

2023-2024



# STUDENT HANDBOOK



MESA  
COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

*Come in* We're  
**OPEN**

# MESA MARKET @ MCC



The Mesa Market is a **free food and hygiene pantry** for MCC students.

**OPEN: MON - FRI**  
**8AM - 5PM**

**SOUTHERN/DOBSON:**  
KSC 35S

**RED MOUNTAIN:**  
PALO VERDE 111

**REMINDER! BRING YOUR STUDENT ID'S**



**MESA  
COMMUNITY COLLEGE**  
A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.



Welcome Thunderbirds!

Congratulations! You are taking important steps on your high education pathway by enrolling at Mesa Community College. While being a student at MCC, you will learn about the diversity and expertise of your new college family. Become involved as a student and a student leader. This will help you grow to know you truly belong here. Because you are here, it will help make MCC a better place. The college offers an affordable and quality education. It is important to know about the many free support services, counseling, and advising opportunities available. These services are here so you can reach your goals. Your goals can vary from wanting to earn a degree, pursue career training, prepare to transfer to a university, or take classes for the sheer joy of learning.

Mesa Community College is dedicated to your success. During your very first weeks, please take advantage of the many benefits, programs, and services included with your tuition. This includes tutoring, parking, transportation discounts, academic counseling, health care resources, job seeking skills, childcare options, mental health referrals, and so much more. Our Care Team in the Student Success Building can guide you or you can find help on our website -- [mesacc.edu/student-life/services-campus-resources](https://mesacc.edu/student-life/services-campus-resources).

As you enrich your mind, remember to fuel your body at our Mesa Market. Each week, MCC students may pick up free food and hygiene items. On our monthly We Care Wednesdays, students and members from the community can pick up fresh produce at drive through locations on the Southern & Dobson and the Red Mountain campuses.

This is a valuable time in your life and it is made better when you are involved. Enjoying your college experience by participating in the fun and enriching activities our Student Life team creates is imperative. The Student Life office is located at the Southern and Dobson campus in the Kirk Student Center, and in the Mesquite building on the Red Mountain campus. Take the time to join one of the many clubs, events, sports, and cultural celebrations at MCC. Students engaged in the college community tend to be the most successful.

MCC is a great place to learn. Our professors are passionate about sharing their knowledge and our small class sizes allow them to give one-on-one attention. Never hesitate to reach out to faculty or staff with questions or when challenges arise in your life. Welcome to our college community!

May you soar Thunderbirds!

Dr. Tammy Robinson  
President, Mesa Community College

## MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT 2023-2024 ACADEMIC CALENDAR

*Dates are subject to change\**

*The most up to date calendar information can be found at*

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

Colleges may modify start dates in order to meet special needs. Dates listed below which are directly related to instruction refer to the traditional academic year model. Some courses may be offered over time-periods for which these dates are not applicable.

### FALL SEMESTER – 2023

Wed	Aug 9	Tuition Due for Fall 2023 Semester
Fri	Aug 11	First Day of Faculty Accountability
Sat	Aug 19	Classes Begin
Mon	Sep 4	Labor Day (Colleges Closed)
Mon	Sep 18	Find a Class Opens for Spring 2024
Mon	Oct 2	Spring 2024 Priority Registration for Currently Enrolled Students
Sat+	Oct 7	Last Day for Withdrawal without Instructor's Signature
Mon++	Oct 9	Student Withdrawal with Instructor's Signature Begins
Mon	Oct 9	Spring 2024 Open Registration Begins
*		Application for December 2023 Graduation
Fri	Nov 10	Observance of Veterans Day (Colleges Closed)
Thu-Sun	Nov 23-26	Thanksgiving Day Holiday (Colleges Closed)
Sun	Dec 10	Last Day of Regular Classes
Mon-Fri**	Dec 11-15	Final Exams Week
Fri	Dec 15	Fall Semester Ends (Last day of Faculty Accountability)
Sat	Dec 16	Mid-Year Recess Begins for Students
Mon	Dec 18	Final Grades Due for Fall 2023 Semester
Sat-Mon	Dec 23-Jan 1	Mid-Year Recess (Colleges Closed)

### SPRING SEMESTER – 2024

Tues	Jan 2	Employees Return
Wed	Jan 3	Tuition Due for Spring 2024 Semester
Mon	Jan 8	First day of Faculty Accountability
Mon	Jan 8	Clock Hour Student Classes Begin
Sat	Jan 13	Classes Begin
Mon	Jan 15	Martin Luther King, Jr. Day (Colleges Closed)
Mon	Feb 19	Presidents' Day (Colleges Closed)
Tue	Feb 20	Find a Class Opens for Summer/Fall 2024
Sat+	Mar 2	Last Day for Withdrawal without Instructor's Signature
Mon++	Mar 4	Student Withdrawal with Instructor's Signature Begins

Mon *	Mar 4	Summer/Fall 2024 Priority Registration for Currently Enrolled Students Application for May 2024 Graduation
Mon-Sun	Mar 11-17	Spring Break (Colleges Closed)
Mon	Mar 18	Summer/Fall 2024 Open Registration Begins
Sun	May 5	Last Day of Regular Classes
Mon-Fri**	May 6-10	Final Exams Week
Fri	May 10	Commencement
Fri	May 10	Spring Semester Ends (Last day of Faculty Accountability)
Mon	May 13	Final Grades Due for Spring 2024 Semester

### **SUMMER SEMESTER – 2024**

Mon	May 20	Tuition Due for Summer 2024 Semester
Mon	May 27	Memorial Day (Colleges Closed)
Tues	May 28	Summer Semester Begins
Wed	Jun 19	Juneteenth National Independence Day (Colleges Closed)
Mon-Sat	Jul 1-6	Summer Break for Clock Hour Programs Only
Thu	Jul 4	Independence Day (Colleges Closed)
Thu	Aug 1	Summer Semester Ends
Mon	Aug 5	Final Grades Due for Summer 2024 Semester



**MESA  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

### **Vision:**

**Inspire, ensure access, and empower action.**

### **Mission:**

**We create an inclusive and vibrant learning community where everyone is supported to achieve success.**

### **Values:**

**Diversity, Equity and Inclusion:** Diversity is our greatest asset. We create systems, environments, and interactions that welcome, engage and support all learners.

**Leadership:** As leaders at our college and in our communities, we behave boldly in the face of challenges as we set high expectations, explore new approaches, and hold ourselves accountable through data and transparency.

**Continuous Improvement:** We cultivate an adaptable learning environment that welcomes all to experiment, make mistakes, build skills, and grow.

**Integrity:** We do what's right, even when it's hard. We model vulnerability and hold ourselves to high standards in the way we work, learn, and interact with one another.

**Community:** Our people and the communities we serve are the fabric of our institution. We make a positive difference in the lives of our students, communities, and each other by being inclusive, practicing kindness, cultivating meaningful relationships, and promoting active citizenship and civic engagement.

# Campus MAP



**MESA COMMUNITY COLLEGE**  
A MARICOPA COMMUNITY COLLEGE

1833 W. Southern Avenue  
Mesa, Arizona 85202  
480-461-7000  
[www.mesacc.edu](http://www.mesacc.edu)

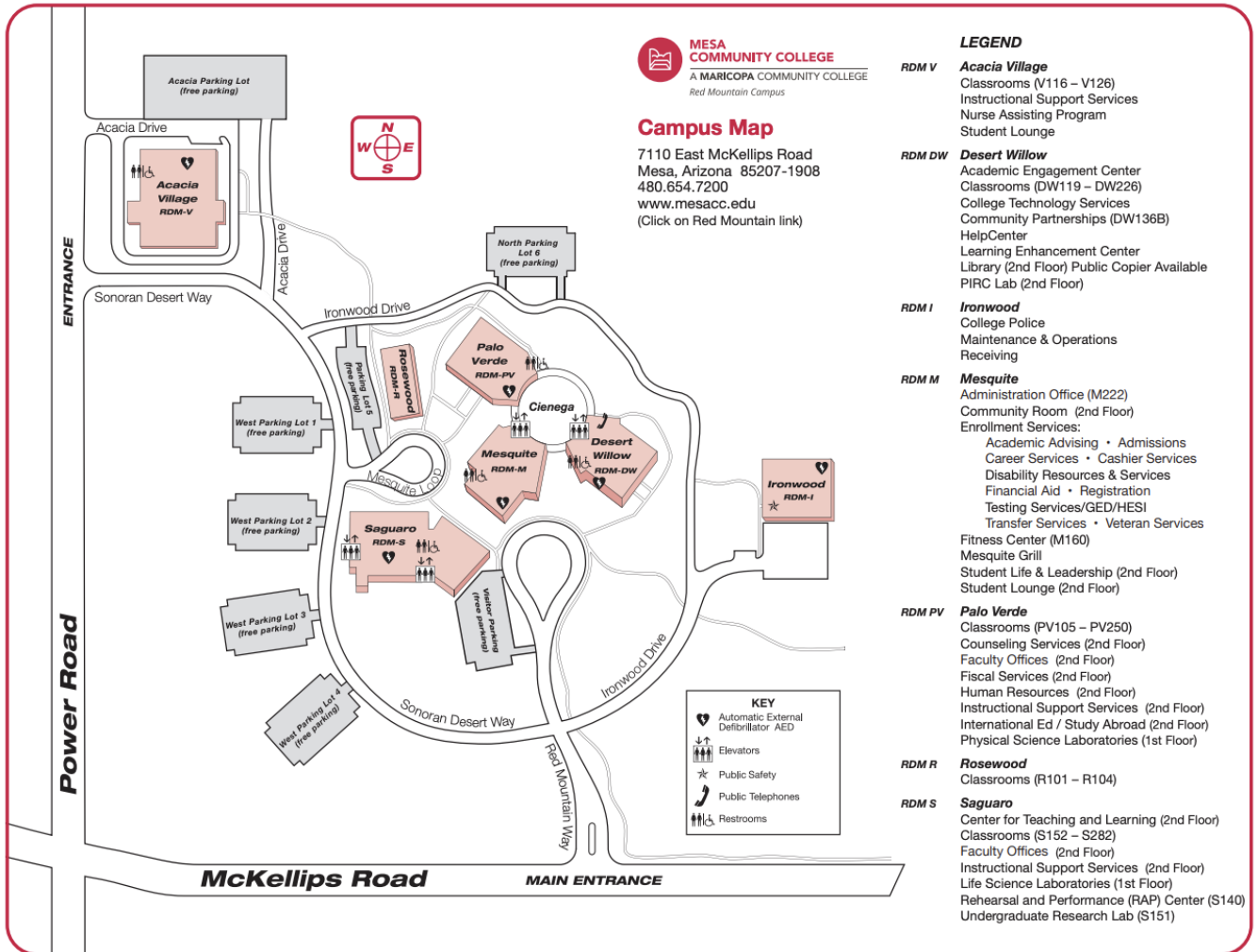


**KEY**

- ♥ Automatic External Defibrillator (AED)
- ↑↑↑ Elevators
- ★ College Police

Download the campus map at [mesacc.edu/maps](http://mesacc.edu/maps) (not to scale) 06/22





## MCC Southern & Dobson Campus

1833 West Southern Avenue Mesa, AZ 85202

(480) 461-7000

[www.mesacc.edu](http://www.mesacc.edu)

### Department & Phone Numbers

Department	Location	Phone
Academic Skills Center	LB11	461-7678
Adaptive Lab/Disability Resources	37N	461-7447
Administration	LB11-461	461-7000
Administration of Justice Studies	SC14	461-7080
Admissions	39	461-7600



Advisement & Justice Services	39		461-7222
Alumni Office	AD42		461-7200
American Indian Institute	36N		461-7931
Applied Sciences	TC50 Room 203		461-7144
Applied Sciences and Technology	TC50 Room 203		461-7137
Art & Photography	AC30 Room 131		461-7524
Athletics	44,46, PC-49, PC-56		461-7542
Bookstore	37S		461-7225
Box Office/Theatre Outback	TH29 Room 20	461-7170	
Career Services	36N		461-7592
Cashier Services	39		461-7000
Center for Community & Civic Engagement	KSC 35N (Lower Level)	461-7393	
Children's Center	26		461-7082
College Police	SC		461-7046
	<b>Emergency</b>		<b>784-0911</b>
Communication & Theatre	ST29		461-7524
Community Partnership/New Frontiers			461-6330
Counseling	37N		461-7588
Cultural Science	SC14		461-7060
Disability Resources & Services	37N		461-7447
Education Studies	SC14		461-7904
English	LA1,3	461-7636	
ESL Support Services	36N		461-7288
Exercise Science	HW8 Room 824		461-7551
Financial Aid Services	39	731-8900	
Fire Science	Downtown Center		461-7137
Fitness Center	46		461-7556
Food Services	KSC 35S		461-7556
Honors Program	KSC 35S Room 175		461-7079
Institutional Advancement	AS4 Room100		461-7445
Interior Design	TC50 Room 203	461-7144	
International Education	36N		461-7756
Learning Enhancement Center	LB111		461-7678
Library, Paul A. Elsner	LB111	Circulation	461-7680
		Reference	461-7682
Life Science	LS12		461-7115
Mathematics & Computer Science	MC5 Room 131		461-7728
Multicultural Services	36N		461-7288
Music	MU43 Room 143		461-7575
Nursing	HW8		461-7106
Philosophy & Religious Studies	BP43A		461-7860
Physical Science	PS15 Room 200		461-7015
Psychological Science	BP43A		461-7616
Reading	AD42 Room 112		461-7020

Records	39	461-7600
Registration	39	461-7222
Social Science	SC14	461-7060
Spanish GED	GC54B Room 201	461-6106
Student Government (ASMCC)	KSC35S Room 131	461-7278
Student Life & Leadership	KSC35S Room 102	461-7285
Testing Services	38	461-7336
Veterans Services	KSC35N (Lower Level)	461-7425
World Languages	41	461-7031

## MCC Downtown Center

145 North Centennial Way Mesa, AZ 85201  
**(480) 461-6220**

College Police: 480-641-7046  
**Emergency: 480-784-0911**

## MCC Red Mountain Campus

7110 East McKellips Road Mesa, AZ 85207-1908  
**(480) 654-7200**

### Department, Locations, & Phone Numbers

Department	Location	Phone
Academic Computing (Help Desk)	Desert Willow-1 <sup>st</sup> Floor	654-7605
Academic Engagement Center (AEC)	DW135	654-7264
Administration	M222	654-7766
Admissions	Mesquite-1 <sup>st</sup> Floor	654-7600
Advisement & Transfer Services	Mesquite-1 <sup>st</sup> Floor	654-7600
Cashier Services	Mesquite-1 <sup>st</sup> Floor	654-7600
Center for Community & Civic Engagement	DW135	654-7821
College Police	Ironwood	461-7046
	<b>Emergency</b>	<b>784-0911</b>

Community Partnerships/New Frontiers	DW126B	461-7497
Counseling Services	Palo Verde-2 <sup>nd</sup> Floor	654-7720
Disability Resources & Services	M106	654-7771
Enrollment Services	Mesquite-1 <sup>st</sup> Floor	654-7600
Financial Aid Services	M103	654-7600
Fitness Center	M160	654-7555
Honors Program	DW135	654-7820
Instructional Support	Saguaro	654-7501
Instructional Support	Palo Verde	654-7720
Instructional Support	Acacia Village	654-7765
International Education	PV231	464-7757
International Education (Study Abroad)	PV231	461-7870
Learning Enhancement Center	DW-1 <sup>st</sup> Floor	654-7735
Library	DW-2 <sup>nd</sup> Floor	654-7741
Mesa Market	PV111	654-7775
Mesquite Grill	Mesquite-1 <sup>st</sup> Floor	654-7805
Student Government (ASMCC)	M210	654-7829
Student Life & Leadership	M210	654-7759
Student Lounge	M210	
Testing Center	Mesquite-1 <sup>st</sup> Floor	654-7811
Veterans Services	M109	654-7752

## American Indian Institute

Southern & Dobson: 480-461-7931 | <http://www.mesacc.edu/aii>

The purpose of the American Indian Institute is to provide holistic support for the challenges American Indian students face related to academic progress, financial aid and finding a sense of belonging on campus in order to graduate or transfer to a university. Our goal is to create an environment where our students thrive by focusing on the student experience, college engagement and student support.

## Athletics

Southern & Dobson: 480-461-7542 | <https://mesatbirdsports.com/landing/index>

Intercollegiate Athletics at Mesa Community College (MCC) is an integral part of the total student experience. MCC is a member of the National Junior College Athletic Association (NJCAA) [www.njcaa.org/](http://www.njcaa.org/) and the Arizona Community College Athletic Conference (ACCAC) [www.accac.org/](http://www.accac.org/). Mesa athletics offers nine Women's intercollegiate sports: basketball, cross country, golf, soccer, softball, tennis, track and field, Indoor and beach volleyball. Seven Men's athletics intercollegiate sports: baseball, basketball, cross country, golf, soccer, tennis, and track and field. A student athlete interested in a sport should contact the head coach of that sport or athletic director for additional information regarding eligibility and athletic scholarships. For information, call 480-461-7542 or visit our website at <https://mesatbirdsports.com/landing/index>.

## Bookstore

Southern & Dobson: 480-651-7225 | <https://www.bkstr.com/mesaccstore/home>

The Bookstore carries everything to make the most of your college experience: used and new textbooks, school supplies, reference

books, general reading books, MCC apparel and gifts, and academically priced software. Shop in-store and online at [www.mesaccshop.com](http://www.mesaccshop.com)

## Bus Services

Valley Metro: 602-253-5000 Southern & Dobson: 480-461-7285 | Red Mountain: 480-654-7759 |

<https://www.mesacc.edu/student-life/services-campus-resources#bus>

Through the MCCCCD Travel Reduction Program, bus subsidies are offered to students through the Care Team and paid for in the Bookstore. To qualify for a student discount, the student must be enrolled in 12 or more credit hours at the time of purchase. Semester passes are sold during the first few weeks prior to the start of the semester. The availability of passes is limited.

## Career Services

480-461-7592 | <https://www.mesacc.edu/career>

Career Services offers a variety of resources and assistance to those making decisions related to career and educational planning as well as employment searches. Services include computerized career guidance, a virtual Career Center at [www.mesacc.edu/career](http://www.mesacc.edu/career), current labor market information, guidance on resume preparation, interviewing techniques, internship opportunities, and job search strategies.

## Cashier Services/Bursar Office

Southern & Dobson: 480-461-7400 | Red Mountain: 480-654-7600 | <https://www.mesacc.edu/cashier-services>

The Cashier/Bursar Office is responsible for collecting and posting payments on students' accounts. The Cashier/Bursar Office oversees monthly tuition payment plans, financial aid disbursement, and the collection of past-due debts. It is important for students to know their payment deadline dates and to familiarize themselves with the refund policy. The refund policy can be found by visiting [this link](#).

## Center for Community & Civic Engagement

Southern & Dobson: 480-461-7393 | Red Mountain: 480-654-7821 |

<https://www.mesacc.edu/community-civic-engagement>

The Center for Community & Civic Engagement provides numerous experiential and hands-on opportunities that include: Civic Engagement, Service-Learning, Diverse and Inclusive Student Engagement Opportunities, Federal Work-Study Positions, Community Service & Volunteerism and much more!

## Children's Center

480-461-7082 | <https://www.mesacc.edu/students/childrens-center>

The Children's Center at Southern & Dobson provides quality childcare for the children of MCC students and employees. The Center is licensed by the Arizona Department of Health Services to provide care for children three years (must be potty-trained) to twelve years of age. The Children's Center offers a variety of experiences in a fun environment for preschool and older children.

## College Police

### Non-Emergency:

Southern & Dobson: 480-461-7046  
Red Mountain: 480-461-7046

### Emergency:

Southern & Dobson: 480-784-0911  
Red Mountain: 480-784-0911

Downtown Center: 480-461-7046  
<https://www.mesacc.edu/college-police>

Downtown Center: 480-784-0911

The Police Department supports the educational mission of the Maricopa Community College District by providing professional, community-oriented services to ensure a campus for our students, faculty, staff and visitors.

The College Police office is open from 7:00am to 10:00pm 7 days a week. After hours you may call the College Police 24 hours Dispatch Center at 480-784-0900 or the emergency number at 480-784-0911. All emergency matters should be directed to the College Police Department.

For assistance in an Emergency, call **480-784-0911** for any of our MCC Campuses. For Non-Emergencies call **480-461-7046**.

Proper identification may be requested by authorized College Police personnel, should the need arise. Students failing or refusing to identify themselves properly:

- Will be asked to leave the campus (if conduct or behavior warrants such action)
- Will be reported to the Dean of Student Affairs

Firearms, explosives, knives, or instruments that can be considered dangerous weapons are prohibited on campus. Only certified police officers are permitted to carry firearms on campus. All persons desiring to bring firearms to campus for classroom demonstrations or any other academic reason are required to obtain permission first from the College Police Office.

Alcohol, Marijuana and illegal drugs are prohibited on campus. Effective July 1, 2012, MCCCCD became a smoke-free campus.

Any accidents on campus should be reported to College Police. Students can request a copy of the accident report using the MCCCCD College Police website.

Security escorts are provided to and from parking lots when requested.

Lost and Found is located in the College Police Office. Lost and found items and inquiries should be directed to this office.

The campuses are normally closed between 11:00 PM and 6:00 AM daily. The College Police Office should be notified of any planned activity during those hours.

College traffic/parking regulations are under the jurisdiction of the college administration. Regulations apply to all members of the college community and must be followed at all times.

For more information on MCC parking and traffic policies, visit <https://district.maricopa.edu/regulations/admin-regs/section-2/2-10>

Students with unpaid fines will not be able to obtain their transcripts or register for classes. Unpaid fines may be collected via the Arizona Department of Revenue Debt Setoff Program and/or sent to a collection agency. Citations will be enforced for both students and employees. For more information, visit [www.mesacc.edu/public-safety](http://www.mesacc.edu/public-safety).

## Clubs & Organizations

Southern & Dobson: 480-641-7285 | Red Mountain: 480-654-7759 | <https://www.mesacc.edu/student-life/clubs-organizations>

Clubs are an important and vital component of the total educational experience at Mesa Community College. Students may participate in programs that encourage interaction with their peers by attending leadership programs, educational field trips and various other events. Clubs and organizations at MCC reflect the diverse interests of the student body, with organizations celebrating different cultures, majors, honor societies, hobbies, and more. Students may join a club at any

time by contacting the listed advisor or signing up during club sponsored events.

## **Community Outreach Center**

Call 480-461-6200 for more information or visit [www.mesacc.edu/outreach](http://www.mesacc.edu/outreach)

The Community Outreach Center provides programs and services for prospective students, families, and community members who are interested in learning more about early college programs (such as dual enrollment, ACE, HOL and summer bridge programs), concurrent enrollment, GED test preparation classes, English language learning classes (non-credit) and other programs and services that assist with preparing for college.

## **Counseling**

Southern & Dobson: 480-461-7588 | Red Mountain: 480-654-7720 | [www.mesacc.edu/counseling](http://www.mesacc.edu/counseling)

The Counseling Department offers students a variety of services to help them address personal, social, educational, and career concerns. Through the department's support and guidance, students are empowered to complete educational and personal endeavors successfully. Academic success, personal well-being, and emotional well-being are interrelated. Students are invited to take advantage of free, confidential services offered to help them achieve their full potential. Students are best served through an appointment system to arrange for quality personalized sessions. In crisis situations, no appointment is necessary.

## **Disability Resources & Services**

Southern & Dobson: 480-461-7447 | Red Mountain: 480-654-7771 | [www.mesacc.edu/students/disability](http://www.mesacc.edu/students/disability)

DRS provides assistance to students who have a physical, mental, emotional or learning impairment which substantially limits one or more major life activities in accordance with the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Our goal is to empower students with disabilities and foster independence and self-advocacy to help them achieve their career and educational goals. DRS works with students, faculty, and campus staff to implement reasonable accommodations that help students with disabilities make the most of their college careers. Services provided by Disability Resources include advocating for MCC students with disabilities, educating students about their rights, evaluating & implementing requests for reasonable accommodations, providing assistive technology (AT) support, and referring students to campus and community resources.

## **Enrollment Services**

Southern & Dobson: 480-461-7000 | Red Mountain: 480-654-7600 | <https://www.mesacc.edu/enrollment-center>

Enrollment Services provides students the opportunity to complete essential enrollment functions admission, placement testing, academic advising, registration, and tuition payment all in a one-stop environment.

## **Financial Aid Services**

855-622-2332 | [www.mesacc.edu/finaid](http://www.mesacc.edu/finaid)

Students who are attending Mesa Community College and who meet the federal requirements of an eligible student for financial aid may apply for the following types of financial assistance: grants, loans, and work-study. To apply for financial aid, students must complete a FREE Application for Federal Student Aid available at [www.fafsa.gov](http://www.fafsa.gov).

## **Food Services**

Southern & Dobson: 480-461-7897 | The Original Market Place: 480-461-7772 | Red Mountain: 480-654-7805

## **Thunderbird Grill @ Southern & Dobson**

Sodexo serves breakfast, lunch, and dinner at the Thunderbird Grill in the Kirk Student Center, Bldg. #35.

**The Original Market Place** is located in the breezeway adjacent to the Library and in the Kirk Student Center. Hours vary at different times throughout the year.

### **Mesquite Grill @ Red Mountain**

Sodexo provides breakfast, lunch, grab-and-go snacks and drinks in the Mesquite Grill located in the lower level of the Mesquite building.

### **Honors**

Southern & Dobson: 480-461-7079 | Red Mountain: 480-654-7820 [www.mesacc.edu/honors](http://www.mesacc.edu/honors)

The Honors Program provides funds to help defray the costs of attending college. The President's Honors Scholarship currently covers in-state/in-county tuition up to 15 credit hours (plus the \$15 registration fee) per semester, but does not apply to summer sessions. To be eligible, students must enroll at Mesa Community College within the academic year (two academic semesters) following high school graduation without having attended another accredited college or university before enrolling. Honors students may register for classes at this location. Call for the registration schedule at 480-461-7079. For more information, visit our website at [www.mesacc.edu/honors](http://www.mesacc.edu/honors). For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

### **Housing/Living Accommodations**

Southern & Dobson: 480-461-7285 | Red Mountain: 480-654-7759

Mesa Community College has no on-campus housing. All housing arrangements are the responsibility of the individual student. The Office of Student Life and Leadership provides a housing guide which includes lists of local apartments and may also have advertisements for roommates wanted. The Housing Guide is available in the Office of Student Life and Leadership in the Kirk Student Center at the Southern & Dobson location or in the Mesquite Building at the Red Mountain campus.

### **International Education (IE)**

Southern & Dobson: 480-461-7756 | Red Mountain: 480-654-7757 | <https://www.mesacc.edu/international-education>

The IE Office offers services for F-1 international students interested in studying at MCC, current international students, and American students interested in studying abroad. IE also serves as a resource for campus international and intercultural initiatives. For more information, please visit [www.mesacc.edu/international-education](http://www.mesacc.edu/international-education) or call 480-461-7756.

### **Study Abroad**

The International Education Office offers a variety of study abroad programs in different worldwide countries. These exciting programs are developed and led by our faculty, and provide a great opportunity to learn and travel at the same time.

The Coordinator of the program assists in selecting programs, the application process, scholarship and financial aid. All programs require an online application and have eligibility requirements.

### **Learning Enhancement Center (Tutoring and other Academic Support Services)**

Southern & Dobson: 480-461-7678 | Red Mountain: 480-654-7735 | <https://www.mesacc.edu/students/tutoring>

Mesa Community College is committed to helping students succeed and excel in their coursework. The Learning Enhancement Center (LEC) provides FREE tutoring and academic learning resources for MCC students throughout the semester in various locations on campus and virtually. Online tutoring through Brainfuse and MCC tutors is available from the LEC website. Tutoring in some subjects is available on a 24/7 basis through Brainfuse. On the Red Mountain Campus,



the Learning Enhancement Center is located on the first floor of the Desert Willow Building and the Biology Center is located in S154.

Tutoring hours by subject can be found on the LEC website: <https://www.mesacc.edu/students/tutoring>

## **Libraries at Mesa Community College**

Southern & Dobson: 480-461-7682 | Red Mountain: 480-654-7740 | <https://www.mesacc.edu/library>

The MCC Libraries at the Southern & Dobson and Red Mountain campuses support student success through online and in person services and resources. Physical and digital collections include credible and scholarly resources aligned with MCC course offerings and curricula including books/ebooks, streaming content, and articles from newspapers, magazines, and scholarly journals. The Libraries also host a number of micro collections include Reference, Reserves, Leisure Reading, Young Adult/Juvenile, Graphic Novels, and English Language Learners materials.

Information literacy instructional programs include the eSociety IFS 201--210--213 9-credit course sequence within the Culture & Society Field of Interest that provides a transfer pathway to the University of Arizona. Students examine their roles as content creators and consumers in a global society, critically engage with mis/dis/information and its relationship to truth, and explore the social, economic, cultural, technological, legal, and political implications of hacking and open source culture.

The Library buildings provide diverse types of study spaces, WIFI/computing/printing and copy machines, and reflection and lactation rooms.

Additional services include face to face and virtual 24/7 Ask a Librarian reference services, research consultations, and course embedded instruction.

The Library at Southern & Dobson is home to the college Writing /Learning Enhancement Tutoring Center, Thunderbird Tech Studio, and the President's Office.

## **LOST AND FOUND**

*(See College Police)*

## **Student Support Services**

480-461-7453 | [www.mesacc.edu/students/multicultural](http://www.mesacc.edu/students/multicultural)

Student Success Programs and Multicultural Services works collaboratively to provide retention and academic support services. This includes early alert referrals, coordinating with campus resources, programs and services, and connecting students, faculty and staff to social services available both on and off campus. Additionally, the department provides specialized services for English as a Second Language learners, mentoring and foster youth support.

## **Student Life and Leadership**

Southern & Dobson: 480-461-7285 | Red Mountain: 480-654-7759 | <https://www.mesacc.edu/student-life>

The Office of Student Life and Leadership serves as the home to a variety of offerings and opportunities for the students of Mesa Community College. Not only are all student clubs and organizations housed within the department, the department sponsors and collaborates with others to host various events throughout the year. Student Life and Leadership also collaborates with others to ensure cultural events and initiatives are supported, helping to create a sense of belonging within our college community.

Students interested in becoming a part of any MCC activity may visit the Office of Student Life in the Kirk Student Center at MCC at Southern & Dobson, or in the Mesquite Building at MCC at Red Mountain campus. For more information, visit the T-Bird Times <https://sites.google.com/mesacc.edu/tbirdtimes/home>.

### ***Food Resources***

The Care Team is responsible for maintaining the on-campus food pantry, the Mesa Market. With a student ID, individuals can receive up to 10 food items and 5 hygiene items per week. Additionally, both the Southern & Dobson and Red Mountain campuses each host monthly fresh food distribution from United Food Bank. For more information about services offered by the Care Team, please visit <https://www.mesacc.edu/students/student-success-programs/care-team>.

### ***Leadership Opportunities***

The Office of Student Life and Leadership offers various opportunities for leadership development for currently enrolled MCC students.

### ***Student Government (ASMCC)***

ASMCC is a student governed organization that works to advance the needs and interests of Mesa Community College students by promoting and maintaining a democratic form of student government. We develop, implement, and regulate programs that will further the intellectual, social, physical, person, and leadership development of MCC students. The student body elects ASMCC Executive Board officers each spring semester, with positions available at both the Southern and Dobson and the Red Mountain campuses. The ASMCC Student Senate serves as the legislative branch of student government, and includes representation from independent student senators, clubs, and the ASMCC Cabinet and Executive Board. Any student is welcome to participate and/or attend weekly Student Senate meetings. The ASMCC offices are located in the Kirk Student Center (Southern and Dobson) and in Mesquite 210 (Red Mountain). For more information, please visit one of our offices or our website at <https://www.mesacc.edu/students/asmcc>.

## **Testing Services & Placement Testing**

Southern & Dobson: 480-461-7336 | Red Mountain: 480-654-7811 | <https://www.mesacc.edu/testing-services>

Students must create a student account and apply for college admissions prior to taking their placement tests. New students can apply for admissions in person at any of the MCC campuses, or online at [my.maricopa.edu](http://my.maricopa.edu).

MCC has updated its policies for course placement. Students may be eligible to place directly into college level English, Reading and Math courses without taking the ACCUPLACER exams. Click on the link below to view qualifications on submitting high school GPA, ACT, SAT, and/or GED scores <https://www.maricopa.edu/students/assessment-placement>. Placement testing is offered at both our Southern & Dobson and Red Mountain campuses. Students should allow 2-1/2 hours to complete all three placement tests. Photo ID and your Maricopa Student ID number are required for all testing services. Sample questions are available on our website: [www.mesacc.edu/testing](http://www.mesacc.edu/testing).

## **TRIO Student Support Services**

Southern & Dobson: 480-461-7553 | <https://www.mesacc.edu/students/trio>

The TRIO Student Support Services Program is a federally funded retention and support program that serves first-generation, low-income students and specially abled students. The program provides support services such as: one on one tutoring, peer coaching, mentoring, academic advising, transfer planning, personal development workshops, financial literacy learning modules and assistance with financial aid/scholarships. Student must apply to receive program services.

## **Veteran Services**

Southern & Dobson: 480-461-7425 | Red Mountain: 480-654-7812 | <https://www.mesacc.edu/veteran-services>

The Veteran Services office assists students by providing resources to help them successfully navigate their educational journey. Our main service is to explain and counsel students on how to utilize VA educational benefits and to

serve as an intermediary between students and the Department of Veteran Affairs. VA Educational benefits are based on qualification and are available to veterans, children/spouses of veterans, or 100% permanently disabled veterans. To secure benefits, students must apply through the Department of Veteran Affairs at <https://benefits.va.gov/gibill/>. Veteran Services also provide advisement and enrollment services to our students. To get started please give us a call, email us, find us on chat, or come down to meet the team in person!

## **Voter Registration**

Voter Registration Forms are available in the lobby of the Kirk Student Center, MCC Libraries, and at either of our two locations or visit the State of Arizona Voter Registration webpages here: <https://www.mesacc.edu/vote>.

# Maricopa County Community College District

**For a full listing of Maricopa County Community College District administration regulations please see:**

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

## **2.1 General Regulation**

General Statement

### **Compliance with Policies, Rules and Regulations**

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

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

### **2.2.1 Admission Policy**

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

### **2.2.2 – 2.2.6 Admission, Regulation, Enrollment**

More information for these sections may be found at <https://district.maricopa.edu/regulations/admin-regs/section-2/2-2#2>

## 2.2.7 Student Assessment and Course Placement

### **2020 Pandemic Response Revised Student Assessment and Placement**

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

## 2.2.8 Registration

Students must register according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section 2 of [AR 2.2.1](#) will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

## 2.2.9 Tuition and Fees Policy

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 *et seq.*) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

## 2.2.10 Refund Policy

### **Refund Policy for Credit/Clock Classes**

Students who officially withdraw from credit/clock classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class

Official Withdrawal Deadlines for 100% Refund

1-9 calendar days

Prior to the class start date

10-19 calendar days

1 calendar day including the class start date

20-29 calendar days

2 calendar days including the class start date

30-39 calendar days

3 calendar days including the class start date

40-49 calendar days

4 calendar days including the class start date

50-59 calendar days

5 calendar days including the class start date

60-69 calendar days

6 calendar days including the class start date

70+ calendar days

7 calendar days including the class start date

*\*Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

### **2.2.11 Student Financial Assistance**

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additional procedural information on financial assistance is available in [Appendix S-5](#).

### **2.2.12 Vaccinations (As Required By 20 USC §1092(a)(1)(V))**

The Maricopa County Community Colleges District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

### **2.2.13 University Transfer**

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to other bachelor degree awarding colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with accredited private, public, and international baccalaureate granting institutions. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts.

Articulated Transfer Programs and pathways between the Maricopa Community Colleges and other institutions [such as the MyPath2ASU™, the UA Bridge Program, 2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill degree requirements at both institutions. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of MyPath2ASU™ requirements by major and catalog year is maintained on ASU'S website, at Transfer.

Maricopa is a participant in the Arizona statewide transfer system. AZTRANSFER.COM is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on AZTRANSFER.COM is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific programs of study. AZ Transfer Course Equivalency Guide

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through District-wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit at the transfer institution. To access a list of institutions with which Maricopa has established articulation agreements, visit: [Maricopa University Partner List](#)

Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

Senate bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The Shared Unique Number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it may still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on AZTRANSFER.COM. The SUN system does not address the applicability of courses. Students are encouraged to work with an Academic Advisor on course selections. To access a list of SUN courses, visit [SUN](#)

## **2.3 Scholastic Standards**

### 2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50-minute class period.

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

#### Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending the class (see [Appendix S-7](#) for Withdrawal Procedures).

### 2.3.2 Attendance

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to [Appendix S-7](#) for Withdrawal Procedures.

#### 1. Official Absences

- A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.



- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
- C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
- D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. **Religious Holidays**

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department, provided the student has utilized the Religious Accommodation Procedure outlined in ND-4 of the Administrative Regulations Appendices. The Procedure and Religious Accommodation Form may be found at [ND-4](#). As outlined in the ND-4 Religious Accommodation Procedure, to the extent possible, requests must be made at least two (2) weeks before the requested absence from class due to religious holiday or day of observance by providing the faculty member with the [Religious Accommodation Request Form](#). Once a religious accommodation is granted, the student must make arrangements with each instructor for make-up work.

### 2.3.3 Grading

**Policy**

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

GRADE	VALUE	GRADES CALCULATED IN GPA	CONSIDERED AN ATTEMPT	MAY BE REPEATED
A	4.0 - EXCELLENT	YES	YES	NO
B	3.0 - ABOVE AVERAGE	YES	YES	YES

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C	2.0 - AVERAGE	YES	YES	YES
D	1.0 - BELOW AVERAGE	YES	YES	YES
F	0.0 - FAILING	YES	YES	YES
I	INCOMPLETE	NO	NO	N/A
IP	COURSE IN PROGRESS	NO	NO	N/A
N	AUDIT	NO	NO	N/A
W	WITHDRAWN, PASSING	NO	NO	N/A
Y	WITHDRAWN, FAILING	YES	YES	YES
P*	CREDIT	NO	YES	YES

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Z

NO CREDIT

NO

YES

YES

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### 2.3.4 Academic Standing, Warning, and Probation

Academic standing is defined by the student's GPA. The GPA is calculated by dividing the number of grade points earned in courses that assign letter grades by the number of credits attempted.

The purpose for the academic standing, warning and probation policies is to establish a formal process through which the faculty, staff, and administration at the Maricopa Community Colleges may identify and provide support to students who experience academic difficulty and fall below a cumulative grade point average (GPA) of 2.0. The combined cumulative GPA includes computation of grades for both Maricopa and posted transfer courses. It is not intended to discourage or penalize students. rather, this process reflects the commitment of the college's faculty, staff, and administration to provide students with assistance and support to ensure success in achieving their educational goals.

#### Academic Good Standing

Students in academic good standing have a GPA of 2.0 or higher.

#### Academic Warning

Students who do not achieve a minimum cumulative GPA of 2.0 after completion of their first term of study are placed on academic warning. If a student does not achieve the minimum cumulative GPA of 2.0 after one semester on academic warning, the student will be placed on probation for at least one additional term.

#### Academic Probation

If a student's minimum cumulative GPA falls below 2.0 in a term that is not the student's first term, the student will be placed on probation. Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by a college counselor and the designated academic dean.

A student on academic probation who fails to raise the cumulative grade point average 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours.

Students who receive an academic warning or who are placed on academic probation may be required to meet with an academic advisor or other designated intervention team members or engage in other intervention strategies prior to enrolling in courses to discuss an academic improvement plan which may include referrals to academic support, tutoring, and/or student support services to help them achieve good standing. Students using federal financial aid, VA education benefits, or active duty tuition assistance should contact their financial aid office and veterans services office to review possible impacts to their funding. See S-5 Student Financial Assistance.

### 2.3.5 Instructional Grievance Process - Appendix S-6

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in [Appendix S-6](#).

### 2.3.6 Withdrawal

The Office of Admissions and Records/Office of Student Enrollment Services provides information about the withdrawal process. To withdraw from a course or courses from the college, students must follow approved procedures as outlined below. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services. Withdrawal from a course (or courses) does not automatically qualify for a refund of tuition and fees. Tuition and fee refunds will be calculated based on 2.2.10 Refund Policy or reviewed under the refund appeal process. Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.

#### TYPES OF WITHDRAWALS

**STUDENT WITHDRAWAL:** Is a change in the student's course schedule where one or more courses are withdrawn before the end of the term.

**FACULTY WITHDRAWAL:** Occurs when a faculty member withdraws a student.

**COMPASSIONATE WITHDRAWAL:** Is considered when a sudden emergency or severe change in personal circumstances, result in an inability to continue/complete courses. The student provides a written statement of their situation and any documentation to support this request if applicable (e.g. death certificate, accident report, etc.).

**MEDICAL WITHDRAWAL:** Is considered when there is an unexpected serious illness or injury that prevents the student from continuing with their course or courses. The medical withdrawal policy covers physical health and mental health difficulties.

All applications for compassionate and medical withdrawal that are submitted by the student, or on their behalf, require thorough and credible documentation. An approved medical/compassionate withdrawal request will result in a special note line indicating the nature of the withdrawal on the student's unofficial transcript. Medical and compassionate withdrawal applications and supporting documents are retained for at least five years and filed securely. If a request for refund has also been made, further assessment is done to determine eligibility.

**LEAVE OF ABSENCE:** Assists and encourages students to return and graduate after an absence due to military deployment, service on an official church mission, or with a foreign aid service of the federal government. If your absence is due to this or any other reason, you may be eligible to return to a Maricopa College through a quick re-entry process, which permits students to enroll without submitting a new application if they previously attended a Maricopa College. If the leave of absence is due to military commitments, students should also reference Administrative Regulation 2.2.3(3).

Withdrawing can have implications for certificate or degree completion, future registration, financial aid eligibility, and return of financial aid funds. In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all courses during a semester. This could affect a student's ability to receive financial aid in the future at Maricopa or any school.

Prior to submitting a request for any withdrawal or leave of absence, students are encouraged to meet with a college advisor about the potential impact related to the student's academic progress. Students using financial aid, VA education benefits, or active duty tuition assistance should contact their Financial Aid and Veterans Services offices to review possible impacts to their funding.

A student may officially withdraw from specific courses in the following ways:

The prescribed time limits are for full semester courses. Time limits for courses which meet fewer than sixteen (16) weeks are adjusted accordingly. See important deadlines for students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Tuition and fee refunds will be processed based on the 2.2.10 Refund Policy.

Through the 7th week\*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing - not computed in the grade point average) will be assigned.

After the 7th week, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing - not computed in the grade point average) or Y (withdrawn, failing - computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.

A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

#### Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks\* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week\* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

#### Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). A grade of W (withdrawn passing - not computed in GPA) or a grade of Y (withdrawn failing - 0 grade points per credit hour) may be assigned in accordance with the course syllabus.

Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation. Requests for withdrawals should be referred directly to the college of enrollment.

### 2.3.7 Academic Renewal ("Academic Forgiveness")

The Maricopa Community Colleges recognize that a student's academic record may contain grades that are not reflective of more recently demonstrated academic success. Academic renewal (or academic forgiveness) is defined as the process by which a student's previously recorded substandard credit coursework is excluded from the student's cumulative grade point average. Through this regulation, a student may request that grades and credits for all courses in which they earned a grade of D, F, or Y are disregarded from the cumulative GPA. Courses earned with a grade of A, B, and C will not be excluded and will be calculated into the GPA and total credits completed. A maximum of 24 credits taken at Maricopa are eligible to be disregarded under this policy. The academic renewal policy may be used only once and cannot be revoked once approved.

To apply for academic renewal the student must:

1. Complete the academic renewal request form, attaching unofficial transcripts.
2. Meet with academic advisor to discuss the petition, previous coursework, and educational plan.
3. Submit the completed form to the Admissions and Records/Enrollment Services Office.

Upon approval, courses with a grade of D, F, or Y will be annotated on the student's official transcript as excluded from the calculation of their cumulative GPA by academic renewal. All courses will remain on the student's permanent record to reflect an accurate academic history.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of the adjusted GPA (post academic renewal) is at the discretion of the receiving institution.

The academic renewal policy can improve a student's GPA, while reducing their earned credit hours towards degree and certificate requirements, so students must be aware of all consequences before pursuing academic renewal. If interested in financial aid and/or veteran benefits, students are required to meet the financial aid standards of academic progress (SAP) as academic renewal does not replace or override the SAP requirement. Students should follow financial aid SAP appeal procedures outlined in Administrative Regulation 2.3.6 Withdrawal or section 2.9 Veteran Services satisfactory progress standards for regaining aid eligibility.

Additionally, students are encouraged to speak with the financial aid and the veteran services offices if they have questions about how fresh start may affect their aid and benefit eligibility. [For More Information on SAP.](#)

## 2.3.8 Honors Opportunities & Recognition

### Honors Program

Each of the Maricopa Community Colleges has an honors program. Interested Students should contact the college Honors Coordinator for information about the program requirements and available scholarships, including the Chancellor's, Foundation's, President's Scholarships, and Honors Achievement Award.

### President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher. This is a distinct acknowledgement of academic achievement not related to participation in the honors program.

### Graduation With Honors

See [General Graduation Requirements \(AR 2.3.9\)](#). This is a distinct acknowledgement of academic achievement tied to graduation. This is a distinct acknowledgement of academic achievement not related to participation in the honors program.

## President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

## 2.3.9 General Graduation Requirements

**Note:** Also see [Catalog Under Which a Student Graduates \(AR 2.2.5\)](#)

### Earning a Certificate or Degree

The Maricopa Community Colleges offers certificates and degrees in a variety of areas. Each certificate and degree has specified program requirements for graduation. See certificate and degree information for specific program requirements. It is the student's responsibility to be aware of these requirements.

Candidates for graduation must satisfy the following requirements:

- Complete the minimum number of credits required for the certificate or degree and residency requirements as follows:
  - For Bachelor's degrees, at least 30 credits applicable to the degree must be completed at the awarding college.
  - For Associate's degrees, at least 15 credits applicable to the degree must be completed at the awarding college.
  - For certificates that are 15 or more credits, at least 6 credits applicable to the certificate must be completed at the awarding college.
  - For certificates that are 14 or fewer credits, at least a quarter of the credits applicable to the certificate must be completed at the awarding college.
- All new to Maricopa students who declare a degree, or intend to transfer to a college/university, will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCDC college.
- Meet the general education, program requirements, and electives for the certificate or degree required. Requirements can be satisfied by MCCCDC coursework, prior learning assessment, and transfer credit. Transfer credit from outside of MCCCDC or from Maricopa Community Colleges not awarding the degree or certificate and prior learning assessment does not count as hours in residence for graduation requirements.

- Earn a minimum grade point average (GPA) of 2.0 on a four-point grading scale in the coursework (100-level and above) used to satisfy degree or certificate requirements completed in residence and accepted in transfer) Some awards may specify additional GPA requirements.
- Remove all deficiencies (e.g. incomplete grades, missing transcripts, national test results, etc.) on the record to use those courses toward program completion.
- Fulfill any financial obligations with the college.
- File a Petition for Graduation with the Admissions, Records, & Registration/Enrollment Services office with the exception of auto award programs as outlined further in this policy.
- The following information outlines the Maricopa Community College District standards for awarding certificates and degrees:
  - Students can only earn one bachelor's degree of any type in the Maricopa Community Colleges
  - Students can only earn one Associate of Arts (AA) with or without emphasis in the Maricopa Community Colleges
  - Students can only earn one Associate of Arts, Elementary Education (AAEE) in the Maricopa Community Colleges
  - Students can only earn one Associate of Business (ABUS) either General Requirements (GR) or Special Requirements (SR) in the Maricopa Community Colleges
  - Students can only earn one Associate of Arts, Fine Arts (AAFA) with or without emphasis in the Maricopa Community Colleges
  - Students can only earn one Associate of Science (AS) with or without emphasis in the Maricopa Community Colleges
  - Students cannot earn Academic Certificates (Ac), Certificates of Completion (CCL), Certificates of Competency (CCT), and Associate of Applied Science (AAS), and other certificate or degree types with the same academic plan code in the Maricopa Community Colleges
  - Students cannot earn more than one type of AGECE (A, B, and S)

Appeals to this institutional policy may be considered prior to the admission process and/or petition to graduate. See the Admissions, Records, & Registration/Enrollment Services office for a copy of the appeals process.

**AutoAward Policy:** MCCCDC has an auto-award program that identifies some students who have completed a degree or certificate and never submitted a Petition for Graduation (e.g. Reverse Transfer). However, this program is limited and students should not depend on it for graduation. The Petition for Graduation should always be submitted when a student is intending to graduate.

#### **Maricopa Nursing Program**

For the Maricopa Nursing program, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any Maricopa campus and includes pre-requisites, co-requisites, and nursing blocks. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

#### **Graduation with Honors**

All courses used to fulfill graduation and degree requirements, including courses from other institutions are used in the grade point average calculation (GPA) at graduation. Degree-seeking students who have distinguished themselves with GPAs 3.50 and higher are recognized with the following graduation honors:

- 3.50 to 3.69 graduation “with distinction”
- 3.70 to 3.89 graduation “with high distinction” 3.90 to 4.0 graduation “with highest distinction”

Certificate programs are not eligible for institutional honors.

### **2.3.10 Transcripts for Transfer**

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

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

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see [Records Policy in the Student Rights](#)



and Responsibilities section of this manual). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the *Tuition and Fee Schedule* for charges for other official transcripts.

## 2.3.11 Academic Misconduct

### 1. Definitions

- A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
- C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

### Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance

Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

Grade Adjustment - Lowering of a grade on a test, assignment, or course.

Discretionary assignments - Additional academic assignments determined by the faculty member.

Course Failure - Failure of a student from a course where academic misconduct occurs.

### Disciplinary Sanctions

A faculty member may remove a student from one (1) class meeting for disciplinary reasons. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined in AR 2.5.2.

If the misconduct is sufficiently serious to warrant course failure, and if either

- (a) the failure results in a student being removed from an instructional program or
- (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

- A. Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
- B. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

- C. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

#### **Appeal of Sanctions and Consequences for Academic Misconduct.**

Students can appeal academic consequences by following the [instructional grievance process](#). (AR 2.3.5; Appendix S-6) Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

### **2.3.12 Non-Instructional Complaint Resolution Process**

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. [See Appendix S-8](#)

### **2.3.13 Course Substitutions**

Course substitutions should only be made in a consistent and transparent manner, according to Administrative Regulation 2.2.4 (Transfer Credit and Prior Learning Assessment Policy), academic policies, and the following guidelines:

Students may seek to have course(s) requirements (including required courses, restricted electives, and prescribed general education requirements) in their declared bachelor's, associate in applied science or certificate program substituted.

Because a substituted course may not be accepted by a transfer institution or meet transfer degree requirements, no course substitutions are allowed in any of the required course areas of the associate in arts or associate in science degrees with emphasis, Associate In Business - Gr, Associate Of Business - Sr, Associate In Arts, Elementary Education, or the Associate In Arts, Fine Arts.

The course being used as a substitution must meet the content and/or spirit of the substituted course in the student's pathway plan (or for date status petitions by reason of disability). If the pathway course satisfies an Arizona General Education Curriculum (AGEC-A, B, or S) requirement, the course substitution must meet that same requirement. Considerations for substitutions should also include impact to satisfying transfer pathway, industry requirements. Substituted courses should provide the skills and knowledge specified by the pathway learning outcomes.

Course substitutions should not be processed for students who have earned fewer than 15 credits (at Maricopa or elsewhere).

To pursue a course substitution, students must obtain a course substitution petition from the Admissions and Records office or Academic Advisor. Substitutions must be approved by the Program Department Chair, Program Division Chair, Academic/Occupational Program Director, or designee and the appropriate Instructional Dean. The Department Chair, Division Chair, or Academic/Occupational Program Director will work with other departments as needed for courses outside of the discipline.

If the credits of a substituted course are fewer than the original requirement, the missing credit hours are not granted by a substitution. Students must complete the minimum credit hours required by the award.

Students are encouraged to seek substitutions prior to enrollment in an intended substitute course. Requests for course substitutions and supporting documentation should be submitted as soon as possible when transcripts are reviewed. For assistance, students should meet with an Academic Advisor specific to the declared transfer emphasis. Students seeking Title IV financial aid and veteran benefits for a course substitution must have the substitution approved and processed prior to registering for the substitute course.

## 2.4 College Environment

### 2.4.1 General Statement

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

### 2.4.4 Sexual Harassment Policy for Students

2.4.4 Sexual Harassment Policy for Students (replaced with Administrative Regulation [5.1.16](#)).

Administrative Regulation 2.4.4 is rescinded effective August 14, 2020. For cases made prior to August 14, 2020, 2.4.4 applies.

Administrative Regulation [2.4.4](#) has been archived for transitional purposes.

### 2.4.5 Copyright Act Compliance

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

### 2.4.6 Emissions Control Compliance

Pursuant to ARS §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

### 2.4.7 Abuse-Free Environment

See also the **Auxiliary Services** section for [Tobacco-Free Environment](#) and the **Appendices/Student Section** [Medical Marijuana Act](#) of the Administrative Regulations.

1. **Substance Abuse/Misuse Statement**

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. Annual Acknowledgements for students and employees are provided through the online messaging accounts. Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. Maricopa Community Colleges recognized drug and alcohol abuse as an illness and a major health problem as well as a potential safety and security issue. Part of the educational mission of the Maricopa Community Colleges is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse. This mission closely aligns with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

2. **Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol**

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

- A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

**B. Standards of Conduct**

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

**C. Sanctions for Violation of Standards of Conduct**

Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

**B. Legal Sanctions**

1. Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCCD premises, while conducting MCCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCCD; and use of illegal drugs.

**2. MCCCCD Program Standards**

The Maricopa Community College District is committed to establishing a preventative substance abuse program at Each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

- A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
- B. Support disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
- C. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances

**2. Use of Alcoholic Beverages**

<https://district.maricopa.edu/regulations/admin-regs/section-4/4-13>

**3. Other Health Concerns**

General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in an faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

## **2.4.8 Petition Signature Solicitation**

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in appendix [S-14](#).

## **2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users**

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

## POLICY

This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCD policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

### Permit Application:

Any non-MCCCD-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, "low-impact, non-commercial activities" are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

### Designated Areas:

Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCD-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

### Use Fees and Proof of Insurance:

To offset the costs associated with the use of college grounds, non-MCCCD-affiliated users shall be required to pay a fee of \$50 per day or \$125 per week. In order to protect the health and safety of College students, faculty and staff and to protect MCCCD resources, non-MCCCD-affiliated users shall also be required to provide proof of insurance that indicates at least \$1 million in general liability coverage and names the MCCCD as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this Administrative Regulation shall not be applied to low-impact, non-commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College's Responsible College Official. Any questions or comments about the criteria for approval or denial of such request shall be directed to the District Ombudsman.

## Permits:

The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

### Priorities and Criteria for Approval of Permits:

The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

#### Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.
2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCC student organizations or employee groups.
4. Activities of non-MCCC-affiliated individuals and organizations.
5. Commercial advertising or activities.

#### Criteria

1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of College Police staff to provide security for all events and activities scheduled at the time.
3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.
4. General feasibility of hosting the event as proposed.

## Other Policies:

This administrative regulation will be applied in conjunction and coordination with all other MCCC policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

Specific procedures on how to implement the Use of College Grounds regulation can be found in [Appendix S-15](#).

### **2.4.10 Children on Campus**

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

### **2.4.11 Crime Awareness and Campus Security Act**

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the College Police.

## **2.4.12 Workplace Violence Prevention**

### **Purpose**

It is the policy of the Maricopa County Community College District to promote a safe environment for its employees, students, contractors, and visitors. MCCCDC is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

### **Policy**

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCDC to report any occurrence of such conduct to MCCCDC Public Safety. Every employee, student, contractor, and visitor on MCCCDC property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

## **2.4.13 Student Right to Know**

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

## **2.5 Student Rights and Responsibilities**

### **2.5.1 Disciplinary Standards**

#### **1. Disciplinary Probation and Suspension**

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa County Community College District (MCCCDC) are vested in the MCCCDC Governing Board. The MCCCDC Governing Board and its agents-the Chancellor, administration, and employees are granted authority to regulate student behavior subject to basic standards of reasonableness.

In developing responsible student conduct, the MCCCDC prefers mediation, guidance, and admonition. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed. The MCCCDC reserves the right to levy discipline rather than attempt mediation and guidance, based on the severity of the conduct.

### **2.5.2 Student Conduct Code**

The purpose of this Student Code of Conduct is to help ensure a productive and safe environment for students, employees, and visitors. This conduct code is not a stand-alone policy. This code is subject to the provisions outlined in AR 5.1.16, generally known as the Title IX policy, and AR 6.24, generally known as the Free Expression policy, and AR 5.1, generally known as the Non-Discrimination policy. There are other policies that may intersect with other administrative regulations.



## Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. "**College**" means a Maricopa County Community College District (MCCCD) College or center/site.
2. "**College premises**" means all land, buildings, facilities and other property in the possession of or owned, used, or substantially controlled by the college or MCCCD.
3. "**College official**" means any person employed by the college or MCCCD, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college President shall designate the college/center official who is responsible for the administration of the Student Conduct Code.
4. "**Complainant**" means any person who submits a complaint alleging that a student violated this Student Conduct Code. When a student believes they have been a victim of another student's misconduct, the student who believes they have been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the college community submitted the complaint itself.
5. "**Day**" means business day when college is in session, and shall exclude weekends and college/MCCCD holidays.
6. "**Disruptive behavior**" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting/ facility, which includes educational or professional internships, clinical placements, or other experiential learning opportunities. Disruptive behavior also includes conduct that materially interferes with or obstructs college business operation.
7. "**District**" means the Maricopa County Community College District (MCCCD).
8. "**Faculty member**" means any person hired by the college or MCCCD to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of the faculty in credit / non-credit courses and clock hour courses and programs.
9. "**Member of the college community**" means any person who is a student, faculty member, college official, or any other person employed by the college or center/site. A person's status in a particular situation shall be determined by the college President.
10. "**Organization**" means any number of persons who have complied with the formal requirements for college recognition.
11. "**Policy**" is defined as the written regulations of the college and/or MCCCD as found in, but not limited to, this Student Conduct Code and MCCCD Governing Board policy.
12. "**Respondent**" means any student accused of violating MCCCD's Student Conduct Code. Respondents enjoy the presumption of innocence until such time as the Respondent is adjudicated to have violated the Student Conduct Code.
13. "**Student**" means any individual who is currently admitted or registered in credit or non-credit college programs on a full or part time basis, or who participates in a college function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.
14. "**Student Conduct Administrator**" means a college official authorized by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code.
15. "**Threatening behavior**" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others, or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional, or future basis.

## Article II: Judicial Authority

1. Decisions made by a Student Conduct Administrator shall be final, pending the normal appeal process.
2. Matters pertaining to sexual harassment must always be referred first to the college Title IX Coordinator for review under AR 5.1.16. Conduct that does not meet the definition of sexual harassment as outlined in AR 5.1.16, or otherwise do not meet the definition of an educational program or activity, do not occur against a person within the United States, or are otherwise dismissed either under the mandatory or discretionary dismissal provisions will be referred by the Title IX Coordinator back to the college's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

## Article III: Prohibited Conduct

### 1. **Jurisdiction**

The Student Conduct Code shall apply to conduct that occurs on any college or MCCCCD premises, or at any center/site or MCCCCD-sponsored event or activity that adversely affects the college community and/or the pursuit of its objectives.

- A. Jurisdiction may be applied against student behavior conducted online, via email, or other electronic medium provided that it meets the criteria listed above. Further, jurisdiction under this policy applies to any person who is currently admitted or in credit or non-credit college programs or who participates in a college function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.
- B. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

### 2. **Title IX Sexual Harassment**

Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the college's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

### 3. **Disruptive Behavior In Class (Temporary Removal of Student)**

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. (Academic Misconduct AR 2.3.11). If the student refuses to leave after being requested to do so, college police may be summoned to provide assistance. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined below.

### 4. **Conduct - Rules and Regulations**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- A. Acts of dishonesty, including but not limited to the following:
  - i. Knowingly furnishing false information to any college official or officer (including filing a false report or complaint), including during an official investigation (i.e., Title IX, conduct, or campus police investigation).
  - ii. Forgery, alteration or misuse of any college document, record or instrument of identification, even if there is no reliance on the forged or altered document in the posting of grades or other academic/financial benefit.
  - iii. Tampering with the election of any college- recognized student organization.
  - iv. Financial aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.
  - v. Misrepresentation of one's identity (see also Identity Theft Red Flag and Security Incident Reporting AR 6.11).
  - vi. Misuse of the colleges copyrighted content and trademark (Copyright Act Compliance AR 2.4.5).
  - vii. Knowingly filing a false report (Title IX, conduct, or campus police investigation) to a college official or campus police.
- B. Obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities.
- C. Conduct that intentionally or recklessly causes physical harm or that otherwise threatens or endangers the health or safety of any person.
  - i. Physical abuse – hitting, pushing, use of a weapon, beating or other such activity resulting in or, intended to cause physical harm.
  - ii. Making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person.

- iii. Substantial or repeated acts and/or harassment directed at a person or group of people that would cause a reasonable person to feel fearful and/or find intimidating, hostile, or offensive, including but not limited to, bullying, stalking, and hazing (Hazing Prevention Regulation AR 2.6) as defined in Article I.
  - iv. Any form of retaliation towards a Complainant or any participant in an investigation or conduct process.
- D. Attempted or actual theft of, damage to, or unauthorized use of property of the college or property of a member of the college community or other personal or public property.
- E. Trespassing or unauthorized access to physical or virtual/cyber property or services of the college.
- F. Having an animal in a campus building, other than in accordance with MCCCDC policy (Domesticated Animals on Campus AR 3.9 and Guidelines for Service Animals on Campus) and ADA laws, such as permitted service animals individually trained to perform tasks for the benefit of an individual with a disability.
- G. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to properly identify oneself to these persons when requested to do so.
- H. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- I. Violation of any college or MCCCDC policy, rule or regulation published in hard copy or online, such as a college catalog, handbook, etc. or available electronically on the college's or MCCCDC's website.
- J. Violation of federal, state or local law.
- K. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law, unless such use is prohibited due to a program of study for fields that are deemed safety sensitive positions. (Abuse-Free Environment AR 2.4.7, S-16 statement on the Arizona Medical Marijuana Act Proposition 203).
- L. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- M. Smoking tobacco products, using e-cigarettes, or any other violation of the Smoke-Free/Tobacco-Free Environment policy (AR 4.12).
- N. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage (Weapons policy AR 4.6).
- O. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
- P. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- Q. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or MCCCDC premises without their prior knowledge, or without their effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- R. Engaging in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code. (Free Expression policy AR 6.24).
- S. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
  - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
  - ii. Unauthorized transfer of a file
  - iii. Unauthorized use of another individual's identification and/or password

- iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
  - v. Use of technology facilities or resources to send obscene or abusive messages
  - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
  - vii. Use of technology facilities or resources in violation of copyright laws (Copyright Act Compliance AR 2.4.5)
  - viii. Any violation of the MCCC'D's technology resource standards (Technology Resource Standards AR 4.4)
  - ix. Use of technology facilities or resources to illegally download files
  - x. Unauthorized use of intellectual property (Intellectual Property policy)
- B. Abuse of the Student Conduct system, including but not limited to:
- i. Falsification, distortion or misrepresentation of information before a Student Conduct Official.
  - ii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
  - iii. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
  - iv. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct proceeding
  - v. Harassment, either verbal or physical, and/or intimidation of a Student Conduct Administrator prior to, during and/or after a Student Conduct proceeding
  - vi. Failure to comply with the sanctions imposed under this Student Conduct Code
  - vii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
  - viii. Failure to obey the notice from a Student Conduct or college official to appear for a meeting or hearing as part of the Student Conduct system.
- B. Engaging in irresponsible social media conduct. All Student Conduct policies apply to social networking platforms.
- C. Attempt to bribe a college or MCCC'D employee.
- D. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two (2) or more occasions over a period of time and such conduct would cause a reasonable person to fear for their safety.
- E. Sexual misconduct, including but not limited to:
- i. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
  - ii. Explicit sexual comments by one (1) or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
  - iii. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience.
  - iv. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the MCCC'D education programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
- F. Sexual Exploitation
- i. Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
    - a. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
    - b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;

- c. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- e. Engaging in non-consensual voyeurism;
- f. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
- g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
- h. Possessing, distributing, viewing or forcing others to view obscenity.

## 2. Violation of Law and College Discipline

- A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation. If a criminal investigation and/or prosecution results from the same factual situation, proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
- B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise external law enforcement and other authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
- C. The Student Code of Conduct may apply to off-campus behavior that affects a substantial interest of the college. A substantial college interest means:
  - i. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others; and/or
  - ii. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
  - iii. Any situation that is detrimental to the educational mission and/or interests of the college, unless it is protected by a student's constitutional right to free expression.

## Article IV: Student Conduct Code Procedures

### 1. Allegations and Resolution Options

- A. Any member of the college community may file a complaint against a student for violations of this Student Conduct Code. A complaint may be in writing or verbally given to the Student Conduct Administrator. Once the complaint has been made, it shall be put in writing and a notice of allegation should be submitted to the Respondent. A Respondent must receive written notice of the allegations before a meeting is held with the Respondent regarding the conduct. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Student Conduct Administrator.
- B. There is no statute of limitations for bringing a complaint under the Student Conduct Code, but it is advisable to bring a complaint as soon after the conduct being reported occurred.

- C. Both the Complainant and the Respondent shall have the right to be assisted by an advisor of their choosing. A party who elects to be assisted by an advisor must notify the Student Conduct Administrator of the name and contact information of the Advisor not less than two (2) days before the scheduled meeting with the party. Advisors may not be an attorney. Both the Complainant and the Respondent are responsible for presenting their own information during the course of the meeting. Advisors are not permitted to speak or participate directly in any Student Conduct meeting or proceeding and can be removed from proceedings by not abiding by these parameters.
- D. Misconduct that would fall under the jurisdiction of AR 5.1.16, meaning it alleges sexual harassment, discrimination, sexual assault, dating/domestic violence, or stalking should be forwarded to the Title IX Coordinator for a jurisdictional review. In such cases where the conduct alleged does not meet the definition of sexual harassment, as outlined in the Title IX Regulations (and MCCCDC policy AR 5.1.16) or is otherwise subject to mandatory or discretionary dismissal, the alleged conduct will be referred back to the Student Conduct Code for investigation and adjudication.
- E. After receiving information on alleged violations of the Student Conduct Code, the Student Conduct Administrator will review the information, gather facts, and make a determination on the appropriate next steps. Documentation regarding the aforementioned steps must be maintained. Next steps are:
  - i. Dismiss the case due to insufficient evidence, lack of jurisdiction, or the alleged behavior, even if proven true, would not violate the code.
  - ii. Proceed with a full, thorough, and impartial investigation with formal disciplinary proceedings.
  - iii. Initiate an informal resolution outside of formal disciplinary proceedings provided involved parties mutually agree and the Student Conduct Administrator determines this option is appropriate given the nature of the allegations. An informal resolution can also be an option when the Respondent accepts responsibility for the behavior.
  - iv. If the informal resolution option is initiated, the determination with regard to responsibility and sanctions is final and cannot be appealed.

## 2. Informal Resolution Options

- A. Informal resolution options include, but are not limited to: administrative dispositions, mediation, facilitated dialogue, and restorative justice practices.
- B. Determinations regarding the type of informal resolution offered in a particular case will be made in consultation with the Student Conduct Administrators, other MCCCDC leadership, as necessary, and the students at issue. Staff outside of the Student Conduct Administrator's office may be involved in facilitating the agreed upon option.
- C. Informal resolutions can result in the same sanctions and institutional responses as are reserved for matters that have been addressed through a full investigation.
- D. The Student Conduct Administrator will make the determination with regard to responsibility.
- E. Should new facts come forward during the informal resolution process that significantly alter the nature of the allegations, the Student Conduct Administrator has the discretion to initiate a full investigation. If one of the involved parties decides that the informal resolution option is not appropriate, they may request a full investigation. This request must be submitted to the Student Conduct Administrator before the conclusion of the informal resolution process. If this action is taken, the Student Conduct Administrator will document the end of the informal resolution process and shall initiate a formal investigation.
- F. Both the Complainant and the Respondent must sign an agreement to engage in the informal resolution process.

## 3. Interim Actions

- A. If the Student Conduct Administrator is in receipt of information indicating that the Respondent poses a threat of harm or substantial disruption, the Student Conduct Administrator may take administrative action(s) to restrict, suspend, or alter the rights of a student for a temporary period. The interim action(s) will be communicated in writing to involved parties and will remain in place until a final decision on the pending allegations has been made or until the Student Conduct Administrator believes the reason(s) for issuing the interim action(s) no longer exists. These administrative actions are not designed to be punitive, and they are not issued as sanctions.

- B. A student who is restricted from campus or suspended due to interim action(s) may appeal the interim action(s) in writing to the Dean or Vice President of Student Affairs (VPSA) who is over the Student Conduct Administrator, and in the case that a VPSA is the Student Conduct Administrator, to the President of the college, no later than five (5) business days following the effective date of the interim action(s). This person will determine, within five (5) business days of receipt of the appeal, if the interim action(s) should remain in place, be modified, or lifted.
  - C. Examples of interim actions include, but are not limited to, no contact directives, removal from a class or classes or specific MCCC locations, administrative removal from campus, administrative/enrollment holds, and temporary suspension.
  - D. Factors considered before issuing interim actions include, but are not limited to, individual safety, community safety, and the need to maintain an academic and work environment free from disruption. If the interim action is temporary suspension or removal from campus, the Student Conduct Administrator will consult with the college's behavioral assessment team as part of the decision-making process.
4. **Notice of Allegations and Investigations**
- A. The notice of allegations letter sent to the Respondent will also be sent to the Complainant. The notice of allegation should specify that the investigation will be done to determine, under the preponderance of the evidence standard, if a violation of the policy has taken place. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Student Conduct Administrator.
  - B. Investigations will be conducted in a fair and impartial manner. Respondents are treated with a presumption of innocence until such time as it has been adjudicated that a violation of the Student Conduct Code has taken place.
  - C. If during the investigation additional allegations are presented or if allegations outlined in the original notice of allegations have been retracted, the Respondent must receive an amended notice of allegations and shall be allowed to address the new allegations.
5. **Investigation Process**
- A. At the beginning of the investigation interview, the Student Conduct Administrator will review with the party being interviewed: the Student Conduct Code, the investigation process, how determinations are made, possible sanction(s), the prohibition against retaliation, and appeal options.
  - B. Students are expected to comply with requests and directives issued by the Student Conduct Administrator performing duties connected to an investigation. Should a student choose to not participate in the conduct process, the Student Conduct Administrator will proceed with the investigation and make determinations without gaining input from the non-participating student.
  - C. After the investigative interview, Respondents will be given up to five (5) days to reflect upon and respond to the allegations(s) in writing. The written response should be delivered to the Student Conduct Administrator within that time period. Likewise, Complainants and witnesses will be given up to five (5) days to reflect upon and respond to the information presented and outlined during the investigative interview. The Student Conduct Administrator does not need to provide interview notes or additional information to the student to facilitate this process.
  - D. A student can have an advisor present in all conduct proceedings, but the advisor cannot speak on the student's behalf.
  - E. Involved parties can identify witnesses who have information relevant to the investigation. These witnesses will be contacted by the Student Conduct Administrator who will assess the relevance of the witnesses and conduct interviews as appropriate.
  - F. Complainants and Respondents will be notified in writing when an investigation has concluded and the investigative report has been completed, which will encompass all information except for a final determination.
6. **Determinations**
- A. The Student Conduct Administrator will determine whether it is more likely than not that a student and/or student organization violated the Student Conduct Code.
  - B. The Student Conduct Administrator will consider any mitigating or aggravating factors and determine the appropriate sanctions.
  - C. Within five (5) business days of the determination, the Student Conduct Administrator will provide the parties a written decision. The written decision will indicate whether or not the charge(s) was substantiated and, if the

charge(s) was/were substantiated, will outline the remedial action(s) taken including sanctions if applicable, to be issued by the college. The determination letter will summarize the investigation and outline the determination made regarding the allegations outlined in the complaint, as well as state any issued sanction(s) based on a finding of responsibility.

- D. Respondent will be informed of the right to appeal the determination and will be given instructions on how to do so in the decision letter.

## 7. Appeals

- A. The Respondent must submit a written appeal request to the supervising Dean of Students or Vice President of Student Affairs (VPSA), or in the case that the Student Conduct Administrator is the VPSA, the President, no later than five (5) days from the date of the written determination.
- B. If no appeal is filed within the five (5) day window, the determination regarding responsibility for a violation under this policy and sanctions is final.
- C. Pending the filing of a timely appeal request, the decision by the Dean of Students or VPSA will delay the effective date of the disciplinary sanction.
- D. The grounds for an appeal are restricted to the following:
  - i. Procedural irregularity that affected the outcome of the matter, and
  - ii. New evidence that was not reasonably available at the time determinations regarding responsibility was made, or that could affect the outcome of the matter.
- E. The Dean of Students or VPSA will notify the involved parties of a decision regarding the appeal within five (5) days of receiving the appeal request. Both parties to the original investigation will be notified of the appeal decision.
  - i. If the appeal is denied, the decision by the Student Conduct Administrator shall be considered final and binding upon all concerned.
  - ii. If the appeal is granted, the rationale for the decision will be outlined in the decision letter as will the next steps in the process.
    - a. The appellate body has discretion upon granting an appeal to refer the matter back to the Student Conduct Administrator for re-consideration, or alter the sanction(s) only (including issuing more severe sanctions).

## 8. Matters Related to Infringement of the Right to Free Expression

- A. As outlined in Arizona Revised Statute 15-1866, any student who engages in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code.
- B. In all disciplinary proceedings involving students, including proceedings involving expressive conduct, a student is entitled to a disciplinary hearing under published procedures that include, at a minimum, all of the following:
  - i. The right to receive advanced written notice of the allegations.
  - ii. The right to review the evidence in support of the allegations.
  - iii. The right to confront witnesses who testify against that student.
  - iv. The right to present a defense.
  - v. The right to call witnesses.
  - vi. A decision by an impartial person or panel.
  - vii. The right to appeal.
  - viii. If either a suspension of more than thirty (30) days or expulsion is a potential consequence of a disciplinary proceeding under this section, the right to active assistance of counsel.

## 9. Sanctions



- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
- i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
  - ii. **Disciplinary Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
  - iii. **Loss of Privileges** - denial of specified privileges for a designated period of time which can include, but is not limited to, eligibility for some leadership roles, scholarships, membership in college-affiliated organizations, programs, and activities, and restricted access to college premises.
  - iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - v. **Discretionary Sanctions** - work assignments, essays, service to the college, or community, apology letters, educational programs, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator and will have specific due dates.)
  - vi. **Behavioral Requirement** - engagement with services or programs designed to address behaviors of concern through education and skill-building.
  - vii. **College Suspension** - separation of the student from all the colleges in MCCCDC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension from ONE college means a suspension from ALL colleges in MCCCDC.
  - viii. **College Expulsion** - permanent separation of the student from all the colleges in MCCCDC. Expulsion from one college means expulsion from all MCCCDC colleges.
  - ix. **Degree/Certificate Revocation** - permanent revocation of a student's degree and/or certificate.
  - x. **Other Sanctions** - additional or alternative sanctions may be created and designed as deemed appropriate to the offense with the approval of the Student Conduct Administrator.
- B. More than one of the sanctions listed above may be imposed for any single violation.
- C. Disciplinary sanctions are part of a student's educational record.

## 2. Miscellaneous

### A. Administrative Hold

The Student Conduct Administrator may place a temporary administrative hold preventing a student's registration, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with an administrative direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

### B. Academic Consequences

Violations of the Student Conduct Code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. In such cases, the instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the college officials charged with the administration of the Student Conduct Code.

## Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

## 2.5.3 Student Records

### 1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

- A. "College" includes all colleges, educational centers, skill centers and District office.
- B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
  - i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
  - ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
  - iii. Records maintained by the colleges' security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
  - iv. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student or made available only to those persons providing treatment.
  - v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

### 2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

### 3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

### 4. Annual Notification ( SEE ALSO FERPA EXPLANATION,)

Students will be notified of their rights annually by electronic mail in a FERPA Annual Notification. Students rights may also be provided via the following means: FERPA Annual Notification placement on the college website, publication in the college catalog and/or the student handbook:

Individuals requesting admission or enrollment at any of the Maricopa County Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa county community colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCC offers.

### 5. Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age). These rights include:

**A. *The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.***

1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. The form to do so may be found [here](#). The college official will make arrangements for access and notify the

student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or District may deny access to the following records:

- a. Parents' financial statements;
- b. Letters of recommendation, if the student has waived his or her right of access;
- c. Records filed before January 1, 1975; or
- d. Records not included in the FERPA definition of educational records.

3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:

- a. The student has an unpaid financial obligation to the college or District;
- b. There is an unresolved disciplinary action against the student; or
- c. The educational record requested is an exam or set of standardized test questions.

**B. *The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.***

1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. A proper request to correct a student education record must:

- a. Be written to the College Registrar;
- b. Clearly identify the part of the record they want to be changed; and
- c. Specify why the record is inaccurate or misleading.

3. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.

4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in [Appendix S-17](#) of the MCCC Administrative Regulations.

**C. *The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA release of information consent may be found [here](#).

**CONDITIONS OF DISCLOSURE WITHOUT CONSENT**

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructions, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the MCCC District whom the college or District has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in

§99.31(A)(1)(B)(1) – (A)(1)(B)(2) are met. (§99.31(A) (1))

2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2))
3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§99.31(A) (3) AND 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4))
5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(A) (9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))
10. Information the college has designated as "Directory Information" under §99.37. (§99.31(A) (11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her. (§99.31(A) (14))
13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

Students who believe that MCCCDC or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: [S-8 Non-Instructional Complaint Resolution](#)

***D. The right to file a complaint with the US Department to Education concerning alleged failures by the college to comply with the requirements of FERPA.***

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

US Department of Education

400 Maryland Avenue SW

Washington, DC 20202-5920

**E. 2012 FERPA Amendment:** As of January 3, 2012, The U.S. Department Of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. for more information on this amendment, please see: [FERPA](#)

**F. Student Directory Information**

1. A Maricopa County Community College may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Admission & Records Office/Enrollment Services.

A. Students should consider very *carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

2. Students may request their college to withhold the sharing of directory information by filing out a request to withhold directory information form and submitting that form to the college Admission & Records Office/Enrollment Services.

3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:

- A. Name
- B. Address
- C. Phone Number
- D. MCCCDC Email Address
- E. Photograph/Electronic Image
- F. Place of Birth
- G. Major Field of Study
- H. Current Enrollment Status
- I. Participation in Officially Recognized Activities
- J. Dates of Attendance
- K. Degrees Awarded
- L. Awards and Academic Honors Received/Dean's List Selection
- M. Previous Institutions Attended
- N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

**G. Disclosure to Parents**

In accordance with federal law, college officials may disclose educational records to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

## 2.5.4 Student Employment

1. **District Student Employees**

A. **Introduction**

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

B. **Philosophy and Workload for Student Employees**

- i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any

student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.

- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

**C. Student Employee Benefits**

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

**D. Student Employment Records**

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of student affairs.

**E. Student Compensation**

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

**F. Employee Contracts and Forms (See Appendix FM-3)**

**G. Student Employee Grievance Procedure**

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12)

**2. Student Security Guards**

**A. Introduction and Philosophy**

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

**B. Workload of Student Security Guards**

- i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
- ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

**B. Students not in Administration of Justice Program**

- i. Use of student other than those in Administration of Justice Program:
  - 1. Selection of the student must be personally approved by the vice president of student affairs and chief of security.
  - 2. Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
  - 3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
- ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
  - 1. Wearing of the uniform, general appearance, and demeanor
  - 2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
  - 3. Public relations methods used on the campus
  - 4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
  - 5. Basic techniques for interviewing students, faculty and visitors relative to the incidents

6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
  7. Basic first aid
- B. Student Security Guards Employee Benefits**  
As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
- C. Student Employment Records**  
The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

## 2.5.5 Student Governance

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, the Maricopa Community Colleges Governing Board Policies and the Chancellor's Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

### 1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

### 2. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

### 3. Eligibility for Office

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

### 4. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

5. **Removal from Office**  
Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.
6. **Remuneration Limitations**
  - A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
  - B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
  - C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
  - D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.
7. **Amending Student Constitutions**  
College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.
8. **Student Governance Advisors**  
College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.  
  
Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.
9. **Legal/Fiscal/Financial Matters**  
Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.
10. **Final Authority**  
In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

## Student Clubs and Organizations

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCDCD may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCDCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

### 2.5.6 Lost or Stolen Records

Administrative Regulation 2.5.6 *Lost or Stolen Records* has been repealed and is no longer effective.

Please refer to the following Administrative Regulations: [4.22 Statement on Privacy](#), [4.23 Written Information Security Program](#), [4.24 Information Security and Privacy Incident Response Plan](#)



## 2.6 Hazing Prevention Regulation

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the MCCCD community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

## 2.7 Sign Language Interpreter

1. The coordinator of disability services at each college will designate a qualified individual to serve as interpreter coordinator.
2. Any student who is deaf or hard of hearing may request an accommodation by contacting the designated disability services offices at his/her college.

## 2.8 Students with Disabilities

### 2.8.1 Eligibility for Accommodations & Required Disability Documentation

This policy is intended to specify the disability documentation required that will qualify Maricopa County Community College District (MCCCD) students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office.

Only accommodations granted by the respective college DRS office and communicated to faculty through a Faculty Notification Letter (FNL) will be recognized by the District as approved accommodations for students with disabilities.

Faculty are not required to provide reasonable accommodations/academic adjustments to students with disabilities unless the student has registered with DRS and engages in the interactive process.

#### I. General Eligibility Requirements

1. To receive services from the DRS, a student must be admitted and enrolled as an MCCCD student.
2. The student must provide the DRS office with documentation of a qualifying disability that verifies the nature and extent of the disability prior to receiving any accommodation or academic adjustment.
  - a. Any of the following submitted by an individual seeking admission to MCCCD is sufficient to establish that the individual is an individual with a disability:
    - i. Documentation that the individual has had an individualized education program in accordance with Section 614(d) of the Individuals with Disabilities Education Act, including an individualized education program that is not current on the date of the determination that the individual has a disability. MCCCD may ask for additional documentation from an individual who had an individualized education program but who was subsequently evaluated and determined to be ineligible for services under the Individuals with Disabilities Education Act, including an individual determined to be ineligible during elementary school.
    - ii. Documentation describing services or accommodations provided to the individual pursuant to a Section 504 plan as defined in Section 15-731.

- iii. A plan or record of service for the individual from a private school, a local education agency, a state educational agency or an institution of higher education provided in accordance with the Americans with Disabilities Act of 1990.
  - iv. A record or evaluation from a relevant licensed professional finding that the individual has a disability.
  - v. A plan or record of disability from another institution of higher education.
  - vi. Documentation of a disability due to service in the uniformed services.
- b. If a student does not have documentation, they are still required to follow the application and intake process, which includes meeting with a DRS representative and participating in the interactive process. Additional documentation may be required to establish the need for an academic adjustment/accommodation after a student has been identified as a student with disabilities (see Section IV(f)).
  - c. Provisional accommodations may be granted to a student by DRS to assist students while they collect appropriate documentation to support their eligibility for accommodations/academic adjustments. Such provisional accommodations must not exceed thirty (30) days, unless such extensions are granted due to extenuating circumstances. In these cases, an additional thirty (30) days of provisional accommodations may be granted. Any extension request beyond the additional thirty (30) days must be reviewed by the District ADA/504 Coordinator. Such extension must be based on extenuating circumstances beyond the control of the requesting student, and is not guaranteed.

## II. Who is Eligible for Services

1. To be eligible for DRS support services, a student must have a disability as defined by federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)).
2. An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws.
3. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

## III. Definitions

1. Academic Adjustment means: a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to provide access to the academic and educational environment. Academic adjustments may include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Academic adjustments may not substantially or materially alter the course modality, curriculum, competencies or degree requirements.
2. Accommodation means: an alteration of environment, curriculum format, or equipment that allows a student with a disability to gain access to content and/or complete assigned tasks. Accommodations allow students with disabilities to pursue a regular course of study. Since accommodations do not alter what is being taught, instructors should be able to implement the same grading scale for students with disabilities as they do for students without disabilities.

Examples of accommodations include, but are not limited to, sign language interpreters for students who are hearing impaired, computer text-to-speech, computer-based systems for students with visual impairments or dyslexia; extended time for students with fine motor limitations, visual impairments, or learning disabilities, and large-print books and worksheets for students with visual impairments.

3. Current Documentation means: documentation of a diagnosed physical or mental impairment that is dated within 5-7 years. Adult norms must be used for all testing provided as documentation.
4. Major Life Activities include, but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive function.
5. Mental Impairment means: any mental or psychological disorder, including but not limited to, intellectual disabilities (intellectual developmental disorder), organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

6. Physical Impairment means: a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, Diabetes, HIV (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

#### **IV. Procedures**

##### **1. General Procedures**

- a. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.
- b. Any instructor, academic staff member, or support staff (i.e., admissions of financial aid employees) who receives a request from a student for accommodations/academic adjustments due to a disability must refer the student to the college's DRS office.
- c. All requests for academic adjustments/accommodations shall be considered on an individual, case-by-case basis and all reasonable and appropriate requests for academic adjustments/accommodations from eligible students shall be considered by DRS. DRS may exercise its right to require additional documentation in support of a request for academic adjustment/accommodation.
- d. Academic adjustments/accommodations are determined by the DRS Office through an interactive exchange (the interactive process) with the eligible student. The interactive exchange may continue during the course of the year and may involve faculty members' input regarding the terms and conditions of the course or program of study. Accommodations/ academic adjustments in the classroom environment shall require participation of course faculty.
- e. MCCCDC is not required to provide "best" or "most desired" accommodations, but rather a reasonable accommodation sufficient to provide the eligible student equal access to the educational environment/activities.
- f. MCCCDC shall continue the interactive process to establish a reasonable accommodation for an individual pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 until it finds an accommodation or accommodations that meet the needs of the individual and do not impose an undue burden on college/district.

##### **2. Material Alteration of class or certification requirement**

- a. If a faculty member believes the DRS approved academic adjustment/ accommodation would alter an essential academic course competencies, curriculum, or a licensing requirement, the instructor shall meet with the DRS office as part of the interactive process. In the event this issue was not previously addressed in the interactive process, a conversation with DRS should take place within five (5) days of the faculty member's receipt of the Faculty Notification Letter outlining the approved academic adjustment/accommodation. The Parties will attempt to resolve the concern.
- b. If the faculty member's concerns are not resolved after the meeting with the DRS Manager, the faculty member and the DRS Manager will meet with the Chief Academic Officer, or designee, and the District ADA/504 Coordinator to resolve the concern. This meeting should take place within three (3) days of the meeting between the DRS Manager and the faculty member. The Chief Academic Officer's decision is final.
- c. Any change in the DRS Office's initial recommendation resulting from the meeting with the Chief Academic Officer will be communicated to the student by the DRS Office and the interactive process will continue in an effort to provide reasonable and appropriate academic adjustments/accommodations.

#### **V. Rights and Responsibilities**

##### **1. Students served by Disability Resources and Services have the right:**

- a. to an equal opportunity to access course information and materials
- b. to an equal opportunity to participate in and benefit from the college community
- c. to choose whether or not to disclose the nature of their disability to their professor(s). The information the student provides to DRS is protected by FERPA.
- d. to request reconsideration of accommodation determinations if dissatisfied with the granted accommodations because they believe their disability(ies) is/are not being properly accommodated or if they believe they have been discriminated against during the interactive process.

##### **2. Students served by Disability Resources and Services Responsibilities:**

- a. Self-identify to DRS as having a disability and provide accurate, recent, and timely documentation.
- b. Check MCCCDC email and/or DRS Connect portal for updates and announcements.
- c. Request accommodations each semester in a timely manner and understand that a late request does not constitute retroactive adjustments.

- d. Notify DRS if classes are dropped or added.
- e. Ensure that instructors have received the Faculty Notification Letter once it has been issued through DRS Connect.
- f. Communicate directly with DRS regarding exam accommodations, such as taking exams in the testing center, and stay in communication about the time and place for such exams.
- g. Contact DRS in a timely manner if having any difficulty securing or arranging accommodations.
- h. Promptly return any borrowed or assigned equipment (as an accommodation) to DRS when it is no longer needed.
- i. If approved for note taking or audio recording services, understand that these services are for personal use only and may not be shared. In addition, the student must understand that you must be present in class to receive these services.
- j. Understand that requesting accommodations does not mean that the student's request will be approved.
- k. Meet the same standards—academic, technical, performance, and behavioral—expected of all Maricopa County Community College students.
- l. Accommodations may be granted on a provisional basis (30 days). This may be based on the need for additional documentation. In these cases, the student will need to update their documentation to receive accommodations beyond the 30 days. The student must understand that approval will be based on a review of the new documentation and there is no guarantee that the provisional (or any) accommodations will be approved.
- m. Understand that faculty are not required to provide any accommodation that fundamentally alters the nature of their course or lowers the academic standards.

## **VI. General Disability Documentation Guidelines**

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, psychologists, neuropsychologists, audiologists).

Maricopa County Community College District, Disability Resources and Services will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate, psychoeducational evaluations that demonstrate current functional limitations of the disability.

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities, including all battery scores in addition to evaluative notes.

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of ADHD that are based on age-appropriate, diagnostic evaluations, administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists). Submitted documentation must demonstrate current functional limitations of the disability.

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists).

Submitted documentation must demonstrate current functional limitations of the disability.

## **VII. Additional Documentation Guidelines and Resources**

The Maricopa County Community College District, Disability Resources and Services can provide a "Disability Verification Form" that can be completed by a trained and qualified professional, or the professional may choose to submit a letter. The letter must be on letterhead, with date and signature (including license number, if applicable), and must include the following:

1. a diagnostic statement identifying the disability (including the date of the diagnosis)
2. current severity/impact of the disability (mild/moderate/severe)
3. an assessment of major life activities that are impacted by the disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.) and
4. specific recommendations for accommodations. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.

## **VIII. Request for Reconsideration and Grievance Procedure**

1. Request for Reconsideration
  - a. If a student is unsatisfied with either the academic adjustments/ accommodations granted by the DRS office or the denial of academic adjustments/accommodations, the student should submit in writing to the respective college DRS manager/director the specific reason(s) they are unsatisfied and the redress they seek. The DRS manager/director will respond to this communication within five (5) business days. The communication should

outline the manager/director's response as well as if there has been a determination that an adjustment or change of accommodation status is warranted.

- b. If the student is still dissatisfied with their academic accommodations or the denial of their accommodations, the student may submit a formal request for reconsideration of accommodation to the accommodation review committee (ARC).
  1. The request for reconsideration must be made in writing within ten (10) business days of the mailing of the DRS response to the initial request for reconsideration.
  2. This written request should be delivered to the district ADA/504 coordinator and must include a statement of desired outcome. In reviewing a request for reconsideration, the ARC will rely on the documentation available to the DRS at the time of the initial decision in making accommodation determinations.
  3. The ARC shall consist of two (2) DRS managers from colleges unaffiliated with the student, and one equal opportunity & title IX regional program director.
- c. The ARC will respond to students within ten (10) business days of the district ADA/504 coordinator receiving the request for reconsideration.
- d. The ARC may uphold the original accommodation determination or may return the matter to the granting college's DRS team to revisit the interactive process. The decision of the ARC shall be final. Any changes to accommodations will be communicated to the student by the DRS office. Accommodations are not retroactive.

## 2. Grievance Procedure

If a student believes they have been subject to unlawful discrimination based on their disability, the student may file a complaint under the Discrimination Complaint Procedures for Students.

### 2.8.2 Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

### 2.8.3 Technology Accessibility

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, Web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.

## 2.9 Veterans Services

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs (VA) and the state approving agency. Each program must be approved by the state approving agency. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement, tutoring, and priority enrollment are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is

determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

## **2.10 Parking and Traffic Regulations**

### **Traffic Control**

The College Police at each district/college facility shall be responsible for the safe and orderly movement of traffic, including pedestrian, bicycle and motorized and non-motorized vehicular.

## **3.1 – 3.9 Instruction**

More information can be found at <https://district.maricopa.edu/regulations/admin-regs/section-3>

## **3.2 Copyright Regulations**

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

## **3.4 Recording of Faculty Lectures**

1. MCCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may record (audio/visual) their classes.
2. Each faculty member shall inform their students in the course syllabus or other course introductory material of their policy with regard to recording of class lectures. Failure to do so will accord students the right to record lectures. A lecture is defined as anything upon which a student is tested or that is part of the curriculum or course content whether in person, virtual, or pre-recorded. A restriction on recording does not apply if the recording is allowed under another policy.

## **3.9 Domesticated Animals on Campus**

### **1. General Prohibition**

- a. Animals, including but not limited to pets, are prohibited on campus with the exception of:

- i. Service animals as defined by the Americans with Disabilities Act (ADA);
- ii. Service animals-in-training that are part of a certified or accredited program recognized within the service animal industry to train animals in compliance with the Americans with Disabilities Act (ADA). Animals-in-training must be clearly identified (i.e., wearing a vest) and trainers should notify the college's administration in advance (via the Dean of Students) of the presence of a service animal in training. During work and classroom hours, no more than one service-animal-in-training is permitted on site per employee or student.
- iii. Animals for instructional purposes as approved by the appropriate district or college authority; and
- iv. Working dogs used by a law enforcement agency for law enforcement purposes.

## 2. Service Animals

- a. The ADA defines service animals as those that are individually trained to provide work or perform tasks for an individual with a disability. If animals meet this definition, they are considered service animals under the ADA, regardless of whether they have been licensed or certified by a state or local government. Only dogs and miniature horses are recognized as service animals.
- b. Service animals and service-animals-in-training shall be leashed and remain under the owner's or caretaker's control at all times, unless leashing prohibits the animal's service function.
- c. Dogs that are used as service animals and service-animal in training shall maintain current dog licenses and rabies vaccinations, as specified in Maricopa County Ordinance. ([Maricopa County Ordinance No. 13 Rabies/Animal Control](#)).
- d. Exclusion of service animals: MCCCCD is not required to modify policies, practices, or procedures if such modification would "fundamentally alter" the nature of the goods, services, programs, or activities, provided at the District; The ADA/504 does not overrule legitimate safety requirements. If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited. Additionally, if a particular service animal is out of control (and the handler does not take effective action to control it) or not housebroken, that animal may be excluded.

## 4.4 Technology Resource Standards

### Introduction

The Maricopa County Community College District (MCCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible.

Arizona constitutional and statutory mandates require that MCCCCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCCD public officials—employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws—both federal and state—also dictates the need for standards for the use of MCCCCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCCD's own standards, such as the directive that all persons within the MCCCCD community be treated in a manner that is humane, fair and dignified.

This administrative regulation establishes standards for the use of MCCCCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as [Administrative Regulation 4.3 "Electronic Communications."](#)

### General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic devices and information) of the MCCCCD are available to MCCCCD Governing Board members, employees, students and, in a limited number of cases, MCCCCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCDC computer exhibits on starting up advises users of these Standards and requires an acknowledgment before the user may proceed to the next screen. Additionally, all MCCCDC employees are responsible for annually acknowledging receipt of the *Blue Book*, which contains this regulation. So all users of MCCCDC technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCDC-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

## 4.12 Smoke-Free/Tobacco-Free Environment

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established for employees and students.

## 4.18 Consensual Relationships

### I. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

#### A. Definitions

- i. **Consensual relationships** are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
- ii. An **employee** is any individual who is employed by the Maricopa County Community College District (MCCCDC). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCDC.
- iii. A **student** is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
- iv. A **vendor** is someone who sells or can sell products or services to the Maricopa County Community College District.
- v. A **recent** consensual relationship is considered to be one that has taken place within the past 24 months.

#### B. Prohibited Conduct

- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in



the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.

- ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

## 2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
  - i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
  - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
  - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
  - iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.
- B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
  - i. The faculty member shall counsel and advise the student not to enroll in his or her course.
  - ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
  - iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.
2. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process [The *Annual Acknowledgement and Disclosures* form may be found in the [Employee Learn Center](#). Employee credentials are needed to enter secure site].
3. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

## Section 5. Non-Discrimination

The Maricopa County Community College District (MCCCD) is committed to promoting a learning and work environment that is non-discriminatory. This commitment is demonstrated by valuing inclusion, implementing policies and regulations that serve to prohibit discrimination, and practicing non-discriminatory actions in employment and academic activities.

This means that MCCCD will not discriminate nor tolerate discrimination against any applicant, employee, or student in any of its policies, procedures, or practices.

This policy covers all selection and decision practices of the employment relationship, as well as admission to, access to, and treatment of students in MCCCD's programs and activities.

### 5.1 Non-Discrimination

#### 5.1.1 Maricopa County Community College District (Maricopa EEO Policy)

It is the policy of the Maricopa County Community College District (MCCCD), (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, GateWay Community College - Central City, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, South Mountain Community College, and all affiliated locations) to:

1. Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment against any applicant or employee, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Administer all HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
3. Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.
4. Maintain an educational environment that does not discriminate or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, or veteran status in federally funded programs, activities and MCCCD sponsored events.
5. Hold each level of academic and student life management responsible for ensuring that all academic environments and activities are in full compliance with all applicable federal, state, and local non-discrimination laws.

#### 5.1.2 Maricopa EEO Policy

The Maricopa County Community College District (MCCCD) Equal Employment Opportunity (EEO) Policy Statement or EEO Clause appears in all major publications distributed to employees, students, and applicants. Copies of these documents are available at each of the colleges, at the District Office, and at the EEO/Affirmative Action (AA) Office.

In accordance with all applicable federal, state, and local regulations, MCCCD will maintain and update its Affirmative Action Plans (AAPs) on an annual basis. Copies of the AAP will be distributed to the Governing Board and CEC members by December 31st of each year. They include the AAP for Minorities and Females, the AAP for Individuals with Disabilities, and the AAP for Special Disabled Veterans, Vietnam Era Veterans, and Other Eligible Veterans.

#### 5.1.3 EEO Policy Statement

It is the policy of the Maricopa County Community College District (MCCCD) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Additionally, it is the

policy of Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.

In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers.

#### **5.1.4 EEO Clause**

The Maricopa County Community College District (MCCCD) is an EEO/AA Institution and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.

#### **5.1.5 Use of the EEO Policy Statement or EEO Clause**

As required by federal regulations, the EEO Policy Statement or EEO Clause MUST appear in all major publications distributed to employees, students, and applicants throughout MCCCD. These publications include, but are not limited to, catalogs, handbooks, schedules, policy manuals, recruitment publications, advertisements (internal and external), and application forms (employee and student).

Additionally, the EEO Policy Statement or EEO Clause MUST be included in all purchase orders and contracts.

The approved statements and clauses for use in publications are posted as [Appendix ND-3](#).

#### **5.1.6 Policy Statements Declaration**

The Policy Statements Declaration, which is an exhibit to this regulation, is a one-page document of the Maricopa County Community College District (MCCCD) policies that are to be posted on bulletin boards throughout the District. It defines MCCCD's firm commitment to EEO/AA and to a workplace that is free from harassment.

#### **5.1.7 Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act/Title IX Coordinator**

Under the ADA and Section 504, the Maricopa County Community College District (MCCCD) recognizes the obligation to provide overall program accessibility throughout its locations for qualified disabled individuals. Students and employees can raise concerns or make complaints, without retaliation, about matters made unlawful under the ADA.

##### **EMPLOYEES**

The District Office and each College must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and all other applicable law. The Notice will specify how employees can request reasonable accommodations.

[College ADA Coordinators](#) (Credentials are needed to enter secure site.)

##### **STUDENTS**

The District Office and each MCCCD location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), using the format below:

- ADA/504/Title IX Coordinator
- Address
- Phone #
- Email address

Additionally, each college/center must publish electronically or in print the above information in student handbooks and catalogs.

The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

#### Title IX Coordinators

#### ADA/504 Managers

### MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

#### Policy Statements Declaration

#### **EEO Clause**

The Maricopa County Community College District (MCCCD) is an EEO/AA institution.

#### **EEO Policy Statement**

It is the policy of Maricopa County Community College District (MCCCD) (consisting of the District Office, Chandler-Gilbert Community College, Estrella Mountain Community College, Glendale Community College, GateWay Community College, GateWay Community College - Central City, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, South Mountain Community College, and all affiliated locations) to promote equal employment opportunities. This means that MCCCD will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, it is the policy of MCCCD to provide an environment for each MCCCD job applicant, employee, and student that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

#### **Affirmative Action Policy Statement for Individuals with Disabilities**

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

#### **Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans**

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250 (k), Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because they are a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD will continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, MCCCD agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

## 5.1.8 Policy Prohibiting Harassment

### A. Policy

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of harassment that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such prohibited harassment includes but is not limited to sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting harassment with regards to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information as defined and otherwise prohibited by state and federal law.

Employee complaints of harassment must be reported to the District Office of Equal Employment and Opportunity.

Harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information violates MCCCD Policy when the conduct is unwelcome, verbal, or physical conduct that is sufficiently severe, or pervasive that it alters working conditions and creates a hostile environment for employees. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for harassment complaints. Harassment by and between any student or employee (paid, unpaid, or contract), is prohibited by this policy.

Due process is afforded any employee accused of harassment. Upon receipt of a complaint, an immediate preliminary review will be conducted to determine if there is reasonable cause to believe the nondiscrimination policy may have been violated. If so, then a prompt, thorough, impartial investigation will be conducted by the authorized administrator, or designee. If the final decision is that harassment occurred, the college will take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects. Remedies for the complainant will also be sought. Violations of this policy may result in disciplinary action up to and including termination for employees, sanctions up to and including suspension or expulsion for students, and appropriate sanctions against campus visitors. This policy applies to prohibited conduct that occurs both on and off campus and covers employees, and visitors.

MCCCD affirms its commitment to supporting the academic and personal freedom of all members of the community. In particular, the policy against harassment shall not be applied in a manner that contradicts the principle of academic freedom: Faculty and other members of the community are entitled to freedom in research, and faculty members are entitled to freedom in the classroom to pursue controversial matters related to their disciplines. However, this right to teach controversial material entails the responsibility that it be carried out in a way that would be judged by peers as not violating the District's non-discrimination policy.

Questions about this policy may be directed to the [MCCCD EEO/Affirmative Action Office](#).

### B. Examples of Policy Violations

It shall be a violation of MCCCD's Harassment Policy for any employee (paid, unpaid, or contract), student or campus visitor to engage in any unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such as to:

1. Engage in offensive conduct that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive. Such conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Engage in unwelcome verbal or physical conduct, including intimidation, ridicule, insult, or comments, when the behavior can reasonably be considered to adversely affect the work or academic environment, or an employment decision based upon the employee's acceptance or rejection of such conduct. Such verbal or physical conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information or on their protected activities under applicable non-discrimination laws and policies.
3. Engage in Sexual Harassment, which includes, but is not limited to:
  - A. Make unwelcome sexual advances to another employee (paid, unpaid, or contract), student or campus visitor;
  - B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
  - C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:

1. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
  2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
  - D. Engage in verbal or physical conduct of a sexual nature that:
    1. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
    2. Which creates an intimidating, hostile or offensive work or academic environment;
  - E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCC property or in connection with any MCCCC-sponsored activity;
  - F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment).
4. Engage in other harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), degrading words to describe an individual, offensive comments, suggestive language or jokes, innuendoes, and suggestive objects, print or digital media. Misconduct may include exploitation, stalking, bullying. Such conduct must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
  5. Treat a complainant or witness of harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation. Such treatment must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
  6. Engage in sexual misconduct, including but not limited to:
    - A. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
    - B. Explicit sexual comments by one or more employees about another employee or student, or circulating drawings or other images depicting an employee or student in a sexual manner.
    - C. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another person's sexuality or sexual experience.
    - D. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the District's education programs and/or activities, including employment. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
    - E. Sexual Exploitation, which means taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
      1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
      2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
      3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
      4. Going beyond the bounds of consent (such as attempting to kiss an employee or student without their consent)
      5. Engaging in non-consensual voyeurism;
      6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
      7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
      8. Possessing, distributing, viewing or forcing others to view obscenity.
  7. All complaints of sexual harassment or sexual misconduct shall be referred promptly to the college Title IX Coordinator (or the District Title IX Coordinator, if the allegations concern a District Office employee), for initial review in determining the appropriate investigation channel.
  8. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not

occur against a person within the United States will be referred by the Title IX Coordinator to the College or District's respective Human Resources Department for investigation and adjudication under this conduct policy.

### **5.1.9 Additional Policy Violations**

Mandatory Reporters (as defined in Administrative Regulation 5.1.16) must report allegations of sexual harassment/assault (whether reported by the person who is the subject of the sexual harassment or a witness) to an Official with Authority or the Title IX Coordinator (as defined in Administrative Regulation 5.1.16). Failure to report to an Official with Authority or the Title IX Coordinator is a policy violation subject to discipline up to and including dismissal.

Campus Security Authority (CSAs) are mandatory reporters under the Cleary Act. Failure to report is a policy violation subject to discipline up to and including dismissal.

Mandatory Reporters are expected to report harassment/discrimination (whether reported by the person who is the subject of the sexual harassment or a witness) based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Failure to report may be a policy violation subject to discipline up to and including dismissal.

### **5.1.10 Responsibility for Policy Enforcement**

Employees and students must avoid offensive or inappropriate harassing behavior based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information at work or in the academic environment (in and out of the classroom).

Employees and students are encouraged (but not required) to inform perceived offenders of this policy and that the commentary/conduct is offensive and unwelcome.

### **5.1.11 Complaints**

1. **Employees**  
Employees who experience harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa County Community College District (MCCCD) Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with their immediate supervisor, the employee may go directly to the MCCCD EEO/AA Office.
2. **Students**  
Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, staff, campus visitor or other student) are urged to report such conduct to the designated Title IX Coordinator, of which there is one for each MCCCD college. A student may also contact the MCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to harassment complaints based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.
3. **General**
  - A. Complaints by employees will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained on the District website and the MCCCD EEO/AA Office.
  - B. Complaints by students will be investigated according to the procedures established in the College Environment section of the Administrative Regulations (AR 2.4). Copies of these procedures are posted on the District website.
  - C. All complaints will be investigated in a prompt, thorough, and impartial manner.
  - D. Where investigation confirms the allegations, appropriate, response action will be taken by the college/center/MCCCD.

### **5.1.12 Confidentiality**

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with the Maricopa County Community College District's (MCCCD) legal obligation to investigate and resolve issues of discrimination and harassment based on one's protected class status as outlined in law and in MCCCD policy. The MCCCD cannot promise complete confidentiality.

### **5.1.13 Violations of Law**

An employee or student may be accountable for discrimination, retaliation, and/or harassment under applicable local, state, and/or federal law, as well as under Maricopa County Community College District (MCCCD) policy. Disciplinary action by MCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

### **5.1.14 False Statements Prohibited**

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

### **5.1.15 Retaliation Prohibited**

Retaliation against an employee or student for engaging in protected activity is strictly prohibited. The Maricopa County Community College District (MCCCD) strictly prohibits taking an adverse action that might deter a reasonable person from participating in activity protected by antidiscrimination laws. Protected activity consists of:

- (a) opposing conduct reasonably believed to constitute discrimination, including harassment which violates a nondiscrimination statute or which MCCCD policy prohibits;
- (b) filing a complaint about such practice; or
- (c) testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint.

Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Retaliatory actions are broadly defined as harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions based on engaging in protected activity. MCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.