

diplomas, enrollment verifications and registration privileges (but not transcripts) from any current or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error. The definition of proper financial obligation shall include but is not limited to student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a current or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Cumulative Folders

Admissions & Records maintains an electronic cumulative file on each student who has records sent to the College. The electronic file, containing copies of high school and college transcripts, and other relevant academic information, such as records of military service and other awarded credit, is available for the student to review based on a written request. These files are the property of the college and become a permanent part of the student's academic record.

Verification

Admissions & Records will provide information regarding a student's record upon written request by the student. There is a \$5 charge. Two verifications and/or transcripts will be provided free of charge. This fee is subject to change. Golden West College also utilizes the National Student Clearinghouse for reporting enrollment status. Enrollment status is reported automatically several times during the semester or session.

Student Picture Identification

Students may be required to furnish picture identification in order to participate in certain classes and activities. All students are expected to have a Golden West College Photo I.D. Card. Photo I.D. cards are issued in Admissions & Records at no cost. To obtain an ID card, students should visit Admissions & Records located on the first floor of the Student Services Center and present another form of unexpired photo ID and proof current of enrollment at the college (current class schedule). <https://www.goldenwestcollege.edu/enrollment/admissions/tuition/index.html> (<https://www.goldenwestcollege.edu/enrollment/admissions/tuition/>)

Independent Study

For courses listed in this catalog, a student may prefer to take the course through Individualized Study because of special circumstances. This privilege is available only to students who have completed 12 units of course work at Golden West College with a GPA of 2.0 in all units attempted. Students may request a petition in Admissions and Records. This petition must be approved by the instructor who will supervise the individualized study, as well as by the Division Dean. Individualized Study petitions must be filed in Admissions and Records during the first six weeks of the semester.

Previously Completed College Coursework

Golden West College recognizes coursework completed at other accredited colleges. Additional college credit is awarded as further described below:

Acceptance of Transfer Credit/Transcripts from Other Colleges

Students who have completed coursework, especially English and/or mathematics, at another accredited college or university should submit their transcripts for evaluation to Golden West College. Official College transcripts from accredited institutions are required in order for the student to receive credit toward the associate degree, certificates of achievement, transfer certification, all awards/credit, and advisement. Official student transcripts of records from other institutions become the property of Golden West College. For the purposes of this catalog, "accredited institutions" means those institutions accredited by one of the seven "regional" accrediting organizations recognized by the Council for Higher Education Accreditation (<https://www.chea.org/regional-accrediting-organizations/>). The seven regional organizations are:

- MSCHE - Middle States Commission on Higher Education
- NWCCU - Northwest Commission on Colleges and Universities
- HLC (Formerly NCA) - Higher Learning Commission
- NECHE - New England Commission of Higher Education
- SACSCOC - Southern Association of Colleges and Schools Commission on Colleges
- WASC-ACCJC - Western Association of Schools and Colleges - Accrediting Commission for Community and Junior Colleges
- WSCUC - Western Association of Schools and Colleges - Senior College and University Commission

Some private colleges/universities offer courses that have similar titles and appear to be equivalent to courses offered by Golden West College. However, the elements of the course – course content, learning objectives, lecture and/or lab hours, prerequisites/corequisites – may not be congruent with the Golden West College course. When evaluating coursework, all of these elements are taken into consideration. Golden West College reserves the right to evaluate work completed at other colleges in accordance with campus policies.

Official transcripts submitted to Golden West College are evaluated for every lower division, degree-applicable course completed with a grade of A, B, C, D, F, CR or P. Courses, units, and grades earned are applied as appropriate to the student's goal and used for educational planning purposes. Courses with EW, W, NC or NP notations are not reviewed or applied.

Transcript evaluations are reviewed during a scheduled counseling appointment. If the counselor or student identifies other credits that need further review, the evaluations department will be contacted.

Students with Previously Earned Bachelor's Degree or Higher

Students with a previously earned bachelor's degree from an accredited institution will be exempt from General Education requirements under the AA/AS General Education Option 1 patterns.

Students will need to complete the following for an Associate Degree:

- Satisfactory completion of at least 12 semester units in residence within the Coast Colleges (Golden West College, Orange Coast College, and/or Coastline College).
- Completion of major coursework as stated in catalog

Receipt of official transcripts prior to submitting a graduation petition is required. A previously earned Bachelor's Degree does not exempt

a student from the General Education requirements of the Associate Degree for Transfer, the CSU-GE Breadth or IGETC requirements.

Upper-Division Credit

Request for transfer of upper division courses and credits will be evaluated on a case-by-case basis.

Upper-division units may be considered for application towards a Certificate, local/non-transfer Associate Degree, Associate Degree for Transfer (ADT), CSU/GE, and IGETC certification. The units will count toward the 60 units required for the associate degrees and meet the transfer requirements. If a student is using upper-division courses to fulfill a lower-division IGETC or CSU/GE course or Associate Degree for Transfer major requirement, remember that students are required to have a certain number of upper-division courses at the transfer institution. Contact the receiving institution to see how upper-division course credit will be awarded towards the baccalaureate degree. See the IGETC Standards (<http://www.icas-ca.org/standards-policies-and-procedures-manual/>) or the CSU policy (<https://calstate.policystat.com/policy/8919100/latest/>) for details.

International Transcripts

Golden West College may grant credit for courses taken at regionally accredited institutions outside of the United States.

Students seeking credit for coursework completed with a foreign institution must provide a transcript evaluated by an accredited evaluation and translation service. Students must turn in the official evaluation to Golden West College for inclusion in their record and then schedule an appointment with Counseling so that international coursework may be applied to the student's educational plan. Credit can be granted for Golden West College local Associate degree (Option 1) requirements.

You must use one of the evaluation services listed on the NACES site to retrieve a detailed evaluation of your international transcript.

Transfer to a University: Golden West College cannot apply international coursework to Associate Degree for Transfer, CSU General Education Certification, or IGETC Certification for transfer purposes. Although some courses may be accepted by the institution to which the student transfers, it is up to the destination institution to evaluate and determine what coursework will be accepted and how it will apply to the degree. For more information consult directly with the 4-year college that is the transfer destination.

Student Conduct

Student Code Of Conduct – AP 5500

BP 5500 (https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_5500_Student_Code_of_Conduct.pdf) / AP 5500 (https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf)

References

Education Code Sections 66300, 66301, 66302, 72122, and 76030-76038; ACCJC Accreditation Standard I.C.8

This Administrative Procedure (AP 5500 (https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf)) shall constitute the Student Code of Conduct for all Coast Community College District (CCCD)

Students. The Student Code of Conduct provides students with prior notice of behavior deemed unacceptable by the District's Board of Trustees. This Student Code of Conduct includes a defined process for the fair and impartial review and determination of alleged violations of policy. This Student Code of Conduct also specifies the various sanctions that may be imposed on students for violations of policy. Students are expected to be familiar with the terms of Board Policy BP 5500 and Administrative Procedure 5500 Student Code of Conduct.

AP 5500 provides for the orderly administration of the Student Code of Conduct consistent with the principles of due process of law. Reasonable deviations from the Student Code of Conduct will not invalidate a decision or proceeding. Student Code of Conduct may be reviewed in its entirety at the District Website AP 5500 (https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf).

Free Speech Policy – BP/AP 3900

BP 3900 (https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_3900_Speech_Time_Place_Manner.pdf) / AP 3900 (https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_3900_Speech_Time_Place_Manner.pdf)

The District's students, employees, and members of the public shall be permitted to exercise their rights of free expression subject to reasonable time, place, and manner policy contained in Board Policy and Administrative Procedure 3900.

The students and employees of the District and members of the public shall be permitted to exercise their constitutional rights of free speech and free expression subject to reasonable time, place, and manner restrictions contained therein. The District takes no stance on the content of protected speech.

The areas open to the exercise of free speech are the open areas on each campus with the exception of classrooms, labs, lecture halls, offices, and other areas that the colleges or the District use to conduct business. Free speech, as part of scheduled instructional activities or in the course of conducting District business, can be exercised in any space on each campus or the District.

No illegal activities nor activities that disrupt or may lead to disruption of the safe and orderly operations of the Colleges or the District Office will be permitted.

If an individual or a group wants to use campus or District facilities, other than the open areas noted above, arrangements must be made with the College or the District at least 72 hours in advance, not counting weekends and holidays.

No person on District property or at official District functions may:

- Block entrances to or otherwise interfere with the free flow of traffic into or out of campus buildings;
- Block any street, roadway, crosswalk, driveway, parking structure, or parking lot and its entrance or exit, or otherwise obstruct the free flow of pedestrian or vehicular traffic unless authorized to do so;
- Urinate or defecate in any place on District property other than a designated restroom or other facility designated for the sanitary disposal of human waste;
- Participate in a disturbance of the peace or unlawful assembly;