The information in this catalog was accurate as of March 24, 2011, and does not reflect changes that may have occurred since that time.
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American River College Catalog 2011-2012
In this section you will find:

- A welcome from the college president
- 2011-2012 academic calendar
- General information about the college
- Locations and maps
Welcome to American River College.

American River College is, as our vision statement makes clear, a learning community that enriches and transforms people’s lives. Over the years, we have developed a statewide and national reputation for excellence, innovation, and a strong commitment to our students.

Your education is important to us, and we trust that the information in this catalog will help you make the best academic and career decisions.

A college catalog is just one decision-making tool. If you haven’t already done so, I encourage you to make an appointment for a personal visit with a counselor to review your options and begin to build a plan that can take you toward achieving your goals. You can also get valuable information from instructional faculty and other college staff whose services are described on the following pages.

We value the diversity of people and ideas at American River College, and we enjoy that richness in an atmosphere of mutual respect and trust. You will find us willing to be your partners, whatever your educational goals, and we hope to hear from you about ways in which we might serve you even better.

Learning is a lifelong process, and we take that to heart. Whether you seek a training certificate, university transfer, sharper job skills or new cultural experiences, we at American River College are here to provide those opportunities.

David Viar
President
# 2011-2012 academic calendar

## Summer session 2011

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>June 6</td>
<td>Monday</td>
</tr>
<tr>
<td>Independence Day Holiday (College closed)</td>
<td>July 4</td>
<td>Monday</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>August 5</td>
<td>Friday</td>
</tr>
</tbody>
</table>

## Fall semester 2011

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>August 20</td>
<td>Saturday</td>
</tr>
<tr>
<td>Saturday and Sunday classes begin</td>
<td>August 20, 21</td>
<td>Saturday, Sunday</td>
</tr>
<tr>
<td>Labor Day Holiday (College closed)</td>
<td>September 5</td>
<td>Monday</td>
</tr>
<tr>
<td>Veterans Day Holiday (College closed)</td>
<td>November 11</td>
<td>Friday</td>
</tr>
<tr>
<td>Last day to drop full semester classes</td>
<td>November 15</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Thanksgiving recess (College closed)</td>
<td>November 24-27</td>
<td>Thursday-Sunday</td>
</tr>
<tr>
<td>End of semester</td>
<td>December 15</td>
<td>Thursday</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>December 16- January 1</td>
<td>Friday-Sunday</td>
</tr>
<tr>
<td>Semester break</td>
<td>January 3-11</td>
<td>Tuesday-Wednesday</td>
</tr>
</tbody>
</table>

## Spring semester 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>January 14</td>
<td>Saturday</td>
</tr>
<tr>
<td>Saturday and Sunday classes begin</td>
<td>January 14, 15</td>
<td>Saturday, Sunday</td>
</tr>
<tr>
<td>King's Birthday Holiday (College closed)</td>
<td>January 16</td>
<td>Monday</td>
</tr>
<tr>
<td>Lincoln's Birthday Holiday (College closed)</td>
<td>February 17</td>
<td>Friday</td>
</tr>
<tr>
<td>Washington's Birthday Holiday (College closed)</td>
<td>February 20</td>
<td>Monday</td>
</tr>
<tr>
<td>Spring Recess (Limited office hours)</td>
<td>April 2-8</td>
<td>Monday-Sunday</td>
</tr>
<tr>
<td>Last day to drop full semester classes</td>
<td>April 15</td>
<td>Sunday</td>
</tr>
<tr>
<td>End of semester (Graduation)</td>
<td>May 16</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Memorial Day Holiday (College closed)</td>
<td>May 28</td>
<td>Monday</td>
</tr>
</tbody>
</table>

Note: Fall and summer registration take place at the same time. A complete calendar, including important deadlines, can be found online. Application for enrollment can be completed online. Online (eServices) enrollment is available every day, including holidays, from 7:00 a.m. to 11:30 p.m. for registration and adding and dropping classes, except when down due to maintenance.
about the college

Who we are

Founded in 1955, American River College is a two-year public community college that offers students the option of working toward a degree, certificate or transfer to a university or other institution. It is the largest institution of higher learning in the greater Sacramento area, with more students than either UC Davis or Sacramento State University, and has a strong reputation for its programs and leadership.

American River College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges [3402 Mendocino Ave., Santa Rosa, CA 95403 (707) 569-9177], an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

American River College does not discriminate on the grounds of race or ethnicity, nationality, religion, gender, sex, age, color, sexual orientation, marital status, or physical or mental disability.

History

American River College opened its doors as California’s 61st public junior college in 1955. Its history, however, dates back to February 28, 1942, when Grant Union Junior College was established in Del Paso Heights to train civilian personnel for national service during World War II. In 1945 the name was changed to Grant Technical College.

In June 1954, voters agreed to the establishment of a new junior college district, followed by the approval of a $3 million bond issue in November of that year. Grant Technical College ceased operation after 13 years and American River Junior College was born in the fall of 1955. For the first three years, classes were offered at the former Grant Technical College campus. However, soon after its first semester of classes had begun, the college purchased a 153-acre site known as the Cameron Ranch on which to construct a permanent campus. By October of 1958, when official dedication ceremonies were held, eight new building complexes had been erected among the magnificent oaks native to the area. Since that dedication the stately oak has been adopted as the official college symbol (including the campus seal).

In 1965 the college became a part of the Los Rios Community College District and became American River College. Today, along with Sacramento City College, Cosumnes River College, and Folsom Lake College, ARC is directed by a board of trustees elected by voters residing in the district. Campus facilities development in the 1960s included Davies Hall, a three-story classroom and faculty office building, and facilities for chemistry, physics, engineering, women’s physical education, and technical education studies. The campus grew rapidly in the 1970s, including a three-story library, a horticulture complex, a child care center and counseling center.

The 1980s saw the completion of the Rose Marks open-air pavilion and a new bookstore (remodeled in the 1990s). Improvements since then include major remodeling of laboratories, a second child care center, and new facilities for Disabled Student Programs & Services, and instructional technology. In 2002, voters approved a multimillion bond measure that is funding construction and renovation of classrooms and laboratories, including a new Learning Resource Center, new or renovated facilities for Allied Health, Physical Education, and Performing Arts, and a new Natomas Educational Center. Another bond measure was passed in 2008, providing funds for the renovation and expansion of the Library (completed in 2010), and construction of a new Student Center (to be completed in 2012), as well as other projects in the near future.

With approximately 38,000 students, ARC is among the largest community colleges in the state and the largest institution of higher education in the greater Sacramento area. Looked upon as a leader in innovative programs and services, ARC transfers more students to UC Davis and CSU Sacramento than any other community college. Today, more than five decades after its founding, American River College continues its leadership role in higher education, as set down in its statement of vision, philosophy and mission (below).

Vision, philosophy and mission

ARC Vision

American River College is a premier learning community that transforms and enriches people’s lives.

ARC Mission

American River College is a public community college granting certificates and associate degrees. Although the college serves people from a variety of geographical areas, it primarily serves the adult residents of the five-county Greater Sacramento region who are capable of benefiting from community college instruction.

ARC exists to ensure students identify their educational goals and needs and successfully accomplish student learning in the following broad educational areas:

- Developmental education to achieve basic foundation skills in reading, writing, mathematics, English as a Second Language, and learning and study skills which are necessary for students to succeed in college-level work.
- Career and technical education to achieve employment or enhanced career skills for job advancement.
- General education to achieve knowledge, skills and attitudes for post-secondary education success, personal enrichment, self-development, and a purposeful and meaningful life as a member of a global community.
• Lower division post-secondary education to achieve transfer to and success in obtaining a degree at a four-year post-secondary education institution.

ARC Values
Access
Students are the reason we are here and their education is our primary responsibility. Therefore we recognize that residents of the region are entitled to an opportunity to attend and to be successful in college.

Benefit of Education
Individuals and society benefit from citizens who achieve the full extent of their personal, intellectual, and physical ability; engage in critical and creative thinking; exhibit responsible citizenship; succeed in a competitive global work environment; and participate in lifelong learning.

Excellence
Excellence in instruction and student services is essential to develop the full potential of each student.

Leadership
Responsible leadership and service among all faculty, staff, and students are nurtured and encouraged so the college will be a leader for positive change, growth, and transformation in student oriented educational practices.

Student Learning Outcomes
Identification and assessment of student learning outcomes promotes and improves student success and the effective use of resources to create innovative and flexible learning opportunities.

Diversity
ARC is a community enriched by the experience of students, faculty, staff, and administrators from a variety of cultures, ethnic and economic backgrounds, ages and abilities. A commitment to providing and nurturing a safe environment for the free exchange of ideas with sensitivity, civility and mutual respect is essential.

Community Development
The curricular and co-curricular programs and services of the college benefit the region served through enhanced intellectual and physical growth, economic development, and exposure to the arts, sciences, and humanities.

Human Resources
Faculty and staff members are our most important resources and are entitled to a supportive collegial work environment that recognizes excellence, provides opportunities for professional development, service and leadership, and encourages meaningful involvement in an interest-based decision-making process.

Communication
Achievement of the ARC mission and vision requires an effective system of communication with internal and external constituencies that is based on honesty, trust, civility, and mutual respect.

Innovation and Risk Taking
Addressing challenges and change requires creativity, flexibility, and responsible risk-taking to achieve our vision, mission and goals.

Fiscal Responsibility
It is necessary to maintain a fiscally sound, efficient, and effective operation that achieves our mission within the resources available.

Evaluation
Efficient and effective accomplishment of the ARC mission, vision, and student learning outcomes requires regular and ongoing data-based evaluation.

Institutional Student Learning Outcomes
Upon achievement of his or her intended educational goal (degree, certificate, or set of courses) at American River College, a student will be able to:

• Employ strategies to work cooperatively and effectively with others.
• Demonstrate skills and behaviors which contribute to open and respectful communication of diverse ideas and beliefs.
• Locate and critically evaluate information to create informed responses to issues, problems, and challenges.
• Demonstrate and employ marketable skills and personal qualities for professional growth and career advancement.
• Utilize a variety of methods to communicate effectively.
• Recognize the value of lifelong learning for personal growth.
• Recognize the importance of contributing personal knowledge, resources, and skills for the benefit of the local and global community.
class locations

In addition to the college’s main campus, college-credit classes are taught at several off-campus locations in the northern and northeastern areas of Sacramento County. Classes at the Mather, McClellan, Natomas, and San Juan Centers offer the same credit as those taught on the main campus, and students can complete most degree requirements at the centers. Counseling, assessment, and other services are also available at those centers.

ARC main campus
4700 College Oak Dr.
Sacramento, CA 95841
Telephone: (916) 484-8011

Mather Center
10150 Missile Way, Mather, CA

McClellan Center
See Sacramento Regional Public Safety Training Center

Natomas Education Center
2421 Del Paso Rd.
Sacramento, CA 95835
(916) 485-6000
Office hours:
Mon.-Thurs. 8:00-7:00 p.m.
Fri. 8:00 a.m.-5:00 p.m.
Classes are also held in adjacent Inderkum High School:
2500 New Market Dr. Sacramento, CA 95835

San Juan Center
San Juan High School
7551 Greenback Ln.
Citrus Heights, CA 95610
Telephone: (916) 723-1481
Office Hours:
Mon.-Thurs., 5:00-9:00 p.m.

Sacramento Regional Public Safety Training Center / McClellan Center
5146 Arnold Avenue, Room 110A
McClellan, CA 95652
Telephone: (916) 570-5000
Office Hours:
Mon.-Thurs. 8:00 a.m.-6:00 p.m.
Fri. 8:00 a.m.-5:00 p.m.

See map below, showing the American River College service area and how to get to the off-campus centers.
In this section you will find:

- Application
- Assessment
- Orientation
- Counseling
- Registration
- Financial aid
your first four steps

You probably have many questions about becoming a student at American River College. You will find answers to these questions throughout this catalog, or through your discussion with your counselor, but as an incoming student, you need to be familiar with the four steps you will need to complete before enrolling in classes:

Step 1. Application
Step 2. Assessment
Step 3. Orientation
Step 4. Counseling

step 1. application

You may apply to ARC and enroll for classes here or at any of the other colleges in our district (including Cosumnes River College, Folsom Lake College, Sacramento City College) by going online to eServices through the ARC web site [www.arc.losrios.edu].

Personal assistance is available at the ARC eServices Center, located in Portable Village, room 605. Enrollment options are explained below.

Your online application will be processed quickly and you will soon receive information on how to proceed toward enrolling in classes.

Admissions eligibility

Any person who has earned a high school diploma or the equivalent, such as a certificate of proficiency issued by the State Board of Education, is eligible for admission to American River College. Non-high school graduates over 18 years of age, who demonstrate to the satisfaction of college authorities that they are able to profit by the instruction, may also be admitted.

First-time students

All first-time college students need to complete the following steps before they may register:

1. Complete an application for admission online [www.arc.losrios.edu].
2. Take the appropriate assessment test. The ARC assessment test schedule is available at the Assessment Center (916-484-8423) and Counseling Center. Note: Assessment for recommended class placement is based on more than test scores alone.
3. Complete the new student orientation, in person or online.
4. See a counselor for assistance in developing your educational plan.

Residence requirements

American River College is a public college under California law. The application for admission includes a statement of residence from which residency is determined. The law provides that a person can have only one residence. If you have resided in another state just prior to the residence determination date (the first day of the semester)—even if you had been a California resident previously—you may be considered a nonresident for purposes of enrollment fees. Residency is determined at the point of admission once a completed application is submitted to the Enrollment Services Office.

Out-of-state students may apply for reclassification to California resident by completing a reclassification application and providing sufficient documentation to support California residency. State requirements to become a California resident are described in the California Education Code and California Code of Regulations (Title 5).

Under California law, to be reclassified from a non-resident to a California resident, a student must clearly demonstrate:

1. physical presence in California,
2. intent to reside in California permanently, and
3. financial independence.

Please see the Enrollment Services office for the reclassification application and instructions.

If a student is erroneously determined to be a nonresident, and pays a tuition fee, the fee is refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid. Refund requests will be processed only if accompanied by the receipt issued at the time of payment.

Fees are subject to change without notice upon approval by the trustees of the Los Rios Community College District, and pending approval by the state legislature and governor.

A nonresident student who has falsified residency information shall be excluded from classes upon notification, pending payment of the nonresident fee. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred nonresident tuition is paid.

All new transfer students

All new transfer students, except those transferring from Cosumnes River, Folsom Lake, and Sacramento City colleges, should complete the steps listed for first-time college students. Instead of a high school transcript, transfer students are required to mail official transcripts of all other previous college work to the Enrollment Services Office.
High school international baccalaureate program

American River College may award college credit for international baccalaureate (IB) higher level course completion with scores of 5, 6, or 7, if the course work is compatible with ARC’s curriculum. Credit may only be granted upon evaluation and approval by individual academic departments in which the course exists. No credit will be granted for subsidiary level course work completed in the IB program.

Students must have successfully completed 12 units at ARC, and be in good standing before requesting college credit for IB higher-level course completion. A maximum of 15 units may be awarded for credit toward an A.A. or A.S. degree. Credit may not be earned for courses that duplicate credit already allowed for advanced placement exams. No grades are given, and course credit does not enter into computation of the student’s GPA for transfer or graduation from ARC. Students requesting consideration for college credit are to have the IB North America Office forward an official report of their scores to the Enrollment Services Office at American River College.

Returning students

All students returning after an absence must complete an application for admission and must mail official transcripts of all other college work to the Enrollment Services office. Students should consult with a counselor before registering for classes; call the Counseling Center (484-8572) for an appointment.

International students

American River College welcomes international students from all over the world. Students who enter the U.S. on a non-immigrant visa are considered international students; however, there are different attendance requirements for each visa type. ARC is approved by the Bureau of Citizenship and Immigration Services (formerly, INS) to issue the I-20 for the F-1 Visa. Requirements for admission as an F-1 student include proof of proficiency in the English language, evidence of high school graduation, certification of financial ability, health examination to include evidence of freedom from tuberculosis, and medical insurance to cover emergencies while in the U.S.

An international student must be enrolled in at least 12 units each semester and must maintain a C (2.0) grade point average at all times, in order to be in compliance with F-1 visa requirements. For more information, contact International Students, at (916) 484-8774.

Non-resident applicants who are both citizens and residents of a foreign country shall be assessed a non-refundable application process fee of $50. The application fee is due and payable with submission of the application for admission or readmission. International student applications will not be processed without payment of the fee. Fees are also assessed based on the number of units (credit hours) in which the student has enrolled. See the Fees section of this catalog for more information.

Advanced education for high school students

Courses that provide enrichment and advancement in educational experience may be offered on a limited basis to high school students who have demonstrated exemplary academic achievement. The student needs to be 16 years of age or have completed the sophomore year of high school prior to enrollment. Advanced education students may not take remedial classes, classes which need to be repeated because of low grades, and classes offered in the student’s own school.

High school students should request information from their high school counselor regarding eligibility and an Advanced Education application. Prospective advanced education students should bring to the ARC Counseling Center an advanced education application form which has been signed by a parent and by a high school counselor or principal, an official transcript plus work in progress, a written statement describing how the eligibility criteria are met and why they wish to take classes, and ARC assessment exam results if appropriate. This should be done as early as possible in the semester. The Advanced Education application process must be completed prior to the first day of instruction of the relevant term.

After the advanced education application has been approved by the ARC counselor, the student may register for classes. Students must attend the first class session of the course. Late adds are usually not permitted. An advanced education student is not considered a continuing student when registering for classes for any subsequent semesters. Additional information can be obtained from the ARC Counseling Center. Call (916) 484-8572 for more information. A general overview of the Advanced Education program has been outlined here. It is the responsibility of the advanced education student to become familiar with and aware of all the requirements, processes, deadlines, etc. pertaining to advanced education.

Special resources for incoming students

CalWORKs Support Services

American River College assists students who are currently receiving TANF (formerly AFDC) funds in making the transition from public assistance to achieving strategically planned career goals. College staff work cooperatively with the Department of Human Assistance in Sacramento and surrounding counties to assist students in becoming more competitive job applicants. CalWORKs stands for California Work Opportunity and Responsibility to Kids. The center is located in the Student Services building.

Disabled Students Programs and Services

The goal of Disabled Students Programs and Services is to promote equal access to programs, services and facilities at American River College, thereby insuring students with disabilities have the opportunity to participate fully in campus activities. The philosophy of DSP&S is to encourage maximum independence, campus life involvement and personal empowerment throughout the academic experience.
A variety of support services are available at no additional cost to the student with a disability. Specialized counseling services, interpreters for the deaf, note takers, alternative media support, accessible furniture arrangements and test facilitators are provided upon request. An array of specialized equipment, including adapted computer hardware and software, are offered in an effort to accommodate most educational limitations.

Contact DSP&S for an appointment. A comprehensive resource guide listing all specialized services and equipment for students with disabilities may be obtained at Enrollment Services, the Counseling Center, the Health Center, and in the DSP&S office. For additional information, please contact DSP&S at (916) 484-8382 or 866-446-0050 (videophone). Materials in braille, large print or audio format are available upon request. A variety of academic accommodations and support services are available for students with disabilities. See the While You are Here section of this catalog for more information.

**EOP&S/College Awareness/CARE Program**

Extended Opportunity Programs and Services (EOP&S) is designed and funded by the State of California and the district to recruit and assist college students who show academic and financial need. EOP&S promotes student success with enrollment assistance, educational planning, tutoring and limited financial assistance. Participation is limited to California residents who are eligible to receive the Board of Governors Grant and have an academic need. The EOP&S office is located in the Student Services building. EOP&S-eligible students, who are single head of household TANF/AFDC recipients, may also be eligible to participate in the CARE (Cooperative Agencies Resources in Education) program.

**Reentry and Veterans Information Center**

The Reentry and Veterans Information Center, located in the Student Services building, serves men and women, including veterans, who after a period of absence have decided to return to school. Our peer mentors are ready to offer personalized support services that allow for a successful transition back to college. Our program offers help with registration, matriculation and applying for scholarships. We also offer weekly support groups, campus and community service referrals, career counseling, academic advising, personal counseling, student success workshops and opportunities to network with other returning students. No appointments are necessary. Call (916) 484-8391 or stop by. Visit our website at www.arc.losrios.edu/Support_Services/Re-Entry.htm.

**Veterans**

The ARC Veterans’ Services desk is located at the Enrollment Services office in the Administration building. VA certifying officials at the desk assist veteran students and their dependents with education benefits from the Department of Veterans Affairs. New students who are eligible for benefits should visit the desk at least two months prior to the beginning of the semester. Continuing students are required to submit their schedules each semester for which they wish to receive payment. It is advisable to submit all paperwork and class schedules immediately after enrolling in courses. All paperwork submitted for certification takes two to four weeks to process with American River College and an additional six to twelve weeks to process with the Department of Veterans Affairs.

Students may apply for evaluation of military service for college credit. A copy of the DD form 214 must be submitted to the desk for credit to be awarded. Veterans, reservists and active duty service members may also qualify for priority enrollment, as stipulated in the California Education Code, section 66025.8.

**Military personnel and dependents**

Military personnel who are stationed on active duty in California and their eligible dependents are granted resident classification. This resident classification will continue for the duration of the student’s continuous enrollment.

**Matriculation**

Matriculation is a set of services that brings the college and the student together in a partnership agreement designed to help student’s develop and achieve their educational goals. Students are more likely to succeed in college when they have an accurate assessment of their skills, clear educational goals and an understanding of the course selection and enrollment processes. Therefore, for the college, the agreement includes providing the following services:

1. An admission process
2. Orientation to college
3. Student Services
4. A curriculum or program of courses
5. Pre-enrollment basic skills assessment
6. Counseling and advisement on course selection
7. Opportunity to develop an educational plan
8. Continued monitoring of academic success with referral to support services when needed
9. Program of institutional research and evaluation

The student agrees to:

1. Identify an educational goal within a reasonable period of enrollment
2. Attend classes regularly and complete assigned coursework
3. Maintain progress toward an identified educational goal according to standards established by the college and the State of California
4. Use support services as needed
5. Consult with counselors and advisors when appropriate
How does the matriculation process work?

All new students and students who are attending American River College for the first-time must complete the following matriculation components:

1. Admissions
Admissions materials are available and must be completed by all students for enrollment into the college. All new students and students who are attending American River College for the first time are directed by the counseling office to matriculation services as needed. New first time non-exempt students who complete the matriculation process by the identified deadline are given priority registration that allows them to register with continuing students.

2. Assessment
All new students (new to college and/or new to ARC) and non-exempt students are required to complete the basic skills assessment tests in mathematics and in either English (reading and writing) or English as a Second Language (ESL). These tests help the students, with assistance from a counselor, determine the appropriate course placement when developing an educational plan. Test dates and times are available on the college website (www.arc.losrios.edu), in the Assessment Center in the Student Services building or in the Counseling Center.

3. Orientation
Orientation services are available to all students and required of all new students and students who are attending American River College for the first time who are non-exempt. A limited number of orientation sessions are provided on campus throughout the fall and spring semesters prior to the beginning of registration. Online orientations are available throughout the calendar year.

4. Counseling Services
All matriculation students must meet with a counselor prior to the beginning of classes for the purpose of developing a student education plan. Recent high school students should bring a copy of their high school transcripts with them to the counseling session.

Follow-up
Student academic progress is monitored and when students seek a new educational goal or experience academic difficulty, a referral is made to see a counselor and/or the appropriate academic and student support service for assistance. Students may be instructed to attend a group meeting and/or meet with a counselor for guidance and assistance.

Exemption criteria
Students can elect to not participate or be exempt from most or parts of the matriculation requirements based on the following criteria:

1. Student has completed an associate degree or higher.
2. Student satisfies at least two of the following:
   • identified a goal of upgrading job skills
   • enrolled for fewer than 12 units
   • concurrently enrolled in another postsecondary institution
   • declared no degree or occupational objective

Challenges to matriculation process

Exemptions
New students can elect to be exempted from matriculation requirements (orientation, assessment and/or counseling) if they meet one of the following two criteria:

1. Student has completed an associate degree or higher.
2. Student satisfies at least two of the following:
   a. Identified a goal of upgrading job skills.
   b. Enrolled in fewer than 6 units.
   c. Concurrently enrolled in another post-secondary institution.
   d. Declared no degree or occupational objective.

The college shall provide students with written and verbal information about the purpose of matriculation and the benefits of participation in each component. Students who wish to challenge any part or all of the matriculation process (orientation, assessment, or counseling) must meet with the matriculation coordinator or designated representative to discuss the reason and rational for the challenge, or provide information to support the challenge.

In addition, students wishing to challenge specific matriculation services will be informed of their rights to participate in all other non-disputed components, and will be asked to sign a statement waiving their right to the matriculation services, thus providing acknowledgment to the college of receipt of the information above. All new American River College students are directed to participate in the matriculation process (Assessment, Orientation and Counseling) with the exception of those who meet exemption criteria.
step 2. assessment

Assessment tests provide information to counselors that can be useful in determining your readiness to enter a particular course. ARC’s Assessment Center, located in the Student Services building, provides a variety of testing services to assist students with course placement in English (reading and writing), English as a Second Language, mathematics, and chemistry. Testing services are available free of charge at the Assessment Center to any prospective student who has completed ARC’s application for admission.

The Assessment Center also provides testing for reading and mathematics competency which may satisfy the requirement for graduating with an Associate degree. Testing is also available to establish ability to benefit for students who are applying for financial aid, who do not have a high school diploma, or GED.

Current office hours and the testing schedule are available on the ARC Assessment Center website (www.arc.losrios.edu/assess) and at many student services offices. In addition, the Math Self-Assessment Test is available anytime online through the college website.

step 3. orientation

Orientation provides new students with important information about college programs and services, including explanations of key concepts that will help a student do better in their first months at ARC, and thus get off to a good start toward completing their educational goals. Orientation can be done in person or online, and information on these options is sent to students after they have applied.

step 4. counseling

All entering students are asked to meet with a counselor, in order to establish an educational plan that suits the student’s needs and goals. The primary goal of the Counseling Center is to provide learning opportunities for students to clarify their values and goals, to make decisions, and to develop self-esteem, self-confidence, and self-direction as related to educational objectives.

Toward this goal, a staff of competent, highly trained, and diversely experienced counselors are available to assist students in identifying their needs, assessing strengths, and overcoming barriers. Counselors may also assist students in the selection of appropriate programs of study relative to their chosen objectives. Educational objectives may include completion of a vocational program, transfer to four-year colleges and universities, enhancement of employment skills, or improvement of basic skills.

American River College’s counseling services include academic counseling, educational counseling, career counseling, and personal counseling. Academic counseling includes program planning, determination of transfer requirements, course information for a degree and/or certificate. Educational counseling includes selection of a major, time management, study skills, and course selection. Career counseling includes assessment of skills, interests, values, and personality styles, test referral and interpretation, exploration of career goals based on personal assessment, development and implementation of career plan. Personal counseling, as related to success in college, includes self-awareness, interpersonal communication, stress management, relationship counseling, clarification and resolution of problem areas, and referral to on-campus and off-campus resources.

Counseling services are offered to day and evening students. Appointments may be made by telephone or in person. Counselors are also available on a drop-in basis in the Counseling Center, located in the east wing of the Administration Building. Call 484-8572 or visit [www.arc.losrios.edu/counsel].

For students attending classes at off-campus outreach centers, counseling appointments are also available at those locations. For Natomas Center, call (916) 485-6000; for San Juan Center, call (916) 723-1481; and for McClellan Center, call (916) 570-5000.

enrolling in classes

Once you have applied for admission, you may enroll in classes—also called registering or registration. Registration dates are listed online [www.arc.losrios.edu]. Students may register online during their designated registration appointment or during open enrollment using a web browser, or in person at the college’s eServices Center. Be sure to check the college website for instructions. The schedule is available online, free of charge.

It is not desirable or possible for the college to offer each course of instruction every semester, and therefore many of the classes listed in this catalog are not offered each term. The student should check the schedule of classes to determine if a class is to be offered in a given term. When a course is known to be offered only in a given term, the catalog course description includes the information.

Auditing

American River College does not permit auditing. (Auditing is defined as attending a course without having enrolled, and without responsibility for completing assignments and without receiving a grade or credit.)
special programs

The following programs offer alternative methods for working toward your educational goal, and offer help to students in both enrolling and registering for classes.

Accelerated College Education (ACE)
ACE is an accelerated educational format for working adults to complete their education while meeting the demands of their busy lives, with classes meeting one evening per week and on Saturday. The program is made up of a pre-planned set of classes. Students enroll in two short-term classes every eight weeks during the semester, for a total of 12 units each semester.

Features of the ACE program include:
• Continue working while you complete your educational goals
• Qualify for more job advancement opportunities
• Prepare to transfer to a university and be prepared for the quarter system
• Start two new classes every eight weeks, meeting one evening a week and Saturdays at an off-campus center
• Join a highly motivated group of adults with similar goals
• Receive individual attention to help you along the way
• Work towards an A.A. degree

For more information, visit the ACE website (arc.losrios.edu/ace) or contact the ACE office [(916) 563-3281 or ACE@arc.losrios.edu].

Puente Program
The mission of the Puente Community College Program is to increase the number of educationally under-represented students who transfer to four-year colleges and universities, earn degrees, and return to the community as leaders and mentors. Classroom instruction includes a pre-transfer level composition course and a transfer-level English class. Each English class is linked with a Human Career Development class. The composition courses feature Mexican American/Latino literature.

Puente students meet regularly with a Puente counselor and are matched with a professionally and academically successful mentor from the community. Students also attend field trips to college campuses. All students are welcome to apply. To obtain a Student Information Form, call or visit the English area office in Davies Hall, 484-8101, or the Counseling Center, 484-8572. Students are admitted on an ongoing basis.

other helpful information

Childcare
Childcare is available to eligible students. See Other Services in While You are Here section.

Concurrent enrollment
Students enrolled at American River College may concurrently enroll for college credit at another institution. Students requesting to have completed units considered towards a degree or certificate at American River College must submit an official transcript to Enrollment Services. Concurrent enrollment at another accredited college may impact a student’s eligibility for financial aid at American River College.

Housing
American River College does not provide residence housing. However, the Student Activities Office does have information available on roommates, shared housing, and available rentals. The college does not screen or approve student housing.

Insurance
Students are not covered by the district or college for medical insurance. Students should arrange for some type of medical insurance if they are not covered by parents or individual insurance policies. International students (F Visa) will be required to show evidence of approved health insurance coverage throughout the duration of their studies at American River College. Students needing information on Student Health Insurance plans are invited to visit the Health Center located in the Administration Building or call (916) 484-8383; or online [www.arc.losrios.edu/health].

Scholarships
ARC Foundation scholarships are offered to currently enrolled students working towards an associate degree and are awarded on the basis of academic excellence and promise of future achievement.

Financial need is a factor for some awards, but not all. In order to apply, students must have completed at least six units at ARC and at the time of application, be enrolled in six units. In 2010, over 200 scholarships totaling more than $150,000 were awarded. The scholarship program runs from January through March each year. Scholarship monies are disbursed beginning the first day of classes of the fall semester (mid-August). The application is completed online [arc.losrios.edu/funds].

In addition to the ARC Foundation scholarships, many other scholarships are available from Sacramento-area, state, and national sources.
**Student classification**

**Part-time:** Student taking fewer than 12 units.

**Full-time:** Student taking 12 or more units.

**Freshman/First year standing:**
Student who has completed fewer than 30 units.

**Sophomore/Second year standing:**
Student who has completed 30 or more units.

**Graduate:** Student who has been awarded the Associate in Arts or Science degree, or a higher degree by an accredited college.

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**financial aid**

The Financial Aid office is located in the Student Services Building, and administers financial aid in accordance with federal and state regulations and national policy. Funds are distributed to students who have documented financial need determined by the total resources available to them. Phone: (916) 484-8437.

Parents have the primary responsibility for assisting the dependent student in meeting the cost of education. Financial aid is available to help meet the student’s academic expenses.

Aid to independent students is available based on student contribution and the student’s academic expenses.

The free application for federal student aid (FAFSA) is used to apply for campus-based aid and the Pell Grant/Student Loans. The application allows the government to calculate the expected family contribution. The student completes the FAFSA application listing American River College as the college of choice. The FAFSA is completed online at www.fafsa.gov.

In approximately 48 hours the student may view and print a copy of his or her Student Aid Report (SAR) at the FAFSA website. The college financial aid office will notify the student by email of the required documentation needed to complete the file. Documentation requested is confidential and must be furnished if the student is to receive aid. Students awarded financial aid are notified by email.

A student or parent may not foresee accurately the expenses involved in attending college, and may find themselves in financial difficulty. While students must determine their own budget, in keeping with needs and resources, the following is the average annual cost of education for financial aid students attending American River College:

<table>
<thead>
<tr>
<th>COST OF ATTENDANCE AT ARC</th>
<th>At Home</th>
<th>Away from Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board/Room</td>
<td>$4,347</td>
<td>$10,863</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>1,656</td>
<td>1,656</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,206</td>
<td>1,206</td>
</tr>
<tr>
<td>Personal</td>
<td>3,114</td>
<td>2,853</td>
</tr>
<tr>
<td>Fees</td>
<td>972</td>
<td>972</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$11,295</strong></td>
<td><strong>$17,550</strong></td>
</tr>
</tbody>
</table>

This is an estimate and subject to change. Check the ARC Financial Aid web page for the most current cost of attendance.

**Student eligibility requirements**

There are a number of requirements that must be met before a student is considered eligible for financial aid. Students must:

- have financial need (except for unsubsidized student loans)
- be a U.S. citizen or eligible non-citizen
- not be in default on a Perkins Loan, National Direct Student Loan, Stafford Loan, Guaranteed Student Loan, PLUS Loan, or Supplemental Loan for Students (SLS)
- not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant
- be making satisfactory progress (financial aid and academic)
- agree to use any federal student aid received solely for educational purposes
- have not completed a BA/BS degree (except for student loans)
- have a high school diploma, GED/proficiency certificate or pass the ability to benefit test
- be enrolled in an eligible educational program of study
- submit all requested documentations to the financial aid office.

Reminder: Men are required to register with the Selective Service System upon reaching 18 years of age in order to be eligible for federal financial aid.

Many of these items are collected at the time students apply for financial aid. Before financial aid is awarded, the Financial Aid office will verify that a student is enrolled in an eligible program and that he or she is making satisfactory progress.

**Satisfactory progress policy**

In accordance with federal regulations, all students on financial aid are required to meet established standards of satisfactory academic progress, whether or not the student is a prior recipient of financial aid. Failure to meet federal standards will result in the denial of aid. American River College students are evaluated at least once per academic year. Students must:

1. Maintain progress—successfully complete at least 75% of units enrolled (Progress percentage = Total units with a grade of “F”, “W”, “I”, “IP” and “NC” or “NP” divided by the total units attempted. Must be 25% or less.)
2. Maintain a minimum of a 2.0 ARC cumulative grade point average (GPA).
Other conditions include:

- Students who have completed a degree will be denied financial aid (this also applies to foreign degrees).
- Students may attempt up to 72 units or 150% of units required towards their educational goal. Students who have attempted 72 units or 150% of units required will be denied aid.

**Sources of student financial assistance**

Note: General financial aid programs are need-based. Eligibility is determined by application.

<table>
<thead>
<tr>
<th>Type</th>
<th>Federal</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Pell Grant*</td>
<td>Cal Grants A, B, C#</td>
</tr>
<tr>
<td></td>
<td>Scholarships</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplemental Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Opportunity Grant**</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Work Study***</td>
<td></td>
</tr>
<tr>
<td>Loan</td>
<td>Direct Student Loan****</td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td>Federal Work Study***</td>
<td></td>
</tr>
</tbody>
</table>

* A federal entitlement grant program. Grant is determined by need, units and status and academic progress.

** A federal grant-in-aid which does not have to be repaid. Grants may range from $150 to $600 depending on need and availability of funds. FAFSA application required.

*** A federal program which allows a student to earn part of their financial aid through a part-time job on campus. Need based, FAFSA application required.

**** Low-interest, long-term loan arranged directly through the Department of Education. May be half-time student. Repayment is deferred as long as the student is enrolled at least half time. Need based and must be awarded aid before applying for loan. Eligibility interview required.

# Not all Cal Grants are available to community college students.

Appeal

All students who are denied aid for lack of satisfactory progress may appeal the denial. Appeals are submitted in writing to the Financial Aid Office and evaluated by an appeals committee. Please refer to the academic progress requirements on the financial aid webpage. If an appeal has been denied by the committee, the student may submit a new appeal when the deficiency has been resolved. If an appeal is approved, the student’s academic progress will be reviewed each term. If you receive federal financial assistance and withdraw from class(es), you may be required to repay all or part of the financial assistance you received. Failure to repay this debt may result in your loss of future federal financial assistance, your academic transcript put on hold, and collection cost assessed by the Department of Education.

If you must withdraw from school, you must follow the appropriate withdrawal procedures explained elsewhere in this catalog. Some conditions apply to certain classes. Students are eligible for aid when enrolled in those courses required for an eligible degree or certificate.

Students who withdraw from all classes will have all future aid canceled and must go through a reinstatement process. Additionally, students may be required to repay any portion of unearned aid the college is required to return to the Department of Education.

**Reinstatement**

A student who is disqualified may have his/her eligibility reinstated by making up the unit shortage or raising the grade point average during a semester without financial aid. The units and semesters attempted without aid count toward the maximum number of units a student can attempt. Satisfactory academic progress will be reviewed upon request for reinstatement for Financial Aid.

**Student loan payments**

Loan checks are mailed to students in multiple disbursements. Students must be in good standing and be enrolled in a minimum of 6.0 units. Failure to successfully complete half-time status will result in subsequent disbursements for the following semester being denied. Note that first-time borrowers are subject to a 30-day disbursement hold on all federal loan checks.
**AP (Advanced Placement) and IB (International Baccalaureate) test scores**

- Use of AP Test Scores for ARC Credit and GE determined by ARC policy. Use of AP Test Scores for IGETC determined by ARC and IGETC Policy.
- Use of AP test Scores for CSU GE Certification determined by CSU Policy (Lightly Shaded Area)

<table>
<thead>
<tr>
<th>AP TEST</th>
<th>AMERICAN RIVER COLLEGE</th>
<th>IGETC CERTIFICATION</th>
<th>CSU GE CERTIFICATION</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Scores</td>
<td>ARC Course</td>
<td>Sem units</td>
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<tr>
<td>Art History</td>
<td>3</td>
<td>BIOL 300</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>4,5</td>
<td>BIOL 310 *</td>
<td>4</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>BIOL 400 *</td>
<td>5</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3,4,5</td>
<td>MATH 400</td>
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<tr>
<td>Calculus BC</td>
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<td>MATH 400/401</td>
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</tr>
<tr>
<td>Calculus BC/AB Subscore</td>
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<tr>
<td>Chemistry (taken prior to Fall 09)</td>
<td>4,5</td>
<td>CHEM 305 or 400</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry (taken Fall 09 or later)</td>
<td>4,5</td>
<td>CHEM 305 or 400</td>
<td>5</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>1</td>
<td></td>
<td>3</td>
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<tr>
<td>Comparative Government &amp; Politics</td>
<td>vb</td>
<td></td>
<td>3</td>
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<tr>
<td>Computer Science A#</td>
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<td>Computer Science AB#</td>
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<td>English Language</td>
<td>3,4,5</td>
<td>ENGW 300</td>
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</tr>
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<td>English Literature</td>
<td>3,4,5</td>
<td>ENGW 300 &amp; 301</td>
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<td>ENGW 300 &amp; 301</td>
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<tr>
<td>European History</td>
<td>I or vb</td>
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<td>3</td>
</tr>
<tr>
<td>French Language (taken prior to Fall 09)</td>
<td>3,4,5</td>
<td>FREN 401</td>
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<td>3,4,5</td>
<td>FREN 401</td>
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<td>4</td>
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<td>Human Geography</td>
<td>Vb</td>
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<td>3</td>
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<td>Italian Language &amp; Culture (taken prior to Fall 10)</td>
<td>3,4,5</td>
<td></td>
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<tr>
<td>Japanese Language &amp; Culture</td>
<td>3,4,5</td>
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</tr>
<tr>
<td>Latin Literature (taken prior to F 10)</td>
<td>3,4,5</td>
<td></td>
<td>3</td>
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<tr>
<td>Latin: Vergil</td>
<td>3,4,5</td>
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<td>3</td>
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</table>
## AP (Advanced Placement) test scores (continued)

<table>
<thead>
<tr>
<th>AP TEST</th>
<th>Scores</th>
<th>ARC Course</th>
<th>Sem units</th>
<th>ARCS GE Area #</th>
<th>Units For GE</th>
<th>Scores</th>
<th>IGETC Area</th>
<th>Sem units</th>
<th>Scores</th>
<th>CSU GE Area</th>
<th>Sem Units for GE Cert</th>
<th>CSU Sem Credits Earned</th>
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<tr>
<td>Macroeconomics</td>
<td>4, 5</td>
<td>ECON 302</td>
<td>3</td>
<td>Vb</td>
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<td>D</td>
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<td>Microeconomics</td>
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<td>ECON 304</td>
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<td>Vb</td>
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<td>3</td>
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<td>D</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Music Theory (taken prior to Fall 09)</td>
<td>4, 5</td>
<td>ECON 301 and 312* or 310</td>
<td>3 or 4</td>
<td>IV</td>
<td>4</td>
<td>3, 4, 5</td>
<td>5A with Lab</td>
<td>4</td>
<td>3, 4, 5</td>
<td>B1 &amp; B3</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Physics B (taken prior to Fall 09)</td>
<td>4, 5</td>
<td>PHYS 310 and 312* or 310</td>
<td>3 or 4</td>
<td>IV</td>
<td>4</td>
<td>3, 4, 5</td>
<td>5A with Lab</td>
<td>4</td>
<td>3, 4, 5</td>
<td>B1 &amp; B3 (lab)</td>
<td>4+</td>
<td>6</td>
</tr>
<tr>
<td>Physics B (taken after Fall 09)</td>
<td>4, 5</td>
<td>PHYS 310 and 312* or 310</td>
<td>3 or 4</td>
<td>IV</td>
<td>4</td>
<td>3, 4, 5</td>
<td>5A with Lab</td>
<td>4</td>
<td>3, 4, 5</td>
<td>B1 &amp; B3 (lab)</td>
<td>4+</td>
<td>6</td>
</tr>
<tr>
<td>Physics B (taken prior to Fall 09)</td>
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<td>PHYS 350 or 410*</td>
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<td>IV</td>
<td>4</td>
<td>3, 4, 5</td>
<td>5A with Lab</td>
<td>4</td>
<td>3, 4, 5</td>
<td>B1 &amp; B3 (lab)</td>
<td>4+</td>
<td>6</td>
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<tr>
<td>Physics C (electricity &amp; magnetism)</td>
<td>4, 5</td>
<td>PHYS 310 and 312* or 310</td>
<td>3 or 4</td>
<td>IV</td>
<td>4</td>
<td>3, 4, 5</td>
<td>5A (with Lab) %</td>
<td>3</td>
<td>3, 4, 5</td>
<td>B1 &amp; B3 (lab)</td>
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<td>4+</td>
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<td>Psychology</td>
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<td>I</td>
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<td>3B &amp; 6A</td>
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<td>3, 4, 5</td>
<td>C2</td>
<td>6</td>
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<tr>
<td>Spanish Language (taken prior to Fall 09)</td>
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<td>STAT 300</td>
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<td>Iib</td>
<td>4</td>
<td>3, 4, 5</td>
<td>3B &amp; 6A</td>
<td>3</td>
<td>3, 4, 5</td>
<td>C2</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Studio Art</td>
<td>4, 5</td>
<td>POLS 301 or 302</td>
<td>3</td>
<td>Va or Vb</td>
<td>3</td>
<td>3, 4, 5</td>
<td>4 &amp; US 2*</td>
<td>3</td>
<td>3, 4, 5</td>
<td>D &amp; US 2**</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History</td>
<td>4, 5</td>
<td>HIST 310 &amp; 311</td>
<td>6</td>
<td>Vb or 1</td>
<td>6</td>
<td>3, 4, 5</td>
<td>3B or 4 &amp; US 1</td>
<td>3</td>
<td>3, 4, 5</td>
<td>C2 or D &amp; US 1</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>World History</td>
<td>4, 5</td>
<td>Vb or 1</td>
<td>3</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3, 4, 5</td>
<td>3B or 4</td>
<td>3</td>
<td>3, 4, 5</td>
<td>C2 or D</td>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>

* with department approval upon review of lab reports
** Students seeking GE certification must have passed the test before this date.
*** Student needs to complete a course which covers Cal. State and Local Gov. in order to complete CSU American Institutions Requirement.
# If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate at a CSU campus.
### A Score of 3 or higher on the AP test qualifies the course to count for GE at ARC.

IB test scores next page
### IB (International Baccalaureate) test scores

<table>
<thead>
<tr>
<th>IB TEST</th>
<th>AMERICAN RIVER COLLEGE</th>
<th>IGETC CERTIFICATION</th>
<th>CSU GE CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scores</td>
<td>ARC Course</td>
<td>Sem Units</td>
</tr>
<tr>
<td>Biology HL</td>
<td>5,6,7</td>
<td>IV</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>5,6,7</td>
<td>CHEM 305* or 400*</td>
<td>5</td>
</tr>
<tr>
<td>Economics HL</td>
<td>5,6,7</td>
<td>Econ 302 &amp; 304</td>
<td>6</td>
</tr>
<tr>
<td>Geography HL</td>
<td>5,6,7</td>
<td>Vb</td>
<td>3</td>
</tr>
<tr>
<td>History (any region) HL</td>
<td>5,6,7</td>
<td>I or Vb</td>
<td>3</td>
</tr>
<tr>
<td>Language A1 ** (any except English) HL</td>
<td>5,6,7</td>
<td>I or Vb</td>
<td>3</td>
</tr>
<tr>
<td>Language A2 ** (any except English) HL</td>
<td>5,6,7</td>
<td>I or Vb</td>
<td>3</td>
</tr>
<tr>
<td>Language A1 (any language) HL</td>
<td>5,6,7</td>
<td>I</td>
<td>3</td>
</tr>
<tr>
<td>Language A2 (any language) HL</td>
<td>5,6,7</td>
<td>I</td>
<td>3</td>
</tr>
<tr>
<td>Language B ** (any language) HL</td>
<td>5,6,7</td>
<td>I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics HL or Further Mathematics SL</td>
<td>5,6,7</td>
<td>Math 400</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>5,6,7</td>
<td>IIb</td>
<td>5</td>
</tr>
<tr>
<td>Physics HL</td>
<td>5,6,7</td>
<td>IV</td>
<td>3</td>
</tr>
<tr>
<td>Psychology HL</td>
<td>5,6,7</td>
<td>Vb</td>
<td>3</td>
</tr>
<tr>
<td>Theatre HL</td>
<td>5,6,7</td>
<td>I</td>
<td>3</td>
</tr>
</tbody>
</table>

*With department approval upon review of lab reports.

** The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-speakers. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.
## CLEP (College Level Examination Program) Test Scores

<table>
<thead>
<tr>
<th>CLEP TEST</th>
<th>AMERICAN RIVER COLLEGE</th>
<th>IGETC CERTIFICATION</th>
<th>CSU GE CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scores</td>
<td>ARC Course</td>
<td>Sem Units</td>
</tr>
<tr>
<td>American Govt.</td>
<td>50</td>
<td>Va</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>I</td>
<td>3</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>I</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>IV</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>IIb</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>IV</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>IIb</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra - Trigonometry</td>
<td>50</td>
<td>IIb</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Composition (no essay)</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Composition (with essay)</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>I</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Level I*</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Level II*</td>
<td>59</td>
<td>I</td>
<td>3</td>
</tr>
<tr>
<td>German Level I I</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German Level II</td>
<td>60</td>
<td>I</td>
<td>3</td>
</tr>
<tr>
<td>History, US I</td>
<td>50</td>
<td>Va</td>
<td>3</td>
</tr>
<tr>
<td>History, US II</td>
<td>50</td>
<td>Va</td>
<td>3</td>
</tr>
</tbody>
</table>

* If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of baccalaureate credit; the higher score listed for each test is considered “Level II” and earns additional units of credit and placement in Area C2 of GE Breadth as noted.

CLEP test scores continued next page
### CLEP Test Scores (continued)

<table>
<thead>
<tr>
<th>CLEP Test</th>
<th>AMERICAN RIVER COLLEGE</th>
<th>IGETC CERTIFICATION</th>
<th>CSU GE CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scores</td>
<td>ARC Course</td>
<td>Sem Units</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business Law</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science &amp; History</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Level I*</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Level II*</td>
<td>63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If a student passes more than one CLEP test in the same language other than English (e.g. two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of baccalaureate credit; the higher score listed for each test is considered “Level II” and earns additional units of credit and placement in Area C2 of GE Breadth as noted.
In this section you will find:

- Academic progress
- Fees
- Academic resources
- Student learning outcomes
- Campus life
- Campus security
- Student rights and responsibilities
educational progress

American River College's academic standards and resources are intended to support a successful learning experience for all students.

We offer many services to help students achieve their educational goals. Students enrolled in degree or certificate programs are expected to demonstrate satisfactory academic progress as defined by the following three general policy requirements:

- Minimum Grade Point Average: Students must achieve and maintain the required grade point average.
- Credits Earned/Credits Attempted: Students must complete a minimum percentage of attempted credits per quarter.
- Degree/Certificate Completion: Students must complete the degree or certificate within the maximum credit limit.

The college recognizes the unique and diverse backgrounds and needs of its students, and while all students are held to the same level of academic excellence, students with special circumstances may petition for special consideration. Students enrolled in special programs are also required to follow the requirements specified by their funding agency. In addition, students receiving federal and/or state financial aid must follow the Financial Aid Satisfactory Progress Policies.

academic standards

Good standing

In determining a student’s eligibility to acquire or remain in good standing at American River College, both quality of performance and progress toward completion of objectives are considered. A student who completes 12 or more semester units, earns a 2.0 GPA on a 4.0 grading scale, and completes 50 percent or more of all enrolled units, merits good standing with the college. Students in good standing are limited to 18 units per semester. In exceptional cases, a student may initiate a petition with a counselor to exceed the 18-unit limit.

grades and credit

Credit/Unit

The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, laboratory, and activity courses.

Grades and grade point average (GPA)

At the end of each semester or term, the college reports students’ grades for every enrolled course. The grading standards, with their grade point equivalents, are as follows:

A  Excellent, 4 grade points per unit.
B  Good, 3 grade points per unit.
C  Satisfactory, 2 grade points per unit.
D  Passing, less than satisfactory, 1 grade point per unit.
F  Failing, 0 grade points, no units earned.

Non attendance at First Class

As stated in LRCCD Regulation R-2222, students who fail to attend the first session of a class may be dropped by the instructor.

Excessive Absence Defined

As stated in LRCCD Regulation R-2222, a student may be dropped from any class when that student’s absences exceed six percent (6%) of the total hours of class time. Instructors shall state in each course syllabus what constitutes excessive absence for that course.

No Shows

As stated in LRCCD R-2222, students who fail to attend the first session of a class may be dropped by the instructor.

In addition, students who have not attended at least one of the first three sessions of a class will be dropped as a “no show” following the third session of the class per Title 5 section 58004. If a class is scheduled for only one session per week, then students who have not attended at least one of the first two sessions of a class will be dropped as a “no show” following the second session of the course.

Change of address or name

Students must report a change of address immediately to Enrollment Services. Students will be held responsible for all misdirected mail if the address change was not provided. Change of name, social security number, and other information that would affect your student record must be reported in writing to the same office with the proper documents to substantiate the change.

attendance requirements

Excessive absences

The Los Rios Community college District (LRCCD) attendance requirements are as follows: Per Policy P-2222, students are expected to attend all sessions of the class in which they are enrolled. Any student with excessive absences may be dropped from class. Any student who is a no show shall be dropped from a class (CA Code of Regs., Title 5, 58004).
Grades of incomplete

An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course before the end of the semester because of unforeseeable emergency or other justifiable reason. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has elapsed. A student receiving an incomplete may not re-enroll in the course. A student receiving an incomplete grade (I) may be assigned by the instructor for justifiable reason. To receive credit for the course, the incomplete noted on the permanent academic record as “W”.

Withdrawal from class or college

A student may withdraw from courses without a “W” notation being placed on the permanent academic record, if the withdrawal is completed prior to the published deadline. Courses dropped after the deadline will have the withdrawal noted on the permanent academic record as “W”.

Credit/pass - No credit/No pass grading

A student may elect that one course per semester be graded on a credit/pass or no credit/no pass basis. A petition to take a class credit/pass - no credit/no pass must be filed with Enrollment Services by the deadline specified online. The equivalent of an A, B, or C will be recorded as CR/P, with units earned. The equivalent of a D or F will be recorded as NC/NP, with no units earned. Units attempted for credit/pass - no credit/no pass grades are not computed in the grade point average, but are used for determining progress probation and progress dismissal.

A student who has elected to be graded on a credit/pass - no credit/no pass basis may not have the CR/P or NC/NP changed to the letter grade (A, B, C, D, F). A maximum of 20 elected credit units may be applied toward the Associate in Arts or Science degree.

Military withdrawal

Military withdrawal occurs when a student who is a member of an active or reserve U.S. military service receives orders compelling withdrawal from courses. Upon verification of such orders, a withdrawal may be assigned at any time during the semester and fees refunded. Contact the Dean of Enrollment Services, for more information.

Leaves of Absence

Students may petition for a leave of absence from the college in order to maintain catalog rights (see Catalog rights in Programs of Study section) to a specified degree requirement option. A leave of absence may be granted for verified medical or military situations that prevent the student from attending classes in any college session in one calendar year. A leave of absence shall be limited to two successive calendar years.

Withholding student records

The college reserves the right to withhold student transcripts and records and to deny future enrollment for any outstanding student obligation.
**Credit by examination**
Under special circumstances and with department approval, students regularly enrolled and in good standing who believe they are qualified by experience or previous training may take a special examination to obtain credit in a course in which they are not formally enrolled. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at American River College with a grade of “C” or better.

Successful completion of a course by examination is recorded on the permanent record as a “P” grade. The “P” grade does not enter into the computation of the student’s grade point average. The units may not be used to satisfy the 12 unit residence requirement for graduation. A maximum of 15 units may be allowed by examination.

*Note:* Credit by examination is not applicable to all courses, and in some instances the process may require measures of evaluation. A student seeking credit by examination should consult the dean of the appropriate area to determine if credit by examination is allowed for a particular course.

**Repetition of courses**
Repetition of courses must be conducted in compliance with Title 5 sections 55040 and 55041.

**Academic renewal without course repetition**
A student may petition to have previous substandard work, (D's or F's), earned at American River College discounted. Courses and grades which no longer reflect a student’s current educational objective and current level of academic success may upon petition be discounted in the computation of the grade point average. The following conditions must apply:

1. A minimum of 12 consecutive months shall have elapsed since the end of the semester or summer session in which the work to be alleviated was recorded; and a minimum of twelve (12) semester units (or its equivalent) with a grade of C or Credit/Pass or better shall have been attained. The coursework must have been completed at a regionally accredited college.
2. Current educational objectives must be discussed with a counselor and the counselor’s recommendation must be included on the petition.
3. No more than 30 units of substandard grades may be discounted.
4. Under no circumstances may course work be discounted if it was used to fulfill requirements for a degree or certificate that has been granted.
5. All grades remain on the permanent record and transcript of grades. However, a proper notation on the transcript will indicate the specific grades that were discounted from the grade point average.
6. Questions regarding this policy should be directed to the Dean of Enrollment Services.
7. Once elected, the academic renewal cannot be reversed.
8. Academic Renewal is not intended for courses that are required and/or will be repeated.

*Academic renewal petitions are available in the Counseling Center.*

**Remedial unit limitation**
The California Community Colleges Board of Governors has adopted regulations limiting the number of remedial course units a student may take to 30. These courses are usually numbered 1-99. Students may petition for a waiver to the thirty-unit limitation through a counselor. However, federal financial aid does not allow a student to receive aid for more than 30 remedial units.

**College Level Examination Program (CLEP)**
After completing 12 units at American River College, a student in good standing may submit qualifying scores on the College Level Examination Program (CLEP), except for English scores, to Enrollment Services to determine eligibility for college credit. Students should be aware that some two-year and four-year colleges have the right to accept, reject, or modify the CLEP units accepted by American River College. See CLEP chart in the *Getting Started* section for specific information.

**College Entrance Examination Board (CEEB)**
Students who earn acceptable scores will be awarded credit toward an A.A. or A.S. degree but grades are not awarded. Such course credit does not enter into computation of the GPA for transfer or graduation from ARC. Credit may not be earned for courses which duplicate credit already allowed for Advanced Placement Examinations. See AP (Advanced Placement) Test Scores chart in the *Getting Started* section for credit given and ARC course equivalencies. After successful completion of 12 units at American River College, a student in good standing may submit their official CEEB Advanced Placement Test scores to enrollment services for evaluation.

**academic probation**
A student is placed on academic probation if the student has attempted at least 12 units and earned a grade point average below 2.0 in all units that were graded. A student on academic probation may be subject to counselor intervention.

**Progress probation**
A student who has enrolled in a total of at least 12 semester units is placed on progress probation when the percentage of all units in which a student has enrolled, and for which entries of W, I and NC/NP are recorded, reaches or exceeds 50 percent of all units attempted. A student on progress probation may be subject to counselor intervention.

**Unit limitation**
A student on either academic or progress probation may be limited to 12 or fewer units, or to a course load recommend by the student’s counselor.
Removal from probation
A student on academic probation is removed from probation and acquires good standing when the student’s cumulative grade point average (GPA) is 2.0 or higher. A student on progress probation is removed from probation and placed in good standing status when the percentage of units with entries of W, I and NC/NP drops below fifty (50) percent of all units attempted. To see how GPA and progress percentage are calculated, see Grades and grade point average (GPA) in While You are Here section.

Academic dismissal
A student on academic probation is subject to dismissal when the student earns a cumulative grade point average of less than 2.0 in all graded units in at least three successive semesters.

progress dismissal
A student on progress probation is subject to dismissal if the percentage of units in which the student has been enrolled for which entries W, I and NC/NP are recorded reaches or exceeds 50 percent in at least three successive semesters.

Readmission following dismissal
A dismissed student may petition to the Dean of Student Services for permission to enroll if the student feels that the cause for dismissal reflects extenuating circumstances. The burden of written documentation in support of these circumstances remains with the student. A dismissed student must see a counselor to initiate a student petition.

academic honors
The distinction of Honors and High Honors is noted on a student’s transcript for each semester in which a student has enrolled in 12 units or more, and has earned a grade point average (GPA) of at least 3.0 (Honors) or 3.5 or higher (High Honors). Students earning High Honors will be notified by mail of their eligibility to join the college honor society.

Non-resident tuition
Students who have not established legal residence in California will be required to pay a tuition fee in the amount of $234 per class unit (includes the Community College Enrollment Fee) at the time of registration.

International student application fee
Non-resident applicants who are both citizens and residents of a foreign country shall be assessed a non-refundable application process fee of $50. The application fee is due and payable with submission of the application for admission or readmission. International student applications will not be processed without payment of the fee.

International student tuition
International students who are admitted with a foreign student visa will be required to pay a tuition fee in the amount of $234 per class unit (includes the Community College Enrollment Fee). International students must enroll in a minimum of 12 units (full-time) and maintain good academic standing.

Student Access Card/Universal Transit Pass Fee
All students must pay this fee including those receiving BOG Fee Waivers. Students taking less than six units pay $5, students taking six to 11.9 units pay $10. Students taking 12 or more units pay $15. BOG students will be charged half this amount. Exempted from this fee are students at the Public Safety Training Center, those who are part of the apprenticeship program, and UCD students taking classes at the Sacramento City College Davis Center.

If your Student Access Card is lost, stolen or damaged during the academic year in which it was issued, there will be a $5.00 fee for replacement. There will be a $20.00 fee to replace lost or stolen Student Access cards which have a UTP sticker attached.

Universal Transit Pass (UTP) stickers cannot be sold or transferred in accordance with California Penal Code 483 and the Los Rios Community College District’s standards of Conduct (District Regulation R-2441). Violators will be cited for criminal misdemeanor and subject to academic discipline.

Instructional materials fee
Students may be required to provide instructional and other materials required for a credit/pass or no credit/no pass course. Instructional materials may be charged in certain courses.

Parking fee
See Transportation in While You are Here section.
Fee refunds
In order to qualify for an enrollment fee refund, students must drop a course by Friday of the second week of instruction for full-term courses or Friday of the first week of instruction for short-term courses, including summer session.

The student may file for the enrollment fee refund up to the last college day of instruction in any semester or summer session, provided the student has withdrawn from full-semester classes on or before the tenth college day of instruction, and from less-than-full-semester and summer session classes by the fifth day of the session. For specific dates and deadlines refer to the web site.

To qualify for a refund, the student must officially drop the class(es) online, at eServices, or Enrollment Services within the time lines as specified online. The student must also file a refund application with the college business office by the last day of instruction in the semester or summer session in which class(es) were dropped.

Refund eligibility will be determined by the date the class(es) were dropped and the date the refund application is filed with the college business office.

Maintenance allowance
A California resident who resides more than 60 miles from the nearest public community college campus may file an application for a maintenance allowance in Enrollment Services. The rate of payment is determined by the State Chancellor’s Office, and is issued to the parent or guardian of minor non-district students, and directly to adult non-district students and married minors. Payment is based on each day of full-time scheduled attendance.

ESL Center
ESL (English as a Second Language) students at the 30 level and above who would like to improve their reading, writing, speaking and/or listening skills may enroll in ESL 97, ESLI 97, ESLR 97, and ESLW 97 and attend class in the ESL Center. Open Monday through Friday, the ESL Center is located in the Learning Resource Center. Students may work individually on workbooks, computers, or in small groups for conversation practice. Staff members are available to answer questions and review students’ work. ESL 97 students do not need to be enrolled in any other ESL class. Each 97 class may be repeated for credit. All ESL 97 grades are Pass/NoPass.

Learning Resource Center
The Learning Resource Center (LRC) is a well-equipped, professionally-staffed facility that offers students a personal approach to academic success through small classes, independent study, individualized tutoring and alternative modes of learning.

The tutoring program is a specialized service of the LRC. The program provides individualized tutoring in most subjects for students who need academic assistance outside the classroom. In addition to individualized tutoring, the Beacon program offers group tutoring with an emphasis on collaborative learning. The small groups are led by trained tutors who have successfully completed the course for which they will be tutoring.
The Reading, Writing and English as a Second Language Centers are located in the LRC, as well, and provide an opportunity for students to enroll in individualized self-paced modules at a variety of skill levels. Additional programs housed in the LRC include Writing Across the Curriculum (WAC), Reading Across the Disciplines (RAD), and the Foreign Language Lab.

The ARC Learning Resource Center is unique because of the wide range of academic services available to students along with the latest in technology equipment.

Library
The ARC Library offers a welcoming learning environment that supports study, research, exploration, and academic growth. We provide services, materials, and instruction designed to help students find high-quality information and learn the research skills necessary to succeed in college and beyond. A popular study spot on campus, the library offers both individual and group study spaces, a large computer lab, and wi-fi access throughout the building. Students may use our computers for Library research and other school-related activities.

The ARC Library selects resources specifically tailored to the research needs of ARC students. Our online research databases provide students 24/7 access to thousands of full-text articles and e-books, as well as virtual art and music collections. We have a large book collection and students may borrow materials from other libraries through our Interlibrary Loan program. The library also offers DVDs, popular magazines and newspapers, and 2-hour use of textbooks for many of ARC’s most popular classes.

Students working on research projects may want to get in touch with a librarian. Librarians are trained research experts who can help students find information and learn to use the ARC Library to its full potential. Students can get help from a librarian by visiting the library’s Research Help Desk on a drop-in basis, scheduling an appointment in advance, calling, emailing, or sending a text or instant message. For more information, visit the library website, www.arc.losrios.edu/arclibrary.htm. Librarians are available whenever the library is open.

Students wishing to develop more advanced research skills may choose to enroll in a library course. All courses are taught by librarians and can be found in the Library pages of the Programs of Study section.

MESA (Mathematics, Engineering, and Science Achievement) Program
Are you studying for a career in science? Want to be a mathematician or computer scientist? Plan on being an engineer? MESA can help.

Students who have on-campus friends with similar interests and career goals, and who support and motivate each other toward learning, are more likely to succeed in college. The MESA program can connect you with just such a group of friends. In addition, tutoring, study groups, and academic advising is available to program participants provide the needed academic support to ensure success.

MESA is a statewide program that offers assistance to students preparing to transfer to a four-year institution to earn a degree in fields related to mathematics, science, or engineering. Participants must be eligible for financial aid or a fee waiver, and must be in the first generation of their family to earn a four-year college degree. For more information, go to [www.arc.losrios.edu/~mesa].

Reading Across the Disciplines (RAD) Center
The RAD program helps students meet their academic goals by improving their reading, and comprehension and study skills in their college courses. RAD students learn to annotate textbooks and research materials, paraphrase key ideas, read outlines and maps based on their class materials, read and understand graphics, master jargon, prepare for tests and analyze test items. The 1/2 unit RAD class meets for an hour once a week for 9 weeks. RAD works with students from all disciplines; students must be enrolled in another academic class to participate in RAD.

Reading Center
The Reading Center offers individualized instruction in basic reading skills. Instructors, instructional assistants, and tutors work with students to improve their skills in reading comprehension and vocabulary acquisition, essay and textbook reading, and study skills. The course may be taken four times with different modules for a maximum of four units.

Science Study Skills Center
Students in science courses may acquire or improve their study strategies such as reading comprehension, vocabulary, note taking, paraphrasing, concept mapping, graphics interpretation, and test taking. Instructors, instructional assistants, and tutors assist students with individualized instructional modules. The selection of modules may vary depending on student need and skill level. Students must enroll in BIOL 490: Science Skills and Applications. Available Fall and Spring.

Tutoring Center
Available to any student enrolled in an ARC class. Peer tutors assist students—individually and in small groups—in courses the tutors have successfully completed. This service is free. Students must submit an application with the signature of the instructor who is teaching the course in which tutoring assistance is requested.

Writing Across the Curriculum (WAC) Center
The WAC program helps students form all academic disciplines improve their writing skills. Students learn to apply more effective prewriting, drafting, revising, and editing strategies. Instructors and instructor assistants work with students...
on a one-on-one basis, and in group workshops. Students receive assistance with writing assignments for all classes. Students may also receive help with personal statements for scholarships and college transfer.

Writing Center
The Writing Center offers a three-unit lecture class, ENG-WR 43, for students who assess below ENGWR 51 and need to work on basic writing skills in preparation for ENGWR 51. In addition, the center offers ENGWR 107, which may be taken as a .25-.5 unit, five-week lecture class designed to develop various writing skills that are necessary for college success. Individualized instruction in all classes at the center is provided by instructors, instructional assistants, and student tutors.

other services

Bookstore
The college-operated bookstore is conveniently located adjacent to the college cafeteria. The bookstore carries all required textbooks, supplemental textbooks, and a wide variety of supplies and other items. In order to better serve students, the bookstore purchases used textbooks on a year-round basis. Visit the bookstore’s web site at book.arc.losrios.edu. The bookstore is totally responsible for all of its operating costs, and any remaining profit is used to support instructional related programs and projects on campus.

Cafeteria
The college-operated cafeteria provides food service Monday through Friday, during most of the times that classes are in session. The cafeteria operates a limited service during summer. During summer, the cafeteria and kiosk are open Monday through Thursday.

Child Development Center
American River College operates childcare programs for parents who are continuing their education at ARC. The center serves toddlers starting at the age of 24 months and preschool children through the age of five. School-age childcare is only available during the summer session. Program options include part-time, full-time, mornings and afternoons. Fees for the program are based on a sliding scale set by the Department of Education, Child Development Division.

In the summer, care may be provided Monday through Thursday. Contact the center during the spring semester regarding the summer program.

The center is licensed by the Department of Social Services. Also, the centers serves as a teaching laboratory for students in early childhood education, child development, child psychology and nursing programs. The center is staffed by Child Development Permit Teachers, who plan and implement developmentally-appropriate curriculum.

Applications are available each semester when the class schedules are published and must be picked up in person at the center. The center office is located in the Child Development Center (CDC 300) on the east side of campus, behind the cafeteria. For further information regarding the priority list, eligibility, fees and program hours, please call (916) 484-8651, or stop by the center.

Health Center
The Health Center is located in the administration building and is staffed by registered nurses. Services include health assessment and consultation with appropriate referral to community resources; blood pressure screening; tuberculosis (PPD) skin testing; immunizations: Hepatitis B, Hepatitis A, tetanus (Td & Tdap), and measles/mumps/rubella; annual flu clinic; reproductive health services and testing; health education, including classroom and campus wide presentations; smoking cessation; lactation room; and first aid and emergency care. All consultations are confidential. No appointment is necessary. For more information please call (916) 484-8383.

Transfer Center
The Transfer Center provides to students and all staff the most current information to ensure a smooth transition to four-year colleges and universities. See Transfer section of this catalog for more on transfer options and about the center’s services.

campus life center

Campus Life Center
The Campus Life Center coordinates student activities and leadership opportunities for the campus and is located in Portable Village, room 614. The office serves as a focal point for students and student groups, provides support services for campus clubs and organizations, and provides information about a variety of student projects, student leadership, activities and initiatives that help to foster an inclusive campus community.

The Campus Life Center provides information about club activities, student involvement opportunities, distribution of material, publicity, poster approval, general information, off-campus housing, Student Rights & Responsibilities and bike locker rental. A major responsibility of the staff of the Campus Life Center is to provide guidance and support services to the Associated Student Body officers and representatives in their endeavors to meet the needs of all students. Also, the staff assists students interested in other clubs, organizations and activities.
American River College Catalog 2011-2012

The Arts

The Fine and Applied Arts (FAA) programs at ARC are highly regarded and nationally recognized in Art, Art New Media, Fashion, Culinary Arts, Interior Design, Music, Commercial Music, Theatre and Film. With over 100 events each year, faculty and staff are committed to providing students and the community with quality academic programs that are designed to facilitate the degree seeking/transfer student, vocational student, return-to-learn student, or students who seek a creative activity to enhance their college schedule. Many students and faculty have achieved not only national recognition but international notice of creative and technical skills.

The new state-of-the-art theatre, classrooms, practice rooms, and professional-level recording studio is home to the Music and Theatre Departments. Performance opportunities include: plays and musicals, student directed one-acts, Music Circus internships, Fair Oaks Summer Theatre program, the ARC orchestra and chamber ensemble, as well chamber singers, concert choir and many traditional and jazz vocal and instrumental ensembles. The James Kaneko gallery provides an on-going schedule of shows and exhibits, including works by students, faculty and highly regarded local artists.

Clubs and organizations

Chartered clubs on campus are organized around various special interests and promote participation in a variety of cultural, academic and social activities. Membership is open to all interested students. More information is available from the Campus Life Center.

College Hour

Each Thursday noon, the college schedules fewer classes in order to leave open time for special events, speakers, workshops, concerts and other activities.

Intercollegiate athletics

As part of our physical education program, ARC athletics hosts 20 intercollegiate athletic teams. Fall semester sports include cross country (men/women), football (men), golf (women), soccer (men/women), volleyball (women), water polo (men/women). Fall/spring sports include basketball (men/women). Spring semester sports include baseball (men), golf (men), softball (women), swimming and diving (men/women), tennis (men/women), and track and field (men/women).

Full-time students (12 or more units) who fulfill the requirements of both the Commission on Athletics and ARC are eligible to compete in freshman and sophomore years of intercollegiate athletic eligibility. With the aim of promoting both the athletic and academic success of our student-athletes, we have a full support service for athletic training/sports medicine needs and for academic advising and support.

ARC athletic teams are well respected among both the California community colleges and the four-year college and university systems. Our teams are always competitive, regularly qualifying for post-conference play. At ARC, the student athlete is always first, preparing and competing with integrity and good sportsmanship.

Student government

The Associated Student Body, through the approved charter, is the recognized student government body that represents students in all phases of college life. Student government maintains the link between the students and the administration, faculty, classified support staff, and the district’s board of trustees. Participation in student government is a valuable educational experience available to students.

Student publications

The Current, the college newspaper, is published by student staff, and the American River Literary Review is published each spring by students in English and Art New Media.

A weekly information sheet, This Week, is available every Monday. Important campus announcements are made through this publication which is distributed in bulletin boxes on campus and in the Campus Life Center.

transportation

Parking

Designated student parking areas are located in all parking lots on campus, except in parking lot E and the parking area in front of the Administration Building. (See campus map on back of this catalog.)

All students wishing to park a motorized vehicle in designated student parking are subject to a parking fee. A parking permit (decal) may be purchased.

Automobiles: $30 per semester; $15 per summer session
Motorcycles: $15 per semester; $8 per summer session

Instead of a semester permit, students may purchase a daily parking ticket for $1 from machines located in various parking lots, as indicated on the campus map. Students driving motorcycles are encouraged to use parking permits (decal), rather than daily parking tickets.

Parked by semester decal or daily parking ticket is enforced from 7:00 a.m. to 11:00 p.m., Monday through Thursday, and from 7:00 a.m. to 5:00 p.m. on Friday, whenever classes are in session. Vehicles not having a valid parking decal or daily parking ticket properly displayed will be given a parking citation.

Citations will also be issued for violations of campus parking and traffic regulations. A copy of campus parking/traffic regulations may be obtained from the Campus Police Office, or viewed on the ARC web site [www.arc.losrios.edu/police].
Regional Transit

Sacramento Regional Transit currently serves American River College via four bus routes. Information is available online: on the ARC home page ([www.arc.losrios.edu](http://www.arc.losrios.edu)) use the “Quick Links” menu, then click on “Bus Routes.” ARC students receive a substantial discount on fares for any bus or light rail service provided by Sacramento Regional Transit (not just for commuting to school), provided via the Universal Transit Pass fee that is assessed as part of the class enrollment process.

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campus security

Safety at American River College is everybody’s business. Students, staff and faculty are partners with the college in creating an atmosphere that is safe and encourages learning. American River College is a diverse community within a community. During the school year, we have over 35,000 students, 350 full-time faculty, over 365 part-time faculty and a support staff of 223 working together. At the same time, the college is very much a part of the greater Sacramento metropolitan area.

The college, in accordance with its mission statement, is a community center for lifelong learning through education, cultural, and recreational programs. Many community members visit and use the services the college offers seven days a week. The college strives to be accessible to the community and welcomes the use of its facilities.

No community, of course, can be totally risk-free in today’s society. American River College strongly believes it has a major role in providing a safe learning environment, but, also, is realistic enough to recognize that students, staff and faculty must come together in a strong partnership and use common sense precautions to reduce the opportunity for criminal/anti-social activities. Crime happens in our society. We have no magical formula to stop it at our campus. Thefts, assaults and other crimes happen at American River just as at any other college campus.

To reduce the possibility that any student may be exposed to potential hazards, American River College has taken many steps, described herein, to reduce whatever risks there may be. All of us can further reduce risks by thinking about personal safety and taking common sense precautions.

Safety programs at American River College are under the direction of the Director of Administrative Services. We have a proactive approach to campus safety that is best viewed as education, prevention and our ability to respond to questionable events.

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Education

The key to crime prevention is an awareness gained through education. At American River College, the College Police department, staff, faculty and students work together and take responsibility for their own safety and are ready to help others in time of need. This is a very potent force.

The vast majority of incidents on college campuses can be avoided if the college population recognizes they are potential victims and take basic precautions, such as using the “buddy system” when walking at night, locking car doors and not leaving valuables unattended. The College Police department is available to meet with groups or individuals and discuss anti-crime tactics or any anti-social activities.

American River encourages reporting of all crimes, even minor crimes, and any suspicious activity. The College Police department would rather have a hundred unfounded calls of suspicious activities than miss one call when a crime is occurring. We need to know about crimes that occur. If we are not informed of a crime, we cannot advise and help students and staff. Crimes occurring on campus should be reported immediately to a College Police Officer.

When appropriate, the College Police will contact the Sacramento Sheriff’s department for assistance and/or to conduct an investigation. A College Police report will be made; a copy of the report will be made available to the reporting individual provided he/she is the victim of the crime. Officers may be contacted by telephone or by coming to the College Police office located on the west side of the Gym parking lot.

College police officers are available to address classes about prevention of crime. Additionally, the Associated Student Body has hosted forums on crime prevention at which outside experts as well as college police officers have offered common-sense approaches to avoid becoming a victim of a crime.

American River College offers a major in Chemical Dependency Studies which is accredited by the California Alcoholism and Drug Counselors Educational Program. American River College is committed to a drug-free campus. Violators will be subject to disciplinary procedures.

Forums are held throughout the year by the campus Health Center and Associated Student Body on issues of substance abuse. A special program, the Beaver Athletic Assistance Program, has been developed to offer support and advise to student athletes on drug and alcohol abuse. The college offers its facilities for weekly meetings of Alcoholics Anonymous and Narcotics Anonymous. These meetings are offered at times convenient for students and advertised widely to students.

This information is updated annually and is available to all students, employees and applicants. Additional information is available from College Police personnel. Any serious crime involving potential bodily harm will be reported promptly to staff and students.
Prevention
The college actively supports crime prevention through a number of programs. These include:

- **Emergency automotive assistance.** While not mechanics, campus police officers are equipped and trained to start cars with dead batteries or unlock non-electric car doors when keys have been left inside the automobile. Proper identification is required for the performance of these services.
- **Lighting.** A major effort has been made to upgrade the lighting in the interior of the campus to reduce areas of darkness. Continuing progress is being made on upgrading the lighting in campus parking lots.
- **Firearms.** Firearms are not permitted on campus except for professional law enforcement officers. Persons with firearms on campus will be subject to disciplinary action. (LRCCD Regulation 2441)
- **Alcohol.** Consumption of or being under the influence of alcohol while on campus is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2443)
- **Emergency telephones.** Outdoor emergency telephones are strategically located throughout the campus. These phones are marked and easily identified by a blue light. When accessed, these emergency telephones will automatically connect the caller to the College Police department.
- **Illegal drugs.** The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2441)

While not mechanical, campus police officers are equipped and trained to start cars with dead batteries or unlock non-electric car doors when keys have been left inside the automobile. Proper identification is required for the performance of these services.

**ARC crime statistics 2007-2009**

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<tr>
<th>Offense type</th>
<th>On-campus</th>
<th>Non-campus bldgs.</th>
<th>Public property</th>
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<tr>
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<tr>
<td>Weapons possession (arrests)</td>
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</table>

The Los Rios Community College District’s Annual Security Report for American River College includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned by American River College, and on public property within, or immediately adjacent to and accessible from, the campus. The full report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. This report is distributed/posted by October 1 each year. You can obtain a copy of this report by contacting the Los Rios Police Department at (916) 558-2365, or by accessing the following website: www.arc.losrios.edu/clery.

*Natomas

**On-campus** refers to crimes committed on the campus property. **Non-campus** refers to crimes committed at all Outreach Centers and properties that are leased or rented by ARC for instructional purposes.

**Non-campus bldgs.** only include crimes that occurred in the specific areas and during the specific times used by ARC.

**Public property** refers to those areas immediately adjacent to and accessible from the College, including streets, sidewalks, parking facilities, parks etc. It does not include private residences or businesses.
Response

American River College employs P.O.S.T. certified police officers and community service officers who have public safety experience and are sworn peace officers under California Education Code 72330. While on campus, they are empowered to conduct investigations and make arrests for violations and infractions they observe. They are responsible to assist in providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations, and promoting crime prevention. All campus police officers have current certification in CPR and first aid.

The officers patrol in fully equipped vehicles and are dispatched through a central communication center. At those times when there is no dispatcher (after 10 p.m. and on weekends), the officers are available by cellular telephone at 764-7860.

The College Police department coordinates its activities with the Sacramento Sheriffs department. All officers are in radio communication with the Sheriffs department while on duty.

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**non-discrimination policy**

American River College, as part of the Los Rios Community College District, supports established polices to support learning and work environments that are free from discrimination, based upon sex, sexual orientation, age, race, color, religion, creed, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration; sexual harassment; as well as providing for college premises that are drug and alcohol free. Our policies are rooted in established state and federal laws, and support a psychologically safe working environment for students, staff, and the community. Further information may found on the Los Rios web site [www.losrios.edu/legal/GCpolreg].

Students and employees who believe they have suffered discrimination based on any of the above reasons may file a complaint with the appropriate office:

- **Disciplinary Officer: Manuel Perez**
  Dean, Student Development ..............................................484-8924

- **Student Grievance Officer: Brenda Thames**
  Dean, Counseling and Student Services ..........................484-8375

- **Equity Officer: Lisa Lawrenson**
  Associate Vice President, Instruction.............................484-8540

- **Sexual Harassment Officer: Lisa Lawrenson**
  Associate Vice President, Instruction.............................484-8540

- **Title IX Coordinator: Lisa Lawrenson**
  Associate Vice President, Instruction.............................484-8540

- **504 Coordinator: Robin Neal**
  Dean, Enrollment Services..............................................484-8171

- **Americans with Disabilities Act (ADA) Coordinator: Robin Neal**
  Dean, Enrollment Services..............................................484-8171
access to student records

The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the offices of the Dean of Enrollment Services, and the Vice President, Student Services.

District Regulation 2265 provides for the release, without student consent, of specific student directory information (student name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended). In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student’s name, address and telephone number for recruitment purposes. Students have the right to refuse the release of directory information by submitting a written request to Enrollment Services.

student rights & responsibilities

I. Preamble

(Approved by the Los Rios Community College Board of Trustees, June 3, 1970, revised March 6, 1996).

The policy statement below, relating to students’ rights and responsibilities is based upon three fundamental concepts:

A. College students, citizens of the United States and foreign guests are members of the academic community. They have the same rights and freedoms that all citizens have as students, and must comply with federal and state laws and statutes. In addition, students must also comply with Los Rios Board policies and individual college rules and regulations.

B. The president of a college in the district serves as the chief administrator of the college and is responsible for the overall supervision of the operation of the college in conformity with the directives and duties as defined by the district chancellor and consistent with the policies of the Board of Trustees.

C. In any conflict relating to student discipline, students shall be informed in writing of charges to be brought against them and be given an opportunity to defend these charges.

II. Student rights

In the context of these concepts, students’ rights consist of the following:

A. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval except as provided by published district policy, statutes, or campus regulation. These publications shall do the following:

1. Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

2. State on the editorial page that the opinions expressed are not necessarily those of the college or the student body.

B. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.

C. Students shall have the right to hear speakers on any subject and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on each campus subject to regulations that assure the regular functioning of the institution. The policies and regulations shall include reasonable provisions for the time, place and manner of conducting these activities, but shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia. Expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited.

D. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and to join student organizations subject to published campus and district regulations.

E. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision making that affects their academic future with the exception of staff appointment, termination and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by a campus-designated student, faculty, administrative committee. In addition, student representatives shall be members of all faculty and administrative committees related to students’ concerns; such student representatives shall have a vote as committee members.
F. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students' records will be released only on the written consent of the students or as provided by law.

G. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time, however, students are responsible for maintaining standards of academic performance established in advance for each course in which they are enrolled.

H. Students shall have the right to file a grievance as outlined in the procedures of the District Student Grievance Policy, in the event of an alleged breach of their rights. (See Policy# P2412, R2412)

III. Student responsibilities

Admission to college assumes the expectation that the student will be a responsible member of the college community; will obey the law; comply with the published rules and regulations of the college; respect the rights, privileges and property of the other members of the college community; and not interfere with legitimate college affairs. Students will assume the responsibility for their conduct. In the case of student conduct which involves an alleged or proven violation of criminal law, the disciplinary authority of the college will not be used to duplicate the function of criminal authority. Disciplinary action may be taken if the conduct also involves a violation of district or campus policy.

IV. Standards of Student Conduct

The California Education Code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules and regulations. (Section 66300, Chapter 5 Rules of Student Conduct; E.C. 76030 Authority to suspend or expel.)

All students enrolling at American River College assume an obligation to abide by all College rules and regulations. These regulations are described in the Los Rios Community College District Board of Trustee Policies, Section 2400 Student Rights and Responsibilities/ 2440 Standards of Conduct and Due Process. Students who choose not to abide by these standards will be subject to college sanctions and disciplinary measures.

The president of the college or administrative designee may authorize the suspension of a student for good cause (E.C. 76033) which is defined for numerous offenses which includes:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

2. Assault, battery, or any threat of force or violence upon a student or college personnel.

3. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

4. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.

5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

7. Good cause is further defined, but is not limited to the following:

a. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression and distribution of materials.

b. Obstruction or disruption of teaching, research, administrative disciplinary procedures or other college activities, including its community service activity, or of other authorized activities on college-controlled premises.

c. Theft of or non-accidental damage to property of the college or a member of the college community or campus visitor while on campus or at college-sponsored events.

d. Unauthorized entry to or use of college facilities.

e. Dishonesty, such as cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identifications.

f. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or designated representative.

g. Use, possession, distribution or being under the influence of alcoholic beverages, narcotics or dangerous drugs on college property or at college-sponsored events.

h. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

i. Violation of any order of a College President, notice of which has been given prior to such violation, and when order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the college newspaper, by posting on an official bulletin board designated for this purpose or by any other means reasonably calculated to inform students of its provisions.
j. Attempting to do any of the causes for disciplinary action identified above.

8. **Computer-Related Crimes:** A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code. Such crimes include, but are not limited to, the following:

a. Knowingly access and without permission alter, damage, delete, destroy or otherwise use any data, computer system or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive or extort, or (b) wrongfully control or obtain money, property or data.

b. Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or residing internal or external to a computer, computer system or computer network.

c. Knowingly and without permission use or cause to be used computer services.

d. Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.

e. Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user of a computer, computer system or computer network.

f. Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.

g. Knowingly and without permission access or cause to be accessed any computer, computer system or computer network.

h. Knowingly introduce any computer contaminant into any computer, computer system or computer network.

No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance, or pursuant to Penal Code Section 502 or other laws specifically authorizing such.

**V. Student Grievance Policy**

The Student Grievance procedure shall be available to any student who believes an action or decision of the district or college staff has adversely affected his/her status, and/or rights as outlined under II. STUDENTS’ RIGHTS. Grievances relating to grades are subject to Education Code 76224 (a) which reads:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

The complete text of the district’s policy, regulation, and timeline on Student Grievance is available in the office of the Dean of Student Development. Students who wish to exercise a grievance can receive policy and procedural steps from the Dean of Student Development.

The College Student Grievance Officer may assist the student in the procedural steps of a student grievance. The name and location of the College Student Grievance Officer can be obtained from the office of the Vice President, Student Services.

(Revised by Los Rios CCD Board of Trustees, July 8, 1992)

**VI. Sexual harassment**

*Sexual harassment policy*

It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and work place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Where evidence of harassment is found, appropriate corrective action shall be taken.

**Definition of sexual harassment**

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.

2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.

3. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

B. For the purpose of further clarification, sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.

2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
3. Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.

4. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Complaint procedure and impact
Any individual who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the District’s Affirmative Action Regulation R-2423. Throughout the procedures, the College President and the College/District Affirmative Action Officers will insure that confidentiality will be maintained and that due process will be followed with respect to both parties.

In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student. In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action will be taken. Sexual harassment policy, procedural steps and forms are available from the campus Equity Officer, Associate Vice President, Instruction at 484-8540.

VII. Student and family access to records
The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students and parents of dependent students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the office of the Dean of Enrollment Services.

District Regulation 2265 provides for the release, without student consent, of Student Directory Information, i.e. student’s name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended. In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student’s name, address and telephone number for recruitment purposes. Students have the right to refuse the release of directory information by submitting a written statement to Enrollment Services.

reporting sexual assault

1.0 Procedure
1.1 It is the objective of the College, in accord with EC67385, that students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the College shall receive information and referral to treatment. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

2.0 Notification
2.1 Any student, faculty or staff member who is a victim of sexual assault at a College facility as defined above should notify the Campus Police Department. With the consent of the victim, the Campus Police Department will notify the Associate Vice President, Instruction and Campus Health Center.

3.0 Legal reporting
3.1 Pursuant to legal requirements the Campus Police Department will notify the appropriate local law enforcement agency of the reported sexual assault.

3.2 In accord with the Campus Crime Awareness and Security Act of 1990, the College, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publications/mailings.

3.3 In case of violent crimes considered to be a threat to other students and employees, the College shall make timely reports, respecting the confidentiality of the victim, to the College community in a manner that will aid in the prevention of similar occurrences.

4.0 Campus services and resources
4.1 Upon notification of a sexual assault, the Campus Police Department will make available to the victim a description of campus resources and services available to the victim as well as appropriate off-campus services. This listing of resources and services shall be updated each September 1 or more frequently as required.
4.2 The listing of resources and services shall be available through the Campus Police Department, the Counseling Center and the Health Center.

4.3 A victim of sexual assault shall be provided with information about the existence of at least the following options: criminal prosecutions, civil prosecutions, the disciplinary process through the college, the availability of mediation, academic assistance alternatives, and mental health counseling.

5.0 Case management

5.1 A victim of sexual assault shall be kept informed by the College President/designee of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.

5.2 The Counseling Center and Health Center shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

6.0 Confidentiality and requests for information

6.1 The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students and parents will be handled by the College Public Information Office in accord with these regulations, the Family Educational Rights and Privacy Act applicable California Education and Administrative Code sections, and Los Rios Community College District Policy.

7.0 Dissemination of Procedure

7.1 These procedures shall be published in all student, faculty and staff handbooks and shall be given to any student or employee who is the victim of sexual assault.

**drugs, alcohol & smoking policy**

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. We therefore ask everyone to actively support the creation of a drug and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse. If you or someone you know is having problems with alcohol or drugs, contact the ARC Health Center for names of local agencies that can help.

**District policy on drugs & alcohol**

Los Rios Community College District policy 2443 states that the District “...is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and a drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989” [See: http://www.losrios.edu/legal/Policies/P-2000/P-2443.html]

**Legal sanctions**

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance. Controlled substances include cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

If you abuse drugs of alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, you can be suspended, expelled, and/or criminally prosecuted. The penalties for the more common offenses are:

- Possession or use of alcohol: year in jail and/or fine
- Possession of marijuana (oz): criminal citation and fine
- Possession of cocaine: imprisonment in a state prison
- Sales of any illegal drug: imprisonment in a state prison
- Possession or use of alcohol by a minor: one year in jail and/or fine

If you are a student employee, you may be terminated

- You are required to report any convictions within five days of the occurrence
- You will be ineligible for financial aid

**Smoking policy**

It is the American River College policy that no smoking be permitted inside buildings, or outside within 30 feet of building entrances. This policy is to be enforced through common courtesy.
illegal downloads & file sharing

American River College students are prohibited from using the Los Rios Community College District information network to illegally download or share music, video and all other copyrighted intellectual property. American River College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the FHDA information network who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject violators to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at www.campusdownloading.com. In addition to being illegal, file sharing drains the FHDA network’s bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money.

The college has developed policies and consequences to ensure that students respect music and other forms of intellectual property as well as conduct responsible use of the Internet. Review these policies online (www.losrios.edu/legal/Policies/P-7000/P-7831.htm). There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners who offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, visit the RIAA website (www.riaa.com).