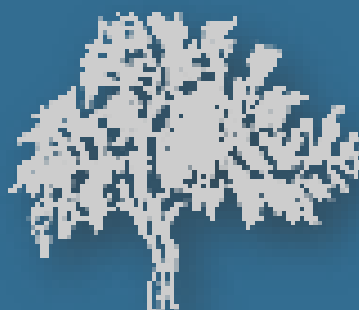


# PALO VERDE COLLEGE

## 2023-2024



### CORRESPONDENCE EDUCATION HANDBOOK-ORIENTATION

1 COLLEGE DR, BLYTHE, CA 92225

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[PALOVERDE.EDU](http://PALOVERDE.EDU)

760.921.5500

## *Message from The President*

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

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



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

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

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

*Donald G. Wallace, PhD Superintendent/President*

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## PALO VERDE COLLEGE BOARD OF TRUSTEES

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

*Stella C. Styers.....President*

*Angel Ramirez.....Vice President*

*George Thomas .....Clerk of the Board*

*Brad Arneson ..... Trustee*

*Jon McNeil ..... Trustee*

*Glenda Williams ..... Trustee*

*Stacy Davis.....Trustee*

*Albert Martinez .....Student Trustee*



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# GENERAL INFORMATION

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This catalog and handbook is valid from July 1, 2023 through June 30, 2024. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.

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

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

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

## ACCREDITATION

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

## NON – DISCRIMINATION POLICY

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

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

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

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

## ACADEMIC FREEDOM

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

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

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



## OUR MISSION

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

## OUR VISION

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

## OUR PHILOSOPHY OF EDUCATION

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

## OUR VALUES

### EXCELLENCE

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

### LEARNING

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

### CIVIC RESPONSIBILITY

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

### INTEGRITY AND ETHICS

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

### DIVERSITY

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

### CREATIVITY

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

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## INSTITUTIONAL LEARNING OUTCOMES

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### CRITICAL AND CREATIVE THINKING

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

### COMMUNICATION

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

### COMMUNITY AND GLOBAL AWARENESS

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

### PERSONAL AND PROFESSIONAL DEVELOPMENT

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

### INFORMATION COMPETENCY

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

### TECHNOLOGICAL COMPETENCY

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



## ABOUT PALO VERDE COLLEGE

Palo Verde College is located along the Colorado River in the fertile Palo Verde Valley, 150 miles west of Phoenix, 120 miles east of Palm Springs, and 100 miles north of Yuma, AZ. Its service area includes approximately 17,817 people, 12,456 of whom reside in Blythe. The charm of Southern California agricultural life permeates the valley. Tourism is a major industry, boosted by temperate winters and summers built around river water sports.

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

## PALO VERDE COLLEGE — NEEDLES CENTER

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

## HISTORY OF PALO VERDE COLLEGE

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

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

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

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

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

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**PALO VERDE COLLEGE**  
**2023-2024 ACADEMIC YEAR**

## Fall 2023 – Calendar

Open.....	* Orientation (Complete & submit quiz found on last page)
April 24—28, 2023 .....	EOPS, DSPS, Veteran’s, CalWORKs & Foster Youth Priority Registration
April 29 – May 04, 2023.....	New & Continuing student Priority Registration – New students that have completed orientation, counseling, and educational plans & continuing students in good academic standing with fewer than 100 units.
May 05—August 18, 2023.....	*Open Registration
August 01, 2023 .....	New Student Orientation, 10:00 a.m. – Main Campus
August 04, 2023 .....	New Student Orientation, 5:30 p.m. – Main Campus
August 11, 2023 .....	Last Day to Petition Co/Prerequisite Challenge Form
August 14, 2023 .....	Classes Begin
August 18, 2023 .....	Last Day to Register
August 24, 2023 .....	Make-up New Student Orientation, 5:30 p.m. – Main Campus
August 25, 2023 .....	Last Day to Apply for a Refund
September 01, 2023 .....	Last Day to Withdraw without “W” Showing on Permanent Record
September 04, 2023 .....	Labor Day Holiday – Campus Closed
September 19, 2023 .....	Last Day to Elect P/NP
October 05, 2023.....	Last Day to Petition to Graduate
October 20, 2023.....	Institute Day, no classes
November 10, 2023.....	Veteran’s Day – Campus Closed
November 17, 2023.....	Last Day to Withdraw with a “W” on Permanent Record (“W” will show on permanent record)
November 23-24, 2023 .....	Thanksgiving Break – Campus Closed
December 11-15, 2023.....	Finals Week
December 15, 2023 .....	Last Day of Classes

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

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

PALO VERDE COLLEGE  
2023-2024 ACADEMIC YEAR  
**Spring 2024 – Calendar**

Open.....	* Orientation (Complete & submit quiz found on last page)
November 20 – 24, 2023.....	EOPS, DSPS, Veteran’s, CalWORKs, Student Parents & Foster Youth Priority Registration
November 25 – 29, 2023.....	New & Continuing student Priority Registration – New students that have completed orientation and educational plans & continuing students in good academic standing with fewer than 100 units.
Nov.30, 2023 – Jan 19, 2024.....	*Open Registration
Dec. 22, 2023 – Jan 02, 2024.....	Christmas Break—Campus Closed
January 12, 2024 .....	*Last day to Petition - Co/Prerequisite Challenge Form
January 15, 2024 .....	Martin Luther King, Jr. Day—Campus Closed
January 16, 2024 .....	Classes Begin
January 19, 2024.....	Last Day to Register for Classes
January 26, 2024.....	Last Day for Enrollment Fee Refund
February 02, 2024 .....	Last Day to Withdraw without ‘W’ on your transcript
February 16, 2024 .....	Lincoln Day—Campus Closed
February 19, 2024 .....	Washington Day—Campus Closed
March 07, 2024.....	Last Day to Petition to Graduate (First Thursday in March)
March 11 – 15, 2024 .....	Spring Break – No Classes
April 29, 2024 .....	Last Day to Withdraw - “W” grade will post on your transcript
May 27, 2024 .....	Memorial Day—Campus Closed
May 28 – 30, 2024.....	Finals week
May 30, 2024 .....	Last Day to Elect P/NP Grading Option
May 30, 2024.....	Last Day of Classes
June 01, 2024 .....	Main Campus Graduation/Institute Day

\*Orientation is mandatory for New Students

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

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

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PALO VERDE COLLEGE 2023-2024  
ACADEMIC YEAR

**Summer 2024 – Calendar**

Open.....	* Orientation (Complete & submit quiz found on last page)
April 22 – 26, 2024 .....	EOPS, DSPS, Veterans, CalWORKs, & Foster Youth Priority Registration
April 27 - June 13, 2024 .....	Open Registration
June 06, 2024.....	Last Day to Petition to Challenge a Co/Prerequisite
June 10, 2024 .....	CLASSES BEGIN
June 13, 2024.....	Last Day to Apply for a Refund
June 13, 2024.....	Last Day to Register
June 14, 2024.....	Last Day to Withdraw Without “W” showing on Permanent Record
July 4, 2024.....	Independence Day Holiday (observed) – CAMPUS CLOSED
July 10, 2024 .....	Last Day to Withdraw “W” grade will post on transcript
June 19, 2024.....	Last Day to Elect P/NP
July 19, 2024 .....	Last Day of Classes

\*Education Plans and Orientation is mandatory for New Students - dates/times are subject to change.  
*Note: Campus will be closed every Friday throughout the summer*

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

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

#### **Q: What is Correspondence Education?**

**A:** Correspondence Education is an alternative method of taking credit courses where the majority of the instruction occurs when the student and the instructor are not in the same place at the same time.

#### **Q: What is Orientation?**

**A:** The first step in the matriculation process at Palo Verde College is Orientation. Orientation is designed for new or returning students is a vital part of the Student Success Support Program. It provides many answers to prepare you for an education at Palo Verde College.

#### **Q: What degrees and programs are offered?**

**A:** PVC offers a variety of Certificates/Degrees to our CDCR students. Please see APPENDIX M for the list.

#### **Q: How do I register to classes?**

**A:** During the term's open registration, you will need to contact your institution's Post Secondary and request the registration material.

#### **Q: How often do I need to submit The California College Promise Grant Application?**

**A:** The CCPG is good for one school year, starting with the summer session and ending with the spring semester of the following year.

#### **Q: I registered and only got one class; how can I add another course?**

**A:** You can request an add card from your Post Secondary and submit it to PVC. Please note that courses are not guaranteed as registration is processed on a first come first serve basis.

#### **Q: I registered for a class that I want, and it is closed. Am I able to petition the course?**

**A:** No, classes will be considered closed or cancelled for a variety of reasons. Therefore, be prepared to enroll in an alternate class if your first choice is unavailable.

#### **Q: I have attended another College/University can I transfer my credits to PVC?**

**A:** Yes, it is recommended that you submit official transcripts from other Colleges/Universities to Admission and Records and complete a request form.

#### **Q: Are my Palo Verde courses transferable?**

**A:** Most of the courses are transferable to a university; however, it will depend on the university as to what credit you will receive for each course. It would be beneficial to you, if you write to the university you are planning on transferring to and asking them what kind of credit you will receive for courses completed at Palo Verde College

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**Q: Who do I contact for any questions regarding my academic information?**

**A:** You can write to your counselor at Palo Verde College, One College Drive, Blythe CA, 92225

**Q: What if I don't know who my counselor is?**

**A:** If you are considered a General Student you can write to Graciela Milke or Grecia Alvarez. If you are an EOPS student, you can write to Lorenzo Lujano, if you are a DSPS student you can write to Maria Lopez.

**Q: Does The California College Promise Grant cover the cost of textbooks?**

**A:** No, it does not. The California College Promise Grant Application only waives the cost of your Palo Verde College tuition. Incarcerated students are not able to qualify for any federal grants or loans.

**Q: My textbooks haven't arrived, what should I do?**

**A:** Please contact your Post Secondary to let them know. They can contact PVC to get you access to the needed textbooks.

**Q: I had to drop my classes during one semester, but I still have the textbooks. Can I use them for the next semester I enroll?**

**A:** You can use the textbooks if the same edition is being used.

**Q: What if I have questions about one of my courses?**

**A:** You can contact your instructor via a letter or PVC staff on your CDCR site, if available.

**Q: What if I am having difficulty getting a response to my letter from the instructor?**

**A:** Sometimes, for reasons beyond anyone's control, faculty are not able to respond promptly. Illness can be one reason. You can write to your counselor and address the issue.

**Q: When I submit my course work, will I receive my graded work back?**

**A:** Once the instructor grades the work, they will return it to the student.

**Q: What happens if I submit my work in late?**

**A:** Refer to the course syllabi for instructor policies regarding the acceptance of late work.

**Q: If there is a discrepancy with my grade, what do I do?**

**A:** You can submit a grade appeal to PVC Office of Instruction. See APPENDIX I. You can also request a copy via your Post Secondary. Please note that you have 180 days after the grade has been issued to submit a grade appeal.

**Q: Who do I contact for grade appeal status?**

**A:** You can send a letter to PVC Office of Instruction

**Q: What do I do if I fail a class?**

**A:** A student who has earned a substandard grade (D, F, and NP) may repeat the course to improve the grade. A student may attempt a course a maximum of three times.

**Q: I have completed my first semester with Palo Verde College and want to re-enroll, what do I need to do?**

**A:** During the following term's open registration, you will need to contact your institution's Post Secondary and request a registration card.

**Q: What types of Probations are there?**

**A: Academic Probation** when a student has attempted a total of 12 semester units, and the student has earned a cumulative grade point average below 2.0. **Progress Probation** A student who has attempted at least a total of twelve (12) semester units and entries of "W", "I", and "NC" are recorded reaches or exceeds fifty percent (50%) of the total units the student has attempted.

**Q: What is Dismissal?**

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

**Q: If I'm dismissed, how can I be reinstated?**

**A:** Students who have been dismissed pursuant to academic or progress standards may not apply for reinstatement until a minimum of one semester has elapsed since dismissal. You can fill out a Petition for Reinstatement.

**Q: If I get transferred to another institution during the semester what do I do?**

**A:** You will need to contact PVC as soon as possible. See APPENDIX R for more information.

**Q: If I Parole during the semester, what do I need to do? Can I continue my education with PVC?**

**A:** You will need to contact PVC as soon as possible. See APPENDIX R for more information.

**Q: How do I apply for graduation?**

**A:** You can submit a petition to graduate for your defined major, upon successfully completing the following requirements: A minimum of 60 units of Associate Degree coursework (as defined by the major). A student must complete a minimum of 12 units at Palo Verde College. The student must have a cumulative grade point average of 2.0 or better in all coursework.

**Q: Once I receive my associate degree, can I continue taking courses with Palo Verde College?**

**A:** Yes, you are able to continue taking courses with Palo Verde College once you receive your degree.

**Q: I petitioned for my degree/certificate. How long does it take to receive my diploma/certificate?**

**A:** You can write a letter to Admissions and Records for degree/certificate status.

**Q: How can I request my official transcripts from PVC?**

**A:** You can submit a transcript request form to Admissions and Records. You can request a form from Admission and Records or you institution Post Secondary.

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## RESIDENCY

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

### **CALIFORNIA RESIDENT:**

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

### **NONRESIDENT**

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

### **RECLASSIFICATION:**

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

## OPEN ENROLLMENT

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

## LIMITATIONS ON ENROLLMENT

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

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

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

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## WELCOME TO PALO VERDE COLLEGE CORRESPONDENCE EDUCATION INSTRUCTION FORMAT

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

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

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

Correspondence Education classes are taken separately from a classroom setting and instructor. Your course material for each class will be provided to students no later than the first day of class. Students will receive their course materials, graded assignments, exercises, and exams from the Correspondence Education Office, through the mail, or CANVAS accessible through [www.paloverde.edu](http://www.paloverde.edu). Once assignments are completed, submit them early to your Post Secondary to ensure they get to instructors on time. Correspondence courses are typically self-paced, but there are nearly always deadlines that you'll need to adhere to. You need to keep track of assignments, quizzes and test days which are included in your syllabus.

At Palo Verde College, Correspondence Education courses are taught by the same faculty as our campus classes and the readings, assignments and exams mirror the on- campus section. These

programs include structured, well-designed courses and special instructional techniques to help you succeed as a Correspondence Education student.

### *ORIENTATION*

The first step in the matriculation process at Palo Verde College is Orientation. Orientation is designed for new or returning students is a vital part of the Student Success Support Program. It provides many answers to prepare you for an education at Palo Verde College. Orientation, for CE students, is offered through the modalities of face-to-face and written and online modalities. Upon completing the orientation, students are administered a quiz (page 78). Orientation ensures your priority registration status.

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

### *PLACEMENT*

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

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

The district will use the approved Placement Guidelines (page 49), and such additional information collected as may be appropriate, to facilitate a “multiple measures” placement system. Palo Verde Community College District accepts transcripts from other accredited institutions to help determine appropriate placement into an English and/or Math course.

### *REGISTRATION AND PRIORITY REGISTRATION*

You are now at the registration portion of Correspondence Education. Please follow the steps listed below.

**STEP ONE:** Complete and return the Incarcerated Student Application/Registration Card. All registration material is sent to the PSCE -Post-Secondary Continuing Education Teacher. Please see your yard’s PSCE if you need to request the registration application/card.

If you are a new or returning student, you will need to complete the Application/registration card. Returning students are students who did not attend the current term but will be registering for the upcoming term. If you are a continuing student, you do not need to submit the application, only the registration card.

To determine if you qualify for a waiver of your enrollment fees, complete and return The California College Promise Grant Application (CCPG).

**STEP TWO:** Please complete the Orientation by reviewing the Handbook, and completing the quiz found on the last page of the Handbook. When you complete the quiz, please return it to PVC.

**STEP THREE:** Develop a Student Education Plan (SEP). Please consult to the EDUCATIONAL PLANNING section below to assist you in the development of your Education Plan.

**STEP FOUR:** If you are enrolling in your first course(s) at Palo Verde College, we strongly recommend that you take the GES 115– Master Student. This course is designed to increase student success. It will assist you in setting an educational goal and in developing your Student Educational Plan. (It is just a recommendation, not mandatory)

**STEP FIVE:** Make sure that you are aware of the withdraw dates for this term. Withdraw dates are set by the State and must be adhered to. If you cannot complete your course(s), it is your responsibility to withdraw by the indicated deadline. Failure to withdraw a course by the withdraw date may result in a failing grade. The Academic Semester Calendars are located towards the top of the handbook. If you need to withdraw from a course, please request a card from your PSCE.

**STEP SIX:** When your application/registration card is processed and you are registered at Palo Verde College, you will receive your registration card copy and/or Student Schedule.

### *EDUCATIONAL PLANNING*

Developing a Student Educational Plan (SEP) is one of the most important and helpful things you can do as a student as you prepare to reach your academic goals. A SEP will outline the required courses and units you will need to complete your specified degree or certificate. The outline will include every semester of your time at Palo Verde College, so you know exactly what lies ahead of you in order to graduate. The Counseling Department is here to encourage and assist you in formulating your SEP based on your goals. **Review the following forms/information to assist you in developing an SEP:**

- Review the class schedule once it is available to you.
- Review the Degrees/Certificates emphasis and requirements available (pages 33 - 43)
- Select a program/major, from the degree/certificate choices form on APPENDIX M
- Review Student Education Plan example below (page 21)
- Develop your Student Education Plan, on the Blank Education form provided APPENDIX M

When the Counseling Department receives your Student Education Plan, it will be reviewed and entered in student planning. If you need a copy, please let your counselor know. Please note that you do not have to develop an education plan every semester only if you change majors or if you are a new student. **If you change majors, please attach the major change form along with your Student Education Plan. It is imperative that you have the correct program of study on file, to ensure accuracy and timely completion of your program.**

New and Continuing Students who complete Orientation, Counseling, and a SEP will be eligible to apply for Priority Registration Status. Continuing students must maintain good academic standing

with at least a 2.0 GPA, and complete 50% of your enrolled units each semester to maintain priority enrollment status. Priority Registration is also only for students with less than 100 accumulated units.

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

NAME _____		PVC ID# _____		INSTITUTION _____			
CDCR# _____		DEGREE/CERT. OF RECORD _____		A.A. - Socioloav _____			
STUDENT SIGNATURE: _____				DATE: _____			
60							
FA 2021	16	SP 2022	12	SU 2022	7	FA 2022	13
<i>Courses</i>	<i>units</i>	<i>Courses</i>	<i>units</i>	<i>Courses</i>	<i>units</i>	<i>Courses</i>	<i>units</i>
ART110 or ART125	3	ENG 103	3	AST105/GEO/GEL101	4	ASL131 or SPA101	3
*MAT106	4	*ANT 101	3	HIS130/140	3	BIO 100	4
GES 115	3	*PSY 101	3			*ANT 106	3
ENG 101	3	SPE 101	3			POS 145	3
*SOC 101	3						
<i>Counselors</i>	<i>Date</i>	<i>Counselors</i>	<i>Date</i>	<i>Counselors</i>	<i>Date</i>	<i>Counselors</i>	<i>Date</i>
SP 2023	12	SU 20	0	FA 20	0	SP 20	0
<i>Courses</i>	<i>units</i>	<i>Courses</i>	<i>units</i>	<i>Courses</i>	<i>units</i>	<i>Courses</i>	<i>units</i>
MUS121 or MUS137	3	EXAMPLE					
*SOC 111	3						
*PSY 150	3						
ASL132 or SPA102	3						
<i>Counselors</i>	<i>Date</i>	<i>Counselors</i>	<i>Date</i>	<i>Counselors</i>	<i>Date</i>	<i>Counselors</i>	<i>Date</i>
SU 20	0	FA 20	0	SP 20	0	SU 20	0
<i>Courses</i>	<i>units</i>	<i>Courses</i>	<i>units</i>	<i>Courses</i>	<i>units</i>	<i>Courses</i>	<i>units</i>
<i>Counselors</i>	<i>Date</i>	<i>Counselors</i>	<i>Date</i>	<i>Counselors</i>	<i>Date</i>	<i>Counselors</i>	<i>Date</i>
<b>INFORMED EDUCATIONAL GOAL:</b>							

## *CATALOG RIGHTS AND CONTINUOUS ENROLLMENT*

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

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

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

## SSSP APPEALS PROCEDURE

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

### *REVIEW OF PLACEMENT DECISIONS*

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

### *CHALLENGING PREREQUISITES/COREQUISITES*

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

## COMPLAINT OF UNLAWFUL DISCRIMINATION

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

### PROCESSES and PETITIONS



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

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

Course Repetition to Alleviate Substandard Work:

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

Course Repetition as a Result of a Withdrawal:

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

**GRADUATION:** All potential graduating students must file a “Petition to Graduate” Form by the **1st Friday in March** following these recommended procedures: Students planning to graduate should meet with a counselor for a graduation evaluation during the fall semester. This will allow for the planning of any deficiencies to be satisfied in the following spring term. Upon completing the course work for the desired degree/certificate the counselor will submit the petition to the A&R Officer for a final evaluation. You must complete the “Petition to Graduate” form and indicate if you plan to participate in the graduation ceremony. Should you wish to participate in the graduation ceremony are required to wear a cap and gown.

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

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

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

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



consideration by the Petitions Committee. Students may be enrolled in the course pending the outcome of the process.

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

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

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

*ACADEMIC RENEWAL WITHOUT COURSE REPETITION:* To be eligible to graduate from Palo Verde College, students must have earned a minimum grade point average of 2.0. However, the college recognizes that students who have done poorly in the past can, and do, return to their studies with a determination to succeed.

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

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

*TRANSCRIPT EVALUATION:* If you attended another academic institution and would like to receive credit for the courses you have successfully passed, you must submit your official transcripts and a “Request for Transcript Evaluation Form” (Appendix H) to the Admissions & Records Office.

Evaluations are processed within 6-8 weeks, excluding open registration and graduation periods. Students must be currently enrolled to qualify for a transcript evaluation.

Official transcripts from all regionally accredited colleges and/or universities must be on file before an evaluation will occur. It is the responsibility of the student/applicant to provide official transcripts,

photocopies will not be accepted. Students must provide course descriptions for older courses if requested by the evaluator.

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

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

## COLLEGE POLICIES, ACADEMIC REGULATIONS AND STANDARDS

### WITHDRAWAL

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

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

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

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

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

## GRADE APPEAL

When grades are given for any course of instruction taught at Palo Verde College, the grade given to students shall be the grade determined by the instructor of the course. The determination of the student's grade by the instructor in the absence of mistake\*, fraud, bad faith, or incompetency, shall be final (*California Education Code, Section 76224; Title 5 Section 55025*).

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

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

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

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

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

## ACADEMIC PROBATION

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

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

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

### *PROGRESS PROBATION*

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

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

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

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

### *DISMISSAL*

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

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

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

### *REINSTATEMENT*

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

## STUDENT SUPPORT SERVICE PROGRAMS

### EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

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



A student wishing to enter into the EOPS program must meet the following criteria:

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

### EOPS ELIGIBLE STUDENTS BY PROVIDING MAY RECEIVE:

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

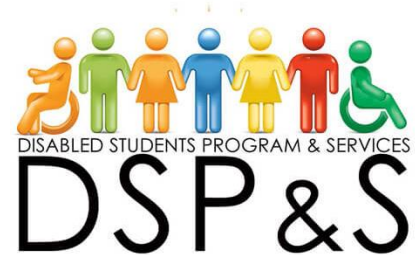
You can request an application via your PSCE -Post-Secondary Continuing Education Teacher/Proctor or by requesting it via mail to:

ATT: EOPS Program  
One College Drive  
Blythe, California 92225

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

### What is DSP&S:

- Disabled Students Program & Services is a categorically funded program designed to assist students with physical, psychological, and/or learning difficulties.
- DSP&S emphasizes on equality among students with disabilities so that they can participate & benefit as fully from the college experience. All student information is always kept confidential.



### Who Qualifies for DSP&S:

- The program is open to any student who has a verifiable physical, psychological, and/or learning disability, either temporary or permanent, which causes one or more educational limitations.
- Conditions which may qualify a student but are not limited to include: mobility and physical impairment, (e.g., cerebral palsy, quadriplegia, paraplegia, back/knee problems, arthritis, etc.) Blindness, and other visual impairments, deaf and hearing impaired, and acquired brain injury, (e.g., strokes, and other conditions such as seizure disorders), cancer, AIDS, heart disease, asthma, diabetes, psychological diagnoses, learning disabilities and developmental disabilities (e.g., autism, Asperger's, ADD, ADHD etc.)

### DSP&S Services:

- Priority Registration
- Counseling: Academic
- Extended Time/Testing Accommodations
- Tutoring

**For more information on the DSPS program contact:**

**Ida Naranjo-Hamblen: Program Assistant**

**Phone: 760-921-5489**

**Palo Verde College**

**One College Drive**

**Blythe, California 92225**

**To request an application, contact your PSCE or complete the request form APPENDIX P**

## FINANCIAL AID

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

### *FEDERAL PROGRAMS*

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

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

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

### *CALIFORNIA STATE PROGRAMS*

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

## DEGREES AND CERTIFICATES

### *ACADEMIC OBJECTIVES*

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

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

### *CERTIFICATE PROGRAMS*

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

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

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

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

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

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

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

### *CHANGES TO PROGRAM OF STUDY*

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

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





**PALO VERDE COMMUNITY COLLEGE 2023-2024**  
**CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH-CSU GE**



Name:

Students ID:

Date:

Directions: List courses taken at PVC and other colleges.			
AREA A- English Language, Communication and Critical Thinking		C=Completed; IP=In Progress; N=Needed	
<i>Minimum of one course in Area 1, Area 2, and Area 3 with a grade of "C" or better. (9units)</i>			
A1 Oral Communication: SPE 101, SPE 102, SPE 103	Course:	Notes:	
			C IP N
A2 Written Communication: ENG 100	Course:	Notes:	
			C IP N
A3 Critical Thinking: ENG 103, SPE 102, SPE 103	Course:	Notes:	
			C IP N
AREA B- Scientific Inquiry and Quantitative Reasoning		C=Completed; IP=In Progress; N=Needed	
<i>1 course from each area, 1 must be a lab course. Courses with ( ) contain a lab component (7-9 units)</i>			
B1 Physical Science: AST 101, <u>AST 105</u> , <u>AST 110</u> , <u>CHE 101</u> , GGR 101 GEL 101, GEL 103, GEL 105, GEL 110, PHY 100	Course:	Notes:	
			C IP N
B2 Life Science: ANT 100, BIO 100, <u>111</u> , <u>190</u> , <u>191</u> , <u>210</u> , <u>211</u>	Course:	Notes:	
			C IP N
B3 Laboratory Activity: <u>BIO 101</u> , <u>GGR 102</u> , <u>GEL 102</u> or any class in B1 or B2 underlined ( )	Course:	Notes:	
			C IP N
B4 Mathematical Concepts: MAT 106, MAT 108, MAT 110, MAT 210, MAT 220, PSY 155	Course:	Notes:	
			C IP N
AREA C- Arts, Literature, Philosophy, and Foreign Language		C=Completed; IP=In Progress; N=Needed	
<i>One course required from each area, 3 courses total (9 units)</i>			
C1: Arts ART 101, ART 110, ART 111, ART 120, ART 125 ENG 125, MUS 121, MUS 137, MUS 150, MUS 234, THA 110, THA 151	Course:	Notes:	
			C IP N
C2 Humanities: ASL 131, ASL 132, ASL 134, ASL 135, ENG 102, ENG 120, ENG 122, ENG 140, ENG 222, HIS 110, HIS 120, PHI 100, PHI 120, SPA 101, SPA 102, SPA 115	Course:	Notes:	
			C IP N
AREA D- Social, Political and Economic Institutions Behavior			
<i>9 semester units required with courses in at least 2 disciplines</i>			
D: ETH 101,210, D1:ANT 101, 102, 107, 201, D2:ECO 105, 106 D5:GGR 103, D6:HIS 110, 115, 120, 125, 130, 140 D7:SOC 111, 115, 120 CHD 102, SPE 105 D8:CRJ 103, POS 145, D9:CHD 101, CRJ 220 PSY 101,110, 115, 145, 150, 201, 205, 210, 215, 220 D0: SOC 101	Course:	Notes:	
			C IP N
AREA E- Lifelong Understanding and Self-Development			
<i>Minimum of 3 semester units</i>			
ADS 101, ADS 102, CHD 101, GES 115, HEA 140, NSC 128, PHS 100, 101, PSY 203, PSY 110, SOC 111, PHE (see counseling)	Course:	Notes:	
			C IP N
AREA F- Ethnic Studies			
<i>Minimum of 3 semester units</i>			
ETH 101, 210	Course:	Notes:	
			C IP N
CSU US History, Constitution and American Ideals			
<i>(CSU graduation requirement)</i>			
US 1 - American History: HIS 130 or HIS 140	Course:	Notes:	
			C IP N
US 2/US 3 US Constitution and Government: POS 145	Course:	Notes:	
			C IP N



**PALO VERDE COMMUNITY COLLEGE 2023-2024**



**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRRICULUM- (IGETC) CERTIFICATION**

Name:

Students ID:

Date:

<b>Directions: List courses taken at PVC and other colleges.</b>			
<b>AREA 1- English Communication</b>		<b>C=Completed; IP=In Progress; N=Needed</b>	
<i>CSU: 3 courses required -- 1 course from Group A, B, and C; 9 units</i>		<b>C</b>	<b>IP</b>
<i>UC: 2 courses required -- 1 course from Groups A and B; 6 units</i>		<b>N</b>	
<b>Group A:</b> English Composition- ENG 100	<b>Course:</b>	Notes:	
<b>Group B:</b> Critical Thinking- ENG 103	<b>Course:</b>	Notes:	
<b>Group C:</b> Oral Communication- SPE 101, SPE 102, SPE 103 <b>(CSU Requirement Only)</b>	<b>Course:</b>	Notes:	
<b>AREA 2- Math Concepts and Quantitative Reasoning</b>		<b>C=Completed; IP=In Progress; N=Needed</b>	
<i>(1 course required: 3 units)</i>		<b>C</b>	<b>IP</b>
MAT 106, MAT 108, MAT 110, MAT 210, MAT 220, PSY 155		<b>N</b>	
<b>AREA 3- Arts and Humanities</b>		<b>C=Completed; IP=In Progress; N=Needed</b>	
<i>At least 3 courses, with at least 1 course from the Arts and one course from the Humanities ( 9 units)</i>		<b>C</b>	<b>IP</b>
<b>3A Arts:</b> ART 101, ART 110, ART 111, ENG 125*, MUS 121, MUS 137, THA 110, THA 151		<b>N</b>	
<b>3B Humanities:</b> ENG 102, ENG 122, ENG 125*, ENG 140, ENG 222, HIS 110*, HIS 120*, HIS 125*, HIS 130*, HIS 140*, PHI 100, PHI 120			
Any course from Group A or B not already used for Area 3			
<b>AREA 4- Social and Behavioral Sciences</b>		<b>C=Completed; IP=In Progress; N=Needed</b>	
<i>Minimum of 3 course from at least 2 disciplines (9 units)</i>		<b>C</b>	<b>IP</b>
ANT 101, 102, 107, 201, CHD 101, ECO 105, ECO 106, GGR 103, HIS 110*, HIS 120*, HIS 125*, HIS 130*, HIS 140*, POS 145, PSY 101, PSY 115, PSY 150, PSY 201, PSY 205, PSY 210, PSY 215, SOC 101, SOC 115, SOC 120, SPE 105		<b>N</b>	
<b>AREA 5- Physical And Biological Sciences</b>		<b>C=Completed; IP=In Progress; N=Needed</b>	
<i>1 course from each area, 1 must be a lab course. Courses with ( ) contain a lab component (7-9 units)</i>		<b>C</b>	<b>IP</b>
<b>5A Physical Science-</b> AST 101, <u>AST 105</u> , <u>AST 110</u> , <u>CHE 101</u> , GGR 101 GEL 101, GEL 103, GEL 105, GEL 110, PHY 100		<b>N</b>	
<b>5B Biological Science-</b> <u>ANT 100</u> , <u>BIO 100</u> , <u>111</u> , <u>190</u> , <u>191</u> , <u>210</u> , <u>211</u>			
<b>5C Science Laboratory -</b> <u>BIO 101</u> <u>GGR 102</u> <u>GEL 102</u> or any underlined course ( )			
<b>AREA 6- Language other than English (UC Requirement Only)</b>		<b>C=Completed; IP=In Progress; N=Needed</b>	
<i>Complete 2 years of the same foreign language of high school level work with a grade of "C" or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement test or 550 on the College Board Achievement Test in Foreign Language or complete one course from the list below:</i>		<b>C</b>	<b>IP</b>
ASL 132, 134, 135 SPA 102, 115		<b>N</b>	
<b>AREA 7-Ethnic Studies</b>			
ETH 101, 210			

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**PROGRAMS OF STUDY****ASSOCIATE IN SCIENCE/ARTS DEGREES FOR TRANSFER PROGRAMS-EMPHASIS****ASSOCIATE IN SCIENCE IN BUSINESS  
ADMINISTRATION FOR TRANSFER**

The Business Administration degree was designed for students planning to transfer to 4-year educational institutions with the intent to specialize in business related occupations. The AS-T Business Administration for transfer provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government services require general business training. Retail organizations, accounting firms, marketing agencies, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training skills. Business administration is a wide field that incorporates many types of management positions. From the major corporations to independent businesses all of which requires skilled administrators in order to succeed. The administration of a business includes the performance of business and decision-making, as well as, the efficient organizations of people and other resources to direct activities towards common goals and objectives. The Associate Degree for Transfer AST is designed to give students the opportunity for an efficient pathway for transfer. Students completing the degree are guaranteed admission with junior standing to the CSU system.

**Program Requirements****Business Administration (Total 61-66)****Complete the following****Required Core Courses (Total 17)****Complete the following number of credits: 17**

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 135	Business Law	3
ECO 105	Principles of Microeconomics	3
ECO 106	Principles of Macroeconomics	3
MAT 130	Finite Mathematics	3
MAT 106	Statistics	4

**List A (select one course) (Total 3)****Complete the following number of credits: 3**

BUS 101	Introduction to Business	3
BUS 202	Business Communication	3

**Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal** **34-39**

**PROGRAM STUDENT LEARNING OUTCOMES:**

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political, and economic institutions, and self-development.
2. Demonstrate understanding of various business functions, practices and related theories and be able to integrate this functional knowledge in order to address global market practices.

**ASSOCIATE IN ARTS IN COMMUNICATION  
STUDIES FOR TRANSFER**

The AAT in Communication Studies is intended to align with preparation for transfer into the CSU system in similar fields of study. Communicating well and understanding the communication process are essential to professional success in many fields. People communicate to influence, to persuade, and to express. This degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing communication competence. Studying the communication process helps one understand how the human mind works. Areas of study include face to face interaction, group process, organizational communication, argument and debate, advocacy, intercultural communication, and interpersonal communication.

**Program Requirements****Communication Studies (Total 52-57)****Complete the following****Complete all of the following****Required Course (Total 6)**

SPE 102	Public Speaking	3
SPE 130	Interpersonal Communications	3

**List A: (Total 9)****Complete the following number of credits: 9**

SPE 103	Argument and Debate	3
SPE 101	Introduction to Speech	3
SPE 105	Intro to Intercultural Communications	3

**LIST B: (Total 3)****Complete the following number of credits: 3**

ANT 101	Cultural Anthropology	3
ENG 102	Composition and Introduction to Literature	3
ENG 103	Critical Thinking and English Composition	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3

**Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal** **34-39**

**PROGRAM STUDENT LEARNING OUTCOMES:**

1. Acquire fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning.
2. Acquire a broad understanding and appreciation of communicating, verbal expression and constructive criticism.

**ASSOCIATE OF ARTS IN ENGLISH FOR TRANSFER**

The Associate of Arts in English for Transfer provides students with course options in writing, literature and the humanities as part of their lower-division preparation for a major in English at a four-year institution. Students will acquire the essential foundation and skills necessary to pursue advanced degrees in English and to pursue a variety of careers requiring strong skills in communication and verbal expression.

**Program Requirements****English (Total 58-63)**

Complete all of the following

**Required Core (Total 6)**

Complete the following number of credits: 6

ENG 103	Critical Thinking	3
ENG 102	Composition and Introduction to Literature	3

**List A: (Total 6)**

Complete the following number of credits: 6

ENG 140	Survey of American Literature II	3
ENG 222	Survey of World Literature II	3
ENG 122	Survey of World Literature I	3

**LIST B: (Total 3)**

Complete the following number of credits: 3

ENG 120	Introduction to Creative Writing	3
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**LIST C: (Total 3)**

Complete the following number of credits: 3

ENG 125	Introduction to Film	3
THA 110	Intro Theatre	3
BUS 202	Business Communication	3
Electives (Any GE course that has not been used)		6

**Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal 34-39**

**PROGRAM STUDENT LEARNING OUTCOMES:**

1. Acquire fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political, and economic institutions, and self-development.
2. Acquire a broad understanding and appreciation of writing, literature, and the humanities.

**ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER**

The Associate in Arts in History for Transfer Degree offers an array of courses designed to enable students to comprehend how they, their nation, and the contemporary world have been shaped by historical events and forces. It is only by studying the history of other civilizations and cultures that we hope to gain perspective on our own. In addition to producing teachers and historical researchers, the AA-T in History helps prepare students for other careers. Majoring in history is excellent preparation for students interested in a teaching career, the legal profession, or advanced work in the discipline.

**PROGRAM REQUIREMENTS****History (Total 58-60)**

Complete all of the following

**Required Core Courses (Total 18)**

Complete the following number of credits: 6

HIS 130	American History I	3
HIS 140	American History II	3

**List A: (Total 6)**

Complete the following number of credits: 6

HIS 110	World Civilization I	3
HIS 120	World Civilization II	3

**LIST B Area 1: (Total 3)**

Complete the following number of credits: 3

HIS 115	Current Events	3
HIS 125	California History	3
SOC 115	Introduction to Chicano/a Studies	3
SPA 101	Elementary Spanish I	5
SPA 102	Elementary Spanish II	5

**List B AREA 2 (Total 3)**

Complete the following number of credits: 3

ANT 101	Cultural Anthropology	3
GEL 103	Environmental Geology	3
POS 145	American Political Institutions	3
SPE 105	Intro to Intercultural Communication	3

**Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal 40-42**

**PROGRAM STUDENT LEARNING OUTCOMES:**

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political, and economic institutions, and self-development.
2. Identify historical sources and then apply appropriate historical methods to explain historical context.
3. Describe, compare, and evaluate historical interpretations, analyzing them for relative quality and accuracy.

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## ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER

The Associate of Arts in Psychology for Transfer introduces students to the psychological principles and methodologies used in the scientific study of mental processes and behaviors. Students will acquire the essential foundation and skills necessary to pursue advanced degrees in Psychology, and a wide variety of occupational specializations in the field and a seamless transfer to CSU.

### Program Requirements Psychology (Total 53-87)

Complete all of the following

#### Required Core Courses (Total 10)

Complete the following number of credits: 10

MAT 106	Statistics	4
PSY 101	General Psychology	3
PSY 150	Introduction to Research Methods	3

#### List A (select one course) (Total 3-5)

Complete the following number of credits: 3-5

BIO100	Introduction to Biology	4
BIO101	Introduction to Biology Laboratory	1
OR		
PSY 205	Introduction to Biological Psychology	3

#### List B (select one course) (Total 3 –6)

Complete at least one of the following rules

PSY 201	Lifespan Development	3
PSY 215	Social Psychology	3

#### List C (select one course) (Total 3-27)

Complete at least one of the following rules

CHD 101	Child Growth and Development	3
PSY 110	Personal and Social Adjustment I	3
PSY 115	Human Sexuality	3
PSY 145	Human Relations	3
PSY 210	Abnormal Psychology	3
PSY 220	Counselling and Interviewing	3
PSY 203	Health Psychology 3	3
PSY 202	Positive Psychology	3

Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal **34-39**

#### PROGRAM STUDENT LEARNING OUTCOMES:

Upon successful completion of the Associate of Arts in Psychology for Transfer program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development,
2. Acquired an essential foundation and skills in concepts, principles, and research methods of psychology.

## ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER

The Associate of Arts in Sociology for Transfer introduces students to the sociological principles and methodologies used in the study of society and behaviors. Students will acquire the essential foundation and skills necessary to pursue advanced degrees in Sociology, and a wide variety of occupational specializations in the field.

### Program Requirements

AA-T in Sociology for Transfer (Total 60)

Complete all of the following number of credits: 60

#### Required Core: 10 units including List A (Total 10)

Complete the following number of credits: 10

SOC 101	Introduction to Sociology	3
MAT 106	Statistics	4
SOC 121	Social Problems	3

#### List B (select two courses) (Total 6)

Complete the following number of credits: 6

SOC 111	Marriage and the Family	3
PSY 215	Social Psychology	3
SOC 120	Research Methods in Sociology	3

#### List C select one course (Total 3)

Complete the following number of credits: 3

ANT 101	Cultural Anthropology	3
PSY 101	General Psychology	3

Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal **34-39**

#### PROGRAM STUDENT LEARNING OUTCOMES:

Upon successful completion of the Associate of Arts in Sociology for Transfer program student will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development,
2. The ability to explain and apply the major theoretical perspectives in sociology,
3. The ability to interpret and communicate the "sociological perspective" and the diverse intersections of social categories, including race, class gender, sexuality, age, religion, and nationality.

## PROGRAMS OF STUDY

### ASSOCIATE IN ARTS DEGREES IN LIBERAL ARTS— AREAS OF EMPHASIS

#### ARTS AND HUMANITIES

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirement, plus focus on transferable coursework that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice. Choose either Option B: CSU General Education Breadth or Option C:

##### Program Requirements

**Emphasis in Arts and Humanities (Total 52-57)**

**Complete all of the following**

**Area of Emphasis: A minimum of 18 units is required in the Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline is required. Courses selected may also be used to fulfil (Total 18)**

**Complete the following number of credits: 18**

**ART** 101, 105, 106, 107, 110, 111, 120, 125

**ASL** 131, 132, 134, 135

**ENG** 100, 102, 120, 122, 125, 140, 222

**HIS** 110, 120

**MUS** 121, 127, 131, 132, 135, 137, 141, 142, 150, 161, 162, 233, 234, 243, 261, 262, 280

**PHI** 100, 120

**SPA** 101, 102, 115

**SPE** 101, 102, 103, 105

**THA** 110, 114, 151, 152, 171, 191, 192, 280, 290

**Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal**

**34-39**

##### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the AA, Liberal Arts, Arts and Humanities program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. Acquired a broad understanding and appreciation of the arts and humanities

#### BUSINESS & TECHNOLOGY

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirement, plus focus on transferable coursework that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice. Choose either Option B: CSU General Education Breadth or Option C:

##### Program Requirements

**Emphasis in Business and Technology (Total 52-57)**

**Complete all of the following**

**Area of Emphasis: A minimum of 18 units is required in the Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline is required. Courses selected may also be used to fulfil (Total 18)**

**Complete the following number of credits: 18**

**ACC** 100, 101, 102, ACC 103

**BUS** 101, 103, 105, 115, 135, 140, 201, 202, 206, 210, 221

**CIS** 101, 102, 123, 124, 130, 131, 132, 133, 201, 202, 204, 248, 260, 265

**ECO** 105, 106

**MAN** 105, 106, 107, 145, 205

**MAT** 106, 108, 110, 210, 220

**Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal**

**34-39**

##### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the AA, Liberal Arts, Business and Technology program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. Acquired fundamental knowledge of the operations and technical support requirements of a business organization.

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**MATHEMATICS & SCIENCE**

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirement, plus focus on transferable coursework that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice. Choose either Option B: CSU General Education Breadth or Option C:

**Program Requirements****Emphasis in Math and Science (Total 52-57)**

**Complete all of the following**

**Area of Emphasis: A minimum of 18 units is required in the Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline is required. Courses selected may also be used to fulfil (Total 18)**

**Complete the following number of credits: 18**

**AGR** 120, 140, 153, 154, 155,170  
**ANT** 100  
**AST** 101, 105, 110  
**BIO** 100, 101, 111, 190, 191, 210, 211  
**CHE** 101, 109, 210, 211  
**GGR** 101, 103, 104  
**GEL** 101, 102, 103,104, 105, 110  
**MAT** 106, 108, 110, 210, 220  
**PSY** 155  
**PHY** 100  
**SOC** 120

**Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education patter which relates to your educational goal**

**34-39**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the AA, Liberal Arts Mathematics and Science program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. An understanding of the process of photosynthesis leading to formation of oxygen and carbohydrates.

**SOCIAL & BEHAVIORAL SCIENCES**

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirement, plus focus on transferable coursework that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice. Choose either Option B: CSU General Education Breadth or Option C:

**Program Requirements****Emphasis in Social and Behavior Science (Total 52-57)**

**Complete all of the following**

**Area of Emphasis: A minimum of 18 units is required in the Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline is required. Courses selected may also be used to fulfil (Total 18)**

**Complete the following number of credits: 18**

**ADS** 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 150, 151  
**ANT** 100, 101, 102, 107, 201  
**CHD** 101, 102, 103, 104, 105, 106, 107, 108, 111, 120, 130, 131, 135, 145, 205, 215, 216, 220, 221, 227, 250, 251, 290  
**CRJ** 081, 103, 104, 115, 120, 125, 130, 155, 161, 162, 164, 165, 206, 220  
**ECO** 105, 106  
**ETH** 101, 210  
**GES** 115  
**GGR** 103, 104  
**HIS** 110, 115, 120, 125, 130, 140  
**PHS** 100, 101, 102, 103  
**POS** 145  
**PSY** 101, 110, 115, 145, 150, 155, 201, 202, 203, 205, 210, 215, 220, 280, 290  
**SOC** 101, 111, 115, 120

**Choose either Option B: CSU General Education Breadth or Option C IGETC (Intersegmental General Education Transfer Curriculum) for the General Education patter which relates to your educational goal**

**34-39**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the AA, Liberal Arts, Social and Behavioral Sciences program students will have:

1. Acquired fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.
2. Acquired fundamental knowledge and skills in various disciplines constituting the social sciences

## ASSOCIATE IN SCIENCE DEGREE-BUSINESS MANAGEMENT

The Business Management program provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government service require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

### Program Requirements

**Business Management Associate of Science (Total 61-63)**

**Complete all of the following**

#### Required Core Courses (Total 34-35)

**Complete all of the following (Total 28)**

ACC 101	Principles of Accounting I	4
BUS 105	Business Mathematics	3
BUS 135	Business Law	3
BUS 206	Marketing	3
ECO 105	Principles of Macroeconomics	3
ECO 106	Principles of Microeconomics	3
MAN 105	Principles of Manag & Organization	3
MAN 106	Personnel Management	3
MAN 107	Small Business Management	3

**Complete at least one of the following rules (Total 3-7)**

ACC 102	Principles of Accounting II	4
BUS 115	Small Business Finance	3

**Complete at least one of the following rules (Total 3-6)**

MAN 145	Organizational Behavior	3
PSY 145	Human Relations	3

**Elective– Business Management Course (Total 3)**

**Complete the following number of Credits: 3**

BUS 101	Intro to Business	3
BUS 103	Personal Finance	3
BUS 201	Prnc. Org. Lead	3
BUS 202	Business Communication	3
BUS 221	Income Tax Procedure	3
BUS 210	Business Ethics	3
MAN 205	Investments	3

In addition to the Core Courses required for the A.S. Degree in Business Management, students will also be required to meet the Associate Degree Requirements and the General Education Requirements (**Option A**) listed in the next column)

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the A.S. Degree in Business Management program students will have:

1. Acquired fundamental grounding in communications, science, mathematics, humanities, the social sciences and self-development in preparation for an occupation, and possible transfer to a four-year institution.
2. Acquired fundamental knowledge of the operations of business organizations.

### OPTION A – A.S. General Education Degree Requirement

**COMMUNICATIONS- (6 units minimum in English and Oral Communication)3 units from Group A & 3 units from Group B.**

#### Group A

ENG 100

#### Group B

ENG 103

SPE 101, 102, 103

### NATURAL SCIENCES – (3 units minimum)

ANT 100

AST 101, 105, 110

BIO 100, 101, 111, 190, 191, 210, 211

CHE 101

GGR 101

GEL 101, 103, 105, 110,

PHY 100,

### MATHEMATICS – (3-4 units)

MAT 095, 106, 108, 110, 210, 220, PSY 155

### HUMANITIES – (3 units minimum)

ART 101, 106, 110, 111, 120, 125

ASL 131, 132, 134, 135

ENG 102, 120, 122, 125, 140, 222

HIS 110\*, 120\*

MUS 121, 127, 131, 132, 135, 137, 141, 142, 150, 161, 162, 233, 234, 243, 261, 262, 280

PHI 100, 120

SPA 101, 102, 115

THA 110, 114, 151, 152, 171, 191, 192, 280, 290

### SOCIAL SCIENCES – Area A (3 units minimum)

HIS 130 or 140, and POS 145 (recommended for CSU) or

HIS 110\*, 115, 120\*, 125

### SOCIAL SCIENCES – Area B (3 units minimum)

ANT 101, 102, 107, 201

CHD 101\*, 102, 231

CRJ 103, 220

ECO 105, 106

ETH 101, 210

GGR 103

PSY 101, 110\*, 115, 145, 150, 201, 202, 203, 205, 210, 215, 220

SOC 101, 111\*, 115, 120

SPE 105, 130

### LIFELONG LEARNING & SELF DEV. (3 units minimum)

ADS 101, 102, 111

CHD 101, 231, 232

GES 115

HEA 140

KIN 100, 101,

NSC 128

PHE (see counseling)

PHS 100, 101

PSY 110\*, 203

SOC 111\*

\*These courses can only be counted once in the GE area. This degree is not a transferable degree, Courses within the degree may transfer to a four-year college/university. See a counselor for additional info.

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



## PROGRAMS OF STUDY

### CERTIFICATES OF ACHIEVEMENT

\*\*\*\*\*The ADS programs are tentative, at the printing of this handbook, a decision has not been made. Please speak with a Counselor/Advisor for more information.

#### ALCOHOL & DRUG STUDIES

The Alcohol & Drug Studies Program (ADS) offers a Certificate of Achievement and two Career Preparation Certificates. These provide the student with academic and practical skills for entry-level employment in alcohol and drug treatment programs, training in alcohol and drug abuse counseling for employment with human services organizations and training for professionals who wish to expand their knowledge and skills. The goals are to develop basic competencies in counseling, case management, record keeping, treatment planning, pharmacology and physiology of substance abuse dependency, and social services systems. The Certificate of Achievement in Alcohol and Drug Studies is approved by the California Association of Alcohol and Drug Educators (C.A.A.D.E.).

##### Program Requirements

##### Alcohol and Drug Studies Certificate of Achievement (Total 39)

##### Required Core Courses (Total 15)

##### Complete the following number of credits: 15

ADS 107	Group & Family Processes	3
ADS 150	Practicum for Alcohol & Drug Studies	3
ADS 151	Practicum for Alcohol & Drug Studies II	3
PSY 101	General Psychology	3
PSY 220	Counseling and Interviewing	3

##### Group 1 Electives: Choose a minimum of 3 courses below (Total 9)

ADS 101	Introduction to Addiction Studies	3
ADS 102	Pharmacology & Physiological Effects of Addiction	3
ADS 103	Case Management and Documentation	3
ADS 104	Addiction Prevention Education & Outreach/Referral	3

##### Group 2 Electives: Choose a minimum of 3 courses below (Total 9)

ADS105	Co-occurring Disorders and Chemical Dependency	3
ADS 106	Crisis Intervention	3
ADS 108	Codependency and Family Systems	3
ADS 109	Substance Abuse in Special Populations	3

##### Group 3 Electives: Choose a minimum of 2 courses below (Total 6)

ADS 110	Introduction to Human Services	3
PSY 210	Abnormal Psychology	3
PSY 110	Personal and Social Adjustment I	3
PSY 201	Lifespan Development	3
SOC 101	Introduction to Sociology	3

##### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Alcohol & Drug Studies Certificate of Achievement program students will have:

1. Obtained competencies of knowledge and skill in alcohol and drug treatment

#### BUSINESS MANAGEMENT

The Business Management program provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government service require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

##### Program Requirements

##### Business Management (Total 32)

##### Required Core courses 26 units (Total 26)

##### Complete the following number of credits: 26

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 135	Business Law	3
BUS 202	Business Communications	3
ECO 106	Principles of Microeconomics	3
MAN105	Principles of Management and Organizations	3
MAN106	Personnel Management	3
MAN107	Small Business Management	3

##### Program Electives– Minimum of 6 units (Total 6)

##### Complete the following number of credits: 6

BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3
BUS 115	Small Business Finance	3
BUS 201	Principles of Organizational Leadership	3
BUS 206	Marketing	3
BUS 210	Business Ethics	3
ECO 105	Principles of Macroeconomics	3
MAN 145	Organizational Behavior	3
PSY 145	Human Relations	3

##### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Business Management Certificate of Achievement program students will have:

1. Acquired fundamental understanding of the principles and practices of business management.

## PROGRAMS OF STUDY CERTIFICATES OF CAREER PREPARATION

**\*\*\*\*\****The ADS programs are tentative, at the printing of this handbook, a decision has not been made. Please speak with a Counselor/Advisor for more information.*

### ADS SPECIALIST I

The Alcohol & Drug Studies Program (ADS) offers a Certificate of Achievement and two Career Preparation Certificates. These provide the student with academic and practical skills for entry level employment in alcohol and drug treatment programs, training in alcohol and drug abuse counseling for employment with human services organizations and training for professionals who wish to expand their knowledge and skills. The goals are to develop basic competencies in counseling, case management, record keeping, treatment planning, pharmacology, and physiology of substance abuse dependency, and social services systems. The Certificate of Achievement in Alcohol and Drug Studies is approved by the California Association of Alcohol and Drug Educators (C.A.A.D.E.).

#### Program Requirements

**Alcohol and Drug Studies Specialist I Certificate of Career preparation (Total 15)**  
Complete all of the following

#### Required Core Courses 12 (Total 12)

Complete the following number of credits: 12

ADS 101	Introduction to Addiction Studies	3
ADS 103	Case Management & Documentation	3
ADS 104	Addiction Prevention Education & Outreach/Referral	3
PSY 220	Counseling and Interviewing	3

**Electives: Choose a minimum of 3 units from the list below (Total 3)**

ADS 106	Crisis Intervention	3
ADS 107	Group and Family Processes	3
ADS 108	Codependency and Family Systems	3
ADS 109	Substance Abuse in Special Populations	3
ADS 110	Introduction to Human Services	3

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the ADS Specialist I Certificate of Career Preparation program students will have:

1. Obtained basic knowledge of the principles and practices of the field of alcohol and drug treatment.

### ADS SPECIALIST II

The Alcohol & Drug Studies Program (ADS) offers a Certificate of Achievement and two Career Preparation Certificates. These provide the student with academic and practical skills for entry level employment in alcohol and drug treatment programs, training in alcohol and drug abuse counseling for employment with human services organizations and training for professionals who wish to expand their knowledge and skills. The goals are to develop basic competencies in counseling, case management, record keeping, treatment planning, pharmacology, and physiology of substance abuse dependency, and social services systems. The Certificate of Achievement in Alcohol and Drug Studies is approved by the California Association of Alcohol and Drug Educators (C.A.A.D.E.).

#### Program Requirements

**Alcohol and Drug Studies Specialist II Certificate of Career preparation (Total 15)**  
Complete all of the following

#### Required Core Courses 12 (Total 12)

Complete the following number of credits: 12

ADS 101	Introduction to Addiction Studies	3
ADS 102	Pharmacology & Physiological Effects of Addiction	3
ADS 105	Co-occurring Disorders & Chemical Dependency	3
PSY 220	Counseling and Interviewing	3

**Electives: Choose a minimum of 3 units from the list below (Total 3)**

ADS 106	Crisis Intervention	3
ADS 108	Codependency and Family Systems	3
ADS 109	Substance Abuse in Special Populations	3
ADS 110	Introduction to Human Services	3
PSY 210	Abnormal Psychology	3

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the ADS Specialist II Certificate of Career Preparation program student will have:

1. Obtained fundamental skill and knowledge in the principles and practices in alcohol and drug treatment.

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

**BUSINESS LITERACY**

The Business Management program provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government service require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

**Program Requirements****Business Literacy Certificate of Career Preparation (Total 13-14)**

Complete all of the following

**Required Core Courses (Total 10)**

Complete the following number of credits: 10

ACC 100	Basic Accounting	4
BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3

**Electives: Take one ACC, BUS or MAN course from the list below (Total 3-4)**

ACC101	Principles of Accounting I	4
ACC102	Principles of Accounting II	4
BUS103	Personal Finance	3
BUS115	Small Business Finance	3
BUS135	Business Law	3

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Business Literacy Certificate of Career Preparation program students will have:

1. Acquired fundamental understanding of the principles and practices of business.

**PERSONAL FINANCE**

The Business Management program provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government service require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

**Program Requirements****Personal finance Certificate of Career Preparation (Total 9)**

Complete the following number of credits: 9

BUS 103	Personal Finance	3
BUS 105	Business Mathematics	3
MAN 205	Investments	3

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Personal Finance Certificate of Career Preparation program students will have:

1. Demonstrated an awareness of ways to think about solving financial issues as applied to household decision making and to areas of income tax and estate planning, retirement, investments, and portfolio and risk management

**SMALL BUSINESS MANAGEMENT**

The Business Management program provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government service require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

**Program Requirements****Small Business Management Certificate of Career Preparation (Total 16)**

Complete the following number of credits: 16

ACC 100	Basic Accounting	4
BUS 115	Small Business Finance	3
BUS 135	Business Law	3
BUS 206	Marketing	3
MAN 107	Small Business Management	3

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Small Business Management Certificate of Career Preparation program students will have:

1. Demonstrated fundamental understanding of the accounting, marketing, law, and finance useful for managing a business, and
2. Will have written a concise but fully developed business plan for a new start-up company

## STUDENTS' RIGHTS AND RESPONSIBILITIES

### ACADEMIC HONOR CODE OF CONDUCT

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

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

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

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

### STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

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

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

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

### PRINCIPLES OF DISCIPLINE AND STUDENT CONDUCT

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

1. Palo Verde College is obliged to maintain order on campus, to ensure freedom of

movement, and to take appropriate action against persons whose conduct is disruptive.

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

#### GENERAL GUIDELINES

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

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

#### PROHIBITED CONDUCT

A student may be disciplined for "good cause" pursuant to the California Education Code, Section 76033. Disciplinary action will be taken in support of local, state, and federal laws relative, but not limited, to the following:

1. Theft, or willful defacing of college property or belonging to a member of the college community, (Penal Code, Sections 484, and 486490.5);
2. Forgery, alteration, or submission of any document containing false information used to conduct transactions with the college, California Code of Regulations, Sect. 41301;

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

### NON-DISCRIMINATION

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

**DISABLED:** Palo Verde College does not discriminate on the basis of disability and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under. More specifically, Palo Verde College does not discriminate in admission or access to, or treatment or employment in its programs and activities. **AGE, RACE, COLOR, OR NATIONAL ORIGIN:** Palo Verde College complies with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Age Discrimination Act of 1975 and the regulations adopted there under. No person shall on the grounds of age, race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under

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

any program of Palo Verde College. Any student who feels discriminated against should contact the Palo Verde College Affirmative Action Officer (the VP of Administrative Services) in Business Services. The procedures for filing a complaint are identified in Administrative Regulation 4010. Copies of the complaint forms may be obtained in Business Services, the Library, and Student Services. The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

### SEXUAL HARASSMENT

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

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

Pursuant to the Family Education Rights and Privacy Act of 1974, family rights regarding student records were developed. The rights apply to all students and to the parents or legal guardians of students that are financially dependent upon them (financial dependency must be documented). Students may request an opportunity to inspect any and all official school records, files, and data related to them. If information in the file is inaccurate, misleading, or inappropriate, the student may request removal of the information or, if denied, include a statement disputing the material which was challenged.

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

The law designates certain information related to students as "Directory Information" and gives the college the right to disclose such information to anyone inquiring without having to ask students for permission. Palo Verde College has designated "Directory Information" to include: name, address, telephone number and electronic mail address, date of birth, dates of attendance, enrollment status, and degrees and awards received. "Directory Information" may be released at the discretion of the college unless a student has notified the college in writing that such information shall not be released. The "Request to Prevent Disclosure of Directory Information" forms are available on the college website or in the Admissions & Records Office.

When the Admissions & Records Office receives a student's request to prevent the disclosure

of directory information, no further disclosures are made without the student's written consent (except to parties who have legal access to student records without written consent). Rescinding this action can be done by the student submitting the request in writing to the Admissions & Records Office.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student. **If you would like to authorize the release of information to a family member, please fill out the Consent for Release of Personal/Confidential Information form on Page 65 APPENDIX O**

### **STUDENT GRIEVANCE**

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

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

### **PAROLING**

If you are going to be paroling, contact and notify the Palo Verde College Correspondence Education Department with your new address. Though the distance might be a barrier to complete our academic goal, our department staff will help you achieve your academic endeavors from your new living location. There are programs at California Community Colleges and California State Universities designed to help the formerly incarcerated successfully transition into the community. See page 68-75 to find the nearest campus to you. **Form: APPENDIX R.**

### **FINAL WORDS**

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



## Palo Verde College Self - Placement Guidelines

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

### ENGLISH:

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

### MATH:

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

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

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

\*NBE 098 where permitted.

## Appendix\*

<b>A. Co/Requisite Challenge Form .....</b>	<b>51</b>
<b>B. Petition for Course Repetition .....</b>	<b>52</b>
<b>C. Petition to Graduate .....</b>	<b>53</b>
<b>D. Petition For Credit By Examination .....</b>	<b>54</b>
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*APPENDIX A. Co/Requisite Challenge Form (2 pages)*

**PALO VERDE COLLEGE**

**CO/PREREQUISITE CHALLENGE FORM**

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

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

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

CO/PREREQUISITE OR COURSE REQUIREMENT I WISH TO CHALLENGE:

\_\_\_\_\_

STUDENT: PLEASE EXPLAIN YOUR REQUEST IN DETAIL BELOW

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

The documentation has been evaluated and the challenge is  approved  denied

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

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

The documentation has been evaluated and the challenge is  approved  denied

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

Rev. 04/2015 sls

## APPENDIX B. Course Repetition (3 pages)

PALO VERDE COLLEGE	
PETITION FOR COURSE REPETITION	
Student Name _____	ID # _____
Address _____	Phone Number _____
Student Signature _____	Date _____
<b>Course to be repeated:</b>	
Course Code _____ Course # _____ Section _____ Course Title _____ Term/Yr ____ / ____	
Previous Terms/Yrs and Grades:	
Term/Yr ____ / ____ Grade _____ ; Term/Yr ____ / ____ Grade _____ ; Term/Yr ____ / ____ Grade _____	
What will you do in order to be successful this term? _____	
_____	
_____	
* <i>Course Repetitions could affect financial aid eligibility (copies of all petitions are routed through the Financial Aid Dept).</i>	
<b>Office Use Only</b>	
Courses may be repeated only under the following circumstances:	
_____ Student has earned a substandard grade of "D", "F", "NC", "NP" or "W" in the above course. (Previous Terms/Yrs and Grades are listed above). Student may enroll in above the course for the third time and <b>FINAL ATTEMPT</b> .	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Counselor's Signature _____	Date _____
Comments: _____	
-----	
_____ Student earning a passing grade may not enroll in the same course again unless one of the following 5 exceptions applies and <b>documentation is provided</b> (see back for full details):	
<input type="checkbox"/> Significant lapse of time	
<input type="checkbox"/> Variable unit courses	
<input type="checkbox"/> Extenuating circumstances	
<input type="checkbox"/> Students with disabilities repeating a special class	
<input type="checkbox"/> Legally mandated course	
<i>In these instances, the petition must be submitted to the VP of Student Service for approval and will do so only after consultation with the appropriate professor.</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
VP of Student Services _____	Date: _____

REV 3.9.15

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

APPENDIX C. Petition to Graduate (2 pages)

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

## APPENDIX D. Petition for Credit By Examination (2 pages)

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

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

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

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

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

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

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

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

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

If Student is eligible direct to appropriate instructor.

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

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

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

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

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

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

APPENDIX E. Contract for Independent Study

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

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

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

**NOTICE TO INSTRUCTOR**

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

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

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

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

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

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

Date Completed: \_\_\_\_\_ Instructor's Signature \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 Approved for Instructor Payment: \_\_\_\_\_ Date \_\_\_\_\_

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

5/7/04

*APPENDIX F. Academic Renewal Without Course Repetition*

**PALO VERDE COLLEGE**

**ACADEMIC RENEWAL WITHOUT COURSE REPETITION**

Student Name	ID #
Address	Phone Number
Student Signature	Date

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

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

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

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

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

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

Course(s)	Term/Year

**This section is to be completed by student:**

**If you have read, and fully understand, please initial at the end of each segment in the box provided.**

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

Student Initials


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

-----

Petition Granted                       Petition Denied

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

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

Date \_\_\_\_\_

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

8/20/2017

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



APPENDIX G. Petition for Overload

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

---

**UNIT COURSE LOAD LIMITATION**  
Office Use Only

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

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

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

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

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

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

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

\_\_\_\_\_

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

-----

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Rev. 6/2011vl

## APPENDIX H. Request for Transcript Evaluation Form (1 page)

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

## Request for Transcript Evaluation Form

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

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

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

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

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

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

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

### DECLARED MAJOR

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

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

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

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

Evaluation of transcripts may take from 6 to 8 weeks. A copy of your evaluation may be obtained on request. If you are in a degree program, contact the counseling office to speak with a counselor regarding how your transferred credits may count in your program. Counseling appointments can be made by calling (760)921-5500.

APPENDIX I. Petition (General; 1 page)



**PETITION**

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

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

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

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

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

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

Petition for:

- a) Special Admissions for high school, 9<sup>th</sup> – 10<sup>th</sup> grade enrollment.  
 (Attach enrollment forms. Board approval required.)
- b) Special Admissions for K-8<sup>th</sup> grade enrollment.  
 (Attach enrollment forms. Board approval required.)
- c) Grade Appeal – Course Dep. & Number \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
 (Attach copies of assignments, please DO NOT submit originals.)
- d) Other: \_\_\_\_\_

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

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

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

-----FOR OFFICE USE ONLY-----

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

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

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

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

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

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

## APPENDIX J. Request for Reinstatement (1 page)

**PALO VERDE COLLEGE****Petition for Reinstatement**

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

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

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

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

Student eligible to return to active status is required to:

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Petition Granted

Petition Denied

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

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

Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

i.d. 7/9/2015

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

APPENDIX K. Petition Excused Withdrawal



**Admissions and Records Office**

**PETITION FOR EXCUSED WITHDRAWAL**

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

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

PLEASE PRINT ALL INFORMATION CLEARLY

**STUDENT**

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

**COURSE**

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

**DOCUMENTATION-REQUIRED**

*Please attach:*

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

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

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

**OFFICE USE ONLY**

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

Director of Admissions & Records Signature

## APPENDIX L. Covid-19 Excused Withdrawal



## Admissions and Records Office

## EXCUSED WITHDRAWAL REQUEST

## COVID-19 – Declared State of Emergency

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

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

PLEASE PRINT ALL INFORMATION CLEARLY

**STUDENT**

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

**COURSE(ES)**

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

**DOCUMENTATION-WAIVED-COVID-19 crisis**

Please attach:

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

I am requesting to withdraw from this/these class(es) due to hardships caused by COVID-19 crises.

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

Submit completed form to Admissions & Records Office for processing.

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

## APPENDIX M. Incarcerated Student Program of Study-Change Form

**Admissions & Records Office**

Incarcerated Student  
Program of Study - Change Form

Student ID # \_\_\_\_\_ EOPS \_\_\_\_\_ DSPS \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number (Last 4 digits): \_XXX - \_XX - \_\_\_\_\_

Previous Programs of Study to be Deactivated: \_\_\_\_\_

New Program of Study: (Select Only One)

AD1.IA	Alcohol/Drug Studies Specialist 1 Cert of Career Prep ***tentative-please speak with counselor/advisor
AD2.IA	Alcohol/Drug Studies Specialist II Cert of Career Prep ***tentative-please speak with counselor/advisor
ADS.CT	Alcohol/Drug Studies Certificate of Achievement ***tentative-please speak with counselor/advisor
BSL.IA	Business Literacy Certificate of Preparation
BUS.AS	Business Management Associate of Science
BUS.AST	AS-T Business Administration for Transfer
BUS.CT	Business Management Certificate of Achievement
COM.AAT	Communication Studies for Transfer
EAH.AA	AA, Option B, Emphasis Arts & Humanities
EBT.AA	AA Option B, Emphasis Business & Technology
EMS.AA	AA Option B, Emphasis Math & Science
ENG.AAT	AA-T in English for Transfer
EPT.AA	AA-T in Psychology for Transfer
ESB.AA	AA, Option B, Emphasis Social & Behavioral Science
EST.AA	AA-T in Sociology for Transfer
HIS.AAT	History for Transfer
PSF.IA	Personal Finance
SBMAN.IA	Small Business Management Certificate of Preparation

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

*APPENDIX N: Student Education plan*

NAME \_\_\_\_\_ PVC ID# \_\_\_\_\_ INSTITUTION \_\_\_\_\_  
 CDCR# \_\_\_\_\_ DEGREE/CERT. OF RECORD \_\_\_\_\_  
 STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FA, SP, SU, 20 _____ Courses _____ units	FA, SP, SU, 20 _____ Courses _____ units	FA, SP, SU, 20 _____ Courses _____ units	FA, SP, SU, 20 _____ Courses _____ units
Counselors _____ Date _____	Counselors _____ Date _____	Counselors _____ Date _____	Counselors _____ Date _____
FA, SP, SU, 20 _____ Courses _____ units	FA, SP, SU, 20 _____ Courses _____ units	FA, SP, SU, 20 _____ Courses _____ units	FA, SP, SU, 20 _____ Courses _____ units
Counselors _____ Date _____	Counselors _____ Date _____	Counselors _____ Date _____	Counselors _____ Date _____
FA, SP, SU, 20 _____ Courses _____ units	FA, SP, SU, 20 _____ Courses _____ units	FA, SP, SU, 20 _____ Courses _____ units	FA, SP, SU, 20 _____ Courses _____ units
Counselors _____ Date _____	Counselors _____ Date _____	Counselors _____ Date _____	Counselors _____ Date _____

**INFORMED EDUCATIONAL GOAL:**

- \_\_\_\_ (A) Obtain an associate degree and transfer to a 4-yr institution.
- \_\_\_\_ (B) Transfer to a 4-year institution without an associate degree.
- \_\_\_\_ (C) Obtain a two year associate’s degree without transfer.
- \_\_\_\_ (D) Obtain a two year vocational degree without transfer.
- \_\_\_\_ (E) Earn a vocational certificate without transfer.
- \_\_\_\_ (F) Discover/formulate career interests, plans, goals.
- \_\_\_\_ (G) Prepare for a new career (acquire job skills).
- \_\_\_\_ (H) Advance in current job/career (update job skills).
- \_\_\_\_ (I) Maintain certificate or license.
- \_\_\_\_ (J) Educational development (intellectual, cultural).
- \_\_\_\_ (K) Improve basic skills in English, reading, or math.
- \_\_\_\_ (L) Complete credits for high school diploma or GED.
- \_\_\_\_ (M) Undecided on goal.
- \_\_\_\_ (N) Move from noncredit coursework to credit coursework.
- \_\_\_\_ (O) University / 4 year college student taking courses to meet university / 4 year college requirements

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



APPENDIX O: Consent for Release of Personal/Confidential Information

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

TO: PALO VERDE COLLEGE  
REGISTRAR'S OFFICE

CC: CORRESPONDENCE EDUCATION

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

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

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

I HEREBY AUTHORIZE THE RELEASE OF MY PERSONAL INFORMATION TO:

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

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

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

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

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

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

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

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

*APPENDIX P: Student Grievance Form*



Palo Verde College  
Statement of Grievance Form

Please print or type this form and return it to:

Check one:

Academic Matter \_\_\_\_\_

Non-Academic Matter \_\_\_\_\_

Submit Statement of Grievance Form to Vice President of Instruction and Student Services

Name: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

1. My complaint is about: (Please check only one which applies.)

- |                             |                        |                             |                        |
|-----------------------------|------------------------|-----------------------------|------------------------|
| a. <input type="checkbox"/> | Faculty                | d. <input type="checkbox"/> | Classified Staff       |
| b. <input type="checkbox"/> | Department Chairperson | e. <input type="checkbox"/> | Another Student        |
| c. <input type="checkbox"/> | Administrator          | f. <input type="checkbox"/> | Other (Please specify) |

2. Name of person, college person, etc. \_\_\_\_\_

Have you discussed this with the person involved? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Statement of allegation/complaint: (Attach additional sheets if necessary)

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4. Date allegation/complaint occurred: \_\_\_\_\_

5. What resolution(s) do you propose?

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

I certify that the above information is correct.

\_\_\_\_\_  
Signature of Complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Person Receiving Complaint

\_\_\_\_\_  
Date



Administrator Name: \_\_\_\_\_ Division/Dept: \_\_\_\_\_

Outcome/Resolution (Attach additional sheets if needed): \_\_\_\_\_

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

Satisfactory resolution achieved:

Yes \_\_\_ (Grievance process completed. Administrator signs and returns completed form)

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

No \_\_\_ (Student may submit the Request for Student Grievance Hearing form)



*APPENDIX R: Transfer Parole Information*

## Transfer/Parole Information

### **Transferring**

If you are Transferred to another Correctional Institution during a term, it is your responsibility to notify Palo Verde College immediately, with your new location address. Please submit the address change form and refer to the Parole/Transfer Checklist form for additional information. You will also need to contact your new locations Post-Secondary Continuing Education Teacher/Proctor (PSCE) to inform them, that you are currently enrolled with Palo Verde College. The PSCE/Proctor can request exams/quizzes/assignments by contacting our Correspondence Education Department at [dlo@paloverde.edu](mailto:dlo@paloverde.edu) if your PSCE/proctor is not available due to unforeseen circumstances Please contact our Correspondence Education Department at:

ATT: Correspondence Education Department  
One College Dr.  
Blythe, CA 92225

### **Paroling**

If you are going to be paroling, it is your responsibility to notify Palo Verde College immediately, with your new location address. Please submit the address change form and refer to the Parole/Transfer Checklist for additional information. Please fill out and submit the needed documents referenced on the Parole/Transfer Checklist.

### **Formerly Incarcerated Student Programs**

If you Parole, there are programs at California Community Colleges and California State Universities designed to help the formerly incarcerated successfully transition into the community. See pages 74-75 for program information and to find the nearest campus to you.

Correspondence Education Department  
One College Drive  
Blythe, CA 92225

### Parole/Transfer Checklist

Name: \_\_\_\_\_ PVC ID: \_\_\_\_\_ CDCR # \_\_\_\_\_

Current Institution & Yard: \_\_\_\_\_

(Transfer) – New Institution, Yard and Housing Information:  
\_\_\_\_\_

(Parole) – New Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

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

Or

Proctor Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

#### Checklist

Students are personally required to notify Palo Verde College of any change of address, or forwarding of information. It is also the students' responsibility to notify instructors when situations arise that prevent the student from completing work, or require special circumstances. The following is a list of items that need to be completed when a student transfers or paroles:

- Fill out Parole/Transfer Checklist Information (this form), Sign & returned to PVC
- Fill out Incarcerated Student Change of Address Form (attached), Sign and returned to PVC
- Notify instructors of any circumstances that may affect ability to complete the class
- (Paroled) Review Non-Local Student Guide (attached)
- (Paroled) Fill out Off-Campus Proctor Agreement Form (attached), Sign and returned to PVC



Palo Verde College

TO: PALO VERDE COLLEGE  
REGISTRAR'S OFFICE

CC: CORRESPONDENCE EDUCATION

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

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

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

\_\_\_\_\_

\_\_\_\_\_

PLEASE CHANGE MY CURRENT ADDRESS TO:

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



## PALO VERDE COLLEGE

### Non-Local Student Guide

Off campus examinees should be testing under the same conditions as their on-campus peers to ensure the academic integrity of the examination. Proctors must be a responsible and reputable third party. The Distance Learning Office reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected. All proctors are subject to approval.

#### **STEPS FOR OFF-CAMPUS TESTING REQUEST**

1. Student must locate an appropriate proctor – See “selecting a proctor” section.
2. The *Request for Off-Campus Proctor* must be completed and returned by the student – Attached.
3. After the Distance Learning Office has received the *Request for Off-Campus Proctor* from the student, the potential proctor will receive the proctor’s package which will be sent by the Distance Learning office.
4. The Proctor must complete and send the *Off-Campus Proctor Agreement* form to the Distance Learning office. A copy of the proctor’s driver’s license must be attached the proctor agreement form.
5. The staff in the Distance Learning Office will verify the proctor information.
6. The staff in the Distance Learning Office will notify the potential proctor regarding the status of the proctor request.

#### **SELECTING A PROCTOR**

<b>APROPRIATE PROCTORS</b>	<b>INAPPROPRIATE PROCTORS</b>
<ul style="list-style-type: none"> <li>◆ Professional educators               <ul style="list-style-type: none"> <li>◆ Superintendents</li> <li>◆ Principals</li> <li>◆ Teachers</li> <li>◆ Counselors</li> </ul> </li> <li>◆ Community librarians</li> <li>◆ Professional employees of accredited postsecondary colleges or universities</li> <li>◆ Officers of the court</li> <li>◆ Hospital administration</li> <li>◆ Clergy</li> <li>◆ Human Resources Professionals</li> <li>◆ Corporate managers (not immediate supervisors)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Family members/relatives</li> <li>◆ Friends</li> <li>◆ Co-workers</li> <li>◆ Neighbors</li> <li>◆ College peers</li> <li>◆ High School Students</li> </ul>

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



## **STUDENT RESPONSIBILITIES**

1. The student must locate an appropriate proctor and have the *Request for Off-Campus Proctor* completed and return to the distance learning office for approval two weeks before the first exam is due.
2. Any fees charged for the testing service are the responsibility of the student requesting the off campus proctored site.
3. Request for exams/quizzes/assignments must be done via to the Distance Learning Office prior the due date. The request must include; course number, section number, instructor, and name of the test/quiz.
4. Student must make arrangements with the proctor for testing dates.

## **PROCTOR RESPONSIBILITIES**

1. Complete and send the *Off-Campus Proctor Agreement Form* to the Distance Learning Office. A copy of the proctors Driver's License/ID must accompany the *Off-campus Proctor Agreement* form.
2. Verify the student identity (Student must present photo identification to the off-campus proctor).
3. The examination should be administered in a quiet office or classroom setting conducive to concentration. Examinations administered in private homes are **NOT** appropriate.
4. Read and follow all examination instructions carefully, ensure that testing procedures are clear and that all test pages are accounted for prior to the administration of the exam.
5. Proctors should be present during the entire examination period.
6. Once the exam has been handed to the student, the student must take the exam at that time.
7. In case of an emergency and student must stop testing, the proctor must collect the exam and forward it to the Distance Learning Office. Student is then responsible to contact the instructor for any arrangements necessary.
8. Ensure that no copies of the exam are made.
9. All test papers must be collected including scratch paper.
10. If there is a fee to proctor an exam, or postage, please request payment from the student at the time of testing. Palo Verde College is **NOT** responsible for any proctor or postage fees.



**PALO VERDE COLLEGE**  
**Request for Off-Campus Proctor**

**STUDENT INFORMATION**

\_\_\_\_\_  
 First, Middle, Last Name (Print)

\_\_\_\_\_  
 Student ID#

\_\_\_\_\_  
 Physical Address, City, State, Zip code

\_\_\_\_\_  
 Phone/Cell Number

\_\_\_\_\_  
 E-mail address

\_\_\_\_\_  
*Potentials Proctors Name (Print)*

\_\_\_\_\_  
*Potentials Proctors email (print)*

Please list ALL courses to be proctored off-campus:

Course	Section	Instructor	Term/Year
--------	---------	------------	-----------

Course	Section	Instructor	Term/Year
--------	---------	------------	-----------

Course	Section	Instructor	Term/Year
--------	---------	------------	-----------

Course	Section	Instructor	Term/Year
--------	---------	------------	-----------

Please give a brief explanation for your off-campus proctor request:

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

I, the undersigned student, understand the information provided and agree to follow the provided guidelines. I understand that if I am suspected of cheating or tampering with the exams, this will be reported to my instructor and my exams may be invalidated. I also understand that my instructor may take other actions against me, and the privilege to have an off-campus proctor will be revoked.

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

\_\_\_\_\_  
 SID#

\_\_\_\_\_  
 Date

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## Colleges, Universities with Formerly Incarcerated Student Programs

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

Allan Hancock College (BIGE-Beyond Incarceration Greater Education)

Berkley City College (Underground Scholars Initiative)

Cabrillo College- (Rising Scholars)

Campton College (FIST- Formerly Incarcerated Students in Transition)

Chabot College- (Rising Scholars)

Chaffey College- Rancho Cucamonga (Rising Scholars)

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

College of San Mateo (Project Change)

Columbia College (Second Chance Pell Grant Site)

Cuesta College (Second Chance Pell Grant Site)

Cypress College (FITE Club)

East Los Angeles College (Education Justice Rising Scholars)

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

Fresno City College (FCC Rising Scholars)

Glendale Community College (Rising Scholars)

Imperial Valley College (Resilient Scholars)

LA City College (Break it to Make it)

Laney College (Restoring our communities)

Long Beach City College (Justice Scholars Club)

Los Angeles Mission College (College Culture Reentry)

Los Angeles Trade-Tech College (Reentry Pathways to Success)

Merritt College (Street scholars)

Mira Costa College (Transitions Program)

Modesto Junior College (Rising Scholars Network)

Palomar College (Rising Scholars Program)

Pasadena City College (C.O.R.E Club)

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

Sacramento City College (ReEmerging Scholars)

San Bernardino Valley College (All of us or None)

San Diego City College (City Scholars)

San Diego Mesa College (Rising Scholars)

San Diego Miramar College (Rising Scholars)

Santa Barbara City College (Transitions Program)

Santa Monica College (RISING Program)

Santa Rosa Junior College (RISING SCHOLARS)

Santiago Canyon College (Project Rise)

Shasta College (Step-Up)

Skyline College (Project Change)

Southwestern College (Second Chance Pell Grant Site)

West Los Angeles College (California College Promise Grant)

## PROJECT REBOUND

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

Cal Poly Pomona – Rachel Camacho Ph.D.  
E: rrcamacho@cpp.edu  
T: (909) 869-5057

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

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

Northridge - Martha Escobar  
E: projectrebound@csun.edu  
T: (818) 677-1200

Sacramento State – Aaron Greene  
E: projectrebound@csus.edu  
T: (916) 278-6794

Humboldt State University - Tony Wallin  
E: projectrebound@humboldt.edu  
T: (707) 477-7608

CSU Bakersfield – Stanley Peterson  
E: projectrebound@csusb.edu  
T: (661) 654-3553

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

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

CSU San Marcos – Alejandro Arellano  
E: projectrebound@csusm.edu  
T: (760) 750-4016

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

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

San Diego State - Alan Mobley  
E: projectrebound@sdsu.edu  
T: (619) 594-2367

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

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

## STUDENT FORM CHECKLIST

Before you submit your forms to Palo Verde College, double check to ensure that each form is complete.

**Registration Application.** New/Returning Students (See Post Secondary for Registration applications)

Don't forget:

- Last name, First name, Birth Date, SSN #
- Prison name, address, CDCR number
- Question 12 California Residency
- Enrollment Status, Major-Program
- Signed and dated

**Registration Card.** New, Returning & Continuing Student. Continuing Student must have enrolled during the Spring 2023 semester. (See PSCE/proctor for Registration Cards)

Don't forget:

- Last name, First name, CDCR number
- Student ID number, Date of Birth
- Prison name, Yard
- Listed courses for enrollment

**California College Promise Grant (CCPG)**

- Completed the 2023-2024 form
- Name, Student ID, Date of Birth
- Signed and dated

**Zero Income Statement**

- Completed the 2023-2024 form
- Last name, First name, CDCR number
- Address, Housing Information
- Student ID, SSN, Sign & Date

**Degree/Certificate Program of Study Change Form Page 63 (Appendix L) if needed**

- Last name, First name, CDCR number, Location
- Major/Certificate
- Sign & Date

**Education Plan.** New Students or Students who's major changed. If major changed, please attach Program of Study Change Form Page 63 (Appendix L)

**Consent for Release of Personal/Confidential Information form.**

Failure to complete each form thoroughly will result in the incomplete form being returned to you.

**Mailing Address, Contact:**

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

Thank you and good luck in your academic endeavors.

*“Welcome to the home of the Pirates”*

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

1. Which of these is Palo Verde College's Mission? *Select all that apply.*

- Supports an exemplary learning environment  
 High quality educational programs and services  
 Promotes student success and lifelong learning  
 A diverse and unique community of learners

2. Which of the following are the processes to enrolling at Palo Verde College?

- Orientation, Register, ID Card, Petition, Drop  
 Apply, Orientation, Financial Aid, Counselor, Register  
 Financial Aid, Apply, Orientation, Pay, Textbooks  
 Apply, Run, Dance, Food, Textbooks

3. Your high school transcript and/or self-reported high school grade point average allows you to self-place yourself into a college-level math or English course?

- True  
 False

4. How often should you meet with a counselor?

- Once during my educational career.  
 Once each academic year.  
 Never need to meet.  
 Twice during the educational career.

5. Students may use the requirements in effect at the time of first-time enrollment or at the time of graduation refers to what procedure?

- Registration  
 Correspondence Education

- Reinstatement  
 Catalog Rights, Continuous Enrollment

6. A counselor or educational advisor can assist you when developing a Student Education Plan?

- True  
 False

7. How many semesters does a Student Educational Plan include for your program of study?

- None (0)  
 Every  
 One (1)  
 Three (3)

8. Select ALL the verifiable excused circumstances listed below that qualify for an Excused Withdrawal?

- Death of an immediate family member.  
 Release of an incarcerated student before the end of the term.  
 Acute illness.  
 All the above.

9. The Extended Opportunity Programs and Services (EOPS) department provides only textbook assistance?

- True  
 False

10. The Disabled Students Program & Services - DSPS - provides services to students with a verifiable physical, learning, or psychological disability?

- True  
 False

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

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

**Mailing Address, Contact:**

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

Thank you and good luck in your academic endeavors.

*“Welcome to the home of the Pirates”*