

Admission Regulations

San Joaquin Delta College is a public, two-year community college whose credits may be transferred to four-year colleges and universities. An Associate in Arts Degree and an Associate in Science Degree, vocational curriculum, and occupational certificates are offered.

The following persons are welcome to attend San Joaquin Delta College:

- High school graduates
- Persons with California High School Proficiency Certificates
- Persons with General Education Development Certificates (G.E.D.)
- Other persons eighteen years of age or older who can benefit from training offered on the basis of:
 - a standardized test
 - other measurement instrument
 - other verifiable indicators (i.e. recommendations from professional educators or counselors who are not employed or affiliated with San Joaquin Delta College)
- high school students eligible to attend under the College Early Start Program.

Admission Requirements

Completion of admission requirements does not constitute registration. Students applying to Delta College are required to:

1. File a completed online application for admission which may be completed in the Student e-Services Lab, Goleman Building, Room 128, or via the internet at www.deltacollege.edu.
2. Request official transcripts from any college previously attended. Transcripts should be forwarded by that institution to the Evaluations Office.
3. Mandatory Skills Assessment—All new Delta College students enrolling in college for the first time will be required to participate in skills assessment prior to registration. Assessment will include English composition, reading and math skills. Students will be provided with their assessment results.
 - a. Exemptions from the Assessment Requirement
 - Students with earned college degrees from a U.S. accredited college or university are waived from the test requirement as verified by official transcript.
 - Some courses are specifically exempt from assessment; these exempt courses are identified in the Catalog and Schedule of Classes.
 - Students intending to register in only Level I basic skills courses in reading, writing, or math do not need the assessment. These courses are identified in the College Catalog and Schedule of Classes in the same manner as other courses exempt from assessment.
 - A waiver from the assessment requirement may be granted to a student who wishes to enroll in a single course with no prerequisite. A student may extend this waiver for another course provided that the previous course to which a waiver had been applied was passed with a grade of “C” or higher. The continuance of this waiver shall not exempt the student from other skill or course requisites.
 - Completed intermediate algebra and college-level English composition at another U.S. accredited college or university with a grade of “C” or better as verified by official transcript.
4. Placement Requirements—All students are subject to the following placement requirements in reading and ESL:
 - a. Reading—Students who score Level I in reading may enroll in any course designated as exempt from assessment. Students who score Level I in reading and wish to enroll in a course with a prerequisite of reading Level II must reach Level II before they will be allowed to enroll.

- b. ESL students who have a U.S. high school diploma may either use the ESL assessment or the reading section of the academic assessment and the following reading requirements: Students who score Level I in reading may enroll in any course designated as exempt from assessment. Students who score Level I in reading and wish to enroll in a course with a prerequisite of reading Level II must reach Level II before they will be allowed to enroll.
5. Admitted Student- An admitted student is defined as one who has:
 - a. filed a completed application for admission and has been admitted to the College; and,
 - b. has been assessed, submitted equivalent scores, or qualified for an assessment waiver.
6. Matriculated Student- A matriculated student is defined as one who has:
 - a. filed a completed application for admission and has been admitted to the College;
 - b. declared a goal of AA/AS, transfer, or certificate;
 - c. been assessed, submitted equivalent scores, or qualified for an assessment waiver;
 - d. been admitted to a specific program where required, i.e. nursing, police academy;
 - e. met or is meeting the Level II reading standard; and,
 - f. continually remained under the declared AA/AS, transfer, or certificate goal.
- g. Responsibility for satisfying requirements-Each student must assume complete responsibility for:
 - compliance with the instructions and regulations set forth in the College Catalog;
 - selecting all the courses which will permit achievement of individual educational objectives; and,
 - satisfying prerequisites for any course which the student plans to take.

The College, likewise, assumes no responsibility for misinterpretation by students of policies and procedures as presented in the College Catalog.

Counselors and advisors are available and willing to assist students in planning their programs.

Any questions concerning information contained in this section of the College Catalog should be referred to the office of the Vice President of Student Services.

Remedial Course Limitations - San Joaquin Delta College provides remedial coursework (precollegiate basic skills classes) designed to prepare student to succeed in degree credit courses. Per Title 5, Section 55756.5, Delta College limits units a student may earn in remedial courses to 30 semester units. Pre-Collegiate Basic Skills courses are defined in Title 5 of the California Administrative Code, Section 55502, as courses in Reading, Writing, Computation, Learning Skills, Study Skills, and English as a Second Language, which are designated by a Community College District as non-degree credit courses pursuant to Section 55002(b); however, all remedial courses taken by students enrolled in English as a Second Language course and students identified by the District for learning disabled programs are exempted.

The district permits waivers of the 30-unit limit on basic skill courses. The procedure is part of the Satisfactory Academic Progress Guidelines for Financial Aid recipients.

Admission Requirements for International Students

International admission information is available from the International Student Program located in Holt Center, Room 101, by telephone at (209) 954-5641 or online at www.deltacollege.edu.

Complete information must be received by April 1st for summer semester attendance, June 1st for fall semester attendance, and November 1st for spring semester attendance. Please refer to the International Student Application for complete details for each requirement.

- A complete International Student Application.
- Official transcripts, certificates, and diplomas from secondary schools and from any college or university you have attended.
- Proof of English language proficiency, either a TOEFL score or you may choose to take our ESL placement test when you arrive.
- Proof of financial support.
- A one page autobiographical essay.
- Proof of immunization for tetanus, measles, and rubella as well as your latest tuberculin test results.
- \$50 application fee.
- Transfer students must also submit a completed school transfer form, a copy of your current 1-20 and official transcripts from your current school.

Special Admissions Programs

Separate from admissions to the College, the following programs require special application to their respective programs.

Fire Academy
Nursing
Police Basic Academy
Psychiatric Technician
Radiologic Technology
Vocational Nursing

To be assured consideration to the special programs, all applicants must submit separate applications to the programs (including supporting documents as required). Each of the programs has separate qualifying admission requirements. Applicants must have fulfilled any prerequisite course or experience requirements as prescribed by the different programs prior to admission.

The College advises prospective applicants that they must supply complete and accurate information on the application for admission. Further, applicants must submit authentic documents and official documents when requested. Failure to provide complete, accurate, and authentic application documents may result in the denial of admission to the program.

Applicants who have been acknowledged receipt of their application to a program will receive notification of acceptance or denial of admission to the program. Admission to the program will be canceled automatically if the applicant accepted by the College for a given term does not enroll for that term or fails to satisfactorily complete any work in progress. If the applicant wishes to re-apply at a later date, a new application to the program must be filed and new requirements, if any, must be met.

Note: “Academic Programs” for specific details on select Special Admission Programs.

Residency Determination

Legal Requirement - California state law requires that each student enrolled in or applying for admission to a California community college provide such information and evidence as deemed necessary by the Governing Board to determine his/her residence classification. Residency classifications are:

1. A legal resident of California.
2. A non-resident student who pays the out-of-state fees.
3. An international student who has complied with special admission procedures.

Rules on Residency - Adults 19 Years of Age and Older—A student 19 years of age or older may establish California residency if he/she meets the following criteria:

Burden - The burden is on the student to demonstrate clearly physical presence in California, intent to establish California residence, and financial independence.

Intent -

1. Intent to make California the permanent home may be manifested in many ways.
2. Objective manifestations of intent to establish California residency include but are not limited to:
 - a. Owning residential property or continuous occupancy of rented or leased property in California.
 - b. Registering to vote and voting in California.
 - c. Licensing from California for professional practice.
 - e. Active membership in service or social clubs.
 - f. Showing California as home address on federal income tax form.
 - g. Payment of California state income tax as a resident.
 - h. Possessing California motor vehicle license plates.
 - i. Possessing a California driver's license.
 - j. Maintaining permanent military address or home of record in California while in the armed forces.
 - k. Establishing and maintaining active California bank accounts.
 - l. Being the petitioner for a divorce in California.

One-Year Waiting Period -The one-year residence period which a student must meet to be classified as a resident does not begin until the student is both present in California and has manifested clear intent to become a California resident.

Physical Presence -

1. A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student.
2. Physical presence within the state solely for educational purposes does not constitute establishment of California residence regardless of the length of that presence.

Residence - In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the permanent home.

Residence Determination Date - Residence determination date” is the day immediately preceding the opening day of instruction of the quarter, semester, or other session as set by the District Governing Board during which the student proposes to attend college.

Fees & Expenses

Active Military Fees - Active military personnel and their dependents living within the district may have tuition fees waived for classes taken during their stay in California.

California Resident Fees - Students who are California residents are charged \$26 per unit, regardless of the number of units. All fees are to be paid when a student registers for classes. Enrollment fee assistance is available to qualified students through the Office of Financial Aid. All enrollment fees are subject to change.

Credit by Examination - Credit may be earned by a student who satisfactorily passes authorized examinations. Cost is \$26 per unit. The student may initiate a petition to challenge for credit by examination with advisement by a counselor.

Non-Resident Fees - Non-resident students, those from other states or foreign countries, are charged \$160 per unit for tuition, plus \$26 per unit enrollment fee. All fees are to be paid when a student registers for classes.

U.S. citizens, permanent residents, undocumented persons, and persons holding a visa which allows for the establishment of residency may qualify for an Exemption from Nonresident Tuition if the following criteria is met:

- Three years of attendance in a California high school (documentation required)
- Graduation from a California high school or award of G.E.D. or C.H.S.P.E. in California (documentation required)
- Application to INS for change of status (if applicable)

Payment of Fees - Fees are due at time of registration. Payment should be mailed to the Admissions and Records Office or made by credit card through STAR System. Access to student records and further registration is prohibited until fees are paid in full.

Refund Policy for Fees - Enrollment fees and/or tuition, laboratory fees, and supply fees are refundable only:

- if the class has been cancelled, subsequent to registration, by the College;
- if the registration has been accepted in error and the class is full;
- if the class time was changed subsequent to registration; or,
- if the class was dropped by the student no later than the refund deadline date.

Refund Procedure - Obtain and complete a "Refund Request" form available in the Registration Office. Refund Request forms must be submitted and received no later than the final date to qualify for a refund. Refunds will be mailed in approximately 4 - 6 weeks and are subject to a \$10 processing fee.

Student Representation Fee - Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing.

Parking Fees

Parking permits are required for on-campus parking except in marked 30 minute visitor spaces and free parking lots B2 and B3. There are two options which can be used: full semester permits which can be purchased and displayed on the vehicle; or, one day use permits which can be purchased at various points within the parking lots and displayed on the vehicle dashboard. These permits must be purchased for ALL vehicles including those displaying handicapped plates and/or placards for special parking spaces.

Enforcement Hours - Parking permits are required 24 hours a day Monday through Thursday and Friday until 6:00 p.m. Parking is free on Friday after 6:00 p.m. and on Saturday and Sunday. All other vehicle codes are enforced 24 hours each day.

Free Parking Lots - The Board of Trustees has authorized free parking in parking lots B2 and B3. These lots are located in the southwest corner of the campus. Spaces in these lots are available on a "first come, first served" basis. If no space is available in either of these two lots, other lots where permits are required must be used to park on campus. The fact that the "free lots" are full will not constitute a valid excuse for parking without a permit elsewhere on campus. Parking in lots B2 or B3 only waives the requirement to display a valid parking permit. All other traffic and parking regulations are enforced in these lots.

Notice - This is a contract. This contract limits our liability - Parking permits entitle the holder to the rental of space only. No bailment is created. San Joaquin Delta College District is not responsible for loss of, or damage to, the vehicle or any of its contents.

Parking Fees	Semester Fee	Summer Fee
Automobiles/Trucks	\$20	\$10
Two-wheeled Motor Vehicles	\$16	\$8
One day dispenser permit	50¢	50¢

Parking Permits - Can be purchased in the Bookstore. Please note that your ID number is required when purchasing a semester permit at the Bookstore.

Refunds - Parking permit refunds will be given only if all classes are dropped on or before the same deadlines that apply to enrollment fee refunds. It is recommended that students determine actual parking needs before purchasing a permit.

Special Parking for Disabled Students –

Students who require handicapped parking will need to apply for disabled person plates or placards at the Department of Motor Vehicles office at 710 N. American Street, Stockton. Only vehicles with state issued "DP" plates or placards will be allowed to park in handicapped parking slots. All other vehicles will be cited. City ordinance requires a \$275 fine for such violations. These vehicles are subject to the same parking fees/permit regulations as all other vehicles. Please see section on "Parking Fees" for more information.

DMV applications include a physician's certification. A service fee of \$6 will be charged for placards by DMV.



Student Rights & Responsibilities

It is very important for students to know their rights and responsibilities. In addition, it is also important for students to know the rights and responsibilities of Delta College. Students who believe their rights are being violated or the College is not meeting its responsibility in serving them, should contact the Vice President of Student Services. Students may appeal the matriculation requirements for pre- and co-requisites, limitations on enrollment, admissions, orientation, assessment, and counseling and advisement by petition.

A. Admissions

Student Rights:

1. The College will provide equal educational opportunity for all students, regardless of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), gender, sexual orientation, or status as a Vietnam-era veteran, who have met admission qualifications and course/program prerequisites. **(Policy 5060, Sec. A)**
2. All courses of the District shall be open to enrollment in accordance with a priority system consistent with Administrative Procedure 5055. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Assistant Superintendent/Vice President of Instructional Services.

No student is required to confer or consult with required to receive permission to enroll in any class offered by the district, except as provided for in Administrative Procedure 5055 and District programs that permit restricted enrollment: the A.D.N. program, the L.V.N. program, the Psychiatric Technician program, the Radiologic Technician program, and P.O.S.T. Academy, and the Firefighter I Academy. (MR 55532 Exemptions & AP 5052)

Student Responsibilities:

1. Each student has the responsibility to select an educational goal in the application for admissions, i.e. A.A./A.S. degree, transfer, vocational certificate, personal development, improvement of basic skills, or undecided. **(MR 55530 Student Rights)**
2. The student has the responsibility to meet all course prerequisites. **(AP 5052)**
3. Each student must assume responsibility for compliance with the instructions and regulations set forth in the College Catalog for selecting courses which will permit achievement of individual educational objective, and for satisfying course prerequisites.
4. The student should attend class and study regularly. **(MR 55530 (d) (3) Student Rights)**
5. Withdrawing from a class is the responsibility of the student. The student should drop the class by using the telephone or Internet registration system. As a matter of courtesy and to assist the instructor in maintaining accurate class records, the student should also inform the instructor of the decision to drop the course. **(MR 58106 AP 5075)**

College Rights:

1. The College assumes no responsibility for the misinterpretation of policies and procedures as presented in the Catalog and the Schedule of Classes.
2. The College reserves the right to change the regulations, fees, and other information contained in the Catalog as required without prior notice.
3. The College reserves the right to refund enrollment, non-resident tuition, and differential fees upon request for courses dropped before the end of the first two weeks of instruction for full-term classes or before the end of ten percent of the length of the class for short-term classes. Refunds will be made upon request for courses dropped later if the program change is a result of action by the District to cancel or reschedule a class or to drop a student from a class where the student fails to meet a prerequisite. Refund request forms

must be received by the Admissions and Records Office not later than after the final date to qualify for refund. Refunds are subject to a \$10.00 processing fee. **(AP 5030, Sec. A & B)**

4. It is the right of an instructor to drop any student "who fails to attend any class session during the first three sessions of the class at the beginning of a term"... "unless the student has advised and obtained an absence approval" from the faculty member. **(Policy 5075)**
5. It is the right of the instructor to drop a student from class when absences become excessive. **(Policy 5075)**

College Responsibilities:

San Joaquin Delta College is an Affirmative Action, Equal Opportunity Employer and operates in compliance with Title IX, VII, and VI regulations. San Joaquin Delta College does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, or handicap in its criteria for admission, employment or participation in educational programs and activities. **(Policy 5060)**

B. Orientation

Student Rights:

1. All students have the right to enroll in a guidance class which provides an orientation to San Joaquin Delta College. **(MR 55520 Required Services)**

Student Responsibilities:

It is the student's responsibility to enroll in a guidance orientation course or attend an appropriate orientation workshop. **(Guidance 10/12/14/85)**

College Rights:

San Joaquin Delta College has the right to establish appropriate orientation services i.e. video, guidance courses, etc. **(MR 55520 Required Services)**

College Responsibilities:

Delta College has the responsibility to provide students with the appropriate guidance based upon the student's need. **(MR 55520 Required Services)**

C. Academic Assessment

Student Rights:

1. Students have the right to know their academic skill level. This right is ensured through several mechanisms including the Academic Assessment Program, articulated programs with high schools, holistically scored essays, transcripts from other colleges.
2. Students who believe their reading, writing, or mathematics assessment is not reflective of their skills may challenge the results by taking the Challenge Test in the specific skill area. Students are limited to no more than two Challenge Test attempts per academic term for each of the three subject areas. Students who have exhausted the challenge process may appeal to the Vice President of Student Services.
3. Students have the right to career/vocational interest assessment, which is available in the Career Center at a minimal cost to the student. **(MR 55520 Required Services)**

College Rights:

1. In all programs and classes requiring special screening and entrance examination, San Joaquin Delta Community College will make the final selection of students. **(Policy 5070, Procedures 5070.1&2, 5070.4-6, 5080, 5080.1)**
2. Academic Assessment is required for all first time Delta College students prior to class registration. Assessment will include reading, writing, and mathematical skills. An alternate to academic assessment may be met by one of the following:
 - Associate or Bachelor Degree (official transcript required)
 - Alternative assessment from other colleges
 - Transfer students who have completed Delta College's English 1A or above or equivalent and Delta College's Math 82 or above or equivalent, each with a grade of "C" or above as verified by a transcript.
 - One course per semester waiver where appropriate. (AP 5051)
 - Granted scholastic recognition at admission — provide copy of letter from the President to Assessment Office.
 - Decided to enroll in Level I basic skills course(s) in reading, English, and mathematics only.

D. Guidance and Counseling**Student Rights:**

1. All students have the right to receive personal, academic and career guidance. **(MR 55520 Required Services & Policy AP 5110)**
2. A student has the right to repeat once for credit any course in which a grade of D or F has been earned. Upon satisfactory completion of the repeated course, the better grade, grade points and units attempted are included in the computation of all cumulative grade point average. Both original and repeated grades will remain on the student's permanent record; however, duplicate units will not count toward the cumulative grade point calculation. Furthermore, a student may repeat for credit those courses designated repeatable in the College Catalog, regardless of the initial grade earned. (AP 4220.1)
3. Students may file a complaint with the Vice President of Student Services if a student service which was advertised in the schedule under the section "Services Available to Students" and which was recommended to the students in the SEP was not available. **(MR 55534 Violations, Waivers & Appeals)**
4. A student who is exempt from guidance and counseling may elect to file an SEP and/or to meet with a counselor. **(AP 5110)**

Student Responsibilities:

1. The student should declare a specific educational goal or should be working toward determining a goal during the term after which the student has completed 15 semester units of degree-applicable courses. **(MR 55530)**
2. The student should meet with a counselor to develop a Student Education Plan (SEP) - a program of study and services needed by the student to enable the individual to obtain his/her educational objective. **(MR 55525, AP 5110)**
3. It is the student's responsibility to seek assistance in achieving the declared educational goal i.e., make an appointment for appropriate guidance and counseling. **(MR 55530 (d) Student Rights)**
4. It is the student's responsibility to make progress toward the declared educational goal. **(MR 55530)**
5. It is the student's responsibility to maintain satisfactory academic progress. **(MR 55530)**

College Rights

1. Delta College has the right to establish appropriate student services i.e., guidance services, orientation, academic advisement, etc. **(MR 55523 Counseling & Advisement)**
2. If a non-exempt student fails to cooperate with the district in the development of a Student Educational Plan (SEP) within 90 days after declaring the specific educational goal, or fails to abide by the terms of their specific educational plan, San Joaquin Delta College may suspend or terminate services. **(MR 55530)**

College Responsibilities

1. Delta College has the responsibility to provide staff to facilitate the guidance process. **(MR 55523)**
2. Delta College has the right to recommend the necessary services for students to achieve the stated academic goal. **(MR 55523)**
3. Delta College will make available to all students organized educational, vocational and personal-social counseling. In those instances where there is counseling specialization, individual counselors may be designated for each specific area. A student will be encouraged to request counseling for personal-social problems which might interfere with satisfactory academic progress. **(MR 55520 & AP 5110)**

The counseling services will primarily be responsible for:

1. Providing guidance in program planning - immediate and long range.
2. Administering and interpreting various non-academic tests.
3. Counseling students with low scholastic achievement, including the special counseling required by Title V, Section 131, or the California Administrative Code.
4. Counseling regarding any academic, career or personal problems that are related to the student's education.
5. Providing, directly and by referral, occupational information to students.
6. Providing, by referral assistance in the securing of employment.
7. Providing referrals for students who are in need of psychological services including emergency mental health counseling and/or long-term therapeutic support.
8. Providing special assistance to each student who are on academic dismissal status to improve scholastic performance or pursue reinstatement to the college.
9. Providing assistance to students who are applying for financial aid requiring an academic progress report or financial aid disqualification appeal. (AP 5110)
10. Providing academic instruction in orientation to college, personal development, self-esteem, career awareness, and job seeking skills.

Student Rights:

1. Students have the right to be informed of the procedures to claim equivalency to courses or other requirements. **(AP 5052)**
2. Students have the right to be informed through the Student Handbook, Catalog, and Schedule of Classes of the definitions of prerequisites, corequisites and limitations on enrollment including the differences among them and the specific prerequisites, corequisites and limitations on enrollment which have been established. **(Procedure 6156.1, AP 5052)**
3. Students have the right to be informed through the Student Handbook, Catalog, and in the Schedule of Classes of the procedures to challenge prerequisites, corequisites, and limitation on enrollment and the grounds for which a student may make such a challenge. The information about challenges will include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college. **(AP 5052)**

Student Responsibilities:

1. Students have the responsibility to become informed and to follow established policies and procedures regarding declaration of equivalency process.
2. Students have the responsibility to become informed about the definitions of prerequisites, corequisites and limitations on enrollment including the difference among them.
3. Students have a responsibility to become informed of the specific prerequisite, corequisites and limitations on enrollment which have been established.
4. Students have a responsibility to become informed of the procedures to challenge prerequisites, corequisites, and limitations on enrollment as well as the circumstances to make such challenges.
5. Students have the responsibility to follow the prerequisite or corequisite challenge process. **(AP 5052)**
6. Students have the responsibility to provide satisfactory evidence that the challenge should be upheld if such facts are not in the College's own records. **(AP 5052)**

College Rights:

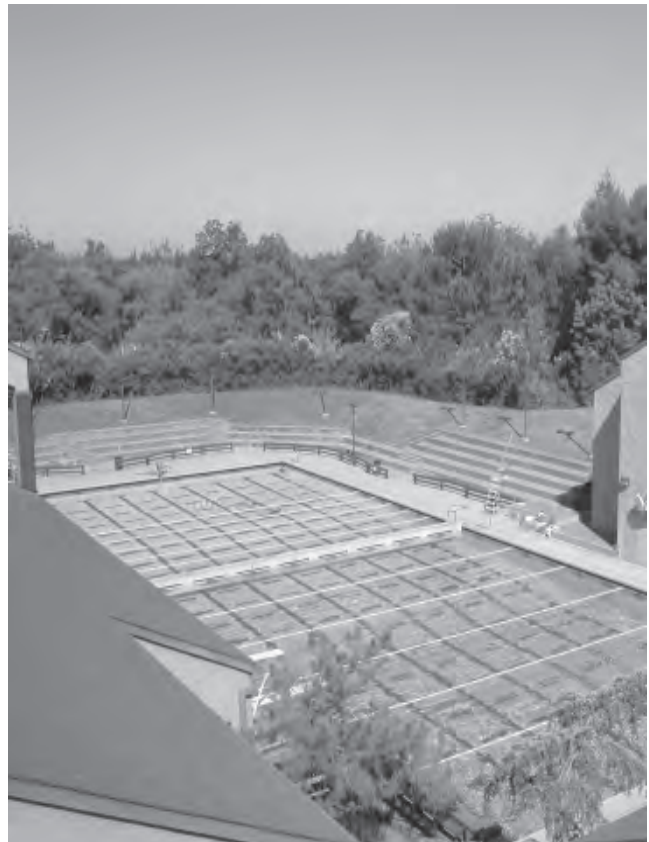
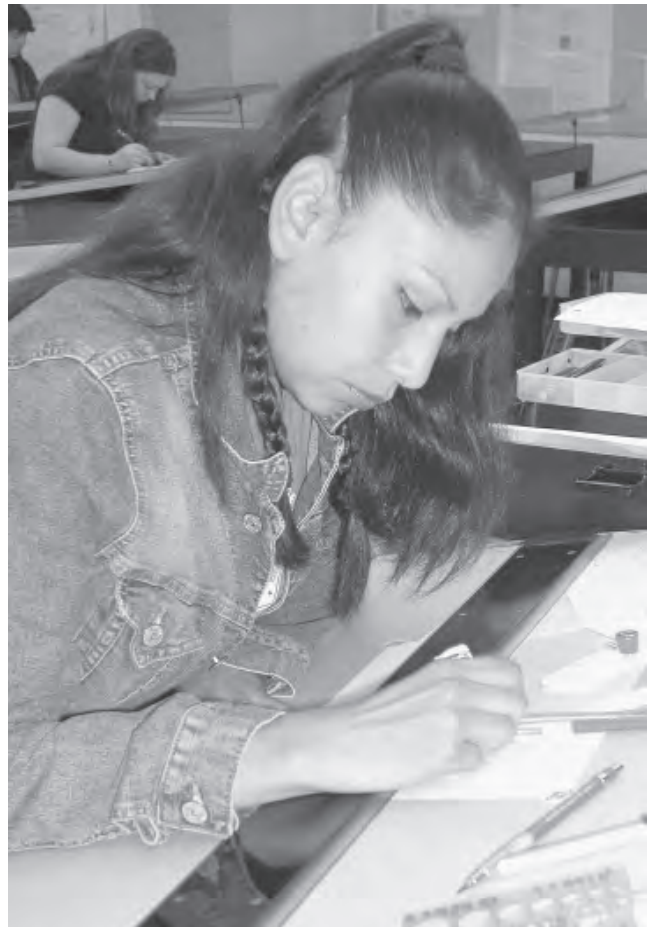
1. The College assumes no responsibility for misinterpretation of policies and procedures as presented in the Student Handbook, Catalog, or the Schedule of Classes.
2. It is the College's right to establish prerequisites, corequisites, and limitations on enrollment per its policies and procedures. **(Policy 5043)**
3. The decision of the Matriculation Appeals Committee shall be final. **(AP 5052)**

College Responsibilities:

1. The College has the responsibility to establish a process to establish prerequisites and corequisites only upon the recommendation of the Academic Senate. Certain limitations on enrollment must be established in the same manner. **(Procedure 6156.2)**
2. It is the College's responsibility to enforce prerequisites, corequisites, and limitations on enrollment which have been established per established policies and procedures.
3. The College has the responsibility to establish, implement and publicize a prerequisite, corequisite challenge process. **(AP 5052)**
4. The College has the responsibility to provide information, for a specific challenge if said information is in the College's own records. **(AP 5052)**

Bibliography:

San Joaquin Delta College Policies & Procedures Manual.



PRIORITY REGISTRATION SYSTEM

The objective of priority registration is to give preference to students based on the variables listed below. The priority system gives a “weighted count” to each student. This is calculated automatically at the time a student is assigned a registration appointment.

Priority registration appointments are based on the following factors:

1.	<p>Number of Delta AA-Appropriate Units Completed:</p> <p>00 - 15 = +1 16 - 30 = +2 31 - 45 = +4 46 - 60 = +6 61 - 75 = +8 76 - 90 = +5 91 - 100 = +3 101 - 110 = +1 More than 110 Units Completed = 0</p>
2.	<p>Highest Degree Earned or Eligible for: Lower Priority will be assigned to students who have received a BA/BS or higher degree at any accredited institution: BA/BS Degree = -1</p>
3.	<p>Declared Goal: Priority for declaration of an AA/AS, transfer, certificate, or retraining as one of top four educational goals = +1</p>
4.	<p>Assessment Requirements Met: Priority for completion of the Matriculation Assessment requirements = +1</p>
5.	<p>Cumulative Grade Point Average (GPA): Priority for cumulative Grade Point Average (GPA) of 2.0 or greater over a cumulative GPA below 2.0. Additional priority for a cumulative GPA of 3.0 or greater GPA will be based on AA/AS Degree - applicable courses and priority for GPA will be given only to those students whose GPA is based on 15 or more units: 2.0 to 2.99 of AA/AS units = +1 3.0 or better of AA/AS units = +2</p>
6.	<p>Student Education Plan Completed: Preference will be given to students who have filed a Student Education Plan (SEP) = +1</p>
7.	<p>Academic Rehabilitation: Priority for completion of the rehabilitation process = +1</p>
8a.	<p>Progress Probation: Lower priority if more than 50% of grades are "W", "I", or "NC" in consecutive semesters. Two semesters = -2 Three consecutive terms = -3</p>
8b.	<p>Academic Probation: Lower priority for students who are recorded as being on academic probation = -1</p>
9.	<p>Guidance Orientation and Study Skills Classes: Priority will be given to students who complete any of the following guidance/orientation or study skills courses: GUID 08,11, 14, 16, 19, 75,75A, 85 or English 33A = +1 Priority will be given to students who complete a Guidance 100 course. This priority will be given only for the first semester after the credit has been recorded = +1</p>
10.	<p>Registered EOPS Student In Good Standing = +1</p>
11.	<p>Identified Veteran or Verified Veteran Dependent = +1</p>

For more information contact Admissions and Records at (209) 954-5151, Holt 101

Open Enrollment Access Policy

It is the policy of the San Joaquin Delta Community College District that, unless specifically exempted by statute, every course, course section, or class, the Full-Time Equivalent Student (FTES) enrollment of which is to be reported for state apportionment and wherever offered and maintained by the District shall be fully open to enrollment for participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820. It is further the policy of this district that where health, safety, legal requirements, or the facility is a limiting factor in the conduct of a course/program, fair and equitable admission requirements and procedures will be established to meet such limitation.

Academic Policies and Procedures

The Academic Policies and Procedures section includes abbreviated information contained in college policies and procedures. The information is listed in alphabetical order and identified by subject. To view a policy and procedure in its entirety via the internet go to <http://docushare.deltacollege.org/dscgi/ds.py/View/Collection-1373>. Printed versions of Delta College's policies and procedures are available at the Reference Desk located in the Goleman Library.

Absences - Absences for medical reasons of less than one week need not be reported to the college. Students who will be absent from class or classes for one week or longer for any reason should notify the Guidance Office.

If medical or personal emergency requires absence of as much as two weeks, the student should notify the Guidance Office for review of the student's program and the advisability of continuing in classes.

Academic Freedom And Responsibility - The San Joaquin Delta College Board of Trustees believe that faculty and students have the right to pursue teaching and learning with full freedom of inquiry. In order to assure that this viewpoint is understood by all, the Board adopts the following policy:

1. On Academic Freedom and Responsibility
 - a. Academic freedom and academic responsibility are inseparable. Academic freedom is the right of the faculty member to interpret findings logically, rationally, and dispassionately and to communicate conclusions without being subjected to any interference, molestation, or penalization because these conclusions are at a variance with those of constituted authorities or organized groups beyond the college.
 - b. Likewise, the academic freedom of the student is the freedom to express and to defend views or beliefs, the freedom to question and differ, without authoritative repression and without scholastic penalization by the faculty or the college.
 - c. Academic freedom carries with it corresponding responsibilities. Academic responsibility emphasizes the obligation to study, to investigate, to present and interpret, and to discuss facts and ideas concerning man, human society, and the physical and biological world in all branches and fields of knowledge. Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the instructor will, nevertheless, present the conclusions to which he or she believes the evidence points.

- d. To ensure for San Joaquin Delta College these principles of academic freedom, the administration of the college and the Board as the governing body of the District, will at all times demonstrate their support by actively and openly working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any faculty member who, while maintaining the high standards of his profession, finds his or her freedom of expression attacked or curtailed.

Ref: Board Policy 6620

Academic Renewal - A student may request academic renewal to address up to 15 units of unsatisfactory course work. Students who wish to request academic renewal must petition the Vice President of Student Services. Academic renewal will be applied only under the following conditions and with the following limitations:

1. At least two years must have elapsed subsequent to the semesters for which renewal is requested,
2. The term grade-point-average must be below 2.0 for the semester(s) in which academic renewal is requested,
3. A student must have completed 15 units at Delta College with a grade-point-average of 2.5, or 30 units at Delta College with a grade-point-average of 2.0, after the semester(s) for which academic renewal is requested,
4. Only course work taken at Delta College may be academically renewed,
5. Academic renewal is granted only once, and,
6. Academic renewal is irreversible.

It is highly recommended that students considering academic renewal consult with a counselor.

Adding a Class - Once a class begins, permission of instructor is required to enroll.

Admission to Class - A student must be officially enrolled to attend classes. Each student must attend the first three class meetings or the student's name may be removed from the roll to allow a student seeking admission as an add or as a late registrant to be enrolled.

Advanced Placement Test - Students will receive the appropriate number of units for each advanced placement examination passed with a minimum score of three or above. Contact the Evaluations Office for information. (REF: AP 4235.1)

Attendance Regulation - Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration.

Regular attendance is necessary for satisfactory academic progress. Any student who fails to attend a class during the first three sessions of the class at the beginning of a term may be dropped unless the student has advised and obtained an absence approval from the instructor.

An instructor may dismiss a student from class when absences become excessive. See the Student Handbook for procedures concerning attendance irregularities.

Change of Address or Name - Students must report a change of address immediately to the Admissions & Records Office. The College assumes no responsibility for mail sent to the wrong address as a result of the student's failure to report a change of address. Any change in a name as a result of marriage or court action should be reported in the same office with appropriate documentation.

Classification of Students - FRESHMAN - regularly admitted student who has completed less than 30 units. SOPHOMORE - regularly admitted student who has completed at least 30 units but less than 60.

Continuous Enrollment - Continuous enrollment is the earning of college credit in a least one semester during an academic year without interruption of progression.

To retain catalog rights for graduation under the year of initial enrollment, a student is required to maintain continuous enrollment through the completion of the requirements for graduation.

Emergency leave of absence for a term may be granted in those instances whereby absence is warranted. Leaves of absence must be requested and approved in advance of the term for which absence is anticipated. Leaves of absence must be approved by the Vice President of Student Services.

Course Audit - It is the policy of San Joaquin Delta College that students be permitted to audit courses only in order to address specific or unusual educational circumstances. Information regarding course audit may be obtained in the Admissions and Records Office. REF: BP 5201

Course Repetition - A course may be repeated where the course is designated as repeatable by the college Curriculum Committee, the Board of Trustees, and the California Community Colleges Chancellor's Office.

A course not designated as repeatable may be repeated:

1. When the purpose of repeating the course is to address a substandard grade as provided in Board Policy 4220.1.
2. When, despite award of a satisfactory grade, a college counselor recommends repetition through use of the course auditing procedure provided in Policy 5201.
3. When necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Any course in which a grade of "D" or "F" or "NC" has been received may be repeated once in order to raise the grand and grade points. The better grade and grade points earned will be counted in computing the grade point average. Both the original grade and repeat grade will remain on the student's permanent record.

In no case will duplicate units be allowed toward graduation. A course must be repeated before the next advanced course to which it is a prerequisite is attempted. (REF: BP 4220.1)

Credit by Examination - The purpose of credit by examination is to recognize a student's experience(s) and knowledge base for which credit or advanced standing has not been previously granted. Credit may be earned by a student who satisfactorily passes authorized examinations.

1. Credit may be granted to any student who satisfactorily passes an examination approved and conducted by appropriate authorities of the college.
2. Credit by examination may be granted only for a course listed in the current College Catalog.
3. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
4. Credit by examination courses must be awarded a letter grade (A, B, C, D, or F) except for courses that have only credit/no-credit (CR/NC) grading option. Units earned on a credit/no-credit basis shall not be used to calculate grade point averages.
5. Units for which credit is given by examination shall not be counted in determining residency required for the associate degree or certificate.
6. A student may not receive credit for a course by examination if that student has already completed a more advanced course in the same subject matter.
7. Credit by examination may not be considered part of the student's program for enrollment verification purposes.
8. A student may not earn more than 12 semester units of academic credit by examination.

The student will initiate a petition to challenge for credit by examination with advisement by a counselor. Petitions are available in the Admissions and Records Office. Students pay enrollment fees in advance to the Cashier's Office. (REF: AP 4235)

Credit for Advanced Placement Examination -

- A. San Joaquin Delta College will recognize advanced placement validated by Advanced Placement, or International Baccalaureate (IB).
- B. Results from Advanced Placement or IB transcript and an application for credit must be submitted to the Registrar before credit is granted.
- C. Up to thirty (30) units of baccalaureate credit may be granted only in those courses which are parallel to San Joaquin Delta Community College courses in content and semester unit value. The listing of equivalencies will be established by the Assistant Superintendent/Vice President in conjunction with the faculty in the appropriate discipline, the Curriculum Committee and the Academic Senate and published annually in the Catalog.

Credit for Military Experience - To request an evaluation of military experience a copy of the veteran's separation document (DD214) and copies of any other certificates documenting special service schools must be filed with the Office of Veterans Services.

Credit granted for schools is based upon recommendations of the American Council on Education in its Guide to the Evaluation of Education Experiences in the Armed Services. In order to qualify for evaluation the school must have been given on a formal, full-time basis (not correspondence course, with the exception of certain high-level, non-resident courses).

To be granted credit for work completed at another institution, the student should request that official copies of all prior college transcripts be mailed to Veteran's Services at San Joaquin Delta College.

Educational Privacy Rights of Students - The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380), (as amended), requires educational institutions to provide: student access to official educational records directly related the student; explanation of educational records and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must obtain the written consent of the student before releasing personally identifiable information about the student from records other than a list of persons and agencies specified by the Act; and that these rights extend to present and former students of the college. The act provides that the college may release certain types of directory information, unless the student submits a request in writing to the Vice President of Student Services that certain or all such information shall not be released without the student's consent.

Directory information at this college includes the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The student may also need his/her parents' consent before financial aid statements on file can be released to the student. The student should confer first with the Vice President of Student Services regarding any inquiries of the student's educational records.

Final Examinations - Instructors shall administer a final examination for each class. Exemptions may be authorized only by the Assistant Superintendent/Vice President.

Individual final examinations, before or after finals week, may be administered to those students who can demonstrate a need due to extenuating circumstances. The final decision shall rest with the individual instructor. No final may be given after the last day of the semester unless an incomplete grade is given.

Final examinations are given according to the Final Examination Schedule in all courses except for laboratory courses in which the instructor may choose any of the meeting hours of the class for examination. Please refer to the Schedule of Classes for semester dates and times.

Activities Preceding Final Examinations - Student activities will not be scheduled during the three days preceding the final examinations schedule. However, classes and instruction continue as usual.

Graduation Information - The last day to file an application for Summer 2005 graduation is July 8 2005. The last day to file an application for Fall 2005 graduation is November 4, 2005. The last day to file an application for Spring 2006 graduation is April 7, 2006. Graduation may be requested for Summer, Fall or Spring. The commencement ceremony is held annually at the conclusion of the Spring semester. The following procedures apply to the commencement ceremony:

Honors at Commencement -

Graduates will be recognized during the Commencement Ceremony for honors designated as follows:

3.00 - 3.49 - Silver Tassel

3.50 - 4.00 - Gold Tassel

The honor designation is computed using the cumulative grade-point average at the end of the Fall 2005 semester including all A.A. /A.S. applicable coursework from other colleges. A student with a cumulative grade-point-average from 3.00 - 4.00 will be denoted by an asterisk (*) following his or her name in the program.

Graduates with cumulative grade-point-averages below 3.00 receive a black tassel and no honors designation in the program.

Honors at Graduation -

Students receiving an Associate of Arts or an Associate of Science degree will be eligible for scholastic honors based on the cumulative grade-point-average at the end of the semester in which the student applied and was approved for graduation. Units and grade points from transferable courses taken at colleges other than San Joaquin Delta College will be included in computing the final grade point average for honors determination.

Honors at graduation are denoted on the diploma and transcripts as follows:

3.00 – 3.29 Honorable Mention

3.30 – 3.69 Honors

3.70 – 3.99 High Honors

4.00 Highest Honors

Grade Changes to Academic Record -

1. The instructor of a course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith or incompetency.
2. Students who believe that there is an error in the grade for a course entered on their permanent record may petition the Registrar to correct the record. If the record accurately reflects the grade reported by the instructor of the course, the validity of the petition shall be determined by the instructor. In the case of instructor fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the Superintendent/President or designee as set forth in Grievance AP 5530.
3. Grade changes for courses completed less than 39 months prior to the date of the change request will be made only upon written authorization of the instructor originally assigning the grade. Grades will not be changed under any circumstances except in case of mistake, fraud, bad faith, or incompetency for courses, which were completed more than 39 months prior to the date of the change request.
4. Only one grade change petition per course is allowed. REF: AP 4231.

Grading Option - Every course in the college is placed, by the department offering it, in one of the following grading categories:

- 0 Letter grade only
- 1 Credit/No credit
- 2 Letter grade only; No incomplete allowed
- 3 Letter grade or Credit/No credit
- 4 [NO GRADE] - Ungraded
- 5 Letter grade or Credit/No credit for out-of-term class
- 6 Letter grade only for out-of-term class
- 7 Credit/No credit for out-of-term class
- 8 Letter grade only; No incomplete allowed for out-of-term class

Grading Option - Credit/No-Credit -

1. Some credit courses may be approved by the Curriculum Committee and listed in the college catalog and class schedule as offered with a Credit/No-Credit option. Under the Credit/No-Credit option, a student enrolled in a course that normally award traditional grades (A, B, C, D, or F) may elect to receive only a grade of either "Credit" or "No-Credit." The grade of "Credit" will be given if the student's work is judged to be equivalent to the grade of A, B, or C, and the grade of "No-Credit" if it is judged equivalent to a D or F.
2. Students may elect the Credit/No-Credit option for only one course per semester except in cases where Credit/No-Credit is the only grading option available for courses in which the student enrolls. No more than 15 units of Credit/No-Credit may apply to the total units required for a degree. A course taken using the Credit/No-Credit grading option may not be applied to satisfy an academic major requirement.
3. Students desiring to apply the Credit/No-Credit grading option to a course are required to declare commitment to the Credit/No-Credit status to the instructor prior to completion of 30% of the scheduled class meeting for the term. Once elected by the student, the Credit/No-Credit grade option may not be changed back to the traditional grading option. REF: BP 5200.1

Instructional Program Review -

1. Instructional Program Review at San Joaquin Delta College has two primary purposes:
 - a. To maintain, improve, and promote the quality of instruction at San Joaquin Delta College, and;
 - b. To utilize the institution's resources effectively and efficiently.
2. For purposes of this process, the term "program" is broadly defined to be a certificate, or associate degree program(s) or related set of courses.
3. Each instructional program will complete a program review at least once each six years. By July 1 of each academic year, the Division Chair/Director, in consultation with the appropriate dean, shall notify the Assistant Superintendent/Vice President of the programs to be reviewed during the academic year.
4. Every vocational or occupational training program offered by the college shall be reviewed every two years by the governing board of the district to assure that each program, as demonstrated by the Californian Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10553 of the Unemployment Insurance Code, or if this program is not available in the labor market area, or other available sources of labor market information, does all of the following:
 - a. Meets a documented labor market demand.
 - b. Does not represent unnecessary duplication of other manpower training programs in the area.
 - c. Is the demonstrated effectiveness as measured by the employment or completion of its students.
 Instructional programs, which did not fulfill the full intent of the review, may be subject to additional review during the scheduled cycle. Any program commenced subsequent to July 28, 1983 that does not meet the requirements of this subsection and the standards promulgated by the governing board shall be terminated within one year. REF: BP 6140

International Baccalaureate - Students will receive the appropriate number of units for International Baccalaureate higher level examinations in which a minimum score of 4 has been achieved. (REF: AP 4235.1)

Military Withdrawal - A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol of "MW" may be assigned. Military withdrawal shall not be counted in progress probation or dismissal calculations. (REF: AP 5013)

Prerequisites - Prerequisites shall not state or imply that enrollment in a course is limited to specialized clientele, unless such limitation is specifically authorized by law.

1. Academic prerequisites for a course should be clearly related to course content and academic foundation of such course.
2. In activity or laboratory type courses, prerequisites may require demonstrated ability or technical performance to a level of proficiency to be determined by equitable district procedures. Experience requirements may not be established solely on the basis of "hours of exposure." REF: BP 5045

Prerequisites/Corequisites and Limitations on Enrollment

Courses with prerequisites, corequisites, or limitations on enrollment are identified in the Schedule of Classes and in the College Catalog which can be purchased in the College Book store, located in Danner Hall. Students are expected to have satisfied prerequisites or the equivalent before enrolling in courses which have them. For specific information regarding declaring equivalency; challenging pre/corequisites; and students rights and responsibilities regarding prerequisites, corequisites, and limitations on enrollment, please see page 35. REF: BP 5045

Remedial Course Limitations - San Joaquin Delta College provides remedial coursework (precollegiate basic skills classes) designed to prepare student to succeed in degree credit courses. Per Title 5, Section 55756.5, Delta College limits units a student may earn in remedial courses to 30 semester units. Pre-Collegiate Basic Skills courses are defined in Title 5 of the California Administrative Code, Section 55502, as courses in Reading, Writing, Computation, Learning Skills, Study Skills, and English as a Second Language, which are designated by a Community College District as non-degree credit courses pursuant to Section 55002(b); however, all remedial courses taken by students enrolled in English as a Second Language course and students identified by the District for learning disabled programs are exempted.

The district permits waivers of the 30-unit limit on basic skill courses. The procedure is part of the Satisfactory Academic Progress Guidelines. A Financial Aid Appeal may be made in the Financial Aid office. REF: BP 6211

Scholastic Honors - Students who complete 12 or more graded units in a semester with a grade point average of 3.0 or above will be eligible for scholastic distinction for that semester.

Eligible students who earn a grade point average of 3.7 or above will receive presidential honors for that particular term.

Eligible students who earn a grade point average of not less than 3.0 or greater than 3.69 will receive dean's honors for that particular term. REF: BP 5210

Honors are also awarded to graduating students during commencement exercises on the basis of academic performance on letter-grade courses. REF: BP 5210

Scholastic Probation and Dismissal - The Vice President of Student Services will notify the student of academic/progress probation or dismissal at or near the beginning of the semester in which probation/dismissal will take effect. The College will provide the student with counseling and other supportive services to help overcome academic deficiencies.

Academic Probation:

1. A student who has attempted at least 12 semester units will be placed on academic probation if the cumulative grade point average is below 2.0.
2. A student on academic probation is subject to dismissal if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.
3. A student on academic probation will be removed from probation when the cumulative grade point average is 2.0 or higher.

Progress Probation:

1. A student who has enrolled in a least 12 semester units will be placed on progress probation when the percentage of all units with "W," "I," and/or "No Credit" reaches or exceeds 50 percent.
2. A student on progress probation is subject to dismissal if symbols of "W," "I," or "No Credit" reaches or exceeds 50 percent of the units attempted in at least three consecutive semesters.
3. A student on progress probation will be removed from probation when the percentage of units ("W," "I," and "NC") drops below 50 percent.

Reinstatement after Dismissal - A dismissed student, who meets the criteria for appeal, may request reconsideration through the Office of the Vice President of Student Services. After a lapse of one semester, a dismissed student may resume enrollment under conditions specified by the Vice President of Student Services. REF: BP 5203

Scholastic Standards - The academic standards policy of Delta College is based on maintenance of an overall "C" average (GPA 2.0), the minimum standard of progress toward graduation or transfer.

Academic Record Symbols and Grade Point Average:

Symbol Definition & Grade Points

A	Outstanding	4
B	Above Average	3
C	Average, satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least equivalent to a "C" grade. Units not counted in GPA).	
MW	Military Withdrawal.	
NC	No Credit (equivalent to a "D" or "F" grade. No units awarded and units not counted in GPA. Will be considered in probation and dismissal procedures).	
I	Symbol may be issued when a student's work is not finished because of unforeseeable, emergency, or justifiable extenuating circumstances. The incomplete work must be made up and a grade issued by the end of the next college semester. A subscript grade will replace the "I" symbol in those instances where the work is not made up by the deadline of record.	
IP	Denote that the class extends beyond the normal end of an academic term. The appropriate evaluative symbol and unit credit shall be assigned and will appear on the student's record when the course is completed.	
RD	Delay in reporting the grade of a student due to circumstances beyond the student's control.	
X	Shall be added to the evaluative symbol recorded when a course is taken by examination.	
W	Withdrawal from a class or classes as authorized by conditions set forth in the college policy.	

*Non-degree applicable courses are not included in the G.P.A. REF: BP 5200

Smoking Policy - Smoking and the use of tobacco products are prohibited on all College property except parking lots. Smoking is also prohibited in college vehicles and any area posted as a no smoking area.

Please refer to page 21 for information regarding the Smoking Cessation Plan. REF: BP 9800

Student Conduct - In joining the academic community the student enjoys the right of freedom to learn and shares responsibility in exercising the freedom. The principles of personal honor are the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting, and can be relied upon to act as a responsible and ethical member of society. Each individual has the obligation to observe the college code of rules and regulations. REF: AP 5500 and Student Handbook

Student Grievances - In the pursuit of academic studies and other college-sponsored activities that will promote intellectual growth and personal development, each student should be free of unfair and improper action by any employed member of the academic community.

When a student feels subjected to such unjust action or denied rights as stipulated in published College regulations, State or Federal laws, redress can be sought according to the grievance procedure.

Grievance action may be initiated by the student against an instructor, an administrator, or a member of the classified staff. A student disturbed by acts of another student should bring the acts to the attention of the Vice President of Student Services.

REF: AP 5530 and Student Handbook

Transcripts - Official transcripts of work taken at San Joaquin Delta College are prepared by the Admissions & Records Office and issued according to the regulations which follow:

1. Each transcript request must be submitted via the internet or in writing by the student to the Admissions & Records Office.
2. After the first two complimentary copies, copies are available for a fee of \$3.00 each, payable in advance.
3. Each transcript will include the student's entire record of courses completed at Delta College.
4. Official transcripts or records earned at other institutions which have been presented for admission or evaluation become part of the student's permanent record and are not issued or copied for distribution.
5. To expedite the forwarding of transcripts, all financial obligations to the college must be cleared.
6. Transcripts issued at the end of a semester or Summer Intersession: Because of the large number of transcripts requested at the end of each term, a minimum of four weeks should be allowed for requests to be filled during those periods. Transcripts showing degrees may take longer. REF: AP 5030

Transcripts from Other Schools - All records submitted become the property of Delta College and cannot be returned to the applicant or be duplicated. A student who presents an official transcript of previous college or university work in courses parallel to those of Delta College may receive credit towards the A.A./A.S. degree from San Joaquin Delta College. The institution must be regionally accredited and listed in the Accredited Institutions of Higher Education.

Unit Limitations - In order to meet graduation requirements in four semesters, the student must complete an average of at least 15 units of credit each semester. A student may not enroll in more than 18 units prior to the beginning of the term. After the beginning of the term, the student may add additional units if the student is unconditionally enrolled.

Other Limitations:

- International Student Program - not less than 12 units per semester.
- Varsity Athletes - not less than 12 units per semester.
- Summer Intersession - maximum of 9 units prior to the beginning of the intersession.
- Student Financial Aid - At least 12 units per semester are required to assure eligibility for all aid programs. REF: AP 4100

Withdrawal from Class - A student who withdraws from one or more full-term classes through the last day of the first census week of the academic term will have no entries made on transcripts for the courses enrolled in at the time of withdrawal.

A student who withdraws from one or more full-term classes after the last day of the first census week through the last day of the 14th week of the Fall/Spring semesters or the last day of the fourth week for Intersession, will have "W"s entered on transcripts for those courses enrolled in at the time of withdrawal.

A student who withdraws from one or more full-term classes after the last day of the 14th week of the Fall/Spring semesters or the last day of the fourth week for Intersession, will have a grading symbol other than a "W" entered on the transcript for those courses enrolled in at the time of withdrawal. REF: BP 5100

Withdrawal from Class (Short term, irregularly scheduled classes, and actual hours of Attendance Classes) - A student who withdraws from one or more classes during the first 30 percent of the class will have no entries made on transcripts for the courses enrolled in at the time of withdrawal.

A student who withdraws from one or more classes in the period between 31 and 75 percent of the class will have a "W" entered on transcripts for the courses enrolled in at the time of withdrawal.

A student who withdraws from one or more classes during the final 25 percent of the term will have a grading symbol other than a "W" entered on transcripts for the courses enrolled in at the time of withdrawal. (REF: AP 5075)

Withdrawal Procedures - Withdrawing from a class is the responsibility of the student. The student should request the withdrawal through the telephone registration system or online registration.

Withholding of Student Records - The Vice President of Student Services may withhold grades, transcripts, diplomas, certificates, and registration privileges from any student or former student who fails to pay a proper financial objection 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 student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

A student whose records have been withheld may appeal the action through the Student Grievance Procedure. REF: AP 5035

