FOOTHILL COLLEGE

2020-2021 Course Catalog

12345 El Monte Road
Los Altos Hills, CA 94022
650.949.7777
foothill.edu

The Smarter Choice

2020–2021 Academic Calendar

For additional important dates and deadlines, review the college calendar at foothill.edu/calendar.

QUARTER	DATE	DESCRIPTION
Summer 2020	June 29-Sept. 18	Summer Session
	July 4	Independence Day observance; campus closed
Fall 2020	June 30	Admission Deadline for Overseas International Student Applicant on F-1 Visa*
	Sept. 21	Instruction Begins
	Nov. 9	Veterans Day observance; campus closed
	Nov. 26–29	Thanksgiving observance; campus closed
	Dec. 7–11	Final Examinations
	Dec. 12–Jan. 3	Winter Recess
Winter 2021	Oct. 31	Admission Deadline for Overseas International Student Applicant on F-1 Visa*
	Jan. 4	Instruction Begins
	Jan. 18	Martin Luther King Jr. Birthday observance; campus closed
	Feb. 12–15	Presidents' Day observance; campus closed
	March 22–26	Final Examinations
	March 27–April 4	Spring Recess
Spring 2021	Jan. 31	Admission Deadline for Overseas International Student Applicant on F-1 Visa*
	April 5	Instruction Begins
	May 31	Memorial Day observance; campus closed
	June 21–25	Final Examinations
	June 25	Commencement

Please note: A separate application is required. Orientation is required for all new F-1 international students and takes place three to four weeks prior to the start of classes. For details, visit foothill.edu/international.

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FOOTHILL COLLEGE
A PUBLIC, TWO-YEAR COLLEGE OF THE FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Main Campus
12345 El Monte Road, Los Altos Hills, CA 94022-4599
650.949.7777
foothill.edu

Sunnyvale Center
1070 Innovation Way, Sunnyvale, CA 94089-1200
foothill.edu/sunnyvale

Accreditation
Foothill College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges. Foothill College's accreditation was reaffirmed in January of 2018 by ACCJC after the completion of a comprehensive self-study in August 2017 and site evaluation team visit in October 2017. Learn more at **foothill.edu/ accreditation**. Foothill College is also accredited by the American Veterinary Medical Association, American Dental Association Commission on Dental Accreditation, American Medical Association Council on Medical Education, and Commission on Accreditation of Allied Health Education Programs.

To request this publication in alternative media such as Braille or large print, call 650.949.7017.

This Catalog Is Your Key to Success
The information you need to succeed as a Foothill College student is in this catalog. The following pages contain a wealth of information about courses, campus resources, student services, program descriptions, degree requirements, and college policies and procedures.

Use the catalog to:
• Plan your educational program;
• Review Foothill College policies and procedures;
• Learn about course and degree requirements; and
• Find important dates, phone numbers and locations.

Whether you want university-transfer preparation, career-training programs, basic skills improvement or professional development, you'll find that Foothill College is a lively center for outstanding instruction and enriching student activities. Lives change in powerful ways at Foothill College.

At Foothill, we also have fun. From student clubs and social events to intercollegiate athletics and performing arts, Foothill offers you the total college experience.

Our students, faculty and staff come from a variety of backgrounds and life-stories. These traits, combined with our majestic campus, make Foothill a leader in providing students with a comprehensive, high-quality education.

Rules & Policies May Change
The Foothill-De Anza Community College District and Foothill College have made every reasonable effort to determine that information in this catalog is accurate. Changes may result from California legislature statutes or rules and policies adopted by the Foothill-De Anza Community College District Board of Trustees, chancellor or institutional designee. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Foothill-De Anza Community College District or Foothill College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the district and college. The district and college further reserve the right to add, amend or repeal any of its rules, regulations, policies and procedures.

A MESSAGE FROM THE PRESIDENT

Welcome to Foothill College!

These are challenging times, and I honor you for your sheer determination to pursue education. You've chosen to pursue your goals at a college that is nationally recognized for educational excellence and innovation. Foothill College is ranked the #1 community college in California, according to Washington Monthly. Our college is also ranked the #1 online college in California (#3 in the nation). Plus, a recent nationwide survey determined that Foothill College has the safest campus in California. These recognitions are due to our dedicated faculty and staff and the extraordinary students who graduate each year.

Foothill College is more than academics. We believe in nurturing the whole student – your creativity, your leadership skills, and your own original story and diverse background that make you who you are. I encourage you to hone your strengths by getting involved on campus – even virtually. We have an active student government, nearly 60 student-run clubs and ample opportunities for service leadership activities on and off campus.

Service leadership is Foothill College's vision for educating students and preparing you to be community and global leaders. Students participate in service leadership projects in and out of the classroom, and some groups even take trips abroad. Projects are shared throughout the year, culminating in the annual Research & Service Leadership Symposium. This year, more than 150 students participated. I hope that you will create your own service leadership project while you're here and present at the symposium.

As your college president, I am eager to meet you in person, virtually, and via social media.

Thuy Thi Nguyen, J.D.
President

> "The best way to find yourself is to lose yourself in the service of others."
>
> *– Mahatma Gandhi*

Virtual Campus Information

All Foothill College instruction will be virtual through at least fall quarter 2020, with minimal exceptions for allied health courses. Determination of virtual and face-to-face delivery of student services and instruction for the winter and spring quarters will be ongoing, as state and county directions prescribe. For additional information on terms and course modalities, visit **foothill.edu/virtualcampus**.

Key Terms

- **Virtual Campus** – In a virtual campus, instruction and support services are conducted remotely, using various technologies for synchronous and asynchronous communication and activities. The goal of the virtual campus is to provide instruction and support services while sheltering in place, to maintain the health and safety of our students, faculty, and staff.

- **Virtual Instruction** - Teaching activities are carried out online using various technologies, including learning management systems, videoconferencing, phone, and email. A virtual learning environment, like a physical one, utilizes effective practices for pacing, scaffolding, collaboration, and interaction. This can be achieved through synchronous as well as asynchronous activities.

- **Virtual Academic and Student Support Services** – Like instruction, academic and student support services are carried out online using various technologies, including phone, videoconferencing, and email. Just as in a physical campus, the goal is to provide students equitable access to services, through both drop-in and appointment-based methods. Like instruction, this can be achieved through synchronous as well as asynchronous activities.

- **Asynchronous Delivery** – Instruction or a student service is conducted between faculty/support staff and students outside the constraints of time and place. Students are allowed to choose the time of day or days on which to complete class assignments or engage with support services within a course or service schedule.

- **Synchronous Delivery** – Instruction or a student service is conducted between the faculty/support staff in real-time, with participants engaging in learning and communication at the same time, according to a set schedule.

Course Footnotes (found in the online schedule: **foothill.edu/schedule**)

Code	Definition	Footnote	Example
W	Online-fully asynchronous (TBA hours)	This is a hybrid class requiring attendance, both on-campus and online. After registering, find out how to log in to the course site: **https://foothill.edu/onlinelearning/canvas-info/course-access.html**	ENGL 001A01**W** Tba, Tba, room = online
Y	Hybrid – a combination of on-campus scheduled days and times (with a room number will be held on campus) and asynchronous with online work	This is a hybrid class requiring attendance, both on-campus and online. After registering, find out how to log in to the course site: **https://foothill.edu/onlinelearning/canvas-info/course-access.html**	ENGL 001A01**Y** MW, 8-9:50am, room = 6505 Tba, Tba, room = online
V	Virtual – entirely synchronous live in-person online during scheduled days and times	This is a fully virtual online class. ALL scheduled meetings are live with the instructor (e.g., zoom) defined on specific days and times, as noted in the class schedule."	ENGL 001A01**V** MW, 8-9:50am, room = online F, 8-8:50am, room = online
Z	Online Hybrid – a combination of synchronous live online scheduled days and times and asynchronous online work	This is a fully online class, with SOME scheduled virtual meetings (e.g., by zoom) defined on specific days and times, as noted in the class schedule. The remaining part of the class is online asynchronous, allowing the student to work according to their own schedule to meet the weekly requirements outlined by the course instructor. After registering find out how to log in to the course site: **https://foothill.edu/onlinelearning/canvas-info/course-access.html**	ENGL 001A01**Z** MW, 8-9:50am, room=online Tba, Tba, room=online

COLLEGE PROFILE

Foothill-De Anza Community College District Mission

The mission of the Foothill–De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

Located in the heart of Silicon Valley, Foothill-De Anza serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Stanford, Sunnyvale and portions of San Jose.

Our Mission, Vision, Values & Purpose

Our Mission
Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness and sustainability. Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.

Approved by the Planning & Resource Council (PaRC) in April 2017; Approved by Board of Trustees in May 2017

Our Vision
Foothill College educates students from diverse backgrounds that represent the demographics of the Bay Area, with particular attention to underserved and underrepresented populations. Foothill students master content and skills which are critical for their future success. They develop and act upon a sense of responsibility to be stewards of the public good.

Our Values

- Honesty
- Integrity
- Trust
- Openness
- Transparency
- Forgiveness
- Sustainability

Our Purpose
Foothill's purpose is to provide access to educational opportunity for all with innovation and distinction.

Our Institutional Learning Outcomes
An important aspect of upholding institutional integrity is maintaining focus on the Foothill College institution-level learning outcomes (ILOs), also known as the 4-Cs. These are:

- Communication;
- Computation;
- Creative, critical and analytical thinking; and
- Community/global consciousness and responsibility.

Every course at Foothill College addresses at least one of these ILOs. In addition to incorporating and reflecting the synthesis of the cognitive and affective domains of learning, the ILOs provide a framework for the development of breadth and depth in courses and

programs, and are the basis of all learning experiences at Foothill College.

Since the Foothill College Academic Senate and Curriculum Committee adopted the ILOs as the general educational student learning outcomes, the college's general education pattern is designed to integrate the 4-Cs across the curriculum. The Foothill College general education (GE) pattern, inclusive of courses in the seven areas of humanities, English, natural sciences, social and behavioral sciences, communication and analytical thinking, United States cultures and communities, and lifelong understanding, supports the college's ILOs. Completion of the GE pattern provides students with the knowledge and abilities that will enable them to be productive lifelong learners, ethical human beings, and effective citizens.

Foothill College Offers:

- A bachelor's degree in dental hygiene, associate in arts, associate in science, associate in arts–transfer and associate in science–transfer degrees, as well as preparation for transfer to another college, university or postsecondary institution
- Career education, training and services
- Basic skills, English for second-language learners (ESLL), leadership skills and student development
- Student support services to promote success

Our History
The Foothill-De Anza Community College District was founded January 15, 1957, following several months of study by citizen groups and the California Department of Education. The district covers an area of about 105 square miles and includes the Palo Alto Unified School, Mountain View-Los Altos Union High School and Fremont Union High School districts.

On September 15, 1958, the district opened a temporary campus on El Camino Real in Mountain View. The Los Altos Hills main campus of Foothill College was completed and opened to students in September 1961.

In 1967, the district opened its second campus, De Anza College, in Cupertino. The two colleges coordinate programs and services, thereby providing our students with the flexibility to enroll in courses at both campuses.

Foothill: An Outstanding Community College
Founded with the hallmark of educational opportunity for all, Foothill College is internationally recognized as one of the nation's most outstanding community colleges. Students of all ages enroll at Foothill College for a single class, one- or two-year certificate and degree programs, or to complete general education requirements for transfer to four-year universities. Our academic programs lead to a bachelor's degree in dental hygiene, associate in arts, associate in science, associate in arts–transfer and

associate in science–transfer degrees. They also meet the freshman and sophomore requirements of University of California, California State University and private education systems. In addition, we offer many professional and technical programs for students seeking re-training or career advancement.

Foothill serves northern Santa Clara County, educating more than 13,000 day and evening students at the main campus, Sunnyvale Center, online and at many community and industry sites each quarter.

Sunnyvale Center
To further meet the educational needs of Silicon Valley residents and businesses, Foothill College operates a state-of-the-art 46,883-square-foot campus in Sunnyvale. Conveniently located within the Moffett Business Park, the Sunnyvale Center is easily accessible via freeways 101 and 237 and near a VTA light rail stop. Students may choose from a wide variety of academic programs that focus on emerging and in-demand fields, including computer science, geospatial technology and emergency medical services. The center houses a full complement of services, including admissions, counseling and a bookstore. For more information and a full listing of programs and courses, please visit **foothill.edu/sunnyvale**.

Committed to Our Community

We are committed to community education. At Foothill College, we:

- Offer low-cost, high-quality education;
- Recognize our students have different, changing educational needs; and
- Strive to create a college community of students, faculty and staff.

Our educational process should help you:

- Develop and recognize human dignity;
- Think for yourself, learn to learn, and practice creative arts and skills; and
- Become a contributing community member.

We meet our commitments by providing:

- Academic programs to help you transfer to a four-year college or university;
- Professional and technical programs to help you develop skills for job entry, re-entry and career upgrading;
- A general education program to broaden educational and cultural experiences;
- Remedial and developmental education to bring basic skills up to full potential;
- Excellence in all academic programs, student services and community outreach programs;

- Convenient community classrooms;
- Out-of-class activities so you can learn in less formal, more hands-on environments;
- A counseling and matriculation program to help you recognize your capabilities and educational and life goals;
- Health services, psychological services, financial aid, job counseling, placement testing and proctoring services;
- Partnerships with social and educational agencies, business and industry to determine and serve our community's educational needs; and
- Cultural programs, recreational activities, resources and facilities available to the general public.

We Celebrate Diversity
We value the diversity of students on our campus and continually work to meet the needs of this entire population. Our faculty, staff and administrators believe teaching a multicultural perspective is just as important as teaching reading, writing and technology in today's world.

"The Most Beautiful Community College"
The Foothill College campus is located on 122 acres in the rolling foothills of Los Altos Hills. The campus adjoins El Monte Road and Interstate 280, the scenic Junipero Serra Freeway.

The American Institute of Architects has honored Foothill College for its outstanding design, and a *San Francisco Chronicle* architecture critic called our campus "the most beautiful community college ever built." The distinctive Pacific-style architecture harmonizes with the surrounding hillside community, creating a beautiful and informal atmosphere conducive to college study.

Measure C Campus Improvements
Measures C is a bond measure to fund renovations to existing college facilities, as well as construct new facilities at Foothill and De Anza colleges. Voters approved Measure C in 2006. Funding for Measure C projects is generated from general obligation bonds. These funds are not subject to state budget cuts and can only be used for facilities projects. To review Measure C projects at Foothill College, visit **foothill.edu/measurec**.

Campus Highlights

- All-Weather Track
- Appreciation Hall
- Campus Center
- Computer Centers
- Dental Hygiene Clinic
- Environmental Horticulture Complex
- Football Stadium
- Foothill College Sunnyvale Center
- Golf Instruction Complex
- Interdisciplinary Electronic Arts (IDEA) Center
- Japanese Cultural Center
- KFJC-FM Radio Station
- Krause Center for Innovation
- Library & Learning Resource Center
- Lohman Theatre
- Lower Campus Complex
- Observatory
- Olympic-Size Swimming Pool
- Physical Sciences & Engineering Center (PSEC)
- Robert C. Smithwick Theatre
- Softball/Soccer Field
- STEM Success Center
- Teaching & Learning Center (TLC)
- Tennis Courts
- Veterans Resource Center
- Veterinary Technology Complex
- Wellness Center

Public Events
Foothill College presents a variety of public events throughout the year. These events include plays and musicals, athletic events, plant sales, gallery exhibits, cultural activities and science lectures. For more information, review the college's event calendar at **foothill.edu/events**.

Facility Rental
Foothill College parking lots, classrooms, conference rooms, physical education facilities, theatres, dining room and Physical Sciences & Engineering Center (PSEC) facilities are available for rent to the public when they are not being used for campus activities. Rental fees include space rental only. Additional fees apply for equipment and labor.

If you are interested in renting a Foothill facility, visit the rental website at **foothill.edu/facilityrentals**, or call 650.949.7057.

Important Campus Phone Numbers

Admissions & Records 650.949.7325

Bookstore 650.949.7305

Counseling Appointments 650.949.7423

Disability Resource Center 650.949.7017

District Police (non-emergency) 650.949.7313

Emergency 911

Extended Opportunity Program
   & Services (EOPS) 650.949.7207

Facilities Rentals 650.949.7057

Financial Aid 650.949.7245

Health Center 650.949.7243

Honors Institute 650.949.7061

Internships 650.949.7456

Library 650.949.7611

Lost & Found 650.949.7313

Marketing & Public Relations 650.949.7258

Prerequisites/Evaluations 650.949.7298

Psychological Services 650.949.7910

Student Activities Office 650.949.7060

Student Affairs Office 650.949.7241

Student & Faculty Support
      Center (SFSC)l 650.949.7249

Sunnyvale Center Main Office 650.949.6950

Teaching & Learning Center 650.949.7444

Testing & Assessment Center 650.949.7743

Theatre Box Office 650.949.7360

Transfer Center 650.949.7821

Veterans Resource Center 650.949.7912

STUDENT LIFE

Athletics
Foothill is a member of the Coast Conference of the California Community College Athletic Association and NorCal Football Conference. Our men's intercollegiate teams compete in basketball, football, soccer, tennis and swimming. Our women's intercollegiate teams compete in basketball, water polo, soccer, tennis, volleyball, beach volleyball, softball and swimming. For more information, visit **foothill.edu/athletics**.

Campus Center
To enhance your college experience, Foothill operates a state-of-the-art Campus Center. We invite you to use the center for a meal or quick snack, take a break in the Hearthside Lounge and enjoy the breathtaking vistas from the center's outdoor plaza. You'll also find the following services and programs in the Campus Center:
- Altos Conference Room, Room 2019
- ASFC Design Center, Room 2017
- ASFC Smart Shop/OwlCard, Room 2016
- ASFC Student Government Office, Room 2011
- Bookstore, Room 2301
- Community Ambassadors, Room 2150
- Council Chambers, Room 2018
- Dean of Student Affairs & Activities, Room 2002
- Dining Room, Room 2201
- District Police, Room 2103
- Health Services, Room 2126
- Hearthside Lounge, Room 2313
- Middle College Program, Room 2152
- Online Learning, Room 2120
- Student Activities Office, Room 2009
- Toyon Conference Room, Room 2020

Campus Clubs
Campus clubs and organizations cater to a variety of student interests, including academic, athletic, cultural, political, religious, social, special interest and service groups.

We encourage student participation in extracurricular organizations and authorize clubs to develop from sufficient student interest. Club leaders and members may earn leadership/community service units. Each club must have a faculty or staff advisor. For more information, visit **foothill.edu/clubs**.

Campus Radio
Foothill owns and operates KFJC-FM 89.7, a 250-watt educational radio station. If you are interested in technical operation or administration, and programming of educational and entertainment features, visit **foothill.edu/kfjc**.

Cheerleading & Dance Squad
Foothill's Cheerleading & Dance Squad promotes college spirit throughout the year and allows participants to earn limited academic credit. Squad members serve as ambassadors of goodwill, school spirit, scholarship and leadership. For more information, email **fhdanceteam@gmail.com**.

College Hour
College Hour spotlights student activities—speakers, workshops, cultural programs, information fairs, Club Day, Health Fair and University Transfer Day, entertainment, music and political forums—Wednesdays from noon to 1 p.m.

Community Service
Foothill students can volunteer at non-profit community organizations in San Mateo and Santa Clara counties. Learn more about opportunities benefitting youth, seniors, the environment, the homeless and many other worthy causes. To earn college credit, enroll in the SOSC 79 course.

Cultural Enrichment

The Student Activities Office works with the Associated Students of Foothill College (ASFC), faculty, staff, academic divisions and community organizations to present lectures, seminars and forums highlighting art, music, drama, politics, athletics and current issues.

The Heritage & Health Month series includes Health Month; Native American Heritage Month; Jewish Heritage Month; Black History Month; Women's History Month; Asian Pacific Islander Month; Latino Heritage Month; and Lesbian, Gay, Bisexual & Transgender Heritage Month. These celebrations are just some of the popular events that have earned campus and community recognition.

Leadership

Student government provides our student body the opportunity to self-govern and participate with faculty, staff and administration. Leadership and service courses are offered for additional training. You can participate and gain valuable leadership skills and experience in the following areas:

- Administration
- Advocacy
- Budget development
- Communication
- Decision making
- Event coordination
- Governance
- Group dynamics
- Leadership theory and styles
- Marketing
- Organizational development
- Parliamentary procedure
- Planning
- Policy development and implementation
- Problem solving and conflict resolution
- Public speaking
- Student rights and responsibilities
- Team building
- Time management

You can also apply for a paid position as a Student Ambassador. Ambassadors serve as a Foothill College representative and work at various Student Services locations and community events. Practical leadership experience is also available through the Associated Students of Foothill College (ASFC) Campus Council and campus-governance committees. Elections are held during spring quarter. visit **foothill.edu/asfc.**

Student Activities Office

Foothill's Student Activities Office offers programs, services and opportunities to develop and enhance leadership skills, prepare for civic responsibility, explore diverse cultures, and help build a strong sense of college community. The staff also helps students, campus clubs and other organizations plan and coordinate events. For more information about student life, visit **foothill.edu/studentaffairs**.

STUDENT SERVICES & PROGRAMS

Student Services

Student Equity and Achievement Program
The Student Equity and Achievement Program (SEA) is a state-mandated agreement between you and Foothill College to help you achieve your educational goals.

Our responsibility is to provide:
* an admission process;
* orientation to college programs, services and procedures;
* pre-enrollment, multiple measures to assess math and English placement;
* counseling for educational planning and course selection;
* continuous follow up of your progress; and
* referrals to support services.

Your responsibility is to:
* choose an educational major at entrance;
* declare a specific educational objective within a reasonable period of enrollment;
* be diligent about class attendance and completing assigned coursework; and
* strive to complete courses and progress toward an educational goal according to Foothill and California standards.

Orientation
Orientation allows all students to learn important information about Foothill College. It satisfies one of the five required components to be eligible for priority registration (orientation, assessment, declared major, declared qualifying educational goal and a completed educational plan). Orientation can be completed in person during a registration workshop or class, or online in MyPortal or Canvas.

Students should enroll in *CNSL 5: Intro to College* or *SPED 8: Intro to College & Accommodations*. These classes are taught by counselors will who help you develop an educational plan to meet your academic goals and provide valuable information about Foothill College. For more information, visit **foothill.edu/counseling**.

Counseling Center

Foothill counselors can help you:
* set academic and career goals;
* prepare an education plan with course selections;
* resolve personal concerns that may interfere with your ability to succeed; and
* make appropriate referrals as needed.

Counseling appointment services are available to Foothill College students with campuswide identification numbers (CWID). To schedule an appointment, see **foothill.edu/counseling**, visit Room 8302, or call 650.949.7423.

Transfer Center
The Transfer Center offers services to help students navigate and understand the transfer process. Services include university-transfer resources, transfer workshops, counseling appointments and visits with university admissions representatives.

Transfer resources include major-related books, publications, college catalogs, access to EUREKA (transfer-guidance software), and internet access for transfer-related research.

Transfer Center workshops include transfer admission guarantees (TAG), essay writing for college applications, applying to colleges/universities, understanding the associate degree for transfer (ADT) and preparing for transfer to a private/out-of-state university.
Throughout the year, the Transfer Center hosts admissions

representatives from the University of California, California State University and numerous private colleges and universities.

Each quarter, a calendar of workshops, events and university tours is posted on the transfer website. For more information, visit the Transfer Center in Room 8329 or visit **foothill.edu/transfer**. To schedule a transfer-counseling appointment, call 650.949.7821.

Internships

Internships offer a unique opportunity to gain valuable experience under the mentorship of a professional at a Silicon Valley corporation, nonprofit or public agency. Internships enhance your university-transfer application as well as your professional resume.

Foothill College offers internships for students in majors such as psychology, business, engineering, computer science, graphic arts, physical and biological sciences, office administration, multimedia and many others. Internships can be arranged with Bay Area employers and educational institutions. Proof of U.S. citizenship is required at some internship sites. Internships may be paid or unpaid. Some can be arranged for college credit, depending upon department approval.

To get started, email **internships@foothill.edu** or visit **foothill.edu/internships**.

Admission & Assessment

Student Classifications

To understand Foothill admission and placement testing procedures, you need to know your student classification:

- Continuing Student: You were enrolled at Foothill last quarter (does not apply to Summer Session)
- Former Student: You've attended Foothill, but were not enrolled during the previous quarter (does not apply to Summer Session)
- Freshman: You've completed fewer than 45 units of college credit
- Full-Time Student: You're enrolled in 12 or more units this quarter or you're enrolled in six units during Summer Session
- International Student: You have applied and been accepted to the Foothill College International Students Program
- New Student: You've never enrolled at any college
- New Transfer Student: You have attended a college other than Foothill

- Non-Resident Student: You have not met California residency requirements and must pay non-resident tuition
- Sophomore: You've completed 45 or more units of college credit and haven't earned a degree

Assessment at the Testing & Assessment Center

The Testing and Assessment Center offers placement for math, English, chemistry, and English as a Second Language. Depending on your educational background, one of the following may be used for placement: U.S. high school transcript, guided self-placement or assessment test.

Math placement at Foothill College is about choice. Foothill offers a variety of transfer level and non-transfer level courses open to all students without the need for an assessment. Placement into Pre-Calculus I, II, III, Business Calculus, Discrete Math or Calculus I is based on high school transcript evaluation, guided self-placement or college clearance. Speak with a counselor to determine what math course is best for you based on your major and educational goals.

All students are eligible to access transfer-level English Composition regardless of educational background or native language. Placement into English Composition is based on high school transcript evaluation or guided self-placement. Chemistry 1A and ESL placement is based on an in-person placement test.

If you are a domestic student or your high school used a method similar to the American 4.0 scale grade point average (GPA) grading system, email **fhtesting@fhda.edu** or drop off an unofficial copy of your high school transcripts to the Testing and Assessment Center for evaluation.

If you did not go to high school in the United States, never attended high school anywhere or your high school transcripts are unavailable, visit the Testing and Assessment Center to complete a guided self-placement for English and/or math.

If you have transfer credit from another college or university or Advanced Placement (AP) scores, please complete a Prerequisite Clearance Form. For more information please visit **foothill.edu/assessment**. You may also visit us in person in Room 8212, call 650.949.7743 or email **fhtesting@fhda.edu**.

Campus Support Centers

Krause Center for Innovation
Located in Building 4000, the Krause Center for Innovation (KCI) provides open access to a variety of multimedia resources and an open computing lab with Windows and Macintosh workstations, along with a makerspace on the lower level. A cyber cafe with informal seating and wi-fi access is located on-site. For more information about hours and events, visit For more information about hours and events, visit **krauseinnovationcenter.org**.

Library Services
The Hubert H. Semans Library in Building 3500 has more than 90,000 books, periodicals, newspapers and a variety of multimedia resources. You can browse the best-seller reading collection or take a self-paced course to learn how to use a modern library. Our online catalog helps you locate books by subject, title or author. Various computer databases make it easy to find articles in periodicals. You can also access the Internet and search various databases and websites.

For more information, call 650.949.7086 (hours), 650.949.7608 (reference desk) or 650.949.7611 (circulation). Visit the Foothill College online library at **foothill.edu/library**.

Makerspace
Located on the lower level of Building 4000, the KCI Makerspace is equipped with the latest maker tools, including laser and vinyl cutters, 3D printers, CNC lathes, and various electronics tools. The makerspace provides students a variety of computer-aided design and manufacturing tools to design, prototype and create projects from concept to completion. Makerspace access is free and open to all Foothill students.

Science, Technology, Engineering & Math Success Center
The Science, Technology, Engineering & Math (STEM) Success Center offers free support and tutoring in mathematics, physics, chemistry, engineering, computer science, astronomy, networking technologies, biology, accounting and economics. Foothill's faculty staff the center, and one-to-one tutoring is offered in a supportive and stress-free environment.

The center is comprised of several labs with specific focuses based on discipline, knowledge level and learning style. Each lab has a different schedule to best serve the various student populations. At the end of each quarter, the Main Lab remains open seven days with extended hours. The center also has computers with the latest software used in STEM classes. For additional information, including a list of all the labs, their specific focus and hours, and online tutoring, visit **foothill.edu/stemcenter**, email **stemcenter@foothill.edu**, or call 650.949.7042.

Foothill Observatory
Operated by the Peninsula Astronomical Society, the Foothill Observatory offers weekly public programs. These programs allow Foothill students and the public to view the day and evening sky with the observatory's large astronomical telescope. The observatory is adjacent to Building 4000. For more information, call 650.949.7334.

Pass the Torch
Pass the Torch is a free tutoring program with a dynamic, collaborative, and successful study team format, supporting students in the following subjects: English, English for Second-Language Learners (ESLL), composition, literature and mathematics. The one-on-one study teams are paired by their mutual availability and meet for two hours each week. For more information, call 650.949.7687 or visit Building 3600.

Teaching & Learning Center
The Teaching and Learning Center (TLC), located in Building 3600, offers free reading, writing and grammar tutoring for students in any discipline. Tutoring is available for individual students and small groups on a drop-in basis, and appointments can be scheduled in advance. Workshops are also offered on a variety of topics and can be customized to students' needs. The Media Lab within the TLC contains more than 60 computers for students to use, and there are four group study rooms that are bookable through the website. For more information or to schedule an appointment, call 650.949.7444 or visit **foothill.edu/tlc**.

Personal Support Services

Health Services
Health Services provides confidential health care services to enrolled students. Services include flu shots during fall quarter, primary care appointments, basic over-the-counter medications, blood pressure checks, one-to-one tobacco-cessation counseling, and nicotine patches and gum. Additional services include birth control, pregnancy testing, sexually transmitted disease and HIV testing, urinary tract infection treatment and reproductive health care. Services that are available at cost, online or in person, include physicals, immunizations, lab tests and prescription medications.

Health Services now offers Telemedicine, which allows students to see a healthcare provider over a secure video instead of going to the clinic. Telemedicine can be used to treat most common ailments and is free for students who have paid the health fee. For more information or to schedule an appointment, drop by Room 2126, call 650.949.7243, or visit **foothill.edu/healthservices**.

Housing
Foothill has no dormitory facilities. The college does not supervise, recommend or assume responsibility for any housing facility.

Psychological Services

Licensed mental health professionals offer short-term (eight sessions), confidential, no-fee personal counseling to enrolled Foothill students. Services include individual, couples, family and group counseling. Daily drop-in times are also available. Services are provided in the Psychological Services Office. For psychological services appointments or information, visit the Student Resource Center, Bldg. 5400 or call 650.949.7910.

Special Assistance Services

Disability Resource Center

The Disability Resource Center (DRC), located in Building 5400, provides disability access information, academic support, computer training, counseling, on-campus shuttle and other services.

For on-campus service and disability accommodation information, call 650.949.7017. For accommodations for deaf and hearing-impaired students, e-mail **drc@fhda.edu** or call 650.949.7017. The DRC also offers courses and services on campus and in the community for physically, communicatively, learning, developmentally and psychologically disabled adults. Consult the quarterly class schedule online for sites and courses under Adaptive Learning. For more information about community-based programs and special classes, call 650.949.7017.

To request this or any Foothill College publication in alternative media such as electronic text, Braille or large print, e-mail **drc@fhda.edu** or call 650.949.7017.

Foothill College offers an alternative path for the student with a verified disability who requests academic modifications and does not want to participate in DRC programs. For information, visit the Foothill College ADA/504 coordinator and dean of Student Affairs & Activities in Room 2002 or call 650.949.7389.

Owl Scholars Program (Early Alert)

The Owl Scholars Program is designed to connect students in certain basic skills courses (English, math and English for Second Language Learners) to student support resources that will help them be successful. Students may be recommended to the Owl Scholars program if, based on class performance, their instructor believes they could benefit from additional assistance. Students referred to the program will meet with a member of the Owl Scholars team to devise a success plan tailored to their needs and receive consistent follow-up throughout the quarter. For more information, visit **foothill.edu/owlscholars**.

EOPS & CARE Programs

Extended Opportunity Program & Services (EOPS) and Cooperative Agencies Resources for Education (CARE) are state-funded programs serving financially and educationally disadvantaged students. The EOPS and CARE offices are located in the Student Services Center in Room 8202. To learn about eligibility and student responsibility requirements, call 650.949.7207 or visit **foothill.edu/eops**.

Veterans' Assistance & Services

The Foothill College Veterans Resource Center (VRC) and Counseling Division staff assist veterans in planning their educational goals while using their Forever G.I. Bill, Montgomery G.I. Bill, Veterans Educational Assistance Program or Selected Reserve Educational Assistance Program benefits. The college accepts credit from institutions accredited by one of the six regional accredited associations or follows the recommendations of the American Council on Education. Assistance for dependents who qualify for educational benefits is also available. The United States Veterans Administration requires students receiving VA educational benefits to maintain satisfactory progress. The VRC offers many resources to support veterans in staying on track and successfully completing their academic goals. Come visit and meet our welcoming staff, hang out in the center and join the Veterans' Student Club.

For more information, call the VRC at 650.949.7912 or e-mail **contactvrc@fhda.edu**.

Refunds & Grading Options for Students Called to Active Military Service

If you are called to military duty before completing your term of study, you may choose from the following options.

- Refund: Petition for an official withdrawal with a full refund of enrollment fees, student fees and non-resident tuition, if applicable. You'll receive a full refund for all books and materials purchased from the college bookstore.
- Credit: Petition for an official withdrawal with credit for enrollment fees, student fees and non-resident tuition, if applicable, toward future enrollment. You may later opt to receive a refund.
- Grade of Incomplete: Request a grade of Incomplete from the instructor. Regulations require you to complete the course within one year, but you can request an extension in special circumstances.

Forms for these services are available in the Admissions & Records Office in Room 8101.

Special Studies & Programs

Foothill Online Learning
Foothill Online Learning supports students and faculty participating in online learning. Online and hybrid courses include lectures, discussions, assignments and tests delivered via the Internet with regular opportunities for digital interaction with instructors and other students. To enroll in online classes, you must have an email account and reliable access to a computer and the Internet. For more information, visit **foothill.edu/onlinelearning**.

Foothill College may be required to receive state authorization to enroll students in online classes who do not reside in California. Many states have either given the college this authorization or do not require authorization. However, some states require significant fees to receive state authorization. Due to the significant and/or recurring fees for state authorization, Foothill College no longer permits a student to enroll if they reside in one of the following states: Alabama, Arkansas, Georgia, Maryland, Michigan, Minnesota, New Mexico, New York or Washington, D.C. For more information about states with enrollment exceptions, visit **foothill.edu/reg/admission**.

International Student Programs
Establishing an international presence is a Foothill College priority. The college has a long history of educating international students since its opening in 1957, and its graduates hail from many diverse corners of the world, from Tonga and the Ivory Coast to Kyrgyzstan, Nepal and Latvia.

The International Programs Office caters specifically to international students on F-1 Visas. We provide counseling and assistance to approximately 800 F-1 students from more than 90 different countries. F-1 status is available to foreign citizens who commit to study full time in the United States in programs leading to an associate degree or bachelor's degree at a four-year university through Foothill's transfer pathways. Admission to Foothill is flexible, convenient and personalized. Applications are accepted three times a year for fall, winter and spring quarters. For admissions requirements and application procedures, access the admissions section at **foothill. edu/international**. The college has approximately 1,300 international students on all visa types, earning Foothill a #10 spot in the U.S. on the Institute of International Education's *Open Doors Report* ranking associate degree institutions with the largest and most diverse international student populations.

The International Programs Office features a team of caring multilingual professionals who ensure students have an outstanding educational experience at Foothill and in the U.S. Our services include a new student orientation program with comprehensive academic, immigration and cultural counseling; regular immigration advising and seminars by a dedicated advisor regarding regulations that affect F-1 student status from passports, visas, employment, travel and academic issues; Glacier tax-filing assistance program; and medical insurance program.

Additionally, the office creates programs and initiatives that support international students as they adjust to the campus and community, expand their horizons and share their unique heritage and cultural backgrounds. Special activities include new student lunches, field trips to Bay Area attractions, service learning at the Second Harvest Food Bank, NASA Ames field trip, International Transfer Fair and the Global Liaisons Mentoring Program. The office also coordinates large-scale programming initiatives aimed at internationalizing the Foothill Campus, such as the annual International Education Week.

For information about admissions, e-mail **foothillinternational@fhda.edu**. For information about international marketing and activities, e-mail **fhinternational@fhda.edu**.

Honors Institute
The Foothill Honors Institute is open to all students. We offer many honors courses within General Education and major coursework from various departments including anthropology, art, astronomy, business, communications, English, humanities, photography, psychology, sociology, and many more.

Any Foothill College student who is motivated and passionate about learning and wants to be challenged academically can take these courses, provided any prerequisites set for these courses have been met.

A few benefits in taking honors courses include:
- Participating in the annual Bay Honors Research Symposium, held at either Stanford University or UC Berkeley
- Collaborating with other people who are curious, motivated and talented
- Discussing course content from multiple perspectives
- Attending local lectures given by renowned speakers

If a student decides to complete 23 units of honors courses from at least two different departments and maintains at least a 3.25 GPA in these courses, the student is eligible to be an Honors Scholar. Substandard grades will not be computed into the honors GPA. Upon satisfaction of all the requirements, students will receive a permanent notation of "Honors Scholar" on their official Foothill College transcript.

Honors Scholars may receive the following benefits:
- Priority admission consideration to colleges such as UCLA, UC Irvine, Chapman, San Diego State University, and more
- Exclusive scholarships

For more information about honors courses and/or the honors program, see **foothill.edu/honors** , call 650.949.7061 or visit Room 1960.

Middle College: The High School Alternative
Foothill Middle College program coordinators understand that not all students fit the mold of the traditional high school student. This alternative program works with at-risk students to rekindle the enthusiasm for learning.

The program offers a serious learning environment in which students must take control of their own learning, explore individual interests through more diversified course offerings, and complete high school graduation requirements. Middle College is based at the Main Campus in Room 2152. For an application or more information, visit **foothill.edu/middle**.

Occupational Training Institute
The Foothill-De Anza Occupational Training Institute (OTI) offers career training for students who are eligible through assistance programs, including CalWORKs (TANF/Welfare to Work), Workforce Innovation & Opportunity Act (WIOA), Trade Adjustment Assistance (TAA) and Computer Technical Support (CompTechS). OTI supports Foothill College's career training programs such as medical, technical, business, horticulture, communications and administrative occupations.

- **CalWORKs:** OTI supports CalWORKs students by assisting with enrollment into career technical education programs, on-campus paid work study and transfer to universities. Students who participate in CalWORKs are eligible for reimbursement of college fees, academic, career and personal counseling/advising, development of an individualized education plan, child care, textbook assistance, and priority registration. OTI also provides referrals to various community services and a free computer.

- **WIOA/TAA**: Depending on the contracting agency's policies and approved funding, students may or may not be approved for payment of college fees, textbooks, supplies, parking fees, or other unanticipated costs. All WIOA/TAA students are eligible for a free computer. If a student is referred to OTI by a contracting agency (e.g., Workforce Board), the agency is responsible for paying OTI's administrative fee of $693.23 per quarter, subject to change by state and/or district action. If the student is not referred by a contracting agency, they are responsible for paying OTI's administrative fees.

- **CompTechS**: An on-campus internship program for students who are interested in careers in information technology, OTI's CompTechS Program features donated and refurbished computers that are then made available to Foothill students. Internships may be available in Silicon Valley companies for qualified applicants. For more information, visit the OTI Office (Room 5004), call 650.949.7465 or visit **foothill.edu/calworks**.

Workforce Development
Foothill College realizes its commitment to serve the workforce must extend beyond the classroom curriculum, and degree and certificate programs. The reality of global competition and increasing job complexity means that organizations have a continuing need for their employees to learn new skills and fill in knowledge gaps to ensure high-quality job performance.

Employers find timely and cost-effective solutions outside traditional college credit offerings in working with the Foothill College Workforce Development Office. The office offers employers a variety of customized training solutions—on-site instructor-led classes, web-based training, coaching, on-the-job training, skills acquisition, consultations, needs assessments and other services. Programs range from soft skills workshops to advanced technical training. A quick response to client needs, hands-on training and practical application drive our customized solutions that transform business processes and employee productivity for our training partners. For more information, call 650.949.7244 or visit **foothill.edu/workforce.**

Community Education
The Foothill College Community Education Program offers fee-based courses each quarter for children and adults, as well as working professionals who are interested in career development and personal enrichment. Community members may submit proposals for future community education classes. Community education offerings are ideal for participants who are interested in taking classes without the formality of college units and those who have maxed out repeatability of select classes. Community education classes do not have repeatability restrictions. In accordance with the Civic Center Act, the college is only designated as a place for community groups when there is no interference with the regular educational program.

For registration instructions or to submit a proposal for a community education class, visit **foothill.edu/communityeducation**.

FINANCIAL PLANNING & COLLEGE COSTS

Student Fees

All students pay $31 per unit (fees are subject to change by California legislative action). In addition, the non-resident student tuition fee and the foreign student tuition fee is $193 per unit, for a total of $224 per unit.

Foothill charges additional fees for Campus Center use, on-campus parking, lab courses, student-body activities (voluntary), VTA SmartPass and health services. International F-1 Visa students are required to purchase comprehensive health insurance for $562 each quarter.

All fees, which are posted online at **foothill.edu**, are subject to change. Tuition and fees may be refunded under certain circumstances; the specific refund policy is posted online at **foothill.edu/reg/cashier**. Direct questions about tuition and fees to the Cashier's Office in Building 8100 or call 650.949.7331.

Instructional Materials Fees
In some courses, there may be an instructional materials fee. These fees, detailed in the online class schedule, reflect the actual cost for materials, meaning that the cost is usually lower than if you were to purchase the same items separately. Unless there's an issue of health or safety, you can either pay the fees to the college or provide your own materials of equal quality. Your instructor will provide a list of required materials.

Estimated Annual Cost of Attending Foothill College
It's important for you to financially plan your education. The following cost estimates are calculated for a student attending Foothill College full time (enrolled in 15 units) for nine months.

Examples of Additional Costs
For students enrolled in allied health programs (paramedic, dental hygiene, etc.), special fees, lab fees, tooling, and other related costs may be added to the normal cost of attendance. Expenses for dependent care, disability-

2020–2021 Cost of Attendance for CA Residents

Item	Cost to those who reside at home with no dependents	Cost to all others
Fees	$1,527*	$1,527*
Books & Supplies	$1,971	$1,971
Room & Board	$8,781	$23,697
Transportation	$1,278	$1,278
Miscellaneous	$3,996	$3,996
Total	$17,553	$32,469

Based on institutional average; fees are subject to change by state legislative action.

related costs and campus abroad costs may also be considered with documentation.

Refunds
The college maintains a refund policy for tuition and fees at the Admissions & Records Office and book purchases at the Bookstore. A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10-percent point of length of the course for a short-term course, unless the program changes are a result of action by the district to cancel or reschedule a course or to drop a student pursuant to Title 5, section 58106(g) where the student fails to meet a prerequisite. A student can request a refund for quarter-length class(es) that are dropped by the deadline. In most cases, the deadline is the second Friday of the quarter or the first Friday of Summer Session. However, this date varies by course and term. Exact drop deadline dates for each course are posted in **MyPortal.fhda.edu**. The student is responsible for reviewing exact drop dates. The Admissions & Records Office and Bookstore can provide the most current policies for obtaining a refund.

Repayment

The student who withdraws from the college – on or before 60 percent of the quarter is completed – may be required to repay Title IV funds. Students who receive all F's, W's, FW's or NP's may also be subject to repayment requirements. The funds are repaid to the Cashier's Office and the student will be notified of any debt within 30 days after the college's determination that the student has withdrawn.

Tuition & Fees for Four-Year Dental Hygiene Program

Quarterly tuition and fees listed below are in effect for the academic year 2020–2021. Tuition and fees are subject to change without notice. For up-to-date information on quarterly fees, visit **foothill.edu/reg/cashier**.

- Upper Division Dental Hygiene Course Fee: $56 per unit; this quarterly fee is paid by students who enroll in all upper-division dental hygiene courses.
- Enrollment Fee: $31 per unit; this quarterly fee is paid by all students.
- Instructional Materials Fees: Instructional materials fees may be charged for some courses in accordance with state regulations; for explanation, review page 19.
- Non-Resident Tuition: $193 per unit; for explanation, review page 19.
- Basic Fee: $53.75–$55.75; this quarterly fee is paid by all students and includes:
  - Student ID Card Fee: $10; supports many services, activities, and discounts, such as free dental services, recreation room and movie tickets. For more information, visit **foothill.edu/smartshop**
  - Health Services Fee: $17; paid by all students and provides health services. Note: Students who depend exclusively upon prayer for healing and students in approved apprenticeship training programs may request this fee to be waived by submitting the Health Fee Exemption Form, which is posted online at **foothill. edu/reg/forms/health-fee-exemption.pdf**
  - Student Representation Fee: $2; provides support for students or student groups to present student viewpoints to government agencies and legislators
  - Campus Center Use Fee: $20
  - SmartPass Fee: $7.75/$6.75/$5.75; provides students with unlimited rides on VTA buses and light rail for the duration of each quarter in which enrolled. SmartPass Clipper Card is $7.75 for full-time students who are enrolled in 12 or more units; $6.75 for part-time students who are enrolled in 6 to 11.5 units; and $5.75 for the students who are enrolled in fewer than 6 units. For more information, visit **foothill.edu/smartpass**

Financial Aid

Are You Eligible?

Financial aid eligibility is based primarily on need—the difference between what you and your family can provide and the cost of attendance.

Your financial need is determined by the information you and your family provide through the *Free Application for Federal Student Aid* (FAFSA) or the *California Dream Act Application* and any Foothill College additional paperwork. Regardless as to whether the application shows unmet need or not, we may be able to help. Financial aid monies must be used solely to meet cost of attendance at Foothill (refer to chart on page 19).

If you are in default on a loan, or owe an overpayment on a grant or loan, you will not be eligible for financial aid until the situation is satisfactorily resolved. Eligibility requirements are generally established once you've shown, through a completed application, that you:

- have applied for admission
- have enrolled in a financial aid-eligible academic program requiring 24 units or more to complete
- show academic major/goals and units of enrollment that can be applied to an educational plan
- maintain satisfactory academic progress
- demonstrate verifiable financial need. Some exceptions may apply. Consult the Financial Aid Office for details
- have a high school diploma, GED or the equivalent. If you do not have one of these, see the Financial Aid Office
- are a U.S. citizen, permanent resident or other eligible non-citizen (for federal aid)
- have a valid Social Security Number (for federal aid)
- register with Selective Service if required

Federal Pell Grant

Federal Pell Grants are awarded to undergraduates based on financial need. This is a free grant aid that ranges up to $6,345. Maximum and minimum amounts are subject to change by federal legislative action.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This federal program may be an option if you have exceptional financial need and apply early. You must also be eligible for a Pell Grant. The FSEOG Award is up to $600 per academic year at Foothill College.

Federal Work Study (FWS)

If you have financial need and want to cover part of your educational expenses through employment, Federal Work Study (FWS) may be an option. You can work up to 19 hours per week. However, you must be enrolled in a minimum of six units to be eligible for FWS. If you receive a FWS

award offer, it is your responsibility to apply for posted job openings. For more information about the FWS Program, visit **foothill.edu/financialaid**.

Federal Direct Subsidized & Unsubsidized Student Loan
Federal Direct Loans are funded by the U.S. Department of Education. As a first-year undergraduate, you may be able to borrow up to $3,500 subsidized per year. As a second year undergraduate, you may be able to borrow up to $4,500 subsidized per year. For the dental hygiene bachelor's degree program, you may be able to borrow up to $5,500 subsidized per year. Additional Unsubsidized Direct Loans may also be available annually. For details, visit the Financial Aid Office (Room 8101).

Federal Direct Loan aggregate totals may not exceed $31,000 for dependent undergraduates and $57,500 for independent undergraduates (no more than $23,000 can be subsidized). You begin repayment six months after you graduate or drop below half-time enrollment. During the repayment period for unsubsidized loans, and upon receipt of funds for unsubsidized loans, you will be charged a fixed interest rate that will not exceed 8.5 percent on the unpaid balance. The interest rate is adjusted for new loans each July 1. For the 2019-20 academic year, the interest rate was 5.045 percent.

State Aid

Cal Grants
To be eligible, in addition to federal aid requirements, a student must:

- be a California resident or classified as AB540, and
- not have a bachelor's or professional degree (except extended Cal Grant A or B awards for a teaching program or other five-year program), and
- file a completed FAFSA or *California Dream Act Application* and *Cal Grant GPA Verification Form* by the deadlines listed below.

Cal Grant A: Covers fees at the UCs, CSUs, and private institutions in California. This award may not be used to pay for community college fees, except in the case of the dental hygiene bachelor's degree program differential fees. Funding for students who are enrolled at community colleges may be held in reserve for up to three years.

Cal Grant B: Is for high-potential students from disadvantaged or low-income families who otherwise would not be able to pursue a higher education. California community college awards are up to $1,672 per year.

Entitlement Award: Every graduating high school senior who has a grade point average of at least 2.0, meets the Cal Grant financial and eligibility requirements and applies by March 2 within one year of graduation is guaranteed this award.

Competitive Award: The student who will enroll at a California community college and file a FAFSA, although strongly encouraged to apply by March 2, has a second annual deadline of September 2. Other students who meet the basic Cal Grant eligibility requirements and who have at least a 2.0 grade-point average may compete for this award.

Cal Grant C: Helps vocationally-oriented students acquire marketable job skills within a short time. At least half-time enrollment for training must be for a minimum of two months and lead to a recognized occupational goal—diploma, associate degree, license qualification or certificate. Funding is available for up to two years, depending on the length of the program, as long as academic progress is acceptable. Awards for California community college students are limited up to $1,094 in training-related costs.

Student Success Completion Grant
This state award is a supplement for those students awarded a Cal Grant B or C and who are enrolled between 12-15+ units. With each full-time payment of Cal Grant B or C, a student is eligible to receive a supplemental payment of up to $4,000 annually if in 15+ units from the Student Success Completion Grant. If a student's Cal Grant payment is less than full-time, they are not eligible for the award in that term.

California Chafee Grant
This federal program, administered by the California Student Aid Commission, offers up to $5,000 of college and vocational school financial aid to youth aging out of a foster care program. To qualify for up to $5,000, the student must demonstrate financial need, meet basic eligibility requirements, complete the FAFSA and the *Chafee Grant Application* available at **csac.ca.gov**.

California College Promise Grant (CCPG)
While state law requires that students attending California community colleges pay an enrollment fee, the California Community Colleges offer the CCPG. This grant program waives enrollment fees for the academic year.

If you are a California resident or are classified as AB540, you qualify for a CCPG if any one of the following statements applies to your current status:
- You have qualified for financial aid and your calculated unmet need exceeds $1,103;
- You meet year-specific income standards;
- You or your family are receiving TANF/CalWORKS, Supplemental Security Income (SSI) or General Assistance/General Relief;
- You have received certification from the California Department of Veterans Affairs or the California National Guard Adjutant General that you are eligible for a dependent's fee waiver;

- You have documentation that you are a recipient of or the child of a recipient of the Congressional Medal of Honor;
- You have documentation that you are a surviving dependent of any individual killed in the Sept. 11, 2001 terrorist attack; or
- You have documentation that you are a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.

Applying for CCPG
- You are required to apply for a CCPG each academic year.
- The majority of CCPG recipients obtain eligibility by completing the FAFSA (**fafsa.ed.gov**) or *California Dream Act Application* (**caldreamact.org**) each academic year.
- Alternatively, some recipients obtain eligibility by completing an online application through Open CCC Apply (**cccapply.org**).
- Only one application is required per year (July 1–June 30).
- You do not have to be enrolled in a specific number of units to be eligible for the CCPG.
- You do have to maintain good academic and progress standing at our campus to continue to be eligible for the CCPG.

Extended Opportunity Program & Services (EOPS)
After applying for federal and state aid, you should visit the EOPS Department in Room 8202.

If you are a CCPG recipient, you may qualify for EOPS services. This state-funded program has been established to encourage the enrollment, retention and graduation/university transfer of students affected by language, social, economic and educational disadvantages who otherwise might not attend college. Full-time enrollment is required. Foothill's EOPS Department offers textbook assistance, counseling, tutoring, campus tours of four-year universities, computer lab, and transfer assistance to facilitate the successful completion of academic, career and/or personal goals. EOPS faculty and staff assist participant-students as they work to achieve their goals.

Cooperative Agencies Resources for Education (CARE)
An EOPS supplemental program, Cooperative Agencies Resources for Education (CARE) assists EOPS participants who are single, heads of household, and Temporary Aid to Needy Family (TANF) recipients with young children. In addition to EOPS-provided services, CARE students receive additional support and services.

For program entry requirements or more information, call 650.949.7207 or visit **foothill.edu/eops**.

Foothill College Promise Program
First-time, full-time students are eligible to have the cost of tuition and fees waived for their first two years at Foothill College through the Foothill College Promise Program. No separate application is required – just apply for admission and complete the program requirements listed at **foothill.edu/promise**.

Other Aid

Emergency Loans
If you face an unexpected financial emergency, Foothill offers short-term loans up to $400. To qualify, you must be enrolled at least three-quarters time (9+ units), purchase a Foothill College OwlCard and meet satisfactory academic progress requirements. These 30-day loans are interest-free. An overdue loan may be subject to additional late fees, registration holds, and assignment to collection services. Emergency loans are administered through the Financial Aid Office. For information, call 650.949.7245.

Employment
If you're interested in working to help defray the cost of attending college, consider a part-time, on-campus position. These jobs pay from $15.35-$19.10/hour. Jobs that are not based on financial need are called "district" employment, and you must be enrolled in a minimum of 12 units to be eligible for these jobs. For information, call 650.949.7245.

Scholarships
Nearly $300,000 in campus and local scholarships are awarded annually to Foothill students. Scholarships, which vary in amount, are considered academic gifts and do not need to be repaid. They're generally based on academic standing, financial need, potential progress in major fields of study, and/or college or community activities. Scholarships are included as resources for students receiving financial assistance. A listing of current scholarships is available at **foothill.edu/financialaid**.

Textbook Assistance
To alleviate the cost of textbooks, students eligible for Extended Opportunity Program & Services (EOPS) will receive a textbook voucher. Amount will be based on state funding. For more information, call the EOPS Office at 650.949.7207.

Financial Aid Answers
The goal of the Foothill Financial Aid Office is to make college accessible to all students. We feel no one should be denied an educational experience because of their financial status. If you have questions or want more information about financial aid options, contact:

Financial Aid Office
(Room 8101 in Building 8100)
Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022-4599
650.949.7245
email: **fhfinancialaidoffice@foothill.edu**
website: **foothill.edu/financialaid**

Textbooks & Supplies
You are responsible for purchasing textbooks and supplies. The Foothill Bookstore sells all course texts and other items.

Textbook Affordability
Foothill College recognizes that textbook affordability directly impacts student access and successful learning. Textbook information, including price and the International Standard Book Number (ISBN), is included on the website for the college's bookstore at **books.foothill.edu**. Foothill College makes every reasonable effort to determine that the textbook information listed online is accurate. However, textbook editions and ISBNs are subject to change without notice by either the instructor or publisher. The Foothill College Bookstore is not responsible for subsequent textbook changes if the student purchases textbooks from another source.

Textbook Options
The college offers you several options that can reduce the cost of textbooks, including the following choices. As with any consumer purchase, you are responsible for understanding the vendor's refund/return policies. For more information call 650.949.7283 or email **fhbooks@foothill.edu**.

- Purchase Used Textbooks: The Foothill College Bookstore provides a large selection of used textbooks at up to 25 percent off the new textbook price. Look for used textbooks both online and in store. Review available titles as well as policies and restrictions at **books.foothill. edu**. Used textbooks may also be available at other retail bookstores;
- Rent Textbooks: With a valid OwlCard, you can rent textbooks from the Foothill College Bookstore. Review available rental titles, as well as policies and restrictions at **books.foothill.edu**;
- Swap Books: Buy and sell your used books directly with other students. Listings for the student-run book exchange are free to review. Review available titles,

instructions and policies at **books.foothill.edu**;
- Use Textbooks Placed on Reserve in the Foothill College Library: Be aware that some books on reserve cannot be checked out. Review more library reserve instructions and policies at **foothill.edu/library**; and
- Sell Your Books During Book Buyback: The Foothill College Bookstore buys back titles that instructors have requested for the following quarter at up to 50 percent of the new price. Thousands of other titles may be bought back each quarter for wholesale value, up to 40-percent cash back. Buyback operates on a first-come, first-served basis. The quantity being bought back by the Foothill College Bookstore is limited and may be reached at any time. The price paid during buyback is subject to the condition of the book and may change without notice. Review more buyback information, dates and policies at **books.foothill.edu**.

Additional Textbook Resources
Textbooks and course materials are now eligible for a tax credit under the American Opportunity Tax Credit. To learn more about this option, as well as how to claim the tax credit, review the IRS instructions posted at **textbookaid.org**.

PROGRAMS OF STUDY

Degrees and Programs

Completion of general education coursework is required for students to earn a Foothill College associate degree. For information on the Foothill College General Education Pattern, refer to page 64. For information on the Intersegmental General Education Transfer Curriculum (IGETC) pattern, refer to page 66. For information on the CSU General Education Breadth pattern, refer to page 67.

Students are strongly advised to meet early and often with a Foothill counselor to determine which pattern will best meet their goals.

Select a Major
Selecting a college major is an important step—one that establishes your career goals and determines where you should direct your academic efforts. Majors within career and transfer programs are described within the following pages. The chart on pages 27–29 summarizes degrees and certificates available as of Summer Session 2020. Consult curriculum sheets for the most current degree and certificate information: **foothill.edu/programs**. You can also consult with a Foothill counselor to develop a strategy for selecting your college major: **foothill.edu/counseling**.

Bachelor in Science Degree (B.S. Degree)
The Dental Hygiene Program is a Bachelor in Science degree program, under the pilot program (SB 850), authorized by the State Chancellor's Office. The program is highly academic, with an emphasis on evidence based practice and clinical skills to prepare students to assess the medical/dental status of patients, develop a dental hygiene care plan, implement appropriate dental hygiene care, and evaluate outcomes. The Commission on Dental Accreditation accredits the Foothill College Dental Hygiene Program. Graduates are eligible to take the National Dental Hygiene Board Examination and qualify for the State or Regional Registered Dental Hygiene licensure examination.

Certificate Programs

Foothill offers the following types of certificate programs:
- Certificate of Achievement
- Certificate of Competency (non-credit)
- Certificate of Completion (non-credit)
- Other Division Certificates
  - Career Certificate (non-transcriptable)
  - Certificate of Proficiency (non-transcriptable)
  - Certificate of Specialization (non-transcriptable)
  - Skills Certificate (non-transcriptable)

For information about certificates, consult curriculum sheets located on the website for unit requirements, course sequences and major requirements. Foothill awards these certificates when you satisfactorily complete certain specialized programs requiring fewer than two years of full-time study. Certificate programs comprise (1) a complete curriculum pattern or (2) major and related courses selected from an associate in arts or associate in science degree curriculum at the recommendation of an advisory committee.

Certificate of achievement programs require:
- a minimum GPA of 2.0; and
- 50 percent of the program units must be completed in residence for most certificates.*†
  *50 percent requirement does not apply to the following certificates: Transfer Studies—CSU GE; Transfer Studies—IGETC.

  †Students cannot be required to retake a C-ID course completed at another institution in order to meet the 50 percent requirement. For more information, schedule an appointment with a counselor.

In addition, when noted on the curriculum sheet, some certificates may require a minimum English and/or math proficiency. For more information, schedule an appointment with a counselor.

Some Foothill College divisions also offer certificates of competency, completion, proficiency, specialization, career and skills. These certificates will not appear on the student's transcript. General requirements include the prescribed coursework and a GPA of at least 2.0 in these courses. Non-transcriptable certificates are maintained and awarded by individual academic departments, and are not recorded on student transcripts. To apply for the certificate, contact the department chairperson within one academic year after completing the last course for the certificate.

Associate Degrees

While many students complete an associate degree in preparation for immediate entry into the job market, earning an associate degree may also serve as excellent preparation for transfer to a four-year college or university. By earning an associate degree, you indicate to potential employers, transfer institutions and society that you have gained specialized knowledge in a particular area of study, as well as critical and analytical thinking ability, written and oral communication skills, and the ability to consider issues with ethical and global perspective.

You are strongly advised to meet with a Foothill counselor early to decide which degree best suits your academic needs and for assistance in planning your course of study. Requirements for all Foothill College associate degrees include completion of (1) a minimum of 90 quarter units in a defined set of courses; (2) a minimum of 18 units successfully completed at Foothill College; (3) a grade of C or better in all core and support courses used for the degree; (4) a minimum GPA of 2.0 across all college courses including Foothill courses; (5) a major or area of emphasis of at least 27 units in a curriculum approved by the Foothill College Curriculum Committee; and (6) general education coursework. There are significant differences in the general education requirements depending upon the degree you are pursuing; consequently, you are again urged to meet with a Foothill counselor to determine which general education pattern is most appropriate.

Associate in Science Degree (A.S. Degree)
The A.S. degree is awarded to students who complete all of the requirements in a major or area of emphasis in the areas of science, technology, engineering or mathematics. This degree also requires completion of the Foothill College General Education requirements or Intersegmental General Education Transfer Curriculum (IGETC) or CSU GE Breadth. Students who plan to complete this degree and who also intend to transfer to a four-year college or university are advised to meet early and often with a Foothill counselor for assistance in developing an educational plan that satisfies both sets of requirements.

Associate in Arts Degree (A.A. Degree)
The A.A. degree is awarded to students who complete all of the requirements in a major or area of emphasis in the liberal arts, social sciences and fields other than science, technology, engineering or mathematics. This degree also requires completion of the Foothill College General Education requirements or IGETC or CSU GE Breadth. Students who plan to complete this degree and who also intend to transfer to a four-year college or university are advised to meet early and often with a Foothill counselor for assistance in developing an educational plan that satisfies both sets of requirements.

Transfer Associate Degrees

The *Student Transfer Achievement Reform Act* (Senate Bill 1440, now codified in *California Education Code sections 66746–66749*) guarantees admission to California State University (CSU) system for any community college student who completes an associate degree for transfer, a newly established variation of the associate degrees traditionally awarded by the California community colleges.

The Associate in Arts for Transfer (A.A.–T) or the Associate in Science for Transfer (A.S.–T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (A.A.–T or A.S.–T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn an A.A.–T or A.S.–T degree, students must complete a minimum of 90 required quarter units or 60 required semester units of CSU-transferable coursework, including a major or area of emphasis of at least 27 quarter units or 18 semester units, with a minimum GPA of 2.0. While a minimum GPA of 2.0 is required for admission, some majors may require a higher GPA. Students transferring to a CSU campus that does accept the A.A.–T or A.S.–T will be required to complete no more than 90 required quarter units or 60 required semester units after transfer to earn a bachelor's degree (unless the major is a designated high-unit major). This degree may not be the best option for students who intend to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

More than 80 other private and out-of-state institutions now offer preferred or guaranteed admission for students earning an associate degree for transfer. For information regarding California independent colleges and universities, visit **aiccu.edu/transfer**. For information on guaranteed admission to Historically Black Colleges and Universities (HBCUs), visit **https://adegreewithaguarantee.com/en-us/List-Colleges**.

Associate in Science for Transfer Degree (A.S.–T Degree)
Similar to the A.S. degree, the A.S.–T degree is awarded to students who complete all lower-division major preparation requirements for a related major in the areas of science, technology, engineering or mathematics for one or more local CSU campuses. This degree also requires completion of either the *CSU General Education Breadth Requirements* or the *Intersegmental General Education Transfer Curriculum* (IGETC). Students who plan to complete this degree and who intend to transfer to a non-local CSU, UC or other college or university are advised to meet early and often with a Foothill counselor for assistance in developing their educational plan.

For 2020–2021, Foothill offers the following A.S.–T degrees: biology for transfer; business administration for transfer; computer science for transfer; early childhood education for transfer; environmental science for transfer; film, television, and electronic media for transfer; mathematics for transfer; nutrition and dietetics for transfer; physics for transfer; and, public health science for transfer.

Associate in Arts for Transfer Degree (A.A.–T Degree)
Similar to the A.A. degree, the A.A.–T degree is awarded to students who complete all of the lower-division major preparation requirements for a related major in academic areas such as the liberal arts, social sciences and related fields other than science, technology, engineering or mathematics for one or more local CSU campuses. This degree also requires completion of either the *CSU General Education Breadth Requirements* or the *Intersegmental General Education Transfer Curriculum* (IGETC). Students who plan to complete this degree and who intend to transfer to a non-local CSU, UC or other college or university are advised to meet early and often with a Foothill counselor for assistance in developing their educational plan.

For 2020–2021, Foothill offers the following A.A.–T degrees: anthropology for transfer, art history for transfer, child and adolescent development for transfer, communication studies for transfer, economics for transfer, elementary teacher education for transfer, English for transfer, geography for transfer, global studies for transfer, history for transfer, kinesiology for transfer, philosophy for transfer, political science for transfer, psychology for transfer, social justice studies for transfer, sociology for transfer, Spanish for transfer, studio arts for transfer and theatre arts for transfer.

Career Technical Education

Our Career Technical Education (CTE) programs are designed for people who are entering a field for the first time, as well as experienced career professionals who want to update their skill set. Programs take between nine months and two years to complete.

At Foothill, we strive to ensure that our career education curriculum meets the needs of business, industry and government. This is why we invite a number of occupational leaders to advise us on:

- new courses and course content;
- facilities and equipment;
- nature and extent of employment needs;
- how to evaluate the appropriateness of contents of existing courses; and
- how to evaluate student performance.

We continually implement the recommendations of more than 30 occupational advisory committees. A campus advisory committee also meets periodically to review and make recommendations for career education. For information on specific courses, consult your counselor or review the program's curriculum sheet online at **foothill.edu**.

Professional & Technical Programs Leading to a Career
Accounting, Business Administration, Child Development, Computer Science, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technician, Enterprise Networking, Environmental Horticulture & Design, Geographic Information Systems Technology, Graphic & Interactive Design, Music Technology, Paramedic, Personal Trainer, Pharmacy Technician, Photography (Applied), Radiologic Technology, Respiratory Therapy, Sports Medicine, Theatre Technology, Veterinary Assisting, and Veterinary Technology.

Apprenticeship Programs
Call the numbers listed for more information about apprenticeship programs.

- **Electrician/Residential Electrician**
  San Jose, 408.453.1022
  San Francisco, 415.587.2500
- **Plumbing/Pipefitting**
  Monterey, 831.633.6091
  San Jose, 408.453.6330
  San Mateo, 650.692.0442
- **Refrigeration/Heating & Air Conditioning**
  San Jose, 408.453.6330
- **Sheet Metal**
  Castroville, 831.633.6151
  North Bay, 707.863.0416
  San Jose, 408.263.1712
  San Leandro, 510.483.9035
- **Sound & Communication**
  Northern California/Bay Area, 510.560.2032

Degrees & Certificates Offered at Foothill College

Curriculum sheets describing general education and career training courses required for these programs are available in the respective division office and online at **foothill.edu/programs**. The quarterly class schedule lists each program alphabetically, courses offered each quarter, division office URLs and contact phone numbers.

PROGRAM	COMPLETION AWARD
Accounting	AA, CA
CPA Examination Preparation	CA
Bookkeeping Specialist	CP
Enrolled Agent Preparation	CP
Financial Accounting	CCC
Payroll Preparation	CP
Tax Accounting	CCC
Tax Specialist	CP
Anthropology	AA, AA–T
Applied Anthropology	CP
Archaeology	CP
Cultural Anthropology	CP
Cultural Resource Management	CP
Forensic Anthropology	CP
Medical Anthropology	CP
Physical Anthropology	CP
Apprenticeship	
Air Conditioning & Refrigeration Technology	AS, CA
General Electrician	AS, CA, CCC
Pipe Trades	CA
Plumbing Technology	AS, CA
Sheet Metal	AS, CA, CCC
Sound & Communication	CCC
Steamfitting & Pipefitting Technology	AS, CA
Art	AA, CA
Art History	AA, CA, AA–T
Biological Sciences	AS
Biology	AS-T
Business Administration	AA, AS–T
Digital Marketing	CA
Chemistry	AS

PROGRAM	COMPLETION AWARD
Child Development	AA
Child & Adolescent Development	AA–T
Child Development Teacher	CA
Early Childhood Education	CS, AS–T
Inclusion & Children with Special Needs	CS
Infant Toddler Development	CS
Program Supervision & Mentoring	CA
School-Age Child Care	CS
Communication Studies	AA, CP, CS, AA–T
Computer Science	AS, AS–T
Dental Assisting	AS, CA
Dental Hygiene	BS
Diagnostic Medical Sonography	AS, CA
Early Childhood Education	AS–T
Economics	AA, AA–T
Elementary Teacher Education	AA–T
Engineering	AS
English	AA, AA-T
Enterprise Networking	AS
Environmental Horticulture & Design	AS, CA
Landscape Technician	CA
Environmental Science	AS-T
Film, Television & Electronic Media	AS–T, CA
General Studies: Science	AS
General Studies: Social Science	AA
Geospatial Technology & Data Science	AS, CA
Geography	AS, AA–T
Global Studies	AA-T
Graphic & Interactive Design	AA, CA
Game Design	CA

See legend on page 29.

PROGRAM	COMPLETION AWARD
Garment Printing	SC
Graphic Design	CA
Illustration	CA
Web Design	CA
History	AA, AA–T
Humanities	AA, CA
Instructional Design & Technology	CA
Japanese	AA
Kinesiology	AA–T
Makerspace Coordinator	CA
Mathematics	AS, AS–T
Music General	AA
Music History & Literature	CA
Music Technology	AA, CA
Audio Post Production	CP
Electronic Music	CP
Game Audio	CA, CP
Music & Medicine	CP
Music Business	CP
Pro Tools	CA, CP
Songwriting	CP
Non-Credit	
Bridge to College ESL Pathway	CY
Bridge to College Level English	CY
Bridge to College Level Mathematics	CC
Emergency Medical Technology	CC
English as a Second Language-Beginning	CY
English as a Second Language-Intermediate	CY
English as a Second Language for Food Service Workers	CC
Geriatric Home Aide	CC
Nutrition & Dietetics	AS-T
Paramedic	AS, CA
Personal Trainer	CA
Pharmacy Technician	AS, CA

PROGRAM	COMPLETION AWARD
Philosophy	AA, AA–T
Photography	AA, CA
Photo Criticism	SC
Physical Education	AA
Physics	AS, AS–T
Political Science	AA, AA–T
Psychology	AA, AA–T
Public Health Science	AS-T
Radiologic Technology	AS
Respiratory Therapy	AS
Interventional Pulmonology Assistant	CA
Social Justice Studies	AA–T
Sociology	AA, AA–T
General Sociology	CP
Social Welfare	CP
Spanish	AA, AA–T
Sports Medicine	AS
Studio Arts	AA–T
Theatre Arts	AA, AA–T
Acting	CA
Theatre Technology	AA, CA, CCC
Theatre Costume & Makeup	CCC
Theatre Production Organization	CCC
Transfer Studies–CSU GE	CA
Transfer Studies–IGETC	CA
Veterinary Technology	AS
Veterinary Assisting	CA
Women's Studies	AA

Legend

COMPLETION AWARD	DESCRIPTION
AA	Complete this program in approximately two years and earn the associate in arts degree. See a counselor and refer to page 59 for requirements.
AA–T	Complete this program in approximately two years and earn the associate in arts for transfer degree. See a counselor and refer to pages 25–26 for requirements.
AS	Complete this program in approximately two years and earn the associate in science degree. See a counselor and refer to page 59 for requirements.
AS–T	Complete this program in approximately two years and earn the associate in science for transfer degree. See a counselor and refer to pages 25–26 for requirements.
BS	Complete this program in approximately four years and earn the bachelor in science degree. See division office for requirements.
CA	Complete this program and earn the certificate of achievement. See division office for requirements.
CC	Complete this program and earn the non-transcriptable certificate of completion. See division office for requirements.
CCC	Complete this program and earn the non-transcriptable career certificate. See division office for requirements.
CP	Complete this program and earn the non-transcriptable certificate of proficiency. See division office for requirements.
CS	Complete this program and earn the non-transcriptable certificate of specialization. See division office for requirements.
CY	Complete this program and earn the non-transcriptable certificate of competency. See division office for requirements.
SC	Complete this program and earn the non-transcriptable skills certificate. See division office for requirements.

Review official curriculum sheets for career opportunities and course listings. Curriculum sheets are available in the division office and online at **foothill.edu/programs**.

ACADEMIC POLICIES

Revision of College Policies
Any policy adopted by the college administration shall supersede any ruling on the same subject that appears in this catalog or in other official publications once the revised regulation is posted on a campus bulletin board or included in the online class schedule.

Academic Freedom
Academic freedom encompasses the freedom to study, teach and express ideas and viewpoints, including unpopular and controversial ones, without censorship, political restraint or retribution. Academic freedom allows for the free exchange of ideas in the conscientious pursuit of truth. This freedom exists in all service areas, including but not limited to teaching, librarianship, counseling, coordinating and all faculty-student interactions. Academic freedom is the bedrock principle of all institutions of learning and must be extended to all faculty regardless of their status as full time, part time or probationary.

Faculty members have the principal right and responsibility to determine the content, pedagogy, methods of instruction, selection, planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline and the educational mission of the Foothill-De Anza Community College District, and in accordance with state laws and regulations. These rights and responsibilities include, but are not limited to, the faculty member's choice of textbooks and other course materials, assignments and assessment methods, teaching practices, grading and evaluation of student work, and teaching methods and practices.

*Source: Foothill-De Anza Community College District Board Policy 4190 (**fhda.edu**). Approved April 20, 1960; amended Nov. 18, 1996; approved by Foothill College Academic Senate June 1, 2009; approved by De Anza College Academic Senate June 8, 2009; approved by Foothill-De Anza Community College District Board of Trustees Jan. 5, 2010. For more information on Foothill-De Anza policies, visit **fhda.edu**.*

Admission & Enrollment Policies

Academic Prerequisites, Credit & Placement
Many courses require that you complete prerequisites in order to enroll. These prerequisites are listed under each course description in this catalog and the online class schedule.

All courses listed with a prerequisite have a registration block. To clear a prerequisite, fill out the *Prerequisite Clearance Form* at **foothill.edu/reg/prereqs.html**. Allow approximately three to five business days for processing.

If you submit written or performance evidence showing you have sufficient competence in the area of study due to previous training or experience, you may be able to enroll in a course without completing the listed prerequisites. You can only do this, however, if the division dean provides authorization.

The college has the authority to drop you from any course if you have not met the necessary prerequisites. For refund policies, visit the Admissions & Records Office in Room 8101.

Admission Guidelines
An admissions application is required for students new to Foothill College as well as students who are not in a continuing status due to skipping fall, winter or spring quarter. Foothill has an open-door admission policy for all high school graduates and non-graduates who are 18 years of age or older. Students currently enrolled in high school (freshman, sophomore, junior or senior) may enroll in up to 11.5 units per fall, winter and spring quarters, as well as a maximum of six units during summer session with high school transcripts, and written parental and school permission. Permission forms are available in the Admissions & Records Office and at **foothill.edu/reg/forms.html**. Special admission procedures, such as additional testing, application forms and counseling sessions, are required for

admission to a number of career programs. Some of these programs begin only in the fall quarter. You must complete all special admission requirements by the preceding spring quarter. Programs in this category include dental assisting, dental hygiene, diagnostic medical sonography (ultrasound), radiologic technology, respiratory therapy and veterinary technology.

Prerequisites, Corequisites & Advisories

Prerequisites, corequisites and advisories are intended to guide the student into courses in which they will have the greatest chance for academic success.

- 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.
- Corequisite means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in a course or educational program.
- Advisory of recommended preparation means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Clearing Prerequisites

To challenge a prerequisite or corequisite, complete the *Prerequisite Clearance Form*, available online on the Students Form page: **foothill.edu/reg/prereq-form.html**. Fill out the form and attach the required documentation as stated.

- Proof of coursework taken at another regionally accredited U.S. college or institution,
- AP test score of 3 or higher,
- Proof of coursework taken at a college outside the U.S. (must provide foreign transcript evaluation service report and detailed course information), or
- Other/Challenge: if you do not meet any of the above, a prerequisite clearance requires dean or director approval.

Allow three to five business days for the form to be processed before attempting to register. You will only be notified by email if the petition is denied.

Foothill College
Admissions & Records, Bldg. 8101
12345 El Monte Road, Los Altos Hills, CA 94022
650.949.7325 (fax: 650.949.7048)
prereqclearfh@fhda.edu

Open Course Policy

It is the policy of the Foothill-De Anza Community College District that, unless specifically exempted by statute or regulation, every course, course section or class reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in California Code of Regulations Title 5 commencing with Section 55000.

Exceptions to Admissions & Registration Policies

To request an exception to a published policy, you must file an exception petition. Forms are available in the Admissions & Records Office in Room 8101 and online at **foothill.edu/reg/forms.html**.

General Program Requirements

All beginning freshmen are strongly encouraged to enroll in the *CNSL 5: Introduction to College* course. If you are eligible for *ENGL 1A*, you should complete this course by the end of the third quarter of enrollment; you may take a communication course first. You may receive up to 10 quarter units of credit for each score of 5, 4 or 3 on College Entrance Board Advanced Placement Tests. Your Foothill transcript will show units but will not indicate grades. The Evaluation Office, located in the Admissions & Records Office, Room 8101, provides information that explains how advanced placement scores are marked on transcripts and the equivalencies for the University of California and California State University systems.

Foothill College will accept a score of 60 or better on the college algebra CLEP examination as equivalent to *MATH 105*. The college is currently reviewing additional CLEP examinations to determine if they, too, may be used for course credit for other Foothill College courses.

If you want to transfer credit from an armed services school or other special institution, you may apply through a counselor. It's possible these credits will be accepted toward the associate in arts or associate in science degree once you have successfully completed a minimum of 15 units at Foothill.

General Registration Information

If you are a new or former student, you must submit the *Application for Admission* by the quarterly deadline posted at **foothill.edu**. We encourage you to complete the application, complete the placement testing process and submit necessary transcripts as early as possible.

Students planning to transfer to Foothill are advised to submit transcripts from high schools and colleges previously attended.

If you plan to receive veterans benefits, apply for financial aid or earn a degree or certificate, you must submit official transcripts. Request previous institutions to send your transcripts directly to the Foothill College Admissions & Records Office, 12345 El Monte Road, Los Altos Hills, CA, 94022-4599.

International students on F-1 visas must follow specific admissions requirements. For more information, review **foothill.edu/international**.

To register for Foothill College classes, follow the online registration instructions published in the online class schedule and on the college website at **foothill.edu**. The class schedule for the current academic term is posted online. Online information is subject to change. We encourage you to review the website frequently. For more information, call the Admissions & Records Office at 650.949.7325.

Residency Requirements

Foothill College generally serves the communities of Palo Alto, Mountain View, Los Altos and Los Altos Hills, and our sister school, De Anza College, generally serves the cities of Cupertino and Sunnyvale. Both colleges, however, accept students from outside these cities.

If you are an out-of-state student, you may be considered a non-resident for tuition purposes until you have satisfied current California tuition residency requirements. This rule also applies to visa-holding, non-citizens eligible to establish residency. Not all visa types are eligible to be considered a resident for tuition purposes; please check with Admissions & Records for detailed information. Non-resident tuition fees are required of all students in this category.

Unit Limitation

An average class load is 15 units per quarter. The maximum number of allowable units per quarter without a counselor's approval is 21.5 units. If you intend to enroll in more than 21.5 units, you must obtain a counselor's approval and submit a petition to the Academic Council (no exceptions). The maximum number of allowable units for Summer Session is 15 units. To complete the petition process, schedule a consultation with a Foothill counselor by calling 650.949.7423.

Probation & Dismissal

In accordance with California Code of Regulations, Title 5, the following probation and dismissal policy has been established. The purpose of this policy is to support students in identifying barriers to academic success, employing strategies for improvement, and helping them make progress toward their educational objectives. There are five levels of probation: basic, moderate, severe, pre-dismissal, and dismissal. The college shall make a reasonable effort to notify students who have been placed on academic and/or progress probation with clear instructions on how to clear their probation status. Students on dismissal status are notified via e-mail and certified mail of their status. For more information, call or visit the Counseling Center at 650.949.7423, Room 8302 or **foothill.edu/counseling**.

Placement on Probation

- Academic Probation: A student who has attempted at least 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade-point average below 2.0 in all units which were taken at the college.
- Progress Probation: A student who has enrolled in a total of at least 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of **F, I, NC, NP and W** are recorded reaches or exceeds 50 percent.

Removal from Probation

- A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.
- A student on progress probation because of an excess of units for which entries of **F, I, NC, NP and W** recorded shall be removed from probation when the percentage of units in this category drops below 50 percent.

Probation at Foothill & De Anza Colleges

The Foothill College probation/dismissal reporting system might not accurately reflect the correct academic probation status for students who have enrolled at both Foothill and De Anza colleges. Students who are enrolled within the current quarter at both colleges or have an academic history with both colleges should contact the Counseling Center at Foothill College for assistance regarding their probation/dismissal status at Foothill.

If at any time students attend both Foothill College and De Anza College in the Foothill-De Anza Community College District, it is the students' responsibility to keep track of their grades to ensure that they remain in good standing at each college. Although students may be in good standing at De Anza College, if at Foothill College they fall below the minimum required level of academic performance, the

above probation and dismissal procedure will apply to them at Foothill College.

Standards for Dismissal

- A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade-point average of less than 2.0 in all units attempted in each of the five consecutive quarters which were graded on the basis of the grading system.
- A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of **F, I, NC, NP and W** are recorded in at least five consecutive quarters, excluding summers, reaches or exceeds 50 percent.

Scholastic dismissal will be noted permanently on a student's transcript. Students dismissed from the college may not enroll in any courses for one regular quarter (excluding summer). The maximum number of times a student may be dismissed from Foothill College is three. A third dismissal will result in permanent expulsion from the college.

Re-Admission After Disqualification

A student who has been dismissed due to failure to make academic achievement and/or progress may be considered for re-admission on a conditional basis. The student must file an *Admission After Disqualification Petition* with a counselor. After the Academic Council reviews the petition, the student will be notified via e-mail of the decision, and their next steps.

Registration & Attendance

If you have academic complaints, including treatment in a course or program, you should seek to resolve the problem by speaking with these people, in this order:

- Course instructor
- Division dean

Academic Regulations

The Academic Council is responsible for academic regulation evaluation, enforcement, interpretation and exceptions. You can obtain petitions in the Admissions & Records Office (Room 8101), Counseling Center (Room 8302) or visit **foothill.edu/reg/forms.html**.

Academic Renewal

The Academic Renewal process permits students the opportunity to petition to have substandard academic work completed at Foothill College disregarded from their cumulative grade point average when such work does not reflect their current demonstrated ability (section 55046 of the California Code of Regulations). Upon approval of the petition, the Academic Council may disregard up to three uninterrupted sequential quarters, plus a summer session, for a maximum of 45 quarter units, of selected coursework completed at Foothill College.

Coursework to be disregarded must be substandard, i.e. D+, D, D-, F, NC, and/or NP.

- Once a degree has been awarded at either Foothill or De Anza College, courses taken prior to the awarding of the degree cannot be excluded via Academic Renewal.
- Academic Renewal actions are irreversible once granted.
- Academic Renewal at Foothill College does not guarantee that other colleges will accept this action.

Approval of Academic Renewal requests is subject to the following conditions:

- A substandard grade(s) in any course(s) that has/have been deactivated may be disregarded from the student's cumulative GPA and may be granted an exception to the minimum requirements for academic renewal.
- At least three quarters must have elapsed since the last quarter to be disregarded.
- Since the last quarter, the student must have completed at least:
  - 15 units with a 3.0 GPA, or
  - 30 units with a 2.5 GPA, or
  - 45 units with a 2.0 GPA
- The college will disregard courses selected by the student per the Academic Renewal request, with respect to unit requirements and GPA, provided they fall under the guidelines governing Academic Renewal.
- A student may petition only once for academic renewal.
- The student transcript shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Work completed at other accredited institutions may be considered by the Academic Council. Official transcripts must be on file in Admissions & Records.

Students must consult with a counselor before petitioning for Academic Renewal. After obtaining the counselor's signature, the completed *Petition for Academic Renewal* form is submitted to the Admissions & Records Office. See Board Policy 4240 Academic Renewal.

Add/Drop Dates

The deadline to add and drop classes may vary per course. Generally, the deadline to add or drop a course without a W-mark is prior to 20 percent of class meetings or prior to the end of the second week of instruction for a 12-week course. To determine the exact drop date for your course, consult **MyPortal.fhda.edu**.

You are responsible for initiating the official add/drop process and for notifying both the instructor and Admissions & Records Office (Room 8101). Do not rely on an instructor to add you to a course or to drop you if you stop attending. To ensure that you are properly registered or dropped from a class and do not receive a substandard

grade, you are responsible for dropping the class by the appropriate deadline. Verify your current enrollment status by accessing **MyPortal.fhda.edu**.

The maximum number of withdrawals (W-marks) from the same course is three, which are counted toward the overall enrollment limit of three. If you have questions or concerns about W-marks, schedule a meeting with a Foothill counselor at 650.949.7423 or **foothill.edu/counseling**. You cannot drop after the eighth week for a 12-week course. You can receive no more than three W-marks in any one course. For summer session class drop dates, consult the current class schedule or online college calendar at **foothill.edu**.

Courses & Grades

Academic Integrity at Foothill College
Academic integrity means honesty and responsibility in scholarship. Unless collaboration is explicitly authorized, all academic work should result from an individual's own efforts. Intellectual contributions from others must be consistently and responsibly acknowledged. Students accused of violating Foothill's academic integrity policy will face judicial action, up to the possibility of suspension from the college. For more information about Foothill's academic integrity policy, visit **foothill.edu/handbook** or stop by the Dean of Student Affairs Office in Room 2002.

Attendance
Regular and punctual attendance is an integral part of the learning process. As a Foothill student, you are expected to attend all scheduled classes in which you are enrolled. An instructor has the authority to drop a student who violates written attendance policies. Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

Audit Request Procedures
A number of Foothill classes are available for audit. To be eligible, you must have already taken and completed the class at Foothill the number of times permitted, and received a grade of C or better. Audit requests must have the signature of the instructor before you submit the request to the Admissions & Records Office. Auditors are admitted on a space-available basis.

Cancellation of Classes
Classes may be canceled when enrollments are lower than planned. Foothill College has the authority to change or cancel courses and programs as circumstances require.

Class Preparation/Progress
After prior notification, an instructor may drop a student who demonstrates insufficient preparation/prerequisites.

Class Size & Frequency
Minimum class-size guidelines apply to all lecture, lecture/

lab and laboratory classes at Foothill. While a minimum class size is generally required, special circumstances may necessitate continuing a class that does not meet these guidelines.
Exceptions are based on program needs such as second-quarter, third-quarter or second-year sequential courses; courses required for an identified major or career; combined courses meeting at the same hour with the same instructor; and one-of-a-kind offerings needed for graduation or transfer. Exceptions may also be based on the following:

- Limited classroom or laboratory facilities; or
- Statutory and state regulations mandating class size, independent study, and special projects;
- Other circumstances that warrant exception are made by the Finance & Administrative Services Office.

Transfer Credit from Another Institution
Foothill College accepts credit for lower-division coursework previously completed at a college accredited by one of the six regional accrediting associations in the U.S. Students must have official transcripts sent to the Foothill College Admissions & Records Office. To be official, transcripts must be sent from college to college or hand-delivered in a sealed, unopened college envelope.

- Foreign Colleges: Students who want to use coursework completed at foreign institution must have their transcripts evaluated by a foreign evaluation service. Students should meet with their counselors to petition to use any of this coursework toward an associate degree. Coursework from a foreign institution cannot be used for certification to a four-year institution. Students should contact the school to which they want to transfer to determine if any credit will be awarded from the foreign institution.
- Non-Regionally Accredited Colleges: Students may petition for individual courses taken at a non-regionally accredited college to be accepted for major requirements. The credit is non-transferable toward a bachelor's degree and is only applicable toward Foothill College programs. Students must have official transcripts sent to the Foothill College Admissions & Records Office. To be official, transcripts must be sent from college to college or hand-delivered in a sealed, unopened college envelope.

Final Examinations
Foothill gives final examinations in all courses. Final examinations will not normally be given in advance of the scheduled time. At Foothill, we strive to minimize student activities during the week before final exams. However, classes and instruction continue as usual. During this period, instructors may assign coursework or have students complete part of the final examination.

Grading Scale

Grade definitions are as follows:

EVALUATIVE SYMBOLS	GRADE POINTS
A+*	Excellent 4.0; see note below
A	Excellent 4.0
A-	Excellent 3.7
B+	Good 3.3
B	Good 3.0
B-	Good 2.7
C+	Satisfactory 2.3
C	Satisfactory 2.0
C-**	See note below
D+	Passing, less than satisfactory 1.3
D	Passing, less then satisfactory 1.0
D-	Passing, less than satisfactory 0.7
F	Failing 0.0
FW	Failing. A student has stopped participating in a course after the last day to officially withdraw, without achieving a final passing grade, and the student has not received college authorization to withdraw under extenuating circumstances.
P	Pass (at least satisfactory; units awarded not counted in GPA).
NP	No Pass (less than satisfactory, or failing; units not counted in GPA). Not attaining course objectives.

In the plus/minus grading system, the A+ grade is calculated the same as the A grade.
**In the plus/minus grading system, the C- grade is not permitted under Title 5 law.*

P and NP are assigned to those courses in which student achievement is evaluated on a pass/no pass basis rather than a letter grade (A, B, C, etc.). Pass/No Pass courses are so designated in the announcement of courses section of the catalog.

Non-Evaluative Symbols (Not to be used in calculating GPA)

- **I – Incomplete**. This indicates incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term. At least 75% of the class must have been completed to qualify for Incomplete status.
- **IP – In Progress**. The IP symbol denotes that the student is registered for this course, and the grading period is not complete. In Progress work will not appear on a student's transcript until the term has officially begun. It will remain on the transcript until the student has either officially withdrawn (W) or a grade has been assigned.
- **RD – Report Delayed.** The RD symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

- **W – Withdrawal.** A W is assigned when a student drops a class after the first two weeks of a regular 12-week term or, if the term is shorter, after 20% of the course duration has passed. While a W will not be used in calculating GPA, it will be used as a factor in probation and dismissal procedures. A W is also used to calculate enrollment limits. Students may not enroll in the same course more than three times, including times when W or substandard grades are received.
- **EW – Excused Withdrawal.** An EW is assigned when a student is permitted to withdraw from a course due to specific events beyond the student's control, which affect their ability to complete the course. An EW can only be awarded if a student files a petition form providing documentation to prove a "verifiable reason." A list of examples is included on the petition form and on the Admissions and Records website. In the absence of the petition and documentation, a grade will be assigned to the student record. The EW symbol may be assigned at any time after the deadline to drop a course without receiving a W. An EW is not counted in progress probation and dismissal calculations. It is not counted toward the permitted number of withdrawals or as an enrollment attempt.
- **FW – Failure to Withdraw.** A failing grade indicating that a student has stopped participating in a course after the withdrawal period with no communication with the faculty and no petition with Admissions and Records.
- **MW – Military Withdrawal**. An MW is assigned when a student who is a member of an active or reserve U.S. military service receives orders compelling them to withdraw from classes. An MW is not counted in progress probation and dismissal calculations. It is not counted toward the permitted number of withdrawals or as an enrollment attempt.

Transcripts

The Admissions & Records Office forwards transcripts at your request. Transcripts to educational institutions will be sent directly to those institutions. Transcripts given directly to you may be classified as unofficial. Transcript costs and procedures for requesting transcripts are published at **foothill.edu**.

Transcript/Grade Changes

Section 76224 of the *California State Education Code* states, "The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency." By law, instructors are the only people who can change grades.

If you believe corrections should be made within the above restriction, you should first talk to your instructor. Corrections must be initiated within two years after the grade was earned. If an error has been made, and a correction is necessary prior to the two-year period, you may request a review of the records at the Admissions & Records Office.

Grades received prior to 1983 may not be changed. Exceptions to this policy include a bona fide error in grading, and a course in which an unsatisfactory grade was given is repeated for a satisfactory grade.

Petition to Replace Substandard Grade for Foothill College GPA Calculation
When a substandard grade (**D+, D, D-, F, NC** or **NP**) was recorded at Foothill, an equivalent course may subsequently be completed at another accredited college or university. The student's academic transcript shall then be annotated to reflect exclusion of the previously recorded coursework with the substandard grade for purposes of grade-point calculation and for all considerations associated with the awarding of certificates and degrees. Replacement with a grade of **Pass/No Pass** is not permitted, as it does not improve the student's grade-point average (GPA). It is important to note that all grades remain on the academic transcript, and that some transfer institutions may require recalculation of the GPA to include both the substandard grade and the subsequent grade.

When submitting this petition, the student must attach:
- a copy of their transcript, and
- either the course outline of record or the course catalog description to confirm course equivalency. (It is strongly recommended that the student consult with the appropriate Foothill division dean to confirm equivalency with discipline faculty before repeating the course.)
- Be aware that official (sealed) transcripts from other regionally accredited institutions must be submitted to Foothill College Admissions & Records Office before submitting this petition.

The complete petition form must include campuswide identification number (CWID), name, date, Foothill College course identifier, the date that the Foothill course was completed and initial grade, equivalent course identifier, date repeated and grade earned upon repetition, as well as the valid signatures of the student, discipline faculty member and division dean.

High School Credits at Foothill
All credit courses taken at Foothill count as college credit, whether or not they count toward high school requirements. Although Foothill College cannot grant a high school diploma, many local high schools recommend that students who are age 19 or older complete high school requirements by taking college courses. If you choose to earn a high school diploma this way, you should obtain a statement from your high school principal or counselor indicating:
- The subjects necessary to complete graduation requirements, and the number of quarter credits in each;
- Suggestions for Foothill courses to satisfy these requirements;

- The total number of quarter credits required, including electives; and
- Acceptance of credit for courses taken at Foothill.

When you complete the college courses, request that Foothill College send a college transcript to your high school. The diploma will be issued in accordance with your school's procedures.

Off-Campus Trips & Activities
Some programs require off-campus field trips and activities. Transportation is usually the responsibility of the individual student or a travel agency. The district is not liable for occurrences when participants are not under a faculty or staff member's direct, scheduled supervision.

Open-Entry/Open-Exit Classes
Foothill offers several open-entry/open-exit courses, allowing you to work at your own pace. You may generally enroll in these courses at any time, through the end of the seventh week of the quarter. Many of these courses are offered in off-campus centers, fine arts and language arts laboratories and STEM Center. Lists of courses with unusual start times are available in these facilities and in the class schedule.

Independent/flexible study classes are not open-entry/open-exit classes. You must enroll in these classes by the end of the second week of instruction.

Scholastic Honors
Foothill commends students who earn the associate degree, complete a minimum of 18 quarter units in residence at Foothill and meet the following criteria by awarding:
- Highest Honors: 4.0 GPA in all Foothill College coursework.
- High Honors: at least 3.5 GPA in all Foothill College coursework.
- Honors: at least 3.3 GPA in all Foothill College coursework.

Additional scholastic honors are awarded to eligible students on the following basis:
- Dean's List: Awarded on a quarterly basis to full-time students completing 12 or more Foothill units in one quarter with at least a 3.5 GPA; and part-time students completing a minimum of 12 cumulative units at Foothill College with an overall and quarter Foothill GPA of at least 3.5.
- President's Medal: Awarded at the annual commencement ceremony to first-time degree recipients with a 4.0 GPA in all college coursework, including 60 resident units at Foothill College. To qualify for this award students must petition for graduation by June 1.

Course Repetition

Unless exceptions are specifically indicated in course descriptions in this catalog, you cannot repeat a course that you completed with a grade of **C** or better. State law allows you to repeat a class no more than twice to remove a substandard grade (**D**, **F**, **NP** or **W**). There is no limit on the number of times you may enroll in courses designed to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

If you successfully repeat and pass a course at Foothill College in which a substandard grade had previously been recorded, the substandard grade(s) will be excluded for the purposes of calculating GPA and for all considerations associated with the awarding of certificates and degrees. It is important to note that all grade notations (including withdrawals) remain on your academic transcript, and that some transfer institutions may require recalculation of the GPA to include both the substandard grade and the subsequent grade. You may petition to replace a substandard grade earned at Foothill College with a passing grade subsequently earned at another accredited college or university. See "Petition to Replace Substandard Grade for Foothill College GPA Calculation" on page 36.

Active Participation Course Limitation (Course Families)

Pursuant to the California Community College Board of Governors, a student may not have more than six enrollments in any active participatory courses that are related in content. This limitation also applies to the student who receives a substandard grade (**D**, **F**, **NP** or **NC**) or withdrew from a course with a **W**-mark for one or more of the enrollments (*CCR § 55000*).

Active participatory courses included in this restriction are courses in physical education, visual arts and performing arts offered within the Foothill-De Anza Community College District. Foothill College and De Anza College have created course families within the district to address this limitation. These families include courses from Foothill and De Anza that contain related or similar content, and therefore, can only be taken in any combination for no more than six enrollments.

Prior to Fall 2013, the student was able to repeat active participatory courses. However, as of Fall 2013, all active participatory courses are non-repeatable and can only be taken one time subject to the limitation set forth in Title 5 *[CCR §55040(c)]*.

This limitation does not contain a grandfather clause. Therefore, if the student has reached the maximum times of enrollment within a family, then they cannot enroll in any course within the family again within the Foothill-De Anza Community College District.

Additionally, if the student enrolls in a Foothill course that is equivalent to a De Anza course, within a course family,

they may not take the De Anza course at any time and vice versa. For example: *ART 4B* at Foothill is equivalent to *ARTS 4B* at De Anza. If you have completed or plan to enroll in *ART 4B* at Foothill, then you cannot have completed or plan to enroll in *ARTS 4B* at De Anza.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material for which students may earn college credit by receiving a satisfactory test score. Foothill students who are planning to satisfy graduation or transfer requirements by completing the CSU General Education-Breadth certification pattern may apply credit obtained through CLEP per the California State University approved policy AS-2492-10/AA, which requires a passing score of at least 50 on the CLEP exams as outlined at **https://www2.calstate.edu/apply/transfer/Pages/college-level-examination-program.aspx**. Students should be aware of the fact that CLEP credit is currently not awarded for satisfaction of particular major course equivalency at Foothill College; moreover, for transfers, each campus in the CSU system determines how it will apply external examinations toward credit in the major.

Credit by Examination (Challenge)

As an enrolled Foothill student, you may be able to obtain credit by examination in subject matters or fields for which you are especially qualified through training or experience, but for which you have not already received college course credit or advanced placement credit. You must complete this process during the first two weeks of the term. If approved, credit will be posted at the end of the term. Foothill College does not guarantee course will be transferable.

Student Access to Education Records

The *Family Education Rights & Privacy Act*, also called FERPA *(Section 438, Public Law 93380)*, requires educational institutions to provide student access to official education records directly related to the student. The act also says you have the right to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Your written consent is required before the college will release personal information from your records to other than a specified list of persons and agencies. These rights extend to present and former Foothill students.

- Education records generally include documents related to admissions, enrollment in classes, grades and related academic information. These records are filed in the Admissions & Records Office.
- The dean of Student Services is the college's designated records officer.

- Personal education records will be made available for inspection and review during normal business hours to currently and formerly enrolled students, within 45 days following completion and filing of a written request with the records officer.

- The college may release certain types of directory information unless you notify the records officer that certain or all information cannot be released without personal consent. Directory information may include (1) student name and city of residence, (2) date and place of birth, (3) participation in recognized activities and sports, (4) dates of attendance, (5) degrees and awards received, (6) the most recent previous educational agency or institution attended, and (7) height and weight of members of athletic teams, which may be released only by the appropriate athletic staff member or athletic director. Objection to the release of this information must be made in writing to the Admissions & Records Office prior to the first day of instruction of any quarter or summer session.

College Credit for Advanced Placement (AP) Tests*

Unless otherwise noted, students may earn credit for AP Tests with a score of 3, 4, or 5. AP credit can count toward satisfaction of IGETC, CSU GE and A.A./A.S. general education (GE) and/or major requirements as outlined below. **Students planning to transfer should check with the receiving institution regarding AP credit policies.**

Students must submit official College Board AP exam results to the Evaluations Office in order for credit to be awarded or certified.

Note: Course credit and units granted at Foothill College may differ from course credit and units granted by a transfer institution. Students who plan to transfer to four-year college or university should see a counselor for specific details regarding how AP credit will be applied to their major. DegreeWorks and units may not accurately reflect a student's specific situation.

AP Exam	Foothill AA/AS Credit (GE and/or course)	*Minimum* Units Awarded	CSU GE	CSU - Units Earned Toward Transfer	IGETC	UC - Units Earned Toward Transfer
Art History	Satisfies AA/AS Humanities Requirement Course credit: ART 2A	4.5 quarter/ 3 semester units	Area C1 or C2 4.5 quarter/ 3 semester units	9 quarter/6 semester units	Area 3A or 3B 4 quarter/3 semester units	8 quarter/5.3 semester units
Art (Studio-2D Design)	No AA/AS GE credit awarded	4.5 quarter/ 3 semester units (elective)	N/A	4.5 quarter/3 semester units	N/A	8 quarter/5.3 semester units
Art (Studio-3D Design)	No AA/AS GE credit awarded	4.5 quarter/ 3 semester units (elective)	N/A	4.5 quarter/3 semester units	N/A	8 quarter/5.3 semester units
Art (Studio-Drawing)	No AA/AS GE credit awarded	4.5 quarter/ 3 semester units (elective)	N/A	4.5 quarter/3 semester units	N/A	8 quarter/5.3 semester units
Biology	Satisfies AA/AS Natural Sciences Requirement	6 quarter/ 4 semester units	Area B2 and B3 6 quarter/4 semester units	9 quarter/6 semester units	Area 5B and 5C 4 quarter/3 semester units	8 quarter/5.3 semester units
Calculus AB	Satisfies AA/AS Communication & Analytical Thinking Requirement Course credit: MATH 1A	4.5 quarter/ 3 semester units	Area B4 4.5 quarter/3 semester units	4.5 quarter/3 semester units *Only one MATH exam may be used toward transfer*	Area 2A 4 quarter/3 semester units	4 quarter/2.7 semester units *Maximum credit: 8 quarter/5.3 semester units for both AP MATH AB and BC exams*
Calculus BC	Satisfies AA/AS Communication & Analytical Thinking Requirement Course credit: MATH 1A & 1B	4.5 quarter/ 3 semester units	Area B4 4.5 quarter/3 semester units	9 quarter/6 semester units *Only one MATH exam may be used toward transfer*	Area 2A 3 semester units	8 quarter/5.3 semester units *Maximum credit: 8 quarter/5.3 semester units for both AP MATH AB and BC exams*
Calculus BC/ AB Subscore	Satisfies AA/AS Communication & Analytical Thinking Requirement	4.5 quarter/ 3 semester units	Area B4 4.5 quarter/3 semester units	4.5 quarter/3 semester units *Only one MATH exam may be used toward transfer*	Area 2A 3 semester units	4 quarter/2/7 semester units *Maximum credit: 8 quarter/5.3 semester units for both AP MATH AB and BC exams*

* AP policies are under review. For the most current information, visit foothill.edu.

AP Exam	Foothill AA/AS Credit (GE and/or course)	*Minimum* Units Awarded	CSU GE	CSU - Units Earned Toward Transfer	IGETC	UC - Units Earned Toward Transfer
Chemistry	Satisfies AA/AS Natural Sciences Requirement Course Credit Score of 3-CHEM 25 Score of 4 or 5- CHEM 1A	6 quarter/ 4 semester units	Areas B1 and B3 6 quarter/4 semester units	9 quarter/6 semester units	Area 5A and 5C 4 quarter/3 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	Satisfies AA/AS Humanities Requirement	4.5 quarter/ 3 semester units	Area C2 4.5 quarter/3 semester units	9 quarter/6 semester units	9 quarter/6 semester units	8 quarter/5.3 semester units
Computer Science A	No AA/AS GE credit awarded	4.5 quarter/ 3 semester units (elective)	N/A	4.5 quarter/3 semester units *Maximum one exam toward transfer*	N/A	2 quarter/1.3 semester units *Maximum credit: 4 quarter/2.7 semester units for both AP Computer Science A and AB4*
Computer Science AB4	No AA/AS GE credit awarded	4.5 quarter/ 3 semester units (elective)	N/A	9 quarter/6 semester units *Maximum one exam toward transfer*	N/A	4 quarter/2.7 semester units *Maximum credit: 4 quarter/2.7 semester units for both AP Computer Science A and AB4*
Economics: Macro-economics	Satisfies AA/AS Social & Behavioral Sciences Requirement	4.5 quarter/ 3 semester units	Area D2 4.5 quarter/3 semester units	4.5 quarter/3 semester units	Area 4B 4 quarter/3 semester units	4 quarter/2.7 semester units
Economics: Micro-economics	Satisfies AA/AS Social & Behavioral Sciences Requirement	4.5 quarter/ 3 semester units	Area D2 4.5 quarter/3 semester units	4.5 quarter/3 semester units	Area 4B 4 quarter/3 semester units	4 quarter/2.7 semester units
English: Language & Composition	Satisfies AA/AS English Requirement Course credit: ENGL 1A	4.5 quarter/ 3 semester units	Area A2 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 1A 4 quarter/3 semester units	8 quarter/5.3 semester units *8 quarter/5.3 semester units maximum for both English exams*
English: Literature & Composition	Satisfies either AA/AS English or Humanities Requirement Course credit: ENGL 1A	4.5 quarter/ 3 semester units	Area A2 and C2 9 quarter/6 semester units	9 quarter/6 semester units	Area 1A or 3B 4 quarter/3 semester units	8 quarter units/5.3 semester units *8 quarter/5.3 semester units maximum for both English exams*
Environmental Science	Satisfies AA/AS Natural Sciences Requirement Course credit: BIOL 9	6 quarter/ 4 semester units	Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 6 quarter/4 semester units	6 quarter/4 semester units	Area 5A and 5C 4 quarter/3 semester units	4 quarter/2.7 semester units
French Language and Culture	Satisfies AA/AS Humanities Requirement	4.5 quarter/ 3 semester units	Area C2 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B and 6A 4 quarter/3 semester units	8 quarter/5.3 semester units
German Language and Culture	Satisfies AA/AS Humanities Requirement	4.5 quarter/ 3 semester units	Area C2 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B and 6A 4 quarter/3 semester units	8 quarter/5.3 semester units

AP Exam	Foothill AA/AS Credit (GE and/or course)	*Minimum* Units Awarded	CSU GE	CSU - Units Earned Toward Transfer	IGETC	UC - Units Earned Toward Transfer
Government & Politics: Comparative	Satisfies AA/AS Social & Behavioral Sciences Requirement	4.5 quarter/ 3 semester	Area D8 4.5 quarter/3 semester units	4.5 quarter/3 semester units	Area 4H 4 quarter/3 semester units	4 quarter/2.7 semester units
Government & Politics: U.S.	Satisfies AA/AS Social & Behavioral Sciences Requirement	4.5 quarter/ 3 semester units	Area D8 and US 2 4.5 quarter/3 semester units	4.5 quarter/3 semester units	Area 4H 4 quarter/3 semester units	4 quarter/2.7 semester units
History: European	Satisfies either AA/AS Social & Behavioral Science OR Humanities Requirement Course credit: HIST 4A	4.5 quarter/ 3 semester units	Area C2 or D6 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B or 4F 4 quarter/3 semester units	8 quarter/5.3 semester units
History: U.S.	Satisfies either AA/AS Social & Behavioral Science OR Humanities Requirement Course credit: HIST 17A	4.5 quarter/ 3 semester units	Area C2 or D6 and US 1 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B or 4F 4 quarter/3 semester units	8 quarter/5.3 semester units
History: World	Satisfies either AA/AS Social & Behavioral Science OR Humanities Requirement	4.5 quarter/ 3 semester units	Area C2 or D6 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B or 4F 4 quarter/3 semester units	8 quarter/5.3 semester units
Human Geography	Satisfies AA/AS Social & Behavioral Sciences Requirement	4.5 quarter/ 3 semester units	Area D5 4.5 quarter/3 semester units	4.5 quarter/3 semester units	Area 4E 4 quarter/3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	Satisfies AA/AS Humanities Requirement	4.5 quarter/ 3 semester units	Area C2 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B and 6A 4 quarter/3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	Satisfies AA/AS Humanities Requirement	4.5 quarter/ 3 semester units	Area C2 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B and 6A 4 quarter/3 semester units	8 quarter/5.3 semester units
Latin	Satisfies AA/AS Humanities Requirement	4.5 quarter/ 3 semester units	Area C2 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B and 6A 4 quarter/3 semester units	4 quarter/2.7 semester units
Music	Satisfies AA/AS Humanities Requirement Course credit: MUS 3A	4.5 quarter/ 3 semester units	Area C1 (if taken prior to Fall 2009) 4.5 quarter/3 semester units NO GE CREDIT AFTER 2009	9 quarter/6 semester units	N/A	8 quarter/5.3 semester units
Physics 1	Satisfies AA/AS Natural Science Requirement	6 quarter/ 3 semester units	B1 and B3 6 quarter/4 semester units	6 quarter/4 semester units	Area 5A and 5C 4 quarter/3 semester units	8 quarter/5.3 semester units

AP Exam	Foothill AA/AS Credit (GE and/or course)	*Minimum* Units Awarded	CSU GE	CSU - Units Earned Toward Transfer	IGETC	UC - Units Earned Toward Transfer
Physics 2	Satisfies AA/AS Natural Sciences Requirement	6 quarter/ 3 semester units	B1 and B3 6 quarter/4 semester units	6 quarter/4 semester units *Maximum 4 semester units toward GE and 6 semester units toward transfer for all PHYSICS*	Area 5A and 5C 4 quarter/3 semester units	8 quarter/5.3 semester units *Maximum credit: 8 quarter/5.3 semester units for all Physics exams*
Physics C: Mechanics	Satisfies AA/AS Natural Sciences Requirement Course credit: Score of 3: PHYS 2A Score of 4 or 5: PHYS 4A	6 quarter/ 3 semester units	Area B1 and B3 6 quarter/4 semester units	6 quarter/4 semester units *Maximum 4 semester units toward GE and 6 semester units toward transfer for all PHYSICS*	Area 5A and 5C 4 quarter/3 semester units	4 quarter/2.7 semester units *Maximum credit: 8 quarter/5.3 semester units for all Physics exams*
Physics C – Electricity/ Magnetism	Satisfies AA/AS Natural Sciences Requirement Course credit: Score of 3: PHYS 2B Score of 4 or 5: PHYS 4B	6 quarter/ 3 semester units	Area B1 and B3 6 quarter/4 semester units	6 quarter/4 semester units *Maximum 4 semester units toward GE and 6 semester units toward transfer for all PHYSICS*	Area 5A and 5C 4 quarter/3 semester units	4 quarter/2.7 semester units *Maximum credit: 8 quarter/5.3 semester units for all Physics exams*
Psychology	Satisfies AA/AS Social & Behavioral Sciences Requirement Course credit: PSYC 1	4.5 quarter/ 3 semester units	Area D9 4.5 quarter/3 semester units	4.5 quarter/3 semester units	Area 4I 4 quarter/3 semester units	4 quarter/2.7 semester units
AP Seminar	No GE credit or units	N/A	N/A	4.5 quarter/3 semester units	N/A	No credit awarded
Spanish Language and Culture	Satisfies AA/AS Humanities Requirement	4.5 quarter/ 3 semester units	Area C2 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B and 6A 4 quarter/3 semester units	8 quarter/5.3 semester units
Spanish Literature and Culture	Satisfies AA/AS Humanities Requirement	4.5 quarter/ 3 semester units	Area C2 4.5 quarter/3 semester units	9 quarter/6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Statistics	Satisfies AA/AS Communication & Analytical Thinking Requirement Course credit: MATH 10	4.5 quarter/ 3 semester units	Area B4 4.5 quarter/3 semester units	4.5 quarter/3 semester units	Area 2 4 quarter/3 semester units	4 quarter/2.7 semester units

AA: Students may not receive credit for both an AP exam and the equivalent course. A student who receives AP credit and then takes the equivalent Foothill course will have the unit credit for such duplication deducted prior to being awarded the A.A./A.S. degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade given.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breatdh requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

International Baccalaureate Exam Policy
A student may earn credit for successful completion of International Baccalaureate (IB) higher-level subject exams with scores of 5, 6 or 7. IB credit can be used to meet IGETC, CSU GE and Foothill College A.A. or A.S. general education (GE) and/or major requirements as specified in the tables below. The student is responsible for formally requesting that the International Baccalaureate organization send exam results to the Foothill College Evaluations Office (12345 El Monte Road, Los Altos Hills, CA 94022-4599 USA). Course units and credits granted at Foothill College may differ from course credit and units granted by a transfer institution.

General Education IB Exam Score Equivalency List

IB Subject Area	Foothill College General Education Area	Minimum Quarter Units

To earn credit for Foothill GE, the student must earn a score of 5, 6 or 7 on a higher-level IB exam:

IB Subject Area	Foothill College General Education Area	Minimum Quarter Units
Anthropology HL	Social/Behavioral Sciences	4
History (any region) HL	Social/Behavioral Sciences	4
Geography HL	Social/Behavioral Sciences	4
Language A1 (any language) HL	Humanities	4
Language A2 (any language) HL	Humanities	4
Mathematics HL	Communication & Analytical Thinking	4
Theatre HL	Humanities	4

In addition to a score of 5, 6 or 7 on the higher-level IB exam, the student must have completed the IB diploma program to earn Foothill GE credit in these areas:

Biology HL	Natural Science	4
Chemistry HL	Natural Science	4

In addition, a score of 5, 6 or 7 on a higher-level IB exam will result in credit for the following Foothill courses:

Chemistry HL	*CHEM 25* or *CHEM 30A*	4
Physics HL	*PHYS 6*	4

College & District Policies

Academic Honor Code
As a student at Foothill College, you join a community of scholars who are committed to excellence in the teaching and learning process.

We expect that students will pursue their studies with integrity and honesty and all students should know that incidents of academic dishonesty are taken very seriously.

What Is Academic Dishonesty?
The two most common kinds of academic dishonesty are cheating and plagiarism.
- Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means.
- Plagiarism is representing the work of someone else as your own and submitting it for any purpose.

It is your responsibility to know what constitutes academic dishonesty. Interpretations of academic dishonesty may differ among individuals and groups. However, as a student at Foothill, you are expected to refrain from the behavior outlined herein. If you are unclear about a specific situation, speak to your instructor.

The following list exemplifies some of the activities defined as academic dishonesty:

Cheating
- Copying, in part or in whole, from someone else's test;
- Submitting work presented previously in another course, if contrary to the rules of either course;
- Altering or interfering with grading;
- Using or consulting, during an examination, any sources, consulting others, use of electronic equipment, including cell phones and PDAs, or use of materials not authorized by the instructor; or
- Committing other acts that defraud or misrepresent.

Plagiarism
- Incorporating the ideas, words, sentences, paragraphs or parts of another person's writings, without giving appropriate credit, and representing the product as your own;
- Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own;
- Submitting a paper purchased from a research or term paper service, including the internet; or
- Undocumented web source usage.

Other Specific Examples of Academic Dishonesty

- Purposely allowing another student to copy from your paper during a test;
- Giving your homework, term paper or other academic work to another student to plagiarize;
- Having another person submit any work in your name;
- Lying to an instructor or college official to improve your grade;
- Altering a graded work after it has been returned, then submitting the work for re-grading;
- Stealing tests;
- Forging signatures on drop/add cards or other college documents; or
- Collaboration without permission of instructor.

Consequences of Academic Dishonesty

Academic and/or administrative sanctions may be applied when students are found responsible for violating our academic integrity process. Academic consequences of a failure of academic integrity may include receiving a lowered or failing grade on a particular piece of academic work, which may lead to a lowered or failing grade for the course. Administrative consequences may include being placed on disciplinary probation, suspension, or expulsion.

The Student Affairs & Activities Office maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students reported for academic dishonesty more than once. A copy of the *Foothill College Student Conduct, Discipline & Due Process Procedure* is printed in the handbook for each of these groups, and copies are available in the Student Affairs & Activities Office in Room 2002.

Americans with Disabilities Act (ADA)

The Foothill-De Anza Community College District Board of Trustees upholds that, for persons with disabilities, improving the access to educational and employment opportunities must be a priority. The board directs the Foothill College administration to take the necessary actions to implement the requirements of the *Americans with Disabilities Act* (ADA) and *Section 504 of the Rehabilitation Act*.

The Foothill-De Anza Community College District shall not discriminate against a qualified individual with a disability because of the disability with regard to employment or with regard to the provision of district programs, services and activities.

A person who is otherwise qualified may request accommodation related to his/her disability, provided that accommodation does not impose an undue hardship on the district.

To receive a copy of Foothill College disability access information and procedures for requesting accommodations, call Foothill College Disability Resource Center (DRC) at 650.949.7017 or email **drc@fhda.edu**. Disability access information is also available in the DRC (Room 5400).

To appeal a DRC accommodation decision, schedule a meeting with the Dean of Student Affairs & Activities, who is the institution's designated ADA/504 coordinator, by visiting Room 2002 or by calling 650.949.7241. If you experience any difficulties with accommodations or receiving accommodations, email **drc@fhda.edu** or call 650.949.7017. For more information, visit **foothill.edu/drc**.

Nondiscrimination Policy

Foothill does not discriminate against any person in the provision of any program or service based on age, ancestry, color, gender, gender identity, marital status, medical condition, mental disability, national origin, physical disability, race, religious creed, sexual orientation or veteran status.

Complaints of discrimination filed by an employee of the district against another employee or student, or a student against an employee of the district shall be referred and handled pursuant to the district, *Procedures to Resolve Complaints Regarding Harassment and Discrimination (AP 4640)*. Such complaints should be directed to Foothill's Dean of Student Affairs & Activities, located in Room 2002; or call 650.949.7241 to schedule an appointment. Complaints of discrimination filed by a student against another student, or student against the criteria of a program, shall also be referred and handled pursuant to the district *Procedures to Resolve Complaints Regarding Harassment and Discrimination (AP 4640)*. Such complaints should be directed to Foothill's Dean of Student Affairs & Activities, located in Room 2002; or call 650.949.7241 to schedule an appointment.

To report discrimination on the basis of disability, schedule a meeting with Student Affairs & Activities Dean, the institution's ADA/504 coordinator, by visiting Room 2002 or calling 650.949.7241.

Limited English Skills Policy

Prospective students are advised that a lack of English language skills will not be a barrier to admission to, or participation in vocational education programs at Foothill College as long as other, if any, program admission standards are met.

This notice is a requirement of the *Guidelines for Eliminating Discrimination & Denial of Services on the Basis of Race, Color, National Origin, Sex & Handicap (Federal Register; Vol. 44, No 56)*.

Reglamento sobre Limitaciones en el Idioma Inglés

Se les aconseja a posibles estudiantes que la carencia del idioma Inglés no será una berrera para la admisión, o participación en programas de educación vocacional en Foothill College, siempre y cuando todos los otros, si existieran, criterios de admisión del programa sean completados.

Esta nota es un requisito de la *Guía para la Eliminación de la Descriminación y Rechazo de Servicios en Base a la Raza, Color, Nacionalidad de Origen, Sexo e Impedimento (Registro Federal; Vol. 44, No. 56).*

Reglamento de la No-Descriminación

Foothill College no descrimina en contra de ninguna persona en la prohibición de algún programa o servicio basado en la raza, color, nacionalidad u origen ético, edad, sexo, religión, orientación sexual, estado civil, o impedimento físico o mental.

Sexual Harassment Protection Policy

Members of a college community—students, faculty, staff and visitors—must be able to study and work in an atmosphere of mutual respect and trust. It is the policy of the Foothill-De Anza Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by federal and state law.

Sexual harassment may include, but is not limited to:

- Conduct of a sexual nature that is explicitly or implicitly made a term or condition of an individual's employment or education;
- A decision based on the submission to or rejection of a sexual advance; or
- Verbal or physical conduct of a sexual nature that interferes with an individual's performance or creates an intimidating work or educational environment.

Immediate action shall be taken against individuals determined to be in violation of this policy. Any individual who believes that they have been a victim of sexual harassment may file a complaint within one year of the date on which the complainant knew or should have known of the facts of the sexual harassment incident.

Complaints of sexual harassment filed by a student against another student, or student against the criteria of a program, shall be referred and handled pursuant to the district administrative procedures: *Foothill-De Anza Community College District Sexual Assault, Including Rape: Procedures (AP 4630A)* and *Foothill College's Sexual Assault, including Rape, Educational Program(s) (AP 4630B).* Such complaints should be directed to Student Affairs & Activities Dean in Room 2002 or call 650.949.7241 or contact the Title IX coordinator.

Title IX Procedural Requirements

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. In addition to traditional educational institutions, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. Many of these education programs became subject to Title IX regulations in 2000. Foothill College has responsibilities to ensure that students and employees comply with the nondiscrimination mandate of Title IX and its procedural requirements. Foothill College has established a method for receiving and resolving sex-based discrimination complaints. At Foothill College the associate vice president of Student Services is the institution's designated Title IX coordinator. For information, call 650.949.7823 or visit Room 1917.

Mutual Respect Policy

Foothill College takes all steps necessary to provide a positive educational and employment environment that encourages equal educational opportunities. The college actively seeks to educate staff and students on the deleterious effects of expressions of hatred or contempt based on age, ancestry, color, gender, gender identity, marital status, medical condition, mental disability, national origin, physical disability, race, religious creed, sexual orientation or veteran status; and promotes equality and mutual respect among all groups and individuals. Standards of conduct for students and the applicable sanctions for violating the standards of student conduct are contained in the *Academic Policies* section in the *Course Catalog* and online at **foothill.edu**.

Decisions regarding discipline of employees will be made in accordance with applicable legal and contractual provisions and procedures, and may range from reprimand to dismissal.

Drug-Free Campus Policy

The unlawful manufacturing, distribution, dispensing, possession or use of any illicit drug or alcohol by students on district property or at district activities or events is prohibited. The use of drugs and alcohol may pose significant health risks. The Psychological Services and Health Services offices at Foothill College offer additional information on the risks associated with the use of drugs and alcohol. You can also receive referral information for drug or alcohol counseling, treatment and rehabilitation programs. For more information, call 650.949.7910.

Employees and students may be suspended or expelled for the unlawful possession, use or distribution of illicit drugs or alcohol. Appropriate disciplinary action may also include requiring the completion of a rehabilitation program. The standards of conduct for students and the applicable sanctions for violating the standards are published in *Administrative Procedures 5510* and *5520.*

No-Smoking Areas & Enforcement
In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor and outdoor campus locations, with the exception of designated smoking areas as defined by each campus. Smoking is prohibited in district vehicles. "No Smoking" placards are conspicuously posted on campus. In addition, designated smoking areas are clearly marked. No tobacco-related advertising or marketing shall be permitted at FHDA or in publications produced by FHDA. The sale of tobacco products on campus is prohibited. This policy relies on the consideration and cooperation of smokers and nonsmokers. It is the responsibility of all employees, students and visitors to observe and follow the guidelines. This policy shall be communicated and published in the colleges' catalogs, handbooks, websites and other appropriate locations. Smoking violations shall be subject to issuance of citations by the District Police Department as provided for by state law. See *Administrative Procedures 3217, 5510, 5520* at **fhda.edu/_about-us/_board/.**

Enforcement: Smoking violations shall be subject to issuance of citations by the FHDA District Police Department as provided for by state law. An appeal process will ensure the due process of any person cited in accordance with district policy. *California Government Code Sections, 7597-7598; Health & Safety Code Sections, 118875-118915; Labor Code, 6404.5;* FHDA, Approved 4/13/12.

Parking Citations & Traffic Violations
Parking tickets and traffic violations issued at Foothill or De Anza College by Foothill-De Anza Police are legal citations that cannot be canceled by the college administration.

To contest a parking citation, you can complete an online form at **ParkingTicketPayment.com/fhda**, or you may pick up and complete a *Foothill-De Anza College District Parking Citation Administrative Review* request form (at the Foothill Police Station). Mail it to:

Citation Services Center
PO Box 63246
Irvine, CA 92602-6108

An automated system is available 24 hours a day, seven days a week to check the status of your parking citation, or pay by calling 888.913.3711, or online at **ParkingTicketPayment.com/fhda**. Customer service representatives are available on weekdays from 9 a.m. to 4 p.m. (except holidays) at 888.913.3711.

To contest or make a payment for a traffic violation, call 650.324.0373 or write to:

Palo Alto Superior Court
270 Grant Avenue
Palo Alto, CA 94306-1911

Police Conduct
Any misconduct or complaints should be referred to the on-duty police supervisor, located in Room 2103 or call 650.949.7313. Citizen complaint forms may be downloaded at **fhdapolice.org/police.html#citizen**.

Complaints & Grievance Process
Foothill College has an established procedure for grievances and complaints in order to provide a means for resolving alleged unfair or improper action by any member of the academic community. Procedures and forms are available on campus in the Student Affairs & Activities Office, located in Room 2002. A copy of the *Foothill-De Anza Community College District (FHDA) Board Policy & Administrative Procedures* is available for review from the FHDA District Human Resources Office as well as online at **fhda.edu/_about-us/_board/**. For more information, visit the Student Affairs & Activities Office or call 650.949.7241.

Student Conduct & Due Process

I. Overview
In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the settings of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. The purpose of these procedures is to provide a prompt and equitable means to address violations of the *Student Code of Conduct*, as set forth in *FHDA Administrative Procedures (AP) 5510 and 5520*, which guarantees the student or students involved the due process rights entitled to them by state and federal constitutional protections. These procedures will be used in a fair and equitable manner and not for purposes of retaliation. They are not intended to substitute for criminal or civil proceeds that may be initiated by other agencies.

Foothill and De Anza colleges consider the following principles essential to their educational missions and community life:

- Mutual respect between students, faculty and staff;
- Pursuit of studies with honesty and integrity;
- Respect for college and personal property; and
- Compliance with all rules and regulations.
- These standards are intended to promote responsible student conduct and fair play.

II. Definitions

- College: Foothill College and its respective programs.
- Day: Day(s) during which the district is in session and regular classes are held, excluding Saturdays and Sundays.
- District: The Foothill-De Anza (FHDA) Community College District.
- Instructor: Any academic employee of the district in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
- President: The college president or a designated representative of the college president.
- Student: Any person currently enrolled as a student at any college or in any program offered by the district.
- Student Discipline Officer: The official designated by the college to be responsible for reviewing and processing student discipline matters.

III. Student Code of Conduct & Grounds for Disciplinary Action

Students shall be subject to college discipline as outlined in *AP 5520* for any of the following misconduct that occurs at any time on campus or at any off-campus facility, including Internet-based courses or college-approved or college-sponsored functions:

1. Academic dishonesty, such as cheating, plagiarism (including plagiarism included in student publications), or knowingly furnishing false information to the colleges, or district;

2. Unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure;

3. Dishonesty, forgery, alteration or misuse of college or district documents, records or identification;

4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college or district activities, including its public service functions, or of other authorized activities;

5. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any such person;

6. Committing or attempting to commit robbery or extortion;

7. Causing or attempting to cause damage to college or district property or to private property on campus;

8. Stealing or attempting to steal college or district property or private property on campus, or knowingly receiving stolen college or district property or private property on campus;

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

10. Unauthorized entry to or use of college or district facilities;

11. Violation of college or district policies or of campus regulations, including those concerning registration of student organizations, use of college or district facilities, or the time, place and manner of public expression;

12. Unlawful possession, use, sale, offer to sell, or furnishing or being under the influence of, any controlled substance as listed in *California Health & Safety Code Section 11053* et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in *California Health & Safety Code Section 11014.5;*

13. Use, possession, or sale of any firearm, knife, explosive, or other object that could be classified as a weapon (unless the student has specific authorization from a college or district official);

14. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of authority, or persistent abuse of college or district personnel;

15. Gambling on college or district property;

16. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student or other persons;

17. Disorderly conduct or lewd, indecent or obscene behavior, conduct or expression on district-owned or district-controlled property, or at district-sponsored or district-supervised functions;

18. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or district;

19. Theft or abuse of computer time, including but not limited to:
    - unauthorized entry into a file, to use, read or change the contents or for any other purpose;
    - unauthorized transfer of a file;
    - unauthorized use of another person's identification and password;

- use of computing facilities to interfere with the work of another student, faculty member or college official;
- use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons;
- use of computing facilities to interfere with normal operation of the college computing system;
- use of computing facilities for student's personal benefit;

20. Committing sexual harassment as defined by law or as set forth in *Board Policy (BP) 4640*;

21. Engaging in harassing or discriminatory behavior based on race, gender, religion, age, national origin, disability, or any other status protected by law;

22. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college or district premises, or the violation of lawful college or district regulations, or the substantial disruption of the orderly operation of the college or district;

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

IV. Types of Disciplinary Action
The following are the usual types of discipline the college imposes for violations of its rules or California laws. The following topics are listed in alphabetical order.

- Admonition: An administrative, verbal warning to the student to cease and desist from conduct determined to violate the *Student Code of Conduct*.
- Disciplinary Probation: Exclusion from participation in privileges or extracurricular activities set forth in the notice of disciplinary probation for a specified period of time.
- Expulsion: Exclusion of the student by action of the FHDA Community College District Board of Trustees from all colleges in the district for one or more terms, or permanently.
- Removal from Class: Exclusion of the student by an instructor for the day of the removal and the next class meeting.
- Restitution: Financial liability for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
- Summary Suspension: Any student who has willfully disrupted the orderly operation of the campus may be promptly suspended pending a hearing, where such immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, provided, however, that a reasonable opportunity must be afforded the suspended person for hearing within 10 days. In all other cases, where disciplinary action is to be taken in response to willful disruption of the orderly operation of the campus, discipline shall be imposed only after a prompt hearing by a campus body resulting in a finding that the student willfully disrupted the orderly operation of the campus.
- Suspension: Exclusion of the student for good cause from one or more classes for a period of up to 10 days of instruction, or the remainder of the school term, or from all classes and activities for one or more terms. The suspended student is prohibited from being enrolled in any other college in the district for the period of suspension.
- Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the student discipline officer for any person to remain on campus in accordance with *California Penal Code Section 626.4* where the student discipline officer has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.
- Written Warning: Written notice to the student that continuation or repetition of specific conduct found wrongful within a period of time stated in the warning, may be cause for more severe disciplinary action. Written reprimands may become part of a student's permanent record at the college.

V. Discipline & Due Process Procedures at Foothill College
Except in cases where immediate discipline pending a hearing is authorized, the following procedures will apply before disciplinary action is taken to suspend or expel a student. The student discipline officer will determine if there are sufficient grounds to warrant discipline. If the student discipline officer determines sufficient grounds exist to warrant discipline, the student will be provided with written notice of that determination. The written notice will include the following:

- The specific section of the *Student Code of Conduct* that the student is charged with violating;
- A short statement of the facts supporting the accusation; and
- The nature of the discipline that is being considered.

The following topics are listed in chronological order.
- Time Limits: The notice must be provided to the student within 10 days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within 10 days of the date on which conduct occurred which led to the decision to take disciplinary action.
- Pre-Hearing Meeting: If the student chooses to meet with the student discipline officer, the meeting must occur no sooner than 10 days after the notice is

provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

- Schedule of Hearing: The formal hearing shall be scheduled within 10 days after the pre-hearing meeting with the student discipline officer.

- Campus Disciplinary Hearing Board: This board shall be comprised of members of the faculty and administration. The student discipline officer and the president of the Academic Senate shall each, at the beginning of the academic year, establish a list of persons who will serve on student disciplinary hearing panels. The student discipline officer shall appoint the hearing panel from the names on these lists. The administrator on the hearing panel shall serve as chair. However, no administrator or faculty member who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

- Conduct of the Hearing: The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. The student discipline officer shall present the facts supporting the accusation. The student discipline officer and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Unless the hearing panel determines to proceed otherwise, the student discipline officer and the student shall each be permitted to make an opening statement. Thereafter, the student discipline officer shall make the first presentation, followed by the student. The student discipline officer may present rebuttal evidence after the student completes their evidence. The burden shall be on the student discipline officer to prove by substantial evidence that the facts alleged are true. The student may represent themself, and may also have the right to be represented by a person of their choice. An attorney shall not represent the student unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the student discipline officer may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing. In a closed hearing, witnesses shall not be present when not testifying, unless all parties and the panel agree to the contrary. The district shall record the hearing either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask people present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recordings shall remain in the custody of the district at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording. All testimony shall be taken under oath; the hearing panel chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is considered unavailable. Within 10 days following the close of the hearing, the hearing panel shall prepare and forward to the student discipline officer a written recommendation. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the standards of student conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. The student discipline officer will forward the recommendation to the president.

- Immediate Summary Suspension: The president may order immediate interim suspension pending a hearing of a student where they conclude that immediate suspension is required to protect lives or property and to ensure the maintenance of order, provided that a reasonable opportunity is afforded the suspended person for a hearing within 10 days. This procedure complies with *Education Code Section 66017*.

- Removal from Class: Any instructor may order a student removed from their class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the student discipline officer. The student discipline officer shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the student discipline officer shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the student discipline officer from recommending further disciplinary procedures in accordance with these procedures based on the facts that led to the removal. This procedure complies with *Education Code Section 76032*.

- Withdrawal of Consent to Remain on Campus: Also review *Penal Code Section 626.4*. The student discipline officer may notify any person for whom there is a

reasonable belief that the person has willfully disrupted the orderly operation of the campus and that consent to remain on campus has been withdrawn. If the person is on campus at the time, they must promptly leave or be escorted off campus. If the student discipline officer withdraws consent, a written report must be promptly made to the college president and the district police. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than 10 days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions. In no case shall consent be withdrawn for longer than 10 days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly re-enters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest.

- President's Decision for Suspension: Within 10 days following receipt of the hearing panel's recommended decision, the college president shall render a written decision. The college president may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the president modifies or rejects the hearing panel's decision, the college president shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. Written notice of the college president's decision shall be provided to the student. The notice will include the right of the student to request an appeal of the decision within 30 days of receipt of the decision. The college president will review the appeal and any additional information provided by the student, and render a decision on the appeal. The decision of the college president shall be final. The college president shall notify the district chancellor of the decision to suspend a student.

- President's Decision for Expulsion: Within 10 days following receipt of the hearing panel's recommended decision, the college president shall render a written recommended decision to the FHDA board of trustees. The college president may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the college president modifies or rejects the hearing panel's decision, the college president shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The college president's recommendation shall be forwarded to the FHDA board of trustees.

- Board of Trustees' Decision: Once received, the college president's recommendation will be placed on the agenda of the next regularly scheduled district board meeting. The district board of trustees shall determine whether to expel a student for cause following hearing before the board. The board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures *(Education Code Section 72122)*. The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time and place of the board's meeting. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting. Even if a student has requested that the board consider an expulsion recommendation in a public meeting, the board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session. The board may accept, modify or reject the findings, decisions and recommendations of the college president and/or the hearing panel. If the board modifies or rejects the decision, the board shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the board shall be final. The final action of the board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the district.

For More Information
The Foothill College Student Affairs Office manages liability issues that arise on the Foothill College campus. The Dean of Student Affairs & Activities is the Foothill College grievance officer who oversees discipline and due process. To schedule an appointment, get answers to your questions, obtain reference material or discuss an issue, call 650.949.7241.

Various policies and college groups work to assure students' due process. Such groups and policies include:

- ASFC Student Rights Advocate: For more information, e-mail or call the Associated Students of Foothill College president at **asfcpresident@foothill.edu** or 650.949.7062.

- Obtaining Copies of Policies: All board and administrative policies are available for review during business hours in the Foothill-De Anza Community College District Chancellor's Office located on the Foothill College campus. These policies are also available online at **fhda.edu**.

- In addition, reference resources are available online at **foothill.edu/handbook** and in print in the *Foothill College Student Grievance Procedures* brochure that is available at the Student Affairs & Activities Office (Room 2002). For more information, call 650.949.7241.

For Further Reference

- *Foothill-De Anza Community College District Board of Trustees Administrative Procedure 5510—Student Code of Conduct;*
- *Foothill-De Anza Community College District Board of Trustees Administrative Procedure —Student Due Process & Discipline 5520;*
- *Foothill-De Anza Community College District Board of Trustees Administrative Procedure 5530—Student Grievances;*
- *Foothill-De Anza Community College District Board of Trustees Policy and Administrative Procedure 5500— Student Rights & Responsibilities;* and
- 14th Amendment of the *U.S. Constitution* as interpreted by Tinker v. Des Moines Independent School District, U. S. Supreme Court, 1969, 21 LIED 2d 731.

Student Grievance Procedures

So that you are fully aware of student rights and responsibilities, you should also review the *Foothill College Student Conduct & Due Process Booklet*. The administrative procedures and board policies referred to in this section are also available online at **fhda.edu**. Printed versions of both booklets are available in the Student Affairs & Activities Office in Room 2002 and the Foothill-De Anza Community College District Chancellor's Office located on the Foothill College campus.

Purpose

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. This procedure is for student grievances only. Faculty and staff with complaints regarding students should refer to *Administrative Procedure 5510: Student Code of Conduct* and *Administrative Procedure 5520: Student Due Process & Discipline.* The student grievance procedures shall be available to any student who reasonably believes a college decision or action has adversely affected their status, rights or privileges as a student. The procedures shall include grievances regarding:

- Course grades, to the extent permitted by *Education Code Section 76224(a)*, which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."
- Act or threat of intimidation or harassment. These procedures do not apply to sexual harassment or illegal discrimination. Sexual harassment or complaints on the basis of race, color, national or ethnic origin, age, gender, sexual orientation, marital status, or physical or mental disability should be directed to the dean of Student Affairs & Activities at Foothill College, the dean of Student Development & EOPS at De Anza College or the Foothill-De Anza Community College District Human Resources Office.
- Act or threat of physical aggression.
- Arbitrary action or imposition of sanctions without proper regard to academic due process specified in the college procedures, unrelated to disciplinary actions.
- The exercise of rights of free expression protected by state and federal constitutions and *Education Code Section 76120.*

This procedure does not apply to:

- Student disciplinary actions, which are covered under separate board policies and administrative procedures. (See *Administrative Procedure 5520: Student Due Process & Discipline.*)
- Police citations (i.e. "tickets"). Complaints about citations must be directed to the Santa Clara County Superior Court Parking Violations Office in the same way as any traffic violation.
- Sexual harassment. Complaints of sexual harassment should be directed to the dean of Student Affairs & Activities at Foothill College or the dean of Student Development & EOPS at De Anza College.
- Illegal discrimination. Complaints of discrimination on the basis of race, color, national or ethnic origin, age, gender, sexual orientation, marital status, or physical or mental disability filed against an employee of the district should be directed to the dean of Student Affairs & Activities at Foothill College or the dean of Student Development & EOPS at De Anza College.
- Residence determination. Students should contact the Admissions & Records Office at Foothill or De Anza College.
- Dismissal from college for academic reasons. Student should consult a Foothill counselor. If there are extenuating circumstances, the student may appeal the dismissal to the Academic Council after consulting a Foothill counselor.

Definitions

- Grievant: A student alleging that a college decision or action has adversely affected their status, rights or privileges as a student, or alleges that another student has violated the student's rights.
- Party: The student, or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the grievance hearing committee or the college grievance officer.
- President: The college president or a designated representative of the college president.
- Student: A currently enrolled student, a person who

has filed an *Application for Admission* to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission.

- Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
- Work Day: A work day shall mean days during which the district is in session and regular classes are held, excluding Saturdays and Sundays. All time deadlines shall be measured by work day, unless otherwise specified as calendar days.

Informal Resolution of Grievances

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the vice president who oversees that division.

1. The college president has appointed an employee who shall assist students in seeking resolution by informal means. This person shall be called the grievance officer.

2. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

3. Any student who believes they have a grievance shall file a *Statement of Grievance Form* with the grievance officer within 30 calendar days of the incident on which the grievance is based, or 30 calendar days after the student could have reasonably discovered the basis for the grievance, whichever is later. The *Statement of Grievance Form* must be filed within the above time frame whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two work days following receipt of the *Statement of Grievance Form*, the grievance officer shall advise the student of their rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the *Statement of Grievance Form.*

   – If at the end of 10 work days following the student's first meeting with the grievance officer, there is no informal resolution of the complaint which is

satisfactory to the student, the student shall have the right to request a grievance hearing.

Steps in the Informal Process Involving College Employees

- The student shall confer with the faculty member, administrator or classified staff person directly involved in the facts giving rise to the grievance.
- If unresolved after Step 1, the student shall confer with the faculty member's division dean, or the supervisor of the administrator or classified staff person.
- If unresolved after Step 2, the student shall confer with the vice president of that dean's or supervisor's division.
- Within the 30-calendar-day time limit as previously outlined, if the student does not feel that the matter can be resolved after completing Steps 1, 2 and 3, an official *Statement of Grievance Form* may be filed with the grievance officer. The grievance officer will advise the student of his/her rights and assist the student, if necessary, in the final preparation of the *Statement of Grievance Form*.
- If after 10 work days from the first meeting with the grievance officer there is no informal resolution, the student may request a grievance hearing.
- If the complaint involves a grievance against another student, grievant shall confer directly with the grievance officer, who will advise the grievant of his/her rights and assist the grievant in preparing the *Statement of Grievance Form*.

Formal Grievance Process

Grievance Hearing Committee

- The college president or his/her designee shall at the beginning of each quarter, including any summer session, establish a standing panel of members of the college community, including faculty members and administrators, from which one or more grievance hearing committees may be appointed. The panel will be established with the advice and assistance of the Academic Senate, who shall submit names to the president or his/her designee for inclusion on the panel. A grievance hearing committee shall include three members from the panel described above. The administrator on the hearing panel shall serve as chair.
- No person shall serve as a member of a grievance hearing committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner.
- The grievance officer shall sit with the grievance hearing committee but shall not serve as a member nor vote. The grievance officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the hearing

committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

Request for Grievance Hearing
Any request for a grievance hearing shall be filed on a *Request for a Grievance Hearing Form* in writing within 30 calendar days after discovery of the grievable action and after completing steps 1–3 of the informal process previously outlined.

- Within 10 work days following receipt of the *Request for Grievance Hearing Form*, the grievance officer shall convene a grievance hearing committee as described above, and the grievance hearing committee shall meet in private and without the parties present to determine on the basis of the *Statement of Grievance* whether it presents sufficient grounds for a hearing.

- The determination that the *Statement of Grievance* presents sufficient grounds for a hearing shall be made if the following are found to be true:

- The statement contains facts, which, if true, would constitute a grievance under these procedures;

- The grievant is a student as defined in these procedures, which include applicants and former students;

- The grievant is personally and directly affected by the alleged grievance;

- The grievance was filed in a timely manner; and

- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

- If the grievance does not meet each of the requirements, the hearing committee chair shall notify the student in writing of the rejection of the *Request for a Grievance Hearing*, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within seven work days of the date the decision is made by the grievance hearing committee.

- If the *Request for Grievance Hearing* satisfies each of the requirements, the college grievance officer shall schedule a grievance hearing. The hearing will begin within 30 calendar days following the decision to grant a grievance hearing. All parties to the grievance shall be given not less than 10 work days notice of the date, time and place of the hearing.

Hearing Procedure
The grievance hearing committee chair is responsible for ensuring that administrative procedures are followed and for maintaining decorum at the hearing.

- The members of the grievance hearing committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

- Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

- Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

- Unless the grievance hearing committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

- Each party to the grievance may represent themselves, and may also have the right to be represented by a person of their choice; except that a party shall not be represented by an attorney unless, in the judgment of the grievance hearing committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than 10 work days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance; any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

- Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than five work days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

- The hearing shall be recorded by the grievance officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the grievance hearing committee chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the district, either at the college or the district office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

- All testimony shall be taken under oath; the oath shall be administered by the grievance hearing committee chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded shall be considered to be unavailable.

- The grievance hearing committee shall prepare and send a decision to the grievance officer. The decision will be forwarded by the grievance officer to the grievant within 14 work days. The decision shall include specific

factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Appeal & President's Decision
A student prejudiced by a decision of the grievance hearing committee shall be entitled to appeal that decision to the college president. The appeal shall be made in writing to the college president within 30 calendar days of receipt of the grievance hearing committee's decision. The college president shall review the appeal and the grievance hearing committee's findings and conclusions, and will render a decision. Within seven work days following the receipt of the request for appeal, the college president shall prepare and send a decision to the grievant. The decision of the college president shall be final.

Time Limits
Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

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

Be aware that illegal forms of downloading and file sharing, as well as the unauthorized distribution of copyrighted materials, are violations of the law and may subject you to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at **www.riaa.com/resources-learning/for-students-educators**.

In addition to being illegal, file sharing drains the FHDA network's bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money.

The college has developed policies and consequences to ensure that students respect music and other forms of intellectual property, as well as conduct responsible use of the Internet. Review these policies at **foothill.edu/handbook/pdf/student-conduct.pdf**.

There are numerous ways to download music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand and podcasts. For a list of sources that offer legal downloading sites, visit **whymusicmatters.com**.

Summary of Civil & Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under the Copyright Act. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading and/or uploading substantial parts of a copyrighted work without authority constitutes an infringement. For details, review U.S. Code Title 17; Section 106.

Civil and criminal penalties are applicable for copyright infringement. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than $750 and not more than $30,000 per work infringed. For willful infringement, a court may award up to $150,000 per work infringed. A court can also assess related costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For details, review U.S. Code Title 17; Sections 504–505.

For more information, review the U.S. Copyright Office website at **copyright.gov**, especially the FAQ at **copyright.gov/help/faq**.

Misuse of Computer Information & Resources Policy
This administrative procedure implements *FHDA Board Policy 3250: Computer and Network Use - Rights and Responsibilities*.

Abuse of computing, networking or information resources contained in or part of the district network may result in the loss of computing privileges. Additionally, abuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable district or college policies, procedures, or collective bargaining agreements. Complaints alleging abuse of the district network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties, including fines and imprisonment.

Examples of behaviors constituting abuse which violate

District Board Policy 3250 include, but are not limited to, the following activities:

System Abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the district network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse in violation of *District Board Policy 3250*.
- Forging e-mail messages.
- Attempting to circumvent data-protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources.
- Downloading, displaying, uploading or transmitting obscenity or pornography, as legally defined.
- Attempting without district authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California computer crime laws.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the district network.
- Illegal downloading and/or distribution of copyright-protected materials, including but not limited to music and videos.

Harassment

- Using the telephone, e-mail or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the district network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, or religious or political belief.
- Knowingly downloading, displaying or transmitting by use of the district network sexually explicit images, messages, pictures, or cartoons when done to harass or for the purposes of harassment.
- Knowingly downloading, displaying or transmitting by use of the district network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.
- Posting on electronic bulletin boards material that violates existing laws or the colleges' codes of conduct.
- Using the district network to publish false or defamatory information about another person.

Commercial Use

Using the district network or computing resource owned or controlled by the district for any commercial activity without written authorization from the district. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration.

Copyright

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on district websites in violation of copyright laws.

Exceptions

Activities by technical staff, as authorized by appropriate district or college officials, to take action for security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of the network.

Although personal use is not an intended use, the district recognizes that the network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provided that such usage is ordinarily on an employee's own time; is occasional; and does not interfere with or burden the district's operation. Likewise, the district will not purposefully monitor or punish reasonable use of the network for union business-related communication between employees and their unions. Administrative Procedure 3250. Approved 11/17/97; Reviewed by FHDA Board 8/16/99, 7/7/03; revised 10/28/05, 2/6/09.

Use of Photography

Foothill College, a public California community college, reserves the right to use photographs, videos, motion pictures, and electronic images of students and visitors, age 18 and older, taken on college property and at college-sponsored events for marketing and promotional purposes.

Occasionally, the college will conduct media production activities for marketing purposes. The results of such photography and recording may be broadcast throughout the world. If you do not want to be identified, photographed or recorded, avoid areas where camera technicians and photographers are working.

Objection to the use of an individual's photograph may be made in writing to the Marketing Office, Room 1944.

Student Right-To-Know Rates for Fall 2013 Cohort

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of Foothill College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2013, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a six year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Foothill College nor do they account for student outcomes occurring after this six year period.

Completion Rate: 60.87%

Transfer Rate: 11.26%

Based on the cohort defined above, a Completer is a student who attained a certificate or degree or became "transfer prepared" during a six-year period, from Fall 2013 to Spring 2019. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered "transfer prepared." Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming "transfer prepared" during a fourteen quarter period, from Spring 2014 to Spring 2019, are transfer students.

For more information, visit http://srtk.cccco.edu/index.asp.

Crime Awareness & Campus Security Summary Report

In compliance with Section 201 Public Law 101-542 as amended by Public Law 102-26, Foothill College provides the following *2018 Crime Awareness & Campus Security Act Summary Report* (the most recent reporting period for which data are available from the Foothill-De Anza Community College District Police Department):

Foothill College (Los Altos Hills, CA)

Criminal Offenses	On Campus			Public Property			Non-Campus Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	2	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	0	0	0	0	0	0
Domestic Violence	2	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hate Crimes	0	3	0	0	0	0	0	0	0

Special Category Arrests	On Campus			Public Property			Non-Campus Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Weapons Violations	0	1	0	0	0	0	0	0	0
Drug Violations	2	4	5	0	0	0	0	0	0
Liquor Laws	1	1	0	0	0	0	0	0	0

Sunnyvale Education Center (Sunnyvale, CA) – Opened 6/1/2016

Criminal Offenses	On Campus			Public Property			Non-Campus Property		
	2016*	2017	2018	2016*	2017	2018	2016*	2017	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0

Special Category Arrests	On Campus			Public Property			Non-Campus Property		
	2016*	2017	2018	2016*	2017	2018	2016*	2017	2018
Weapons Violations	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0

Middlefield Campus (Palo Alto, CA) – Closed 6/1/2016

Criminal Offenses	On Campus	Public Property	Non-Campus Property
	2016	2016	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Hate Crimes	0	0	0

Special Category Arrests	On Campus	Public Property	Non-Campus Property
	2016	2016	2016
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Laws	0	0	0