orientation, 4:00 p.m.
<b>January 21, 2022</b>	Flex Day
<b>January 21, 2022</b>	*Last day to Petition - Co/Prerequisite Challenge Form
<b>January 27, 2022</b>	Make-up New Student Orientation – 5:30 p.m.
<b>January 28, 2022</b>	Last Day to Register
<b>January 28, 2022</b>	Last Day for Enrollment Fee Refund
<b>February 04, 2022</b>	Last Day to Withdraw without ‘W’ on Permanent Record
<b>February 18, 2022</b>	Lincoln Day – Campus Closed
<b>February 21, 2022</b>	Washington Day – Campus Closed
<b>February 25, 2022</b>	Last Day to Elect P/NP Grading Option
<b>March 03, 2022</b>	Last Day to Petition to Graduate (First Thursday in March)
<b>March 21 – 25, 2022</b>	Spring Break – No Classes
<b>May 02, 2022</b>	Last Day to Withdraw with a ‘W’ on Permanent Record
<b>May 30, 2022</b>	Memorial Day – Campus Closed
<b>May 31 – June 02, 2022</b>	Finals week
<b>June 02, 2022</b>	Last Day of Classes
<b>June 03, 2022</b>	Graduation/Institute Day
<b>* Orientation is mandatory for New Students</b>	

# Summer 2022 Academic Year

**Note: Campus will be closed every Friday throughout the summer**

<b>Open</b>	* Orientation – Online or Library
<b>April 25 – 29, 2022</b>	EOPS, DSPS, Veterans, CalWORKs, & Foster Youth Priority Registration
<b>April 30 – June 16, 2022</b>	Open Registration
<b>May 27, 2022</b>	Last day to petition for Special Admissions (8th – 10th grades)
<b>June 9, 2022</b>	Last Day to Petition to Challenge a Co/Prerequisite
<b>June 13, 2022</b>	Classes Begin
<b>June 16, 2022</b>	Last Day to Apply for a Refund
<b>June 16, 2022</b>	Last Day to Register
<b>June 17, 2022</b>	Last Day to Withdraw Without “W” showing on Permanent Record
<b>June 23, 2022</b>	Last Day to Elect P/NP
<b>July 4, 2022</b>	Independence Day Holiday (observed)
<b>July 13, 2022</b>	Last Day to Withdraw without Penalty (Grade received will show on permanent record)
<b>July 22, 2022</b>	Last Day of Classes

**\* Orientation is mandatory for New Students –  
dates/times are subject to change.**



GOALS

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\_\_\_\_\_

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SUN	MON	TUE
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

• Fall Classes Begin

# AUGUST 2021

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WED	THU	FRI	SAT
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

• Flex Day

• Flex Day

• Last Day to Register/Refund

• Last Day to W/D without a "W" grade





GOALS

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\_\_\_\_\_

SUN

MON

TUE

5

6

7

**LABOR DAY, ROSH HASHANAH**  
*(BEGINS AT SUNDOWN)*  
• Labor Day Campus Closed

12

13

14

19

20

21

26

27

28

• Last day to Elect P/NP grade

# SEPTEMBER 2021

WED	THU	FRI	SAT
1	2	3	4
8	9	10	11
15	16	17	18
YOM KIPPUR (BEGINS AT SUNDOWN)			
22	23	24	25
FIRST DAY OF AUTUMN			
29	30		







GOALS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

3

4

5

10

11

12

COLUMBUS DAY (OBSERVED)

17

18

19

24

25

26

31

HALLOWEEN

# OCTOBER 2021

WED

THU

FRI

SAT

1

2

6

7

8

9

• Institute Day

13

14

15

16

20

21

22

23

27

28

29

30





GOALS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

1

2

7

8

9

DAYLIGHT SAVING TIME ENDS

14

15

16

21

22

23

28

29

30

CHANUKAH (BEGINS AT SUNDOWN)

# NOVEMBER 2021

WED

THU

FRI

SAT

3

4

5

6

10

11

12

13

**VETERANS DAY**  
• Campus Closed

• Campus Closed

17

18

19

20

• Last Day to W/D with a "W" grade

24

25

26

27

**THANKSGIVING DAY**  
• Campus Closed

• Campus Closed







GOALS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

5

6

7

• Finals Week

• Finals Week

12

13

14

19

20

21

FIRST DAY OF WINTER

26

27

28

**KWANZAA (BEGINS)**

• Winter Break

• Winter Break

• Winter Break

# DECEMBER 2021

WED

THU

FRI

SAT

1

2

3

4

8

9

10

11

• Finals Week

• Finals Week

• Finals Week  
• Last Day of Classes

15

16

17

18

22

23

24

25

• Winter Break

• Winter Break

**CHRISTMAS DAY**  
• Winter Break

29

30

31

• Winter Break

• Winter Break

• Winter Break





GOALS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

2

3

4

• Winter Break

• Winter Break

9

10

11

16

17

18

MARTIN LUTHER KING, JR. DAY

• Campus Closed

• Classes Begin

23

24

25

30

31

# JANUARY 2022

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WED

THU

FRI

SAT

			1
			NEW YEAR'S DAY • Winter Break
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29
		• Flex Day	
		• Last Day to Register/Refund	







GOALS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

1

6

7

8

13

14

15

VALENTINE'S DAY

20

21

22

PRESIDENTS' DAY

• Campus Closed

27

28

# FEBRUARY 2022

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WED	THU	FRI	SAT
2	3	4	5
GROUNDHOG DAY		• Last Day to W/D without "W" grade	
9	10	11	12
16	17	18	19
		• Lincoln Day Observed • Campus Closed	
23	24	25	26
		• Last Day to Elect P/NP Grade	





GOALS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

1

6

7

8

13

14

15

DAYLIGHT SAVING TIME BEGINS

20

21

22

FIRST DAY OF SPRING

27

28

29

• Spring Break

• Spring Break

# MARCH 2022

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WED	THU	FRI	SAT
2	3	4	5
9	10 • Last Day to Petition to Graduate	11	12
16	17	18	19
23	24 ST. PATRICK'S DAY	25	26
30 • Spring Break	31 • Spring Break	• Spring Break	







GOALS

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\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

3

4

5

10

11

12

17

18

19

EASTER

24

25

26

# APRIL 2022

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WED	THU	FRI	SAT
		1	2
		RAMADAN (BEGINS AT SUNDOWN)	
6	7	8	9
13	14	15	16
		GOOD FRIDAY, PASSOVER (BEGINS AT SUNDOWN)	
20	21	22	23
27	28	29	30





GOALS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

1

2

3

8

9

10

MOTHER'S DAY

15

16

17

22

23

24

29

30

31

MEMORIAL DAY  
• Campus Closed

• Finals Week

# MAY 2022

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WED	THU	FRI	SAT
4	5	6	7
11	CINCO DE MAYO 12	13	14
18	19	20	21
25	26	27	28







GOALS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

5

6

7

12

13

14

19

20

FLAG DAY

21

JUNETEENTH, FATHER'S DAY

26

27

FIRST DAY OF SUMMER

28

# JUNE 2022

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WED	THU	FRI	SAT
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	1	2

• Finals Week  
• Finals Week  
• Last Day of Spring Classes  
• Graduation





GOALS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUN

MON

TUE

3

4

5

INDEPENDENCE DAY

10

11

12

17

18

19

24

25

26

31

# JULY 2022

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WED	THU	FRI	SAT
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30









# Getting Started



**PALO VERDE COLLEGE**



**PIRATES**

# Limitations on Enrollment



**Palo Verde Community College District has a curriculum policy regarding prerequisites and corequisites that limits enrollment in courses for students who do not meet the prerequisite or corequisite requirements. For purposes of this policy, the following definitions apply.**

**A. "Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Students must pass the prerequisite course with a grade of "C" or better.**

**B. "Co-requisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.**



## **STUDENT SUCCESS & SUPPORT PROGRAM (SSSP)**

Student Success & Support Program (SSSP) is designed to assist students in planning, selecting, and achieving education goals. Listed below are the basic components of the SSSP partnership shared between the college and the student

### **THE COLLEGE PROVIDES:**

- an admissions application process;
- an orientation to the college's programs and services;
- English/Math course placement assistance, computational skills, goals, learning skills, career aspirations, academic performance, and need for special services;
- counseling and advisement to develop an educational plan and;
- follow-up evaluation of each student's progress in achieving an educational goal.

### **THE STUDENT AGREES TO:**

- express at least a general education goal upon admission;
- declare an education goal before or during the term after which the student completes 30 units;
- attend class;
- work diligently to complete course assignments;
- demonstrate an effort to attain an educational goal and;
- notify a counselor of any specific needs he or she has or of any change in goals.

### **STUDENTS MAY BE EXEMPT FROM A SPECIFIC SSSP COMPONENT FOR ANY OF THE FOLLOWING REASONS:**

- they have earned a college degree;
- they have been previously served through the matriculation process at Palo Verde College or at another college;
- they will be enrolled in less than six (6) units and do not intend to earn a certificate or degree;
- they will be enrolled for high school credit only.

### **SSSP APPEALS PROCEDURE**

A student has the right to challenge or appeal any step in the SSSP. A petition for the waiver of a specific matriculation service or requirement may be filed for any of the following reasons:

### **REVIEW OF PLACEMENT DECISIONS**

The student shall make an appointment to see a counselor to discuss the results of the course placement.

### **CHALLENGING PREREQUISITES/COREQUISITES**

You have the right to challenge all SSSP/matriculation requirements for any reason indicated on the co/prerequisite challenge form. You may appeal the requirement of a co/prerequisite. The process for challenging any co/ prerequisite is available on the challenge form located in the Student Services office. In the event a challenge is denied, the student may submit a petition to the Vice President of Instruction and Student Services for further consideration by the Petitions Committee. Students may be enrolled in the course pending the outcome of the process. If the challenge is denied, students will be administratively withdrawn from the course, all fees will be refunded, and no drop charges will be made.

### **COMPLAINT OF UNLAWFUL DISCRIMINATION**

If a student feels that placement, orientation, counseling, or any other matriculation procedure or service is being applied in a discriminatory manner, a petition may be filed with the Affirmative Action Officer. The student will be notified within ten (10) working days of the receipt of the petition regarding the college's proposed response to the complaint and any additional steps which may be taken.

### **ORIENTATION**

Orientation for new or returning students is a vital part of the SSSP. It provides many answers to prepare you for an education at Palo Verde College.

### **ORIENTATION WILL:**

- Help build a more solid foundation for your education.

- Assist you with the transition to Palo Verde College.
- Stress the importance of knowing and understanding the college catalog.

Orientation is available in-person (refer to the current academic calendar online at [www.paloverde.edu](http://www.paloverde.edu) for dates, times and locations) and via online at <http://www.paloverde.edu/futurestudents/orientation.aspx>. This makes it possible for all students to participate.

## PLACEMENT

Students enrolling in reading, writing, math, or other courses which require a particular skill level are asked to present high school transcripts and other supporting documents (i.e., AP Exams, SAT, ACT, etc.) to a counselor. These tools, along with other measures, to assist the counselor in determining an appropriate educational plan and course placement. In compliance with the American with Disabilities Act (ADA) and other state and federal regulations related to disabilities is required by law, Palo Verde College will offer accommodations as prescribed by AB 705 - Placement and Title 5 regulations.

The Ability to Benefit (ATB) test shall be administered according to federal guidelines, which may or may not follow the policies described herein. The district will use the approved Placement Guidelines and such additional information collected as may be appropriate, to facilitate a “multiple measures” placement system. Palo Verde Community College District will accept unofficial and official transcripts from other accredited institutions to help determine appropriate placement into an English and/or Math course.

## COUNSELING AND EDUCATIONAL PLANNING

Counselors may be available on a drop-in basis, but it is best to make an appointment. Counselors are located in the College Services building. Educational planning, career guidance, and personal counseling are the main services provided. The role of the counselor is to HELP YOU SUCCEED. Any time you encounter a problem, whether it is academic or personal, a counselor can help or direct you to the appropriate source for assistance.

## PETITION FOR GRADUATION

All potential graduating students must file a petition to graduate by the following deadlines and follow these recommended procedures:

- Fall – 1st Thursday in October – for upcoming Spring Commencement Ceremony
  - Spring – 1st Thursday in March – for current year Commencement Ceremony
  - Summer – 1st Thursday in June – for following year Commencement Ceremony
1. Students planning to graduate should meet with a counselor for a graduation evaluation during the fall semester. This will allow for the planning of any deficiencies to be satisfied in the following spring term.
  2. Complete the “Petition to Graduate” form and indicate if you plan to participate in the graduation ceremony.
  3. Make an appointment with the counselor to review and sign the “Petition to Graduate” form before the March deadline. The counselor will submit the petition to the Admissions & Records Office for final evaluation.
  4. Make a follow-up appointment to verify that all degree requirements are met or can be met by the end of the academic year.
  5. Potential graduates will receive an e-mail regarding graduation in early April (if you have not received a Graduation e-mail by mid April, please contact your counselor immediately). Be sure to check your e-mail regularly.
  6. Students wishing to participate in the graduation ceremony are required to wear a cap and gown. Information about ordering caps and gowns, invitations and/or pictures may be obtained on the college website in early April (or you can inquire in the Student Services Department).
  7. All grade changes, outstanding incomplete grade contracts, and course substitutions must be completed prior to submitting petition to graduate. It could take up to three (3) months to process degrees and certificates. Students will be able to pick up their degrees in the Admissions & Records Office once available.

*Note: Degrees and certificates will not be conferred until after all degree requirements are met.*

## INDIVIDUAL STUDENT EDUCATIONAL PLAN (SEP)

Students need to formulate an educational plan. Each student has a reason for attending college. Your particular goals and objectives for attending college may be specific and very clear or they may be vague and undefined. Even if your wish is to experiment and explore a variety of courses to begin with, you can benefit from some tentative planning. Remember, any plans you make now are not etched in stone; they can be changed or modified as your goals change!

## USING “SEARCH FOR SECTIONS”

After you have given some thought to the classes you will need to take, you are ready to create your schedule for the semester. In order to do this, you need to consult “Search for Sections” under the PVC-Services link at [www.paloverde.edu](http://www.paloverde.edu). This schedule is published each semester; it lists the days and times that, all classes are offered.

## KEY TO LOCATION ABBREVIATIONS

CDC	Child Development Center	BNCC	Blythe Nursing Care Center
CL Rooms	Classroom/Lab Building	ONLINE	Online Course
CORRES	Correspondence	PA Rooms	Performing Arts Building
COURSE	Blythe Municipal Golf Course	PEC	Physical Education Center
CS Rooms	College Services Building	PVHS	Palo Verde High School
FA Rooms	Fine Arts Building	SITE	See instructor for location
FIELD	See instructor for location	TB	Technology Building
LBRY	PVC Library	TBA	To be announced
NDL	Needles Center	TPHS	Twin Palms High School

## FINANCIAL AID

You may be eligible for financial assistance to help you meet your educational expenses. The Financial Aid Office is located in Student Services in the John O. Crain Building. Many different

kinds of financial aid exist. To apply, complete the FAFSA (Free Application for Federal Student Aid) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For more information regarding Financial Aid, please refer to the Financial Aid Handbook located in the back of the Student Handbook.

## SELECTIVE SERVICE REGULATIONS

Federal law requires men 18 through 25 years old, to be registered with the Selective Service System. The law applies to male citizens and immigrant aliens, but not to foreign students who hold valid student visas. Men must be registered with the selective service before they can receive Federal financial aid for school. Registration forms are available in the Student Services Office and at any post office. You can also register online by visiting the Selective Service at [www.sss.gov](http://www.sss.gov)

*For more information regarding Financial Aid or Selective Services please stop by the Financial Aid Office or call 760.921.5553.*

## REGISTRATION

1. Consult with a counselor. The counselor will answer your questions and review your Student Education Plan with you. The counselor will let you know if the courses you have chosen will fit into your Student Education Plan. The counselor will advise you as to which level of mathematics and English will be appropriate choices for your program.
2. Please visit [www.paloverde.edu](http://www.paloverde.edu) to register and pay for your classes.
3. **FOR SCHEDULE CHANGES** (to add or delete classes), please see a counselor as the changes you make can affect your educational plan and your ability to receive your degree or certificate in a timely manner.

*There are many important dates that you will need to know throughout the semester, please refer to the Calendar section in the handbook.*

## PROGRAM EVALUATION

Program Evaluation in PVC-SERVICES is program, which allows students to review proposed academic programs, and completed courses as they apply to proposed programs. From PVC SERVICES, students can review their academic program by logging in and selecting Program Evaluation under the ‘Academic Profile’ menu.

This feature can be used by students to check their progress towards completion of graduation requirements, along with running “what-if” scenarios to evaluate how completed courses and planned courses might be applied towards a particular academic program. Student must consult with a counselor when planning to complete degrees or change their majors, to ensure accurate information.

Please use Program Evaluation as a guideline and consult with a counselor to ensure accurate information.

## **ADDING AND DROPPING CLASSES**

You may add and drop classes at [www.paloverde.edu](http://www.paloverde.edu). The deadline for adding and dropping classes is located under important dates.

It is your responsibility to make sure you are officially dropped from courses you are no longer attending. If you do not officially drop, you may receive an “F” for the course.

## **TRANSFER CAREER CENTER/ COUNSELING**

Information regarding careers, colleges, and resource materials necessary for career planning are available in the TCC Center. Students may see a counselor for direction. There are three university systems available in California - the University of California, California State University, and Private/Independent colleges and universities. For minimum admissions, requirements please speak with a counselor. They will help you plan and prepare to transfer from PVC to a four-year college or university.

## **DSPS (DISABLED STUDENTS PROGRAM & SERVICES)**

The purpose of the Disabled Students Program & Services is to provide support services for those students who have a verifiable physical, learning or psychological disability. The Disabled Students Support Services (DSP&S) is a categorically funded program designed to assist those students with physical, psychological, or learning disabilities. Services are offered to help students circumvent their functional limitations and become active, productive members of the college community. The program emphasizes independence and self-reliance while providing the support necessary for individuals to achieve their goals.

The DSP&S program is open to any student who have a verifiable physical, psychological, or learning disability, either temporary or permanent, which causes one or more educational limitations.

*For more information, please call the DSPS Office 760.921.5489.*

## **EOPS/CARE**

### **(EXTENDED OPPORTUNITY PROGRAMS & SERVICES/ COOPERATIVE AGENCIES RESOURCES FOR EDUCATION)**

Qualified students must meet eligibility requirements to obtain these services. Students are encouraged to participate in an EOPS orientation and meet with a counselor to learn more about the benefits of obtaining EOPS services. These services are offered each year depending upon state budget funds. Services Offered:

- Priority Registration
- Book Vouchers
- One on One Tutoring
- Academic Counseling
- Caps and gowns for graduating students
- Transfer information & Assistance
- Transfer application fee waivers
- Breakfast and lunch snack packs
- Specialized Workshops & more

Under the EOPS umbrella, students who qualify are able to benefit from one added resource that is offered through our CARE Program. The program fosters students with CARE grants for childcare costs, transportation, book vouchers, and food grants.

*For more information, please call EOPS/CARE 760.921.5402.*

## **CalWORKS (California Work Opportunities and Responsibility to Kids Act)**

We are a California Community College program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce. Through collaboration and advocacy with our college and community partners, we prepare a segment of California’s work force by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

*For more information, please call CalWORKs 760.921.5514.*



## STUDENT ACTIVITIES

The Associated Student Government of Palo Verde College governs student Affairs. Students may work with ASG officers and the advisor to form clubs and organizations to serve their interests. A copy of the Student Activities and Organizations Policy and Procedure is available in the Student Activities Center (CS 133). For students interested in forming new clubs for additional information call the ASG Office at 760.921.5519.

Students are encouraged to purchase ASG identification cards each semester. The ASG card fees are \$10.00 for the semester and \$18.00 for the year. Membership entitles you to a variety of discounts on campus and within the community.

## YOUR EDUCATION

### DEGREES & CERTIFICATES

Palo Verde College offers various options for your education. These include occupational degrees and certificates as well as programs that prepare students for transfer to 4-year colleges and universities.

PROGRAM/ DECIPLINE	A.S DEGREE FOR TRANSFER (AST)	A.A DEGREE FOR TRANSFER (AAT)	A.S DEGREE	A.A. DEGREE	CERTIFICATES OF ACHEIVEMENT	CERTIFICATES OF CAREER PREPARATION
Agriculture						1
Alcohol & Drug Studies					1	2
American Sign Language						1
Arts & Humanities				1		
Automotive Technology			1		1	2
Building Construction Technology			1		1	1
Business & Technology				1		
Business Management/ Administration	1		1		1	3
Child Development	1		1		1	2
Computer Information Systems			1			7
Criminal Justice / Administration of Justice	1		1		1	
Fire Science Technology			1			2
Mathematics & Science				1		
Nursing & Allied Health					1	3
Psychology		1				
Social & Behavioral Science				1		
Sociology		1				
Welding Technology			1		1	1

## ASSOCIATE OF ARTS DEGREE

The College also offers the Associate OF Arts Degree, a general studies curriculum transferable to a four-year college/university or students wanting to concentrate in specific areas can choose from various occupational areas in a combined program of study with general education.

*See the catalog for a description of the program of study and note the course requirements for your chosen major or certificate.*

## DISTANCE EDUCATION

Palo Verde College offers convenient, expanded access to higher education and learning opportunities via distance education. Distance education is defined, for the purpose of accreditation review, as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the internet; oneway and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, in conjunction with any of the other technologies.

All distance education students will have reasonable and adequate access to the full range of student services enjoyed by all of our students. *For more information, call 760.921.5568. Contact the Financial Aid Office prior to enrolling in Distance education courses to determine if your financial aid eligibility will be affected.*

## ONLINE CLASSES

All instruction occurs online. Access to e-mail and the Internet is required. Students may be required to complete work using e-mail, chat rooms, discussion boards, and other instructional tools.

## CORRESPONDENCE EDUCATION

This method of instruction allows students to receive lessons and exercises via the mail or electronic transmission and upon completion, return them for analysis, criticism and grading. Students are separated from the instructor and interaction between them is limited. Instruction may be wholly by correspondence or a combination of home study and residential training. Typically, correspondence courses are self-paced; however, there are usually deadlines that must be adhered to.

## NONCREDIT PROGRAMS

Palo Verde College noncredit program links the community to the college and lifelong learning through affordable avenues to personal and career enrichment. The course offerings are designed to serve the diverse and changing needs of our community by cooperating with and implementing other offerings at Palo Verde College. We have a variety of tuition-free classes for you to choose from. Some of the noncredit classes can help you prepare for credit classes. *If you have any questions about noncredit classes, contact the Instruction Office at 760.921.5500.*

## STUDENT FEES

The Board of Trustees is required to charge each student a state enrollment fee for credit classes. The enrollment fee shall be as specified by the Board of Governors of the California Community Colleges.

## ENROLLMENT FEES

\$46 per unit and is payable when the student registers. *(Subject to change without notice)*

## ENROLLMENT FEE REFUNDS

When requested by a student on the appropriate form, a full refund shall be made for the class(es) s/he drops during the first ten (10) days of classes of each semester. No refunds shall be made after the first ten (10) days of classes of each semester, unless the program change is a result of action by the District to cancel or reschedule a class. One-day courses and short courses are fully refundable if the student withdraws before the course begins.

## FINANCIAL ASSISTANCE TO OFFSET ENROLLMENT FEE

BOGW can waive enrollment fees! In order to prevent the enrollment fee from denying access to students who have limited financial resources, the Board of Governors Waiver (BOGW) is available for financial assistance to offset the enrollment fee (not out-of-state tuition). Application materials and documentation requirements for the program are available in the Financial Aid Office in Student Services.

## Eligibility criteria are:

- California resident, and
- A student or student's family is receiving TANF/CalWORKs, SSI, or General Assistance/General Relief;

OR

- A student or student's family is low-income;
- If you do not qualify by either of the previously mentioned methods and you have received your Student Aid Report (SAR), you may be eligible for an awarded BOGW

## Loss of BOG Fee Waiver eligibility

- Academic – If a student's cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters), you may lose your fee waiver eligibility.

AND/OR

- Progress – If the cumulative number of units you complete is not more than 50 percent in two consecutive primary terms (fall/spring semester), you may lose your fee waiver
- Students will be notified within 30 days of end of term; loss of eligibility shall become effective at the first registration opportunity.
- See counselor for information on how to appeal BOGW eligibility loss.

## **TUITION**

There is no tuition for residents of California. Non-residents enrolling for credit classes at Palo Verde College will be charged tuition, which is due and payable upon registration.

- Mohave, La Paz, and Yuma County (only) fees \$138 per unit
- Nonresident fee - \$265.00 per unit (effective July 1, 2019)
- State enrollment fee - \$46 per unit (subject to change)

## **TUITION REFUNDS**

When requested by non-resident students, refunds for official reduction in courses or a complete official withdrawal shall be made according to the following schedule:

- First three weeks of semester 75%
- Fourth and fifth weeks of semester 50%

Refunds will be made after the fifth week of each regular semester unless the program change is a result of action by the district to cancel or reschedule a class. Workshops and one-day courses are fully refundable if the student withdraws before the 10% point of the length of the course. In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, upon petition of the student, a refund of the entire enrollment fee shall be issued unless academic credit is awarded. Military students must submit withdrawal form and refund requests to the Admissions and Records Office in Student Services.

## **TRANSCRIPT FEE**

### How to Order Transcripts

Palo Verde College has partnered with Credentials, Inc. to accept transcript orders via the internet through a secured site. Transcript Plus® will facilitate your request 24 hours a day, 365 days a year.

Transcript request options and fees:

- **Regular Service:** \$5.00 each – Online orders are processed within 1-2 business days - Written requests are processed within 7 business days
- **Rush Service:** \$10.00 each – processed within 24 hours

### Mailing:

1. Regular mail service through USPS is included with your transcript order

2. FEDERAL EXPRESS overnight mail is available for an additional fee for online orders only

**NOTE:** FedEx option should be chosen only with Rush Service request; processing time is not affected by mailing option.

## **Transcript Policies**

Transcript orders will NOT be processed until all outstanding debts and/or holds are cleared. If you need a transcript sent after a Grade Change is made, please confirm the grade in Web Advisor before ordering your transcript. The first two transcripts (lifetime) a student can request are FREE. However, FREE requests are not available through Transcript Plus®. FREE orders must be done in person at the Admissions & Records counter.

## **STUDENT OBLIGATION POLICY**

Palo Verde Community College District may impose restrictions on those students and former students who fail to clear district obligations. The restrictions are that students or former students may not receive grades, transcripts, diplomas or other earned certificates, enrollment verification or any other services normally afforded students in good standing. Examples include but are not limited to: returned checks, unpaid loans, and unpaid library fines. An item or service withheld shall be released when the student satisfactorily meets the financial obligation. All checks returned due to insufficient funds are subject to a fee of \$25.

## **ASG MEMBERSHIP FEE**

The goal of the Associated Student Government (ASG) is to improve and expand services to students. In addition to other privileges, ASG membership entitles you to free or reduced price admission to various activities, and discounts for various food and merchandise with local merchants. ASG cards may be purchased in the Student Activities Center for a nominal fee.

## **LIBRARY/STUDENT LEARNING CENTER**

The Harry A. Faull Library is a vital component of the educational experience at Palo Verde College. Located on the second floor of the John O. Crain College Services Building, Tutoring, and proctoring for correspondence exams takes place in the combined area. The Library provides a peaceful haven for studying or relaxation and contains approximately 21,000 books, and DVD's.

## **THE VIRTUAL BOOKSTORE**

Students will find the required textbooks for each course for rent or purchase at [www.paloverde.edu](http://www.paloverde.edu).

## **VETERAN SERVICES**

*PVC will grant priority registration for enrollment to any member or former member of the armed forces of the United States for any academic term within 2 years of leaving active duty as verified by DD214 (check the current schedule of courses for priority registration dates).*

Veteran services are provided to assist eligible Veterans and their dependents in obtaining their VA educational benefits and achieving their educational goals. The Veteran representative in the Financial Aid Office provides information on veterans' benefits and services, assists applicants with completing applications and forms necessary for VA benefits, and assists in resolving VA educational problems.

Veteran seeking enrollment certification to receive educational benefits under the G.I. Bill should contact the Financial Aid Office as soon as possible. Veteran who do not file for benefits 30 days before the opening of the semester should plan for an additional 6 to 8 week delay in receiving benefits.

*Palo Verde College is approved for the training of Veterans and eligible persons under the Title 38, United States Code.*



# Campus Policies



CAMPUS POLICIES







## ADMISSIONS ELIGIBILITY

Admission to Palo Verde College is open to anyone who is a high school graduate, who possesses a GED certificate, or who holds a High School Equivalency Certificate. Those who are not high school graduates or do not have one of the equivalencies but are eighteen (18) years of age and show evidence of being able to benefit from instruction may attend the college. High school students in the 11th and 12th grades, with the recommendation of their high school principal, may attend. Those students below 11th grade may attend if they have parent consent and approval from their high school counselor or principal and the college governing board. Enrollment in some courses will be limited (some examples: classes are full, availability of equipment, safety regulations and enrollment in physical education courses not allowed).

The college admissions process requires that all high school students complete a special admissions request application. Students below 11th grade are also required to file a petition, stating the reasons why they should be enrolled in a college course. Once the application and the petition have been filed, a petitions committee will review the petition and forward a recommendation to the Vice President of Instruction and Student Services. The Vice President of Instruction and Student Services will forward a recommendation to the college president (or their designee). The president will then forward the recommendation to the governing board at the next scheduled board meeting asking for approval or disapproval of the student's request to enroll in college course(s). The student will be notified in writing of the board's decision within ten (10) working days following the board meeting. This process should be initiated at least two (2) weeks prior to the start of a semester to allow for processing time.

Students below 9th grade will only be admitted to credit courses under special circumstances.

NOTE: All courses are taught at college level and special admit students are expected to meet the same requirements and to be held to the same standards as all other college students in the class.

## COURSE REPETITION

### Course Repetition Definition

A "course repetition" occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, B, C, D, F, W, P/NP, RD, I) and wishes to enroll again in the same course. Course repetition includes the following components. (Title 5 Section 55040)

### Course Repetition To Alleviate Substandard Work

A student who has earned a substandard grade (D, F, and NP) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. To alleviate substandard work, a "course attempt" occurs when a student receives an evaluative or non-evaluative symbol for the course (D, F, W, or NP). All course attempts in a student's academic record count toward this enrollment limitation. The first or first and second substandard grades and units are excluded in computing the student's GPA. The grade and units for the third or final attempt are included in the student's GPA. (Title 5 Section 55042)

### Course Repetition As A Result of a Withdrawal

A "W" counts as a course attempt. A student may attempt a course a maximum of three times. All course attempts in a student's academic record count toward this enrollment limitation. 1. A Student Earning A Satisfactory Grade May Not Enroll In The Same Course Again Unless One Of The Following Five Exception Applies

### Significant Lapse of Time

A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course AND the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course. (Example: Biology 110 was completed with a grade of C in Fall 2011. In Fall 2013 the student is preparing to apply to a nursing program that requires Biology 110 to be completed within the last three years. The student is eligible to repeat the course in Spring 2015 with documentation of the recency requirement.) The grade and units from the first course completion will be disregarded in computing the GPA. (Title 5 Section 55043)

### Variable Unit Courses

A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already be completed and evaluated. (Title 5 Section 55044)

# Policies and Regulations

## Extenuating Circumstances

A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are natural disaster, accident, illness, or other extraordinary documentable experience beyond the student's control. (Title 5 Section 55045)

Third, a student with a disability may repeat a special credit class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student (for reasons specified in Title V Section 56029) (Title V 55041 (d))

Fourth, repetition of credit courses for which the grades awarded were at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student (student must file a petition). Grades awarded for courses repeated under this subdivision shall not be counted in calculating a student's grade point average. (Title V 55041 (e))

Fifth, the college may also require repetition of a credit course if the district determines that there has been a "significant lapse of time" (usually five or more years) since the student previously took the course. (Title V 55041 (f))

Sixth, students may repeat a variable credit course as many times as necessary to complete the entire curriculum of the course as described in the course outline of record. (However, students are not allowed to repeat any portion of the curriculum for the course unless they qualify for first, third or fourth reasons listed above). (Title V 55043)

## GRADES AND GRADE POINTS

The Palo Verde College grading policies comply with the Board of Governors of the California Community College. The following symbols have been authorized.

Evaluate Symbols	Meanings	Grade Point Values
<b>A</b>	<b>Excellent</b>	<b>4</b>
<b>B</b>	<b>Good</b>	<b>3</b>
<b>C</b>	<b>Satisfactory</b>	<b>2</b>
<b>D</b>	<b>Passing, less than satisfactory</b>	<b>1</b>
<b>F</b>	<b>Failing</b>	<b>0</b>
<b>P</b>	<b>Passing (At least satisfactory – units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.</b>	
<b>NP</b>	<b>No Pass (Less than satisfactory, or failing – units not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007) verification of prolonged illnesses, accidents, or other circumstances beyond the control of the student. It is the responsibility of the student to provide documentation to support the petition.</b>	

## REQUIRED GRADE POINT AVERAGE

To be graduated from Palo Verde College, a student must achieve at least a "C" (2.0) grade point average in all work attempted.

## WITHDRAWAL GRADES

**W-Withdrawal:** A student may withdraw from any course or from the college with a "W" grade by the end of the 14th week (or 75% of a term, whichever is less) of the semester via [www.paloverde.edu](http://www.paloverde.edu). After the 14th week, the student will be assigned a grade for the course. Students should consult the class schedule or counselor for the last day to withdraw from courses without responsibility for a grade. Any student requesting an extenuating circumstances waiver may obtain the form from the Admissions and Records office. This would allow the student to withdraw without penalty after the last withdrawal date. Extenuating circumstances are limited to Evaluate Symbols Meanings Grade Point Values.

## **WITHDRAWALS AND GRADE RESPONSIBILITY**

Students are expected to plan their schedule carefully with the aid and approval of the advisor/counselor and endeavor to maintain that schedule throughout the semester.

Students are held accountable for every course for which they have registered and are responsible for their own class schedule and any changes made via PVC SERVICES (Web Advisor). Although faculty may drop students for non-attendance, students should not expect the faculty to drop them for non-attendance. It is the student's responsibility to formally withdraw from all coursework and take care of all financial obligations. If a student fails to drop or withdraw from a course by the established deadlines, the student will receive a final grade for that course. To assure transactions are correct, Palo Verde College recommends that students print out a class schedule after completing registration and/or after adding or dropping a course. The designated student grade responsibility date shall occur at the 75 percent point of a semester or session. Students who do not withdraw by the deadline indicated in the class schedule will receive a grade of A, B, C, D, F, P, or NP. All grades become a part of the student's permanent record.

## **MILITARY CIRCUMSTANCES**

Students called to military duty should notify instructors and make arrangements for completion of their course(s). Extenuating circumstances would permit instructors to allow an "incomplete". If an incomplete is an unfeasible solution, the student may be permitted to withdraw from class without penalty even after the final withdrawal date. Students must file the appropriate forms with the registrar prior to the military leave to avoid a failing grade.

## **ATTENDANCE**

A student in a California public community college is expected to attend all sessions of each course. Failure to do so may result in a lower grade. Absence due to illness or strictly unavoidable circumstances may be excused if the cause is explained to the instructor. An absence excused or otherwise, in no way relieves the student of the responsibility for completing the work of the course to the satisfaction of the instructor.

## **ATTENDANCE AT FIRST CLASS MEETING**

Students who do not attend the first class meeting may be dropped as a "no show." Students should not, however, assume they will be dropped. It is the student's responsibility to officially withdraw from a course through Admissions & Records or online at [www.paloverde.edu](http://www.paloverde.edu).

Refund and drop deadlines for courses are available online.

If a student is unable to attend the first class meeting, it is the student's responsibility to notify the instructor before that class meeting and request that the seat be held. The instructor is under no obligation to honor this request.

## **AUDITING COURSES**

Auditing of courses is not permitted

## **PROBATION, DISQUALIFICATION AND READMISSION**

Reference: Education Code Section 709(b) (3); Title 5, Section 55754, 55755, 55756, 55759, 55764

## **ACADEMIC PROBATION**

1. Once a student has attempted a total of 12 semester units, he or she shall be subjected to academic probation if the student has earned a cumulative grade point average below 2.0.
2. Once placed on academic probation, the student has the current semester and one (1) additional semester, meaning a total of two (2) semesters (Fall and/or Spring), in which to attain a cumulative grade point average of 2.0 or higher to be removed from academic probation.
3. A student on academic probation shall be subject to dismissal if his or her cumulative grade point average remains less than 2.0 through two (2) semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Student Services. A separate appeal may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs with the appropriate program coordinator.

# Policies and Regulations

## PROGRESS PROBATION

1. A student who has attempted at least a total of twelve (12) semester units shall be placed on progress probation when the percentage of all units for which entries on “W”, “I”, and “NC” are recorded reaches or exceeds fifty percent (50%) of the total units the student has attempted.
2. A student on progress probation shall be removed from probation when the percentage of “W”, “I”, or “NC” units drops below fifty percent (50%).
3. A student on progress probation shall be subject to dismissal if his or her percentage of “W”, “I”, or “NC” units remains or exceeds (50%) after one (1) additional semester, for a total of two (2) semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Student Services. A separate appeal with the appropriate program coordinator may be necessary for students are eligible for Financial Aid, EOPS or other educational benefit programs.

## DISQUALIFICATION/DISMISSAL

A student who is on academic probation shall be subject to dismissal if the student maintained a cumulative grade point average of less than 2.0 in all units attempted for two (2) semesters (fall and/or spring).

## ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Palo Verde College shall publish in the College Catalog its policy on academic renewal without course repetition. This policy shall not conflict with Education Code, Section 76224. In order to graduate from Palo Verde College, students must have earned a minimum grade point average of 2.0. However, the College recognizes that students who have done poorly in the past can and do return to their studies with a determination to succeed. Therefore, a policy has been established to give them a reasonable opportunity

## RESIDENCY

Palo Verde College defines a resident as a person who intends to make California her/his permanent home and has resided within the State for **one year and one day prior to the residency determination date**, which is the first day of classes of each semester, or summer session. The requirements necessary to demonstrate intent to become a California resident are available from the Admissions and Records Office.

## CAMPUS SECURITY

Palo Verde College provides for the safety of its students and employees. Our security personnel are here for you! Security Officers carry radio communications equipment for immediate access to individuals or agencies as needed for emergency situations. Some of the functions they will perform are:

1. Secure the campus.
2. Protect state property.
3. Respond to emergency situations.
4. Provide escort service between the classroom and your vehicle if needed during nighttime hours.
5. Prevention issues, crime report, and timely warnings about threats to the campus community will be reported to students.

Please help us out! Security is everybody’s business. If you see something that appears suspicious or someone that does not seem right, please let the guard know so that it can be looked into as soon as possible.

## STUDENT PARKING LOT

Students may park at no charge in designated Student Parking areas. Students who park in unauthorized areas will be issued two warnings by campus security. After two warnings, vehicles will be towed off the premises and students will be responsible for associated towing charges.

## DRUG AND ALCOHOL-FREE CAMPUS POLICY

In accordance with the requirements of the U.S. Drug Free Workplace Act of 1989, the college is committed to maintaining a drug-free workplace; and in accordance with the requirements of the Drug Free Schools and Community Act amendment of 1989, the college maintains a drug and alcohol-free college environment for students and employees.

# Policies and Regulations

The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited at Palo Verde College. Violation of this policy by students will result in disciplinary sanctions up to and including expulsion. Violators may be prosecuted under applicable laws.

## **NON-SMOKING POLICY**

Pursuant to Board Policy 3570, smoking is NOT prohibited in all enclosed facilities without exception.

## **STUDENTS' RIGHTS & RESPONSIBILITIES**

### **ACADEMIC HONOR CODE**

The faculty of Palo Verde College is committed to maintaining the highest ethical standards possible related to student academic performance in our online, correspondence, and face-to-face classes. We assume that students will pursue their studies with integrity and honesty. However, when students are caught cheating or plagiarizing, a process is begun which may result in severe consequences. Cheating is seeking credit for academic work through the use of dishonest, deceptive, or fraudulent means. Dishonesty consisting of cheating of any kind with respect to examination, course assignments, or illegal possession of examination papers, or any student helping another to cheat is subject to penalties. Any student who deliberately uses and appropriates another's work without identifying the source, passes off of such work as the student's own, or who fails to give full credit for ideas or materials taken from another, has plagiarized.

It is the responsibility of the student to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he or she may speak to his or her instructor. Depending on the seriousness of the infraction, the student may:

- have his/her course grade lowered;
- receive a failing grade on the paper, test, or course;
- be placed on probation or suspension;
- be expelled.

In cases of cheating or plagiarism, the instructor may take academic action as outlined in the Due Process section of this catalog. This may range from loss of credit for a specific assignment, examination, or project, to removal from the course with a grade of "F". The instructor should initially seek to resolve the problem with the student to their mutual satisfaction. In addition, the instructor or student may also request action through the Discipline Hearing Committee and/or the Appeals Procedure, which will adjudicate on the basis of College policy. The Office of the Vice President of Instruction and Student Services will maintain a record of students who have engaged in academic dishonesty. For additional information, contact the Office of Student Services.

### **ACADEMIC HONESTY IN ONLINE AND CORRESPONDENCE COURSES**

As a Palo Verde College student, when you are given access to The Bridge, our online course software, you are expected to keep confidential your username and password and to never allow anyone else to log in to your account. Sharing access or passwords to The Bridge is considered a breach of academic integrity and could result in you being removed from your class.

When you login to The Bridge, you do so with the understanding and agreement to produce your own work, to complete course activities yourself, and to take course exams, tests or quizzes without the assistance of others.

Allowing others to complete your course work or to take your quiz, test, and exams is considered cheating and could subject you to receiving an "F" for the course. In addition, this type of dishonesty can result in formal disciplinary action being taken against you by the college. Please take time to review the following policy on Student Conduct. If you have questions about your work in an online course, be sure to ask your instructor.

### **STUDENT CONDUCT/DISCIPLINARY PROCEDURES**

Palo Verde Community College District, as a tax-supported institution, is committed to compliance with state and federal laws. As an institution of high education, the college is committed to providing an orderly environment conducive to student learning. When the conduct of students transcends the bounds of law or interferes with the normal processes of education, the college must take appropriate action. It is in this spirit and toward these ends that the following procedures have been developed.

It is the policy of Palo Verde Community College District that students, staff, and visitors, alike, be informed of the specific acts and types of behavior considered unacceptable and prohibited. Such acts or behaviors are regarded as just cause for counseling referrals and disciplinary and/or criminal charges, when appropriate.

# Policies and Regulations

Written documentation pertaining to the disciplinary actions will be kept in a confidential file locked in the office of the Vice President of Student Services.

**PVCCD, BOARD POLICY 5500,  
ADMINSTRATIVE POLICY 5500-0, 5500-1**

## **PRINCIPLES OF DISCIPLINE**

College students are expected to assume responsibility for personal conduct appropriate to their age and maturity. In all cases, students must respect the authority of the instructors and such regulations as are necessary for the welfare of the college. Students who are unable to assume such responsibility may be subject to disciplinary action.

1. Palo Verde College is obliged to maintain order on campus, to ensure freedom of movement, and to take appropriate action against persons whose conduct is disruptive.
2. Palo Verde College is committed to the maintenance of its students' constitutional rights in all adopted policies and procedures.
3. Palo Verde College will restrict student conduct if any of the following conditions exist:
  - A. The benefits gained by the college and/or its students significantly outweigh the subsequent impairment of a student's constitutional rights of free access to higher education; and
  - B. The college has no alternatives at its disposal in restricting behaviors, which are subversive of the rights referred to above.
3. Palo Verde College views itself as the trustee of its students insofar as the students are involved with educational pursuits under the jurisdiction of the college.
4. 5. Palo Verde College emphasizes the instructional and rehabilitation aspects of disciplinary action; the college will not involve itself in disciplinary action, which is only punitive.
5. 6. A student charged with serious misconduct will be given a hearing consistent with procedural due process principles prior to taking any exclusion, suspension, and/or expulsion action. California Education Code, Section 66017.
6. 7. An exception to this principle will be made by the Superintendent/President (or designee) when a student's continued presence on campus constitutes a clear and present danger to the student (himself or herself) or to others, college property, or to the orderly conduct of college business.
7. 8. In instances where a student is a minor, by current legal definition, that student's parent(s) or guardian(s) shall have all of the rights and privileges guaranteed by the California Education Code, Sections 76031 and 76032 in all student disciplinary proceedings involving suspension or expulsion.

## **STUDENT CONDUCT**

### **GENERAL GUIDELINES**

1. The rules and regulations applying to the conduct of students on campus (or on any college-operated facility), shall apply to their conduct off campus only when the student is acting in either or both of the following capacities:
  - A. As a student employee, all or a portion of whose salary is paid by the college;
  - B. As a participant in a college-approved field trip, club activity, or any other collegesponsored event.
2. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall not be used to duplicate the functions of general laws, except where such duplication is mandated.
3. The student who violates college rules and/or regulations in the course of college-related off-campus activities shall not be subject to any greater penalties than normally imposed on students who commit similar violations in the course of college-related on-campus activities.
4. Institutional action shall be independent of community pressure.

### **PROHIBITED CONDUCT**

A student may be disciplined for "good cause" pursuant to the California Education Code, Section 76033. Disciplinary action will be taken in support of local, state, and federal laws relative, but not limited, to the following:

1. Theft, or willful defacing of college property or belonging to a member of the college community, Penal Code, Sections 484, and 486490.5;

# Policies and Regulations

2. Forgery, alteration, or submission of any document containing false information used to conduct transactions with the college, California Code of Regulations, Section 41301;
3. Cheating, plagiarism, or submitting work for a class that is not the product of a student's own effort, California Education Code, Section 76037;
4. Failure to pay just debts, such as fines or loans, and failure to return borrowed property, following reasonable attempts by the college to retrieve same;
5. Failure to make good on returned checks cashed by the college, Penal Code, Sections 476 and 476a;
6. Criminal action, violence, or threat of such action against any person on college property, California Code of Regulations, Section 41301;
7. Disorderly, lewd, indecent, obscene, or offensive conduct (by current legal definition) on college property or at college-sponsored or supervised functions, California Code of Regulations, Sections 41301-41304;
8. Use, possession, distribution, or being under the influence of alcohol, narcotics, or other controlled substances or any poisons while on college property or at any college-sponsored event, California Code of Regulations, Section 41301, and Business and Professions Code, Section 4160;
9. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances, California Code of Regulations, Section 41301;
10. Obstruction or disruption of the college's educational process, administrative process, or other college function, California Code of Regulations, Section 41301;
11. Failure to comply with directions of college officials acting in the performance of their duties, including disobedience and defiance of the authority of said officials;
12. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy, California Code of Regulations, Section 41301;
13. Hazing, California Education Code, Sections 32051 and 32052;
14. Gambling on college property, Penal Code, Section 330;
15. Reckless driving on college property, Vehicle Code, Sections 360, 670, 23103, and 23104;
16. False accusations or malicious charges against any other student, staff member, or governing board member of the district;
17. Violation of other state, federal, or local statutes, or district policies, rules, or regulations while on college property, or in defined college activities elsewhere.

## PRELIMINARY PROCEDURES

When discussions and other informal methods of resolution between the student and instructor or staff member involved have proven ineffective, the Vice President of Student Services in consultation with that faculty or staff member shall determine within five (5) working days which of the following actions to take.

## HEARING PROCEDURES

Hearings are required when a student's action warrants a recommendation for suspension or expulsion or when a student has received two (2) prior disciplinary actions.

## CLASSROOM-RELATED DISCIPLINARY PROCEDURES

Discipline will be applied when a student is charged with plagiarism, cheating, or disruptive behavior, and the faculty/staff member has reasonable proof or documentation, and/or the student admits said violation. The instructor/staff member will complete the Classroom-Related Discipline Form in duplicate, give a copy to the student, and send the original to the Vice President of Student Services. The instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue a failing grade (F) for the assignment in question.
3. Issue a failing grade for the course. If this option is selected the instructor must consult the Vice President of Student Services and Vice President of Instruction.

# Policies and Regulations

4. If the semester drop date for the course has not been exceeded, the student may choose to withdraw from class. It may be recommended that the student be issued an administrative withdrawal.
5. Refer the student in writing to the Vice President of Student Services for disciplinary action at the district level, i.e.: a letter of reprimand, full suspension, or expulsion.
6. Suspend the student from his/her class for the day and the next class meeting pursuant to the California Education Code, Section 76032. If the student is a minor, the college president or designee shall ask the student's parent or guardian to attend a parent conference regarding the suspension as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.

If a student does not agree with the disciplinary action taken, he/she may appeal the action by following the district's Hearing Procedures.

## COMPLAINT PROCEDURES/ DUE PROCESS

The student is encouraged to pursue course work and other college sponsored activities that will promote intellectual growth and personal development. In pursuing these goals, the students should be free of unfair and improper action by any member of the academic community. Palo Verde College shall maintain a student grievance policy. The procedure whereby a student may file a grievance shall be specified in detail in the college catalog under the Complaint Procedures/Due Process section.

The grievance process and any forms needed to facilitate this process will be available in the offices of the Vice Presidents of Student Services, Administrative Services, and Instruction. This policy shall not apply where other policies are applicable for the resolution of specific categories of student complaints or appeals, such as complaints relating to sexual harassment or discrimination.

## NON-DISCRIMINATION

**GENDER** – Palo Verde College does not allow discrimination on the basis of sex in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted there under prohibit discrimination.

**DISABLED** – Palo Verde College does not discriminate on the basis of disability and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under. More specifically, Palo Verde College does not discriminate in admission or access to, or treatment or employment in its programs and activities.

**AGE, RACE, COLOR, OR NATIONAL ORIGIN** - Palo Verde College complies with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Age Discrimination Act of 1975 and the regulations adopted there under. No person shall on the grounds of age, race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of Palo Verde College.

Any student who feels discriminated against should contact the Palo Verde College Affirmative Action Officer (the VP of Administrative Services) in Business Services.

The procedures for filing a complaint are identified in Administrative Regulation 4010. Copies of the complaint forms may be obtained in Business Services, the Library, and Student Services. The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

## SEXUAL HARASSMENT

The Palo Verde Community College District recognizes that harassment on the basis of sex is a violation of both Federal and State discrimination laws as well as District Policy. The District is committed to providing all employees, applicants for employment and students with an environment free from sexual harassment, and will not tolerate such conduct on the part of any employee or student (ADMINISTRATIVE POLICY 3410). Such behavior includes, but is not limited to, unwelcome sexual advances and verbal or physical conduct of a sexual nature when

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's educational progress or an individual's employment;
2. Submission to or rejection of such conduct is used as a basis for educational or employment conditions affecting such individuals,
3. Such conduct has the purpose or effect of unreasonably interfering with one's educational or work performance or creating an intimidating, hostile or offensive educational or work environment;



OR

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, and services, honors, programs, or activities available at or through the Palo Verde Community College District.

Any student who feels sexually harassed should contact the Palo Verde College Affirmative Action Officer in the Business Services Office.

The procedures for filing a complaint are identified in ADMINISTRATIVE POLICY 3410. Copies of the complaint forms may be obtained in Administrative Services, the Library, and Student Services. The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

## **FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)**

Pursuant to the Family Education Rights and Privacy Act of 1974, family rights regarding student records were developed. The rights apply to all students and to the parents or legal guardians of students that are financially dependent upon them (financial dependency must be documented). Students may request an opportunity to inspect any and all official school records, files, and data related to them. If information in the file is inaccurate, misleading, or inappropriate, the student may request removal of the information or, if denied, include a statement disputing the material, which was challenged.

Other provisions of the federal law restrict the people who have access to the information in student records. However, school personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, or those who provide financial aid are entitled to access without student consent. Access may also be obtained without student consent pursuant to a court order.

The College policy regarding student records is available from the Admissions and Records Office in Student Services.

## **RELEASE OF STUDENT INFORMATION**

Palo Verde College adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining student records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. Palo Verde College, based on FERPA regulations, designates as directory information the following: name, address, phone number, & electronic email address, date of birth, dates of attendance, enrollment status, and Degrees & awards received.

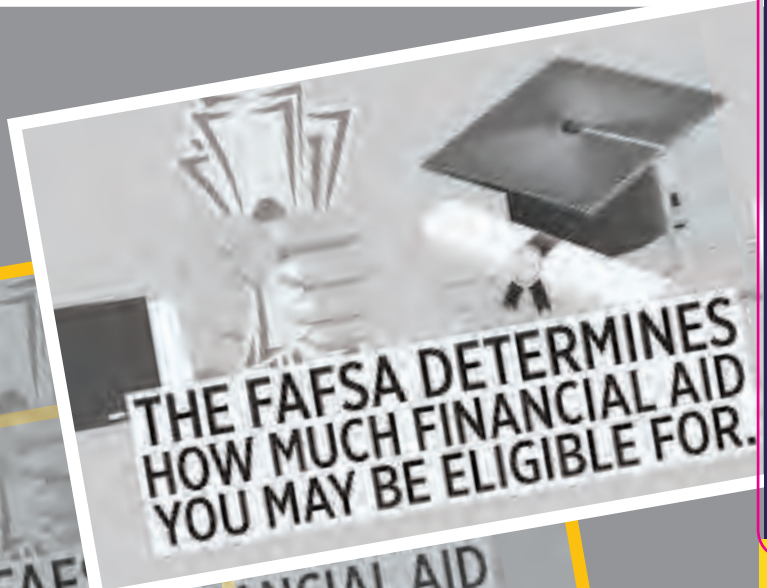
Degrees and awards received are published to recognize individual scholastic achievements. If a student attains scholastic honors or awards and does not wish public recognition, the student should notify the Registrar within ten (10) days.

Students have the opportunity to request that their directory information be maintained as confidential. The **Request to Prevent Disclosure of Directory Information** form is available on the Admissions & Records webpage. Contact the Admissions and Records Office for additional information at (760) 921-5356 or [admissions@paloverde.edu](mailto:admissions@paloverde.edu).

Currently enrolled or former students have the right of access to all their own records maintained by the college.



# Financial Aid



**THE FAFSA DETERMINES  
HOW MUCH FINANCIAL AID  
YOU MAY BE ELIGIBLE FOR.**

**THE FAFSA DETERMINES  
HOW MUCH FINANCIAL AID  
YOU MAY BE ELIGIBLE FOR.**

## **USEFUL REFERENCES**

<b>Apply for the FAFSA by phone</b>	<b>1-800-4-FED-AID</b>	<b>(1-800-433-3243)</b>
<b>Apply for the Fafsa Online</b>	<b><a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></b>	
<b>Apply for FSA ID</b>	<b><a href="https://fsaid.ed.gov.npas/index.htm">https://fsaid.ed.gov.npas/index.htm</a></b>	
<b>Federal Student Aid Information Center</b>	<b>1-800-4FEDAID</b>	<b>(1-800-433-3243)</b>
<b>Federal Student Aid Information</b>	<b><a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a></b>	
<b>California Grant Programs</b>	<b>1-888-CAGRANT (1-888-224-7268)</b>	<b><a href="http://www.calgrants.org">www.calgrants.org</a> or <a href="http://www.csac.ca.gov">www.csac.ca.gov</a></b>
<b>National Student Loan Data System</b>	<b><a href="http://www.nslds.ed.gov">www.nslds.ed.gov</a></b>	
<b>Golden State Scholarshare &amp; Governor's Scholarship</b>	<b><a href="http://www.scholarshare.com">www.scholarshare.com</a></b>	
<b>Selective Service</b>	<b>1-847-688-6888</b>	<b><a href="http://www.sss.gov">www.sss.gov</a></b>
<b>IRS-Student Tax Credits, Copies of Taxes</b>	<b>1-800-829-1040</b>	<b><a href="http://www.irs.gov">www.irs.gov</a></b>
<b>Immigration and Citizenship</b>	<b>1-800-375-5283</b>	<b><a href="http://www.uscis.gov">www.uscis.gov</a></b>
<b>Chafee Grant</b>	<b>1-888-224-7268</b>	<b><a href="http://www.chafee.csac.ca.gov">www.chafee.csac.ca.gov</a></b>
<b>For more detailed information please refer to the college catalog located on our website at <a href="http://www.paloverde.edu">www.paloverde.edu</a></b>		

# Financial Aid Handbook

Dear Students and Parents,

This Financial Aid Department developed this handbook to enable you, the student and/or parent, to understand what Financial Aid is and what a student must do to qualify. We hope students will take the time to read it carefully, as we have tried to simplify an extraordinarily complex system.

The Financial Aid system created under the Higher Education Act of 1965, the access to a college education for students. The systems sharing concept defined as students, parents, federal and state agencies each contributing funds. The intention of Financial Aid is to meet the gap between the student's income and the cost of attending college.

If students still have questions after reading this handbook, please feel free to call or visit with one of our staff members.

Sincerely,

**Financial Aid Staff**

*Palo Verde College*

*760.921.5553*

*financial-aid@paloverde.edu*

**CREATING BETTER FUTURES FOR  
OUR STUDENTS AND OUT COMMUNITIES**

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## RETURN OF FINANCIAL AID FUNDS

Palo Verde College determines the amount of federal financial aid a student earns, in accordance with federal laws. Per federal regulations, Federal Grant recipients are responsible for any funds Palo Verde College pays to the federal financial program on behalf of the student when the college performs a Return to Title IV Calculation. The college calculates a grant overpayment when a student either withdraws from ALL their classes prior to 60% of the semester, receive all F's or a combination of all F's and W's. Should the student fail to repay these funds to the institution, the institution shall place a national hold on the student's record, and they will not be able to enroll in the future. See the "Refunds and Return of Title IV Funds" section.

Students who feel they must withdraw, see a counselor or advisor to discuss the academic or personal reasons for leaving. There maybe services (such as tutoring or personal support) to help students remain in school. Speak with instructors to see what advice and assistance they can offer. Please, work with the Financial Aid Office if it is determined money is owed back to the federal program to prevent the loss of student aid eligibility and contact the federal student aid program to arrange for regular payments. It is important to take care of the details before leaving. Leaving without planning for repayment of funds owed, the Financial Aid Office will place a national hold on your student aid eligibility.

## HOW TO APPLY FOR FINANCIAL AID

1. You may choose any of these methods to file a FAFSA form:
  - Log in at [fafsa.gov](https://fafsa.gov) to apply online or
  - Fill out the form in the myStudentAid mobile app, available on the App Store (iOS) or Google Play (Android) or
  - Complete a 2021-22 FAFSA PDF or a 2021-22 FAFSA PDF (note: you must print out and mail the FAFSA PDF for processing) or
  - Request a print-out of the FAFSA PDF by calling us at 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691 (TTY for the deaf or hard of hearing 1-800-730-8913); then fill out the form and mail it for processing.
2. Do not leave any questions unanswered unless indicated on the form to skip or leave blank. If the answer is zero or none, put a zero in the answer space to that item.
3. Use whole dollar amounts only. Do not use cents.
4. You must provide your social security number (SSN). If you do not provide your SSN, your application cannot be processed.

Students must re-apply each school year for financial aid. The first day to submit a FAFSA for the upcoming academic year is October 1st.

It usually takes a minimum of 3 to 5 days to complete the processing of your application once your application has been submitted to the Department of Education. Once the Department of Education has processed the FAFSA application, students receive an email that they may now review their Student Aid Report (SAR) by logging on to the FAFSA website. It is very important to review your SAR for any conflicting information or verification status requirements.

Once the college has received the FAFSA, students receive an email from the financial aid office requesting documents, forms or other additional information. Please do not delay in contacting the financial aid office.

Students may be required to provide an IRS Income Tax Transcript (and their parent's in accordance with their dependency status) to the Financial Aid Office. Additional forms or documents may be required if the student or their parents received non-taxable income or if there is conflicting information. Once the student's financial aid file is complete it is considered "ready for packaging".

Once awarded, students receive an "Award Package Acceptance Letter" by email from the financial aid office with instructions on scheduling an appointment and what documents to bring to the appointment. The award letter appointment is an overview of the award package, eligibility requirements and overview of the awarding process. Therefore, these are usually presented as an orientation throughout the semester. The presentation is scheduled to allow as many students as possible to attend at a time that is the most convenient for them. So, it is important to select a time that is convenient for you. Please be on time, so as not to be a disruption to other students. At this time, the student may decide to accept or reject all or part of the award. All students awarded federal financial aid must attend the award letter orientation and sign their award package acceptance form.

All students who submit a FAFSA application by the state Cal Grant deadlines, have their GPA submitted electronically by the college to the California Student Aid Commission (CSAC). Students who do not have 24 units or more but would still like to be considered for a Cal Grant are required to have their GPA verified by the last school of attendance. Students submit a GPA Verification form to the last school of attendance for completion and send the form directly to the Commission. The FAFSA application must be postmarked no later than March 2, 2020 to be considered for a Cal Grant High School Entitlement, Transfer Entitlement, or Competitive Award. For those not eligible for an entitlement award, California Community College students can still be considered for a Competitive Cal Grant award and have an additional deadline of September 2, 2020 to submit their FAFSA and GPA to the Commission for consideration.

To be considered for a 2021-2022 September Competitive Cal Grant award, the following requirements must be completed by the student by the September 2, 2021 deadline.

- Submitted a 2021-2022 Free Application for Federal Student Aid (FAFSA).
- Ensure a certified Grade Point Average (GPA) was submitted to the California Student Aid Commission (CSAC). Forms are available on the Cal Grant website: [www.csac.ca.gov](http://www.csac.ca.gov).
- Enroll in a California Community College.

Students are notified of preliminary eligibility by the California Student Aid Commission (CSAC) via email and are encouraged to create a WebGrants4Students account online to review their status and make necessary updates to their record.

All California residents who wish to apply for the EOPS Program must pick up a separate application form from the EOPS Office. Students may be eligible for EOPS if they have a Zero EFC, currently receive Cash Aid-TANF or SSI Benefits. Awards are given to students with the lowest Expected Family Contribution (EFC). Such awards cannot be determined until a student's financial aid file is completed.

When applying online create an FSA ID at <https://fsaid.ed.gov/npas/index.htm>. This is your electronic signature for your FAFSA application, your access ID to personal records and it is used to make binding legal obligations. If a student is a dependent, at least one parent will also need an FSA ID to electronically sign, or a signature page may be printed, signed by parent, and mailed in.

Mailing your signature page will take longer to finalize the completion of your file.

## TYPES OF FINANCIAL AID

Financial Aid is available to assist students through a variety of federal, state, institutional and private programs. Federal Financial Aid is awarded based on financial need and Satisfactory Academic Progress. The different types of financial aid encompass scholarships, grants, federal work-study program, and veteran affairs educational benefits.

## SCHOLARSHIPS AND GRANTS

Scholarships and grants are offered by the Palo Verde College Foundation every year. These scholarships are funded by private donors. Financial need, grade point average, field of study, leadership and community service may be some of the eligibility standards students must conform.

## WORK-STUDY

The work-study program offers students the opportunity to work up to 19 hours per week to assist with college expenses. Many of these jobs offer flexible work schedules. To qualify for a work-study position student must be enrolled at least half time, have a minimum 2.0 GPA, and maintain a Satisfactory Academic Progress (SAP).

## VETERAN AFFAIRS EDUCATIONAL BENEFITS

The primary goal of Veteran Services is to successfully help student veterans' transition and incorporate well into higher education. Part of our mission is to provide student veterans with the superior services and support each student deserves, while bringing campus-wide awareness of military and veteran culture.

## FINANCIAL AID OPPORTUNITIES

Students at Palo Verde College may receive aid in the form of grants, scholarships, work-study and/or VA education benefits.

Awarding of funds to students is based upon individual need, the number of units in which a student is enrolled, and meeting the qualifications of the various aid programs

## BASIC ELIGIBILITY CRITERIA

To qualify for federal student aid, students must meet certain criteria requirements. Our general eligibility requirements are:

1. Demonstrate financial need (for most programs).
2. Be a U.S. citizen or an eligible noncitizen.
3. Have a valid Social Security number.
4. Be registered with Selective Service if you are a male (you must register between the ages of 18 and 25).
5. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
6. Be enrolled at least half-time to be eligible for Direct Loan Program funds (Palo Verde College does not participate in the loan program).
7. Maintain satisfactory academic progress in college or career school.

# Financial Aid

8. Sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) stating that:
  - you are not in default on a federal student loan
  - and do not owe money on a federal student grant and
  - you will use federal student aid only for educational purposes; and
9. Show you are qualified to obtain a college or career school education by
  - having a high school diploma or
  - a recognized equivalent such as a General Educational Development (GED) certificate; or
  - completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential— completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
10. Enrolling in an eligible career pathway program and meeting one of the “ability-to-benefit” alternatives described below.
  - passing an approved ability-to-benefit test\* (if you do not have a diploma or GED, a college can administer a test to determine whether you can benefit from the education offered at that school) or
  - Completing six credit hours or equivalent course work toward a degree or certificate (you may not receive aid while earning the six credit hours).
  - passing an approved ability-to-benefit test\* (if you do not have a diploma or GED, a college can administer a test to determine whether you can benefit from the education offered at that school) or
  - Completing six credit hours or equivalent course work toward a degree or certificate (you may not receive aid while earning the six credit hours).

**Please note that all programs for financial aid are subject to change in Federal and State regulations and a possible shortfall of funds. These types of changes are not within the control of Palo Verde College and will supersede all local policies.**

## DEPENDENCY STATUS

The FAFSA form asks a series of questions that determine whether you are a dependent or independent student for purposes of applying for federal student aid. If you are a dependent student, you must report parent information, as well as your own information, on your application. If you are curious, you can find out now whether you are a dependent student.

The student’s answers to the dependency status questions on the FAFSA determines whether students are considered dependent or independent. A dependent student reports theirs and their parents’ financial information. Independent students report only their own information (if married, the spouse’s financial information is also included).

1. Were you born before Jan. 1, 1998?
2. As of today, are you married? (Also answer “Yes” if you are separated but not divorced.)
3. At the beginning of the 2021–22 school year, will you be working on a master’s or doctorate program (such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D., graduate certificate, etc.)?
4. Are you currently serving on active duty in the U.S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?)
5. Are you a veteran of the U.S. armed forces?
6. Do you now have—or will you have—children who will receive more than half of their support from you between July 1, 2021, and June 30, 2022?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2022?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court?
9. Has it been determined by a court in your state of legal residence that you are an emancipated minor or that someone other than your parent or stepparent has legal guardianship of you? (You also should answer “Yes” if you are now an adult but were in legal guardianship or were an emancipated minor immediately before you reached the age of being an adult in your state. Answer “No” if the court papers say “custody” rather than “guardianship.”)



10. At any time on or after July 1, 2019, were you determined to be an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless, as determined by (a) your high school or district homeless liaison, (b) the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or (c) the director of a runaway or homeless youth basic center or transitional living program?

## PROGRAMS AT A GLANCE

### FEDERAL PROGRAMS

**PELL GRANT:** Federal Pell Grant, unlike a loan, does not have to be repaid. It is restricted to undergraduate students. Eligibility is established by the federal government, and the grant is targeted to students with high need. The award adjusts to students' actual enrollment status. Students never attending a course or withdrawing from all their courses could face repayment of all received Pell Grant monies. Pell award for the school year 2021-2022 ranges from \$1 - \$6,345.

The amount received is based on your EFC (Expected Family Contribution), the cost of attendance at Palo Verde College, whether you are a full-time, three-quarter time, part-time, or less than halftime student and the number of semesters attended during the school year.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG):** FSEOG is an award that helps students fund their education. It is specifically for undergraduate students with priority given to Pell Grant recipients. Due to limited funds, grants will be given to those students with the lowest Expected Family contribution (EFC). Award ranges from \$100 - \$1,000 per year.

**FEDERAL WORK-STUDY PROGRAM (FWS):** The Federal Work-Study Program is a Federal program that provides jobs for students who qualify for financial aid. The amount awarded is based on need and on the availability of funds. Students must be enrolled at least half time (6 units) and maintain a 2.00 ("C" average) GPA to be eligible. Work-study jobs are located both on campus and off. Students earn an hourly rate and are paid twice a month.

**VETERAN SERVICES:** The Palo Verde College Veteran Services Office is a liaison between the student and the Department of Veteran Affairs providing educational services to students, veterans, survivors, and dependents of a veteran that is eligible for Veteran Education Benefits. For more information on eligibility, how to apply, or other veteran benefits, resources and additional information visit the Palo Verde College Financial Aid Office located in Student Services in the John O. Crain Building. Enrollment Certification and Limitations for Student Veterans.

Upon submission of a Veteran Statement of Responsibility and necessary documentation to the Veteran Services Office, eligible students will be certified for courses that fall within their Veterans Affairs approved program. The Veteran Services Office will only certify courses that are required for a student's program of study. Students wanting to take additional courses that are not required for his/her program of study can self-pay for the courses or use other funding, such as financial aid or scholarship, in such circumstances, students must notify the Veteran Services Office. Certification will be processed approximately a day after Census Date and not during the registration period. To submit a Veteran Statement of Responsibility, stop by the Palo Verde College Financial Aid Office located in Student Services in the John O. Crain Building.

### CALIFORNIA STATE PROGRAMS

**CALIFORNIA COLLEGE PROMISE GRANT-CCPG (FORMERLY THE BOGW):** The CCPG is a state-wide award exclusively to California Community Colleges for California residents (including Dream Act Students (AB540), if applicable) who show financial need. The CCPG is a non-monetary award that will waive the \$46 per unit tuition fee. California Community College students who receiving the CCPG must meet a minimum academic and progress standard to remain eligible for the CCPG. Students must maintain a cumulative GPA of 2.0 and successfully complete at least 50% of all attempted units. Students who do not meet these standards and/or a combination of both for two consecutive primary terms, will lose eligibility for the CCPG.

**CAL GRANT:** Preliminary eligibility is determined by the California Student Aid Commission (CSAC). GPA verifications are electronically submitted eligible students. Students who have not completed the appropriate number of units and would like to apply will have to take a GPA Verification Form to the previous school of attendance for completion. FAFSA applications must be postmarked no later than March 2, 2021, to be considered for a Cal Grant.

California Community College students have an additional deadline of September 2, 2021 to apply for the Competitive Cal Grant (students must be enrolled in a California Community College for Fall 2021). It is the student's responsibility, if awarded a Cal Grant, and do not plan on attending the current academic year to notify the Commission. Students will be placed in a Leave of Absence status to avoid being dropped from the recipient list. CSAC recommends student create a WebGrants4Students account to access their award information. Visit <https://www.csac.ca.gov/webgrants-4-students> for more information. Students may notify the Financial Aid Office for assistance as well.

# Financial Aid

**STUDENT SUCCESS COMPLETION GRANT:** The Student Success Completion Grant (SSCG) is a financial aid program for Cal Grant B and C recipients attending a California Community College full-time (12 units or more). The purpose of the SSCG grant is to provide students with additional financial aid to help offset the total cost of community college attendance, and to encourage full-time attendance and successful on-time completion. Students enrolled in 12 – 14 credits receive \$649 per semester and students who are enrolled in 15 credits or more receive \$2,000 per semester. To be considered for this program students must apply for financial aid before March 2 every year.

**CalWORKs:** CalWORKs is a program for parents receiving cash aid and interested in attending college. If you enroll in our on-campus program, we might be able to assist you. Students enrolled in CalWORKs may be eligible for childcare funding while attending Palo Verde College and working. We can pay for childcare expenses for children up to 13 years of age. We also have jobs available both on and off campus as the opportunity arises based on your field of study. Other services are also available. For further information, contact the CalWORKs Clerk, Alice Dean at (760)921-5514 or CalWORKs Coordinator, Staci Lee at (760)921-5512.

**CHAFEE GRANT:** The California Chafee Grant Program provides money to current and former foster youth to use for vocational training or college courses. The Chafee Grant Program is a state funded program and is subject to the availability of funds each year. The student must have been in foster care between the ages of 16 to 18. The student must also not have reached his/her 24th birthday as of July 1 of the award year and have been eligible to receive services from the department of Social Services Independent Living Program (ILP). Award amounts are based on need. Applications can be submitted online at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov). For more information contact one of two Foster Youth Liaisons at Palo Verde College, Germán de la Peña at (760)921-5536 or Rorie Chambers at (760)921-5559.

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE):** CARE is an integral part of EOPS that offers grants to assist with children care costs to qualified CalWORKs/TANF recipients. It also offers monthly meetings with a support group, workshops designed to help the CARE students succeed in college, family oriented social activities and all other services that EOPS offers. Transportation grants may also be available to CARE students. For more information contact the CARE office at (760)921-5402.

**EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS):** Book vouchers are available and provided through the EOPS Program on a first come, first serve basis. Funds are available for books only, not supplies. Qualified students must meet eligibility requirements to obtain these services. Students are encouraged to participate in an EOPS orientation and meet with a counselor to learn more about the benefits of obtaining EOPS services. These services are offered each year depending upon state budget funds.

**CALIFORNIA DREAM ACT:** The California Dream Act will allow AB540 students for state financial assistance without a Social Security number. This applies to state funded programs and scholarships such as the Board of Governors Fee Waiver (CCPG), Cal Grant, Chafee and scholarships. This does not apply to any Federal programs such as Pell, FSEOG Grants, Federal Work Study, or loans. Students wishing to apply for this aid under this new program will be required to complete the California Dream Act Application. The Dream Act Application is now available on-line at: <https://dream.csac.cca.gov>

## OTHER PROGRAMS

**BUREAU OF INDIAN AFFAIRS GRANT:** Full-time students who are at least 25% American Indian, Eskimo, or Aleut and recognized by a tribal group may apply for a grant. To request an application, call the Bureau of Indian Education at (202)208-6123, or visit their website at [www.bie.edu](http://www.bie.edu).

Many students attending Palo Verde College receive assistance from a variety of programs: Cal Grant B, Cal Grant C and scholarships. Although the college does not determine the awards for these programs, we help distribute the funds. Information about individual scholarship programs are posted in the Student Services Office and applications are available in the Financial Aid Office.

**FOSTER YOUTH SUCCESS INITIATIVE (FYSI):** Foster Youth Success Initiative is designed for current or former foster youth. To be eligible for FYSI, a student must have been in a County foster youth services program from age 13 and up and provide official documentation from the Department of Public Social Services (DPSS). FYSI promotes student's success with priority one registration, waiving academic progress requirements for the California College Promise Fee Waiver and extending the age requirement for the Chafee Grant as well as helping complete the Chafee Grant application. For more information contact one of two Foster Youth Liaisons at Palo Verde College, German de la Peña at (760)921-5536 or Rorie Chambers at (760)921-5559.

## STUDENT RESPONSIBILITIES

You have the responsibility to:

1. Review and consider all information about the college's programs before enrolling.
2. Complete the financial aid application accurately and submit it on time. Intentional misrepresentation on an application for federal financial aid is a violation of law and a criminal offense subject to penalties.

- Talk to your high school counselor about the college you are considering. Ask current and former students and speak to local employers about the school.
- Read and keep copies of all forms and agreements you sign.
- Respond promptly and return all requested additional documentation, verification, corrections, or new information to the appropriate place.
- Notify the college and lender promptly of changes in your name, permanent mailing address or enrollment status.
- Know and comply with the deadlines for applications or reapplications for aid and understand the school's refund procedures.
- Repay your student loans, even if you do not complete your education, cannot get a job or are not happy with your education.
- Some lenders offer incentives if you repay your loans on time.
- File for a deferment or forbearance or change repayment plans if you are at risk of default.
- Report in writing all additional financial aid resources you receive to your college financial aid office.

## ATTENDANCE AT FIRST CLASS MEETING

Students who do not attend the first-class meeting may be dropped as a “No Show”. Students should not, however, assume they will be dropped. It is the student’s responsibility to officially withdraw from a course through Admissions and Records or online at PVC Services. Refund and drop deadlines for courses are available from Admissions and Records or can be found in the current course Schedule of Classes. If a student is unable to attend the first-class meeting, it is the student’s responsibility to notify the instructor before that class meeting and request that the seat be held. The instructor is under no obligation to honor this request.

## STANDARD STUDENT BUDGETS

The following chart permits the student to estimate the cost of attending Palo Verde College for one school year (nine months). These budgets are intended to include enough money for students depending on lifestyle, priorities and obligations. It is possible to reduce costs in some areas through careful planning.

CALIFORNIA STUDENT AID COMMISSION 2021-22 STUDENT EXPENSE BUDGETS			
ALLOWANCE	WITH PARENTS	ON CAMPUS HOUSING	OFF CAMPUS HOUSING
<b>Tuition and Fees<sup>1</sup></b>	<b>ACTUAL INSTITUTIONAL CHARGES</b>		
<b>Books and Supplies<sup>2</sup></b>	<b>\$1,125 Per Academic Year</b>		
<b>Food<sup>3</sup></b> Per Month: Per Year:	<b>\$1,009 / Mo</b> <b>\$9,081 / Yr</b>	<b>ACTUAL INSTITUTIONAL CHARGES</b>	<b>\$619 / Mo</b> <b>\$5,571 / Yr</b>
<b>Housing<sup>4</sup></b> Per Month: Per Year:	<b>INCLUDED IN ABOVE</b>		<b>\$1,289 / Mo</b> <b>\$11,682 / Yr</b>
<b>Transportation<sup>5</sup></b> Per Month: Per Year:	<b>\$111 / Mo</b> <b>\$999 / Yr</b>	<b>\$38 / Mo</b> <b>\$342 / Yr</b>	<b>\$102 / Mo</b> <b>\$918 / Yr</b>
<b>Personal / Misc<sup>6</sup></b> Per Month: Per Year:	<b>\$364 / Mo</b> <b>\$3,276 / Yr</b>	<b>\$293 / Mo</b> <b>\$2,637 / Yr</b>	<b>\$427 / Mo</b> <b>\$3,843 / Yr</b>
<b>Child / Dependent Care</b>	<b>Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children</b>		
<b>Loan Fees</b>	<b>For student loan borrowers, actual or average loan origination and insurance</b>		
<b>Total</b> Excluding Allowances based on actual institutional charges. Per Month: Per Year:	<b>\$1,609 / Mo</b> <b>\$14,481 / Yr</b>	<b>\$456 / Mo</b> <b>\$4,104 / Yr</b>	<b>\$2,571 / Mo</b> <b>\$21,139 / Yr</b>

# Financial Aid

1. Enrollment fees for California residents are \$46.00 per unit with no maximum. If you are not a California resident, tuition costs are
  - Non-Resident Fee: \$336.00 per unit (plus enrollment fees of \$46 per unit)
  - California Resident Fee: \$46.00 per unit
  - \*Arizona Resident Fee: \$138.00 per unit (includes enrollment fees)
2. Includes food, snacks, meals on campus, rent, utilities, household supplies, etc.
3. Includes clothing, laundry and dry cleaning, personal care, gifts, recreation, etc. Reasonable expenses for dependent/childcare, if applicable will be added.

\*Arizona enrollment fees do NOT include Mohave County residents. These students will now pay Nonresident fees.

## STUDENT RIGHTS

You have the right to ask the college:

1. What it costs to attend and what its refund policies are if you drop out.
2. How the college determines whether you are making satisfactory academic progress and what happens if you are not.
3. What financial help is available, including information on all federal, state, and college financial aid programs, not just loans.
4. About the deadlines for submitting applications for each financial aid program and how recipients are selected.
5. How your financial need is determined, including how costs for tuition, fees, room, board, transportation, books, supplies, personal and miscellaneous expenses are considered in your cost of attendance.
6. What resources (such as parental contribution, other financial aid, personal assets) are considered in the financial need calculation, and how much of your financial need, as determined by the college, is met.
7. To explain the various programs in your financial aid package, and how and when you'll receive your aid.
8. To reconsider your financial aid application, if you believe you have been treated unfairly.
9. How much of your financial aid must be paid back, and what portion is grant or gift aid? You have the right to know what the loan interest rate is, the total amount that must be repaid, payback procedures, when repayment begins and how long you must repay.
10. How to apply for additional aid in the event your financial circumstances change.
11. To disclose the percentage of its students who complete the college's programs, the percentage that transfer out and its job placement rates.
12. About the effect outside scholarships may have on your financial aid award.
13. For its statistics on crimes committed on and off camps and for its campus safety policies and procedures.

*Please note that the college catalogs are available at [www.paloverde.edu](http://www.paloverde.edu)*

## RELEASE OF FINANCIAL AID INFORMATION

Due to the Federal Education Rights and Privacy Act (FERPA), written or verbal information cannot be released to any person or agency, other than the student, without written consent. To have information released to someone other than the student written consent must be given.

## APPROVED PROGRAMS

Entitlement to federal and state student financial aid is subject to the requirement that the student maintain satisfactory progress in their approved program. The student's program and academic progress will be evaluated at the beginning of each semester.

An approved program is one that:

- Leads to an Associate Degree; or
- at least two academic years in duration that is acceptable for full credit toward a bachelor's degree; or
- is at least a one-year program leading to a vocational certificate; or a certificate or diploma training program that is less than one year; and has been approved by the U. S. Department of Education.

In addition to the student's enrollment in an approved program, the student must complete the program requirements within a designated number of semesters.

## MAXIMUM TIME FRAME FOR PELL GRANT RECIPIENTS

In the past, students were able to receive Pell Grants for an unlimited amount of time. With the new changes to regulations via the “Consolidated Appropriations Act 2012”, there will now be a limit on how long students can receive a Pell Grant. Effective July 1, 2012, students will be eligible to receive a Federal Pell Grant for up to 12 semesters of scheduled awards (at full time). This will generally equal 4-6 years of undergraduate enrollment. A student who attends a semester as a half-time student is “counted” as having used only half of a semester for purposes of tracking the Pell grant limit. After receiving Pell grants for 12 semesters of full-time enrollment, you will no longer be eligible to receive the Pell grant. You will have to plan out your undergraduate to ensure that you can complete your educational objective prior to meeting the maximum time frame for Pell Grant payment. More information will be available from the Department of Education soon regarding how to find out how much of your grant eligibility you have already used. This new regulation will apply to all students’ past grant payments history.

## COURSE REPETITION

Beginning July 1st, 2011, the Department of Education changed the repeat rules for Title IV funding of Federal grants. This regulation is only regarding Title IV funding and does not impact the repeat rules defined under Title VI you have successfully completed a course at PVC you can only receive financial aid for that course 1 additional time. If you choose to repeat the course for a 3rd time, you will not be eligible for federal financial aid payment. If you choose to retake a course for a 3rd time, after passing it successfully once, your units for that course will not count towards your financial aid awards for that semester or future semester.

## CORRESPONDENCE COURSE

Students enrolled in only correspondence courses are no more than half-time students, even if they are enrolled in enough units to be full time. Additionally, students who are enrolled in all correspondence courses will have a lower cost of attendance (budget will include fees/tuition and books and supplies). If correspondence courses are combined with regular, on-campus courses, the student’s enrollment status might be more than half time. Please refer to the chart below:

Number of On-Campus Units	Number of Correspondence Units	Financial Aid Enrollment Status
3	3	½ time
3	6	½ time
3	9	½ time
2	6	½ time
6	3	¾ time
6	6	Full time
0	12	½ time*

\*Full-time correspondence students can ONLY be paid at ½ time. Full-time correspondence students enrolled in all distance education classes, need to be aware that you will be required to turn in a progress report that must be completed by each instructor, and turned in to the Financial Aid Office prior to picking up your grant. Please be aware that your Pell Grant will not be available until the second disbursement date.

## SATISFACTORY PROGRESS

Standards of Satisfactory Academic Progress Policy

Federal and State regulations require that students seeking financial aid must demonstrate Satisfactory Academic Progress (SAP) toward a published degree objective and ensure progress toward the degree for all periods of enrollment whether the student has received financial aid. There is a minimum unit and a maximum unit requirement. Students are responsible to submit official transcripts for all previously attempted coursework to Enrollment Services. Students receiving a “D”, “F”, “W”, “NC” OR “NP” in a course may receive payment a second time. All repeated units are included as attempted; therefore, each time a course is taken, the number of units will be included in the calculation of the 150% rule (see below) and academic progress. Students receiving a “C” or higher in a course may not receive payment a second time. If repeated as part of an educational program “load,” it may not be counted again for financial aid purposes.

Students receiving a “C” or higher in a course may not receive payment a second time. If repeated as part of an educational program “load,” it may not be counted again for financial aid purposes.

## FINANCIAL AID SATISFACTORY STATUS

Once you have attempted any units, (regardless of receiving financial aid or not), you are required to: (1) Complete 67% of \*attempted units each semester, (2) Maintain a minimum 2.0 cumulative GPA; and complete your education program within a 150% of the minimum required units for the program to meet the standards required to maintain Satisfactory Status for financial aid eligibility.

## FINANCIAL AID WARNING

A financial aid warning allows students to maintain financial aid eligibility for the next semester after failing to meet Satisfactory Academic Progress (SAP) standards. A student who does not meet SAP after a warning period is no longer eligible. Warning does not apply to maximum unit timeframe. Some students will be automatically terminated based on previous academic history.

## MAXIMUM UNIT TIMEFRAME

At PVC, 60 units is the maximum for most programs. Exceptions to this maximum may be considered by petitioning if one or more of the following occur:

- A. Up to 30 units for remedial (non-degree applicable) coursework.
- B. ESL courses necessary to prepare a student for college level course work.

## ADDITIONAL INFORMATION

Attempted and Completed Units

- A. Attempted units are any units for which a grade of A, B, C, D, F, P, NP, CR, NC, I, IP or W is received after the last day to drop a class without a “W” grade. (Refer to your class schedule for specific dates)
- B. Completed units are earned units with a grade of A, B, C, D, P or CR.

Repeated, Audited, Transfer, Consortium or Remedial Coursework

- A. Financial Aid may be awarded for the cost of courses previously taken if the course is being taken to improve a sub-standard grade of D, F, NP or NC and any one class that was previously passed. Repeated units will count toward the 150% maximum units allowed.
- B. All transfer courses from accredited institutions will be considered toward academic progress.
- C. Courses funded through a consortium agreement are included in determining academic progress and attempted units.
- D. Up to 30 semester units of remedial courses will be accepted in determining eligibility.

## FINANCIAL AID REINSTATEMENT

If your eligibility is terminated, you must meet the following requirements to re-qualify for the following semester:

1. Enroll in at least six units and
2. Complete 67% of your attempted units
3. Achieve a minimum 2.0 cumulative GPA.

Reinstatement is not retroactive, and you will not receive aid for any semester that you are ineligible.

## APPEAL PROCESS

Appeals must be submitted to the Financial Aid Department with appropriate documentation or they will not be processed.

Appeals for reinstatement are granted only if extraordinary circumstances beyond your control and for which you could not plan are documented. Also, there must be evidence you will make satisfactory progress in the future. Students that approved for an appeal may not appeal a second time as appeals are only approved one in lifetime.

You will be advised by email of your results. If the appeal is approved, you will be placed on “Probation” status for a specific period.

## FINANCIAL AID PROBATION

A financial aid probation period allows a student, who does not meet SAP but has successfully petitioned, to continue to receive aid.

An educational plan is required for a student on probation. The educational plan must be developed to ensure that a student will meet SAP. If a student does not adhere to the requirements their appeal will automatically be void.

AA/AS DEGREE OR TRANSFER PROGRAM							
Level of Enrollment (Units Attempted)	1st year	2nd year	3rd year	4th year	5th year	6th year	7th year
Full Time (24 units)	16 units	32 units	48 units	64 units			
$\frac{3}{4}$ Time (18 units)	12 units	24 units	36 units	48 units	60 units		
$\frac{1}{2}$ Time (12 units)	8 units	16 units	24 units	32 units	40 units	48 units	

VOCATIONAL CERTIFICATE PROGRAMS							
Level of Enrollment (Units Attempted)	1st year	2nd year	3rd year	4th year	5th year	6th year	7th year
Full Time (24 units)	16 units	32 units	48 units				
$\frac{3}{4}$ Time (18 units)	12 units	24 units	36 units	48 units			
$\frac{1}{2}$ Time (12 units)	8 units	16 units	24 units	32 units	40 units		

## REINSTATEMENT

A student may be reinstated to “satisfactory” status once their GPA is at least a 2.0, and they have completed the minimum number of semester units for program progress.

## REFUNDS AND RETURN TO TITLE IV FUNDS Background:

*In accordance with Higher Education Amendments of 1998 students who receive federal financial assistance and withdraw from all their classes before completing more than 60% of the semester will be required to return any unearned federal funds. The amount of the return will be calculated on a pro-rated basis. FWS earnings are excluded from the calculation. PVCC uses the aggregate matching method for FSEOG, so only the federal portion of FSEOG will be included in the calculation.*

## Withdrawal

All Calculations are based upon the withdrawal date as determined by the Admissions and Records office.

Since PVCC is not required to take attendance, a student’s withdrawal date for the return of Title IV calculation will be:

The midpoint of the semester for students who do not officially withdraw; or a report will be run at the end of each semester to determine those students who received all F’s.

# Financial Aid

The Financial Aid Office will return any funds due from the institution while simultaneously notifying the student of any funds they may owe or offer the student any unearned funds, which were not disbursed.

This process will occur within a thirty-day period. For students who do not officially withdraw, final transcripts will be used to determine the withdrawal date and PVCC will return funds and notify students within 30 days of receipt of final transcripts.

The percentage of Title IV aid earned will be calculated by counting the number of days from the beginning of the semester to the withdrawal date and dividing that number by the number of calendar days in the semester. Once that percentage is determined the Return to Title IV calculation is performed using the districts Colleague program to determine any amount the institution may owe, and/or the student as well as any required offer of a post-withdrawal disbursement. If the student owes any money or if they are entitled to additional funds, the appropriate letters are sent to the student (One indicating that the amount of funds they need to return and the way to do so, or one offering them a “post withdrawal” disbursement). The calculations and the letters are sent within 30 days of the date of the institution’s determination that the student withdrew.

## **Student Eligibility:**

To determine if a student was eligible to receive Title IV funds even though none were disbursed, the cash management rules of §668.164 (g) (2) will be applied. To be an eligible student, PVCC must have a completed financial aid file, which will include a valid SAR/ISIR.

Once the amount of earned Title IV aid is determined, the sum will be subtracted from the total of the Title IV aid that was disbursed. If the student received more than the earned amount, the unearned portion will be returned by the college and by the student in accordance with the method prescribed in regulation. The institutional charges for the semester will be multiplied by the percentage of Title IV aid unearned and compared to the amount of the Title IV aid to be returned.

## **Order of Return:**

The smaller amount will be returned by the college in the following priority:

- Pell Grant
- FSEOG

The amount the college returns will be subtracted from the total sum that must be returned and the balance will be due from the student. The student will be responsible to return unearned funds in the same priority listed above.

## **School Owes Funds:**

When the institution owes money back, a memo is given to the Manager of Administrative Services and a reverse transmittal of funds are done electronically through the Colleague system in the financial aid department. As soon as the reverse transmittal is done and the Administrative Services department receives it, they will return the appropriate amount to the federal programs no later than 45 days from the date of the withdrawal.

## **Student Owes Funds:**

The student will have 45 days from the date they receive notice from the college to repay the unearned Title IV aid in full or to set up a satisfactory repayment arrangement with the Department of Education. Grant overpayments will be reported to NSLDS marked with the appropriate flag corresponding to the action taken by the student. This reporting will take place within thirty days after the student signs a satisfactory repayment arrangement; if the student fails to repay the overpayment and enter a repayment arrangement with the college within the 45-day period.

The student fails to meet the terms of the agreement signed with the college.

When the determination is made that the student did not receive all the earned Title IV aid and the withdrawal date has been determined, the Financial Aid Office will send the student a letter offering the undisbursed financial aid. The student will be instructed to respond to the letter within 14 calendar days indicating whether the student wants the funds if the student requests that the earned Title IV aid be disbursed, a check will be ordered and made available for the student to pick up in the Student Services Office within 90 days of the college’s determination that the student withdrew. If the response from the student is received within 14 days, it will be honored. Any response received after 14 days will be late and a notice will be sent to the student advising him or her of the outcome.



## GLOSSARY OF TERMS

**CAHSEE** State law, enacted in 1999, authorized the development of the California High School Exit Examination (CAHSEE), which students in California public schools would have to pass to earn a high school diploma. All California public school students must satisfy the CAHSEE requirement, as well as all other state and local requirements, in order to receive a high school diploma. The CAHSEE requirement can be satisfied by passing the exam or, for students with disabilities, receiving a local waiver pursuant to Education Code Section 60851(c), or receiving an exemption pursuant to Education Code Section 60852.3.

**CITIZEN/ELIGIBLE NON-CITIZEN** You must be one of the following to receive Federal Student Aid:

- U.S. Citizen or National
- U.S. permanent resident who has an I-151, I-551 or I-551C (Alien Registration Receipt Card)
- Certain resident of Pacific Island
- Other eligible non-citizens (for details check with the Financial Aid Office)

**COST OF EDUCATION** The cost of education is the total amount it will cost a student to go to school. The total includes costs belonging only to the student for transportation and personal expenses. DRN Data Release Number: A number located in the lower left corner of the SAR that is assigned to your application by the U.S. Department of Education.

**EXPECTED FAMILY CONTRIBUTION (EFC)** An amount, determined by a formula established by Congress, that indicates how much of your family's financial resources should be available to help pay for school.

**FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** A Federal Financial Aid Online Application that collects financial data on a student and/or parents for applicant's aid need analysis. The website address is [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or you can apply by phone at 1-800-4-FED-AID (1-800-4333243).

**FINANCIAL AID AWARD LETTER** An award letter contains information on the types and the amounts of aid being offered to a student. The amounts reflect what a student will receive during the period of enrollment. There is an area to accept or reject any or all the aid offered. The award letter lists the cost of education, expected family contribution and financial need.

**FINANCIAL NEED** The difference between what you (and your parents, if dependent) can contribute to the cost of your education and the cost of going to the college of your choice.

**GRANT** A grant is financial aid that you don't have to repay.

**NEED ANALYSIS** The calculation that the College Scholarship Services perform on the information contained in the students' FAFSA. These calculations help a college decide how much money is available from the students' resources to help pay for their education.

**FSA ID FEDERAL STATE IAD IDENTIFICATION** A username and password created by a student for the first time they apply for federal aid. If you fail to remember your FSA ID, a request to retrieve your FSA ID can be done at <https://fsaid.ed.gov/npas/index.htm>

**REGISTERED DOMESTIC PARTNER** Recent legislation extends new rights, benefits, responsibilities and obligations to individuals in domestic partnership registered to with the California Secretary of State under Section 297 of Family Code. These new provisions apply to state funded student financial aid ONLY, and not federal student financial aid.

**RESIDENCY** A California resident is one who has maintained a permanent residence in the state of California for the time of one year and one day or longer.

**SATISFACTORY ACADEMIC PROGRESS** To be eligible to receive federal student aid. You must maintain satisfactory academic progress towards your degree or certificate. You must meet the Financial Aid Department's standards of satisfactory academic progress.

## STATEMENT OF EDUCATIONAL PURPOSE/CERTIFICATION STATEMENT ON OVERPAYMENT AND

**DEFAULT** you must sign this statement in order to receive Federal Student Aid. By signing, you are stating that you do not owe a refund on a Federal grant, and that you are not in default on a Federal loan. You are also agreeing to use your student aid for EDUCATIONAL RELATED EXPENSES ONLY. (Both statements are on the Free Application for Federal Student Aid [FAFSA])

**STUDENT IAD REPORT (SAR)** a report form indicating a student's eligibility for Federal Grants.

**UNMET NEED** A student's unmet need is determined by the following formula:

$$FINANCIAL\ NEED - AID\ AWARDED = UNMET\ NEED$$

**UNTAXED INCOME** All income received that's not taxed or may not be reported to the IRS, including Social Security benefits, welfare payments, untaxed capital gains, interest on tax-free bonds, clergy and military allowances and others.

**VERIFICATION** The procedure in which a college checks the information you report on the FAFSA, usually by requesting a copy of your (or your parents') signed tax return and a Verification worksheet.

**VETERAN** For the FAFSA, a person who has engaged in active duty in the U.S. Armed Forces or is a National Guard or Reserve enlistee called to active duty, or was a cadet or midshipman at one of the service academies, and who was released under a condition other than dishonorable; or who'll be a veteran by June 30, 2010.

### PELL GRANT FACTS

To receive a Pell Grant at Palo Verde College you must have completed the FAFSA and have a completed financial aid file. If you have not completed these steps, you will not receive your Pell Grant disbursement on the scheduled dates. Pell Grants are disbursed over the entire academic year: one-half in the fall and one-half in the spring. Each semester there are two disbursements. In order to receive your Pell Grant disbursement, you must attend Financial Aid Orientation and sign, and return your award letter. You must present a picture ID and your Social Security Card if you are picking up a physical check. If you forget to bring either ID, you will not be able to pick up your check. If you have signed up for the PVC Opportunity Card this will not apply to you, the funds will automatically be put on your card. Please do not send another person to pick up your check, as they will not be permitted to do so. Not every student receives the same amount of Pell Grant money. Your award depends on the calculated EFC (Expected Family Contribution) indicated on your SAR (Student Aid Report) and whether you live with parents or on your own. It also depends on the number of units in which you are enrolled. If you enroll in Distance Education courses, as opposed to regular courses, your financial aid could be drastically reduced. Also, remember, if you decrease the number of units you are taking, your Pell Grant money will also be decreased. You must also maintain satisfactory academic progress to receive the Pell Grant.

### DISBURSEMENT DATES

FALL 2021		SPRING 2022	
1st	08/23/2021	1st	01/25/2022
2nd	11/05/2021	2nd	05/25/2022

\*Disbursement dates are subject to change without notice

Not all students will receive a Pell Grant check on the first Check Disbursement Date.



# Palo Verde College Main Campus Map Legend

## 1. John O. Crain Student Services Building (CS)

Business Services  
 CalWORKS  
 Counseling  
 Correspondence Education  
 DSPPS  
 EOPS/ CARE  
 Financial Aid  
 Food Service/ The Den  
 Instruction /Student Services  
 Library  
 Admissions and Records  
 Student Activities  
 Superintendent/President/Foundation  
 Veteran's Services  
 Classrooms  
 Instructors Offices  
 IT Department  
 Labs  
 Lecture Hall 101

## 3. Lucas Oil Technology Building (TB)

Automotive Trades  
 Building Trades  
 Welding Trades

## 2. Anthony J. Reale Classroom Lab building (CL)

## 4. Clancy Osborne Physical Education Center (PE)

Dance Room  
 Gym  
 Weight Room  
 EDD Office



## 5. Fine Arts Building (FA)

ESL  
 History  
 Music/Rehearsal Hall  
 Offices/Civic Center Events Manager  
 Quilting

## 6. Theater (PA)

Green Room  
 Scene Shop  
 Theater

## 7. Maintenance and Operations (M/O)

Grounds and Maintenance Services  
 Evacuation safe zones for fire =   
 Buildings =   
 Parking lots =   
 Handicapped parking = 

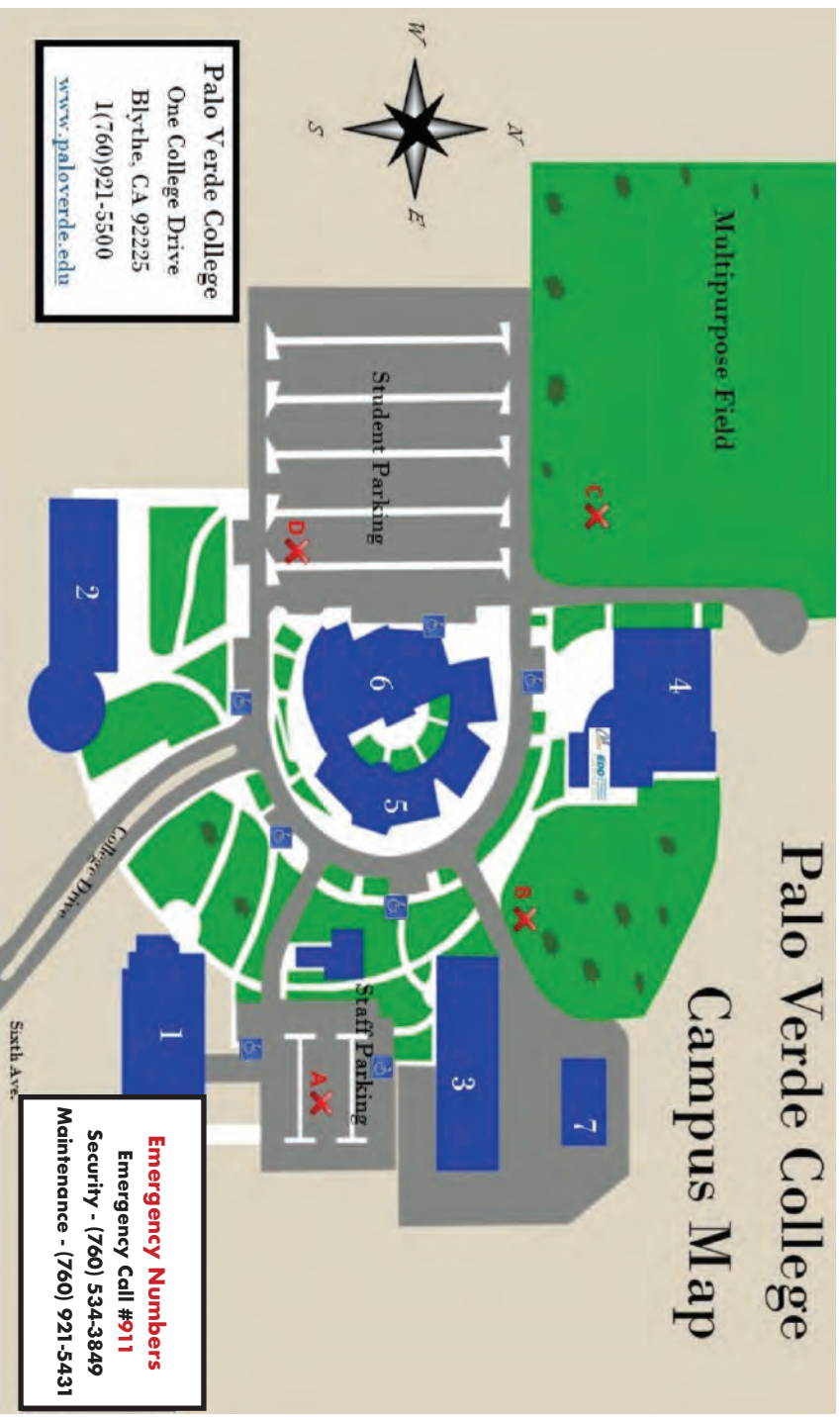
[www.paloverde.edu](http://www.paloverde.edu) 1(760)921-5500







# PALO VERDE COLLEGE CAMPUS MAP





# Palo Verde College

**1 COLLEGE DR  
BLYTHE, CA 92225  
760-921-5512**



**PALOVERDE . EDU**