



Section II

STUDENT INFORMATION

STUDENT INFORMATION

ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision/academic matters or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Administrative Policy 5522 or the Student Grievance Process for Instruction and Grade Related Matters in the catalog for details.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Vice President of Student Services, and thence to the President. The final appeal a student can make is to the Board of Trustees.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found in the Student Conduct section of the catalog, Board Policy 5500, and Administrative Policy 5520.

ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work independently (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct," listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

ACADEMIC RENEWAL

Academic renewal allows a student who experienced academic difficulties during earlier attendance to have grades for a particular period of time excluded from the calculation of the RCCD grade point average. All courses and grades remain on the student's permanent academic record. Petitions forms are available online at www.mvc.edu/forms.cfm. The policies are as follows:

1. A student may request academic renewal for not more than two terms (fall, winter, spring, summer) of grades. A maximum of 24 units of substandard grades and credits, which are not reflective of a student's present ability and level of performance, will be disregarded.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the two terms to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, the student must submit an official transcript from that institution to be submitted with the academic renewal petition.
3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no substandard units for work taken

during the alleviated term(s) will apply toward graduation or any other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.

4. A student may be granted academic renewal only once.

Academic renewal procedures shall not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course. A grade of "C" or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course.

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Moreno Valley College Admissions and Records office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at Riverside City College, and the Student Services offices at the Moreno Valley and Norco colleges. For information on challenge procedures, see page 7.

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the term in which they plan to enroll.

THE ARTS

ART

The visual arts at Moreno Valley College play a significant role in students' lives. Painting, drawing, design, and computer animation students have access to exhibition opportunities and showcases of their creative works. Students can earn the Associate in Arts in Studio Arts for Transfer degree (A.A.-T) or focus on Art courses as part of the Area of Emphasis in Fine and Applied Arts.

DANCE

Dance classes at Moreno Valley College provide an array of choices in styles of dance that meet the needs of aspiring dancers. Students can earn an Associate of Arts (A.A.) degree in Fine and Applied Arts that includes some of the Dance classes offered at the college.

MUSIC

The Music program at Moreno Valley College offers the Associate in Arts in Music for Transfer degree (A.A.-T) and a terminal A.A. in Music. Students may also focus on music courses to earn the A.A. degree in Fine and Applied Arts or to satisfy General

Education requirements with music courses. The music program offers several options for choral singers, including participation in the long-standing Gospel Singers, as well as a highly respected Guitar Ensemble program.

ATHLETICS

Physical activity and academic courses are available at Moreno Valley College.

COLLEGE BOOKSTORE

Students are able to order their textbooks when registering thru WebAdvisor. A list will be populated with the required materials for classes as well as recommended books or study guides. The bookstore offers many choices for textbooks which may also be ordered at www.mvc.edu/bookstore such as:

- **Rentals** - Over 60% (and growing) of our titles are available to rent which means the students will have significant savings off of the new and used book prices. Students can highlight and take notes in the book, but are asked to return the books in the same condition that they would like to buy used books from the MVC campus bookstore. The books are due back when the students have completed their finals. Students will need a valid debit or credit card number on file to secure the rental.
- **Used** - Save 25% of the new textbook price.
- **E-textbooks** - Save up to 60% by buying or renting a digital book. This is an instant download from our website www.mvc.edu/bookstore. Download the free etextbooks application for PC and MAC at www.nookstudy.com/college.
- **New** - A fresh new start to the new semester - prices will vary. Remember to sell your new textbooks back to the bookstore and get up to 50% cash back.

The bookstore offers a large variety of supplies for your classes as well as items to show off your school pride with a wide selection of school spirit accessories. Also, students can grab a quick snack to go. The store also has a laptop program and carries all Nook devices.

Return policy

The MVC bookstore will gladly accept MasterCard, Visa, American Express, Discover, ATM debit cards and Barnes & Noble gift cards. Checks are not accepted. Full refunds will be given the first week of class. Students must have the original receipt and the book must be in the same condition that it was purchased in. Visit the website www.mvc.edu/bookstore for the complete return policy.

CAREER AND TRANSFER CENTER (CTC)

The Career and Transfer Center (CTC) provides students with career counseling and exploration services along with university transfer information. The center seek to make students more aware of their transfer and career choices and to assist with the transfer process. The center is currently located on the 3rd floor of the Student Services building.

SERVICES:

- Understand transfer admission requirements;
- Help students select classes that meet requirements for a particular major;
- Students are able to schedule appointments to meet with different university and college representatives at the center;
- Assist students in exploring majors and determining what

college/university is the best fit;

- Computer access to utilize internet resources, complete college/university applications, and view college/university information online;
- Workshops on the application process, transfer information, scholarship information, transfer writing test preparation and transfer admission guarantee programs;
- Transfer Fairs are coordinated by the Transfer Center every fall and spring term where over 35 university representatives visit our College to speak to students and to answer questions;
- A Transfer Recognition Ceremony is held every spring term to recognize students who have successfully fulfilled the transfer requirements and have been admitted to a four-year college/university.

RESOURCES:

- Resource library that includes college/university catalogs, brochures, and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computerized career assessments including interests, personality type, skills and values
- On-line resources that assist students in understanding how course credits at Riverside Community College District can be applied when transferred to a four-year college/university, or vice versa.
- Guides and handbooks providing information on financial aid and scholarships
- Computer access for online admissions applications
- Transfer major sheets that explain what courses must be completed for certain majors and colleges/universities
- Monthly calendar of events/workshops/university representatives in the Transfer Center website www.mvc.edu/services/ctc/

INTERNET ACCESS:

Career and Transfer Center Website: www.mvc.edu/services/ctc

ASSIST: <http://www.assist.org/>

For more information please call: (951) 571-6205

COUNSELING CENTER

The Moreno Valley counselors are committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction. Professional counseling enables students to utilize various resources and academic offerings and assists them in reaching their educational, vocational, and personal objectives and goals.

Special guidance courses are offered to assist each student in gaining the maximum benefit from the college experience. Courses are listed under Guidance in this catalog.

Specific counseling services include personal counseling, group counseling, career development, academic guidance, and information regarding graduation requirements and requirements for transferring to four-year colleges and universities.

How to Use the Counseling Center

Students may make appointments with the clerk in the Counseling Center or with E-SARS on the counseling website. Counseling hours vary by term and college. Appointments can also be made by calling (951) 571-6104. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

DISABLED STUDENT SERVICES

The Office of Disabled Student Services located in the library building, room 230, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. This office facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities).

Services are available to students with:

Physical Disabilities

Learning Disabilities

Average to above average intellectual ability with a verifiable learning disability.

Other Health Impairments

Communicative Disabilities

Temporary Disabilities

Trained professionals are available in the Office of Disabled Student Services to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information reference the web pages of DSS at www.mvc.edu/services/dsps or call: (951) 571-6138.

Moreno Valley College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is the Director of Diversity, Equity, and Compliance.

DISCIPLINE

It is understood that each student who registers at the District is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the college catalog and at the website www.rccd.edu.

EARLY AND MIDDLE COLLEGE PROGRAMS

Moreno Valley College offers middle and early college programs. The Middle College High School (MCHS) program, made possible through the partnership between Moreno Valley Unified School District (MVUSD) and Val Verde Unified School District (VVUSD), recruits high school sophomores to complete their last two years of high school at MVC by enrolling in both high school and college classes. Only MVUSD and VVUSD sophomores can apply to the program. During the month of January MCHS staff provides presentations in all the sophomore English or World History classes within the comprehensive high schools in MVUSD and VVUSD. Sophomores attending an alternative high school within MVUSD

and VVUSD can apply to MCHS, but they need to speak to their high school counselor to arrange a classroom presentation. Sophomores interested in applying to the program must attend the annual MCHS Information Night, with a parent or guardian. Interested students can speak to their high school counselor or call the MCHS office at (951) 571-6463. Additional information about MCHS can be found in their website, <http://www.mvc.edu/depts/mchs.cfm>.

Nuvview Bridge Early College High School (NBECHS), located in Nuevo, is a charter school part of the Nuvview Union School District. Through the partnership between MVC and NBECHS, students enroll in college classes at MVC. As a charter school, NBECHS accepts out of district high school students. Additional information about NBECHS can be obtained by calling (951) 928-8498 or at their website, <http://www.nuvview.k12.ca.us/Domain/434>.

CAREER & TECHNICAL EDUCATION EMPLOYMENT PLACEMENT

The Career and Technical Education Employment Placement Program helps students and alumni gain practical experience and prepare for today's competitive job market. The office provides placement assistance for part-time, full-time, summer, internship and volunteer positions. The program strives to help students and alumni become more marketable and reach their career goals. For more information, contact the Dean of Instruction, Career & Technical Education Office at (951) 571-6292 or visit PSC-15.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Extended Opportunity Programs and Services (EOPS) provides support services for students with academic and financial disadvantages. The services offered are:

- Academic Counseling
- Educational Planning
- Priority Registration
- One-to-One Tutoring
- Book Service
- CSU/UC Application Fee Waivers

To be eligible for the EOPS program, a student must:

- Be a California resident or AB540 Non-Resident/Dream Act Exemption
- Be enrolled as a full-time student (12 units or more)
- Have fewer than 40 degree applicable units
- Qualify to receive a Board of Governors Enrollment Fee Waiver under Method A or B
- Be educationally disadvantaged

Students who believe they qualify for the program should visit the EOPS website: <http://mvc.edu/services/eops/> or call (951) 571-6253.

Cooperative Agencies Resources for Education (CARE)

CARE is a supplemental program for EOPS students who are single head of household parents receiving TANF benefits. The program provides additional assistance to students who are:

- Eligible for EOPS
- Enrolled in at least 12 units upon acceptance
- Currently receiving AFDC/TANF assistance, with at least one child under 14 years of age
- At least 18 years old, single head of household
- Have applied for financial aid

- Pursuing a program at MVC which will lead to a certificate, degree or transfer

Students who believe they qualify for the program should visit the CARE website: <http://mvc.edu/services/eops/care.cfm>.

FERPA - DIRECTORY INFORMATION

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received. Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services office at Moreno Valley or Admissions and Records at Norco College or Riverside City College and request to have directory information withheld.

STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) Department at Moreno Valley College (MVC) strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. The SFS department will educate students on how to apply for various types of financial assistance, offer financial aid academic counseling, and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students. The SFS department will educate staff regarding new policies and procedures through on- and off- campus training and conferences as well as visits to other community colleges to learn best practices.

The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at <http://www.mvc.edu/sfs> under workshops. The FAFSA application must be completed for each academic year. The MVC Title IV code of 041735 must be listed on your FAFSA record(s) in order for our department to receive your application. If you are a Riverside City College or Norco College student, please make sure to list the school code for your home college on the FAFSA application. You can locate school codes by selecting the "School Code Search" link on the main page of the FAFSA website. The FAFSA is available January 1st of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2nd to ensure priority processing and to maximize your funding.

Once you have completed your FAFSA, the results will be sent to MVC. You must have an RCCD Admissions application on file in order for your FAFSA to be received. Once you have completed your

RCCD Admissions application online at www.mvc.edu, you will be issued your RCCD email account. You can find directions to activate and access your RCCD email account online at www.mvc.edu, under the Admissions and Records webpage. We will send an email to your RCCD student email account, notifying you of your application status. Required documents will be posted on WebAdvisor under "required documents by year" once you have received your email. Forms are available on our website at <http://www.mvc.edu/sfs> under forms and can be turned in at the SFS office at your home college or by email at studentfinancialservices@mvc.edu.

If you are considered a dependent student and cannot provide your parents' information on the FAFSA application, we ask that you first complete the FAFSA application and submit it online. If after completing the FAFSA application you are still required to provide your parents' information and are not able to, please visit the SFS office at your home college and ask to speak to staff regarding a Petition for Independent Status (Dependency Override).

Important updates regarding your financial aid disbursement.

RCCD students will receive their financial aid disbursements via BankMobile disbursement services. All students will have a choice on how they would like to receive their financial aid funds.

Your options include:

1. Direct Deposit (ACH) bankmobile.png
2. Deposit onto a debit card thru "Bank Mobile Vibe" or current Higher One "My One" card holders. Students with the "My One" card will continue to use that card until it expires.
3. Paper Check

All students MUST make a selection in order to avoid delay in their scheduled disbursement. Click www.refundselection.com to go to the BankMobile webpage.

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying California resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to \$30.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list MVC School code #041735 and you will be automatically awarded the BOGW if eligible. You will receive an email at your RCCD student email account notifying you when your BOG waiver eligibility is available on WebAdvisor under your award letter. No separate application is required. If you are not a California resident, you may be eligible to apply for a non-resident tuition exemption through the AB 540 program. If you are not a California resident, you may be eligible to apply for:
 - a non-resident tuition exemption through the AB 540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions

and Records for additional information or view our consumer guide online.

- a non-resident tuition deferment if you are eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds. For more information, view the “information for non-resident” chapter in our consumer guide online at www.mvc.edu/sfs.
- **Board of Governors Fee Waiver (BOGW) Eligibility New Board of Governors Fee Waiver Policy**
Under the new regulations of the Board of Governors’ Student Success Initiative, students will lose eligibility for the Board of Governors Fee Waiver (BOGW) if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made. Foster youth are exempt from this change and will not lose the BOGW eligibility based on academic probation. Students with extenuating circumstances will have the opportunity to appeal the loss of the BOG waiver.
- **Federal Pell Grant** (up to \$5,775 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than half time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to \$1,000 for the academic year at MVC and is subject to change) is awarded to undergraduate students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** (up to \$1648 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the FAFSA or Dream Act application and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend MVC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must be meeting the MVC Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at <https://mygrantinfo.csac.ca.gov/logon.asp>.
- **Chafee Grant Program** provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA or Dream Act application is required for MVC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each Chafee grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for Chafee grants must be picked up in person with a valid picture ID at your home college (this is subject to change).
- **Child Development Grant Program** (\$1,000 per academic year) is for participants who intend to teach or supervise in the field of child care and development in a licensed children’s center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to the Early Childhood Education office (please check their website for hours and locations). The deadline to submit this application is June 15th. A FAFSA application is required for MVC to determine eligibility for this grant. A new application must be submitted for each academic year. The Child Development Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for Child Development grants must be picked up in person with a valid picture ID at your home college (this is subject to change).
- **Federal Work Study** (earn up to \$4,000 per academic year) The FWS Program offers students the opportunity to earn additional funding through part-time employment. It also

allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at www.fafsa.gov and list the MVC school code #041735. To apply for a FWS position, you must have completed your financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at www.mvc.edu for the link to student employment job listings.

- **Federal Direct Loan Program** - Moreno Valley College (MVC) participates in the Federal Direct Loan Program. At MVC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

MVC does not recommend borrowing more than \$10,000 at the community college level (this amount includes all loans from any other institutions attended). To view your complete loan history go to: National Student Loan Data System <http://www.nslds.ed.gov>.

- Students must be meeting the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at MVC and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your “Direct Loan Request Form” to the Moreno Valley College SFS office.
- Students must also have a current Student Educational Plan (SEP) on file with MVC which corresponds with the student’s academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.
- Students will receive notification by email within two weeks after the deadline date they submitted the “**Direct Loan Request Form**” regarding the status of their loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be reviewed (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application. Please refer to our consumer guide online at www.mvc.edu/sfs for a full list of requirements for applying for a student loan at MVC.
- Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year you wish to apply for a loan at MVC. Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. Our efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at MVC. We also reserve the right to deny loans to students on a case-by-case basis. You will be notified by mail if your loan request has been denied.

CALIFORNIA DREAM ACT

The California Dream Act was signed into law on October 8, 2011 and became effective January 1, 2013. Students who apply for the California Dream Act for Winter 2013 and Spring 2013 may be eligible for the Board of Governors Fee Waiver (BOGW) for those

terms. Beginning in Fall 2013, the 2013-2015 California Dream Act program will allow applicants who do not have a social security number to apply for state financial assistance in addition to the BOGW which includes Cal Grants, Chafee Grant, and scholarships. Applicants for these programs must meet all the requirements for each program. Students can apply for these state financial assistance programs by filing a California Dream Act application at <https://dream.csac.ca.gov>. Each of the above listed programs may require additional applications and/or information. For more information, please visit our consumer guide at http://www.mvc.edu/files/sfs_Consumer_Guide.pdf.

SCHOLARSHIPS

Moreno Valley College offers scholarships through its RCCD Foundation office and various generous donors. These scholarships are based on a variety of majors, career goals, GPA, community service, and club involvement:

- **RCCD Scholarships** for continuing and transferring students are available every fall semester with a deadline in early January. Information and instructions on how to apply is available on our website early in the fall semester at www.mvc.edu/sfs. Scholarship information workshops are held at Moreno Valley College prior to the scholarship deadline to assist students in the scholarship application process and are also available on our website. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at MVC are disbursed during the following fall and spring semesters upon verification of eligibility. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information.
- **RCCD Scholarships for High School Seniors** are available beginning in January of each year with a deadline in early March. These scholarships are awarded to high school seniors who will be attending MVC during the academic year after they graduate from high school. Information is available at www.mvc.edu/sfs in January and February of each year and also at each high school within the Moreno Valley high school zone.
- **The Community Scholars** scholarship is a partnership between RCCD and California Baptist University, La Sierra University, and the University of Redlands. This is a \$7,000 scholarship offered to Riverside County high school seniors who will attend any college within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the MVC high school zone and also at www.mvc.edu/sfs in January and February of each year.

Scholarships are also available from sources outside of MVC. There are many resources and opportunities for students to find scholarships to use while attending MVC. However, it requires time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships MVC has been notified of is available at online at www.mvc.edu/sfs or in the SFS office.
- You may also find additional scholarship resources in the reference section of any library or on the Internet at free scholarship search sites such as www.fastweb.com, [STUDENT INFORMATION](http://www.

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scholarshipexperts.com, www.scholarships.com, www.scholarsite.com, and www.scholarshiphunter.com.

- If you are awarded a scholarship from a source outside of MVC, follow the donor's directions on how to have your scholarship funds sent to MVC. When outside scholarship funds are received at MVC, the student is notified by mail.
- Scholarship funds will be disbursed on the next disbursement date upon verification of enrollment and donor guidelines.

Computer Access

Computers are available in the SFS lobby to students receiving financial assistance for the following:

- Complete the FAFSA online
- Research and apply for scholarships online
- Other financial aid web assistance

Responsibilities and Requirements

Moreno Valley College must follow federal, state and institutional regulations in administering financial assistance programs. Students must adhere to all federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guidelines:

- **Ability to Benefit Changes (ATB)**
Federal and State financial aid requires students to have one of the following **educational requirements** to be eligible for financial aid:
 1. High School Diploma (a diploma, not a certificate of completion)
 2. GED
 3. Approved Home School Completion
 4. Passed the California High School Proficiency Exam (CHSPE)**
 5. Received an AA/AS degree from an accredited institution.

Beginning July 1, 2012, students will have to have met one of the outlined educational requirements, or have previously met the ATB requirement to be eligible for financial aid.

If you are a current ATB student and you have previously met one of the 2 ATB requirements, you will continue to meet the educational requirements for financial aid and no further action is necessary. If you have not previously met one of the 2 ATB requirements and have not completed 6 degree applicable units by July 1, 2012, you will be required to meet one of the listed educational requirements to be considered for financial assistance at any college.

**For more information on the CHSPE, please visit: www.chspe.net.

- **Student Educational Plan**
You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you should meet with an academic counselor. To schedule an appointment with a counselor, please contact the Counseling department at MVC at (951) 571-6104.
- **Citizen or eligible non-citizen**
To be eligible for federal and state financial assistance, you must be a U.S. citizen or Eligible Non-citizen with proof of permanent residence (alien registration card, I-94 or I-551).

Citizenship or permanent residency is not required to receive most scholarship aid.

- **Return of Title IV Funds**
If you receive federal or state financial assistance and you drop or fail to successfully complete any courses, you may need to REPAY a portion of your financial assistance. (See our consumer guide for more information regarding Return of Title IV Funds.)
- Students cannot receive financial assistance at two institutions at the same time with exception of the Board of Governors (BOG) Fee Waiver. All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, Riverside City College) will be paid for by your home college, if eligible.
- **Satisfactory Academic Progress**
All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard, you will become ineligible for most types of financial assistance, including the BOGW. If you are determined ineligible for financial aid due to your SAP, you have the right to appeal through the SFS Appeal process. For additional information regarding our SAP Standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide at www.mvc.edu/sfs.
- **Contact Information**
Be sure to keep your mailing address, phone number, and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via WebAdvisor or in person at the Admissions and Records office. Visit your RCCD email regularly as all updates and communications are sent to your RCCD email account.
- **Social Security Number**
Be sure that your Social Security number is on file with MVC as it is not required on the Admissions application but is needed for ALL financial aid applicants. We cannot process most types of financial assistance without your Social Security number on file.
- **Disbursement and Deadline Information**
Deadlines for turning in required documents are located on our Disbursement schedule. Disbursement of financial assistance occurs after the student has completed the FAFSA and turned in all documents requested by the SFS office and enroll accordingly. For dates of deadlines and disbursement, please view our consumer guide on our website at www.mvc.edu/sfs or pick a disbursement schedule up at the MVC office.
- **Veterans:** Applying for financial assistance through the FAFSA application does not affect your GI Bill benefits. All veterans should apply for financial assistance by completing the FAFSA application online at www.fafsa.gov.

You can find more information regarding Student Financial Services and access forms for download on our website at www.mvc.edu/sfs. If you have any questions, please contact us by e-mail at studentfinancialservices@mvc.edu.

Moreno Valley College
Riverside Community College District
Student Financial Services Office
"Building Dreams Together"

FOOD SERVICES

When school is in session The Lion's Den offers a variety of food and beverage options serving all meal periods. Stop by for a cold beverage, a freshly brewed cup of coffee, cheeseburger and fries, or a freshly-made sandwich or salad in our grab and go cooler.

Lions' Den:

Monday - Thursday	7 am - 8 pm
Friday	7 am - 1 pm
Saturday - Sunday	Closed

Hours are subject to change during the Winter and Summer sessions.

STUDENT HEALTH AND PSYCHOLOGICAL SERVICES

The MVC Health and Psychological Services office is located in PSC #6. The office is open Monday through Thursday 8 am to 4 pm and Fridays 8 am to noon. Please check our website at www.mvc.edu/services/hs for our summer hours, holiday closures or changes to regularly scheduled hours of operation.

Services include emergency care, first aid, health counseling, health education, care for common health problems, evaluation and treatment by physicians, nurse practitioners, marriage and family counselors, and referral to appropriate agencies and professionals in the community by a college nurse.

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. College accidents should be reported immediately to the Health Services office. Affordable Care Act options for health insurance are available on the health services webpage (www.mvc.edu/services/hs/) under "Important Announcements!" The "Visit the marketplace today!" provides a new way to find health coverage that fits your budget and meets your needs.

We are here to serve you! Your medical records and all discussions with our staff are completely confidential.

HONORS PROGRAM

Riverside Community College District offers an Honors Program at each of the colleges in the district: Riverside City College, Moreno Valley College, and Norco College. Each Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year university or college. Our honors classes are small (20 students) and taught seminar style. Our students read challenging texts, write original arguments, participate actively in class, and often present their research at statewide conferences. The classrooms are active and dynamic, and the faculty can offer one-on-one mentoring. Honors students also become part of a close-knit community, going on field trips, taking many of the same classes, and often transferring together to the school of their choice.

To be eligible for the program, current RCCD students need:

- 3.0 GPA in 9 transferable units
- Eligibility for or completion of English 1A
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

To be eligible for the program, incoming high school students and all other 1st time college students need:

- 3.0 GPA
- Eligibility for or completion of English 1A

- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

Benefits:

- Transfer agreements, including the UCLA TAP agreement.
- Smaller classes: honors classes have a maximum of 20 students and are taught seminar-style, emphasizing active student participation.
- Help in the transfer process: workshops, one-on-one mentoring, help from honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Field trips: cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, as a director in the Honors Student Council, or as a volunteer in outreach activities.
- Our Honors Centers: places for gathering; they allow for informal study groups, personalized interaction with honors professors, access to transfer advice and research materials, and a general sense of belonging to a cohort of similarly-interested students.
- Scholarships and Essay Contests.

For more information:

Website <http://academic.rcc.edu/honors/>

Facebook page ("RCCD Honors Program")

Video www.youtube.com/RCCDHonors

Contact: Nick Sinigaglia (951) 571-6173 or Jennifer Floerke (951) 571-6319, Honors Program Coordinators

INFORMATION CENTER

If you have news or information you want to give out for free, bring a copy to the Student Activities office and it will be displayed on campus.

Posting Policy: Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer or Designee of each College or program location to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the ten working day posting period expires. Only ten flyers and two posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

INTERNATIONAL EDUCATION / STUDY ABROAD

Riverside Community College District is dedicated to the concept of an internationally based education. The faculty-led study abroad program provides students with unique opportunities to enroll in an academically rigorous program of study set in a variety of cultural settings that enable students to participate in cross-cultural experiences as part of the global community.

Previous fall and spring programs have been offered in Florence, Italy, the "birthplace of the Renaissance," and Dublin, Ireland, voted the "friendliest city in the world." The two-week summer tours have been offered in Costa Rica, the Czech Republic, Hungary, Greece, Turkey, Morocco, Kenya, Spain, and France.

For more information contact the International Education/Study Abroad office at (951) 222-8340, Quadrangle 100 at Riverside City College.

CENTER FOR INTERNATIONAL STUDENTS & PROGRAMS

The International Student's Program administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Program also has orientation classes, counseling and community activities for RCCD students coming from other countries. Close to 400 students from 50 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges. The Program also contributes to the international dimension of the colleges by presenting resource speakers from the United States and abroad who address current world issues.

LIBRARY/LEARNING RESOURCE CENTER (LLRC)

To support the mission of the Moreno Valley College, the library provides access both on and off-campus to a wide range of books, multimedia collections, and electronic resources, including academic journals, magazines, newspapers, ebooks, and more. Visit the library online at www.mvc.edu/library.

Moreno Valley College Library

Monday – Thursday: 8 am - 7 pm

Friday: 8 am - 1 pm

Closed Saturday and Sunday

Circulation Services: (951) 571-6111

Reference Desk: (951) 571-6447

The library provides research instruction, quiet study areas, and access to printers, photocopies, media playback equipment, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations. The MVC College Card functions as the library card for students, faculty and staff. Community members may purchase a library card for \$5 per session. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

STUDENT ACTIVITIES OFFICE

The Student Activities Office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

Programs and Services

- Support for the Associated Students of Moreno Valley College (Student Government)
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development.

STUDENT GOVERNMENT

The Associated Students of Moreno Valley is one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Valley, and many other successful activities.

The student government is responsible for representing the social, political, and educational concerns of our students. The main purpose of student government is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn.

Students can become involved in ASMVC either by running for office or by applying for the various appointive positions, committees or by becoming involved in a wide range of other activities.

ASSOCIATED STUDENTS CLUBS AND ORGANIZATIONS

ASMVC sponsors many clubs/organizations. There are honorary, social services, professional and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASMVC. Students are encouraged to join campus organizations or form new organizations. A partial listing of active clubs/organizations on campus as of this print are listed below. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities Office. Contact the Moreno Valley College Student Activities Coordinator for more information: (951) 571-6105.

Dental Hygiene Organization
 Emergency Medical Services Organization
 Fire Technology Organization
 FRIENDS Club
 Human Services
 Karate Club
 LGBTSA
 MCHS
 MVC Chorale Society
 PA Student Organization
 Puente Club
 Renaissance Scholars Club
 STEM/Green Health
 Students for Christ

SOCIAL EVENTS

An extensive program of activities is provided by the Associated Students of Moreno Valley College (ASMVC). A calendar of these events is maintained in the Student Activities office (located behind the Bookstore). New and exciting activities are always planned. Please stop by and find out how you can get involved.

COLLEGE HOUR

Moreno Valley College is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two "activity hours" per week: Tuesday/ Thursday 12:50 - 1:50 p.m. During College Hour, an extensive program of activities (e.g., lectures, performances) is provided by the ASMVC. A master calendar of these events is maintained in the Student Activities Office and on our web page.

STANDARDS OF SCHOLARSHIP:

PROBATION AND DISMISSAL

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during fall/spring semesters. Probationary students may enroll in no more than seven units during intersessions. Dismissal students will be limited to 5 units during intersession.

Standards for Probation

Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50 percent.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor. The counselor will review the student's academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their College.

Standards for Dismissal

Students failing to maintain satisfactory academic progress may be subject to dismissal from the college under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (Fall/Spring) semesters of attendance which were graded on the basis of the RCCD grading scale.
2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of "F", "FW", "W", "I" and "NP" in at least two consecutive semesters (Fall/Spring) of attendance at RCCD.
3. A student shall remain on dismissal status until good standing is met by achieving a cumulative gpa of a 2.0 or higher and completing over 50% of the total number of units attempted.
4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "FW", "W", "I" "NP" and "NP" are recorded meets or exceeds 50%.

STANDARDS OF STUDENT CONDUCT

References: BP 5500

Ed Code Section 66300, 66301, 76033;

Accreditation Standard II.A.7.b

Health and Safety Code Section 11362.79

34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.

Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District police shall be called by the receiver of the threat or anyone on behalf of the receiver.

2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, 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 and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
 7. Willfully or persistently smoking, including e-cigarettes and vapors in any area where smoking has been prohibited by law or by policy or procedure of the District.
 8. Committing sexual harassment as defined by law or by District policies and procedures.
 9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or veteran status, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
 10. Engaging in negligent and/or willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
 11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
 12. Engaging in dishonesty
Forms of Dishonesty include, but are not limited to:
 - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
 - c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
 - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
 - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
 - f. Buying or selling authorization codes for course registration access.
 13. Entering or using District facilities without authorization.
 14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
 15. 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 premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
 16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 17. Preparing, giving, selling, transferring, distributing, or publishing, 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 without authorization.
 18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
 19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
 20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
 21. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
 22. Gambling, of any type, on District property.
 23. Bringing pets (with the exception of service animals) on District property.
 24. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
 25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
 26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
 27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
 28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.
 29. Abuse of process, defined as the submission of malicious or frivolous complaints.
 30. Violating any District Board Policy or Administrative Procedure not mentioned above.
- Responsibility
- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure

- 5520, which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
 - C. The Vice President of Academic Affairs of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.
 - D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
 - E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook all of which are produced and posted to the college websites. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

STUDENT DISCIPLINE PROCEDURES

References: AP 5520
Education Code Sections 66017, 66300, 72122, 76030 and 76032

I. General Provisions

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

II. Definitions

District - The Riverside Community College District

Student - Any person currently enrolled as a student at any college or in any program offered by the 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.

Short-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion - Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class - Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Loss of privileges - Loss of Privileges denies, for a designated period of time, a student's attendance on District property to specified activities (library privileges, football game, club activities, or other non-instructional activities) and will be delineated in a written notification to the student.

Restitution - This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.

Written or verbal reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus - Withdrawal of consent by the President or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day - Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

III. Actions That May Be Taken Prior to Suspension or Expulsion
The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:

1. Removal from Class (Education Code Section 76032) - Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chair person and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee 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 Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.
2. Immediate Interim Suspension (Education Code Section 66017) - The President or designee may order immediate

suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

3. **Withdrawal of Consent to Remain on Campus** - The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor.

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 seven (7) 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 14 days from the date upon which consent was initially withdrawn.

Any person for whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

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

IV. Academic Dishonesty

In cases of academic dishonesty by a student, a faculty member may take anyone of the following actions:

1. The faculty member may:
 - a. reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
 - b. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
 - c. fail the student in the course if the weight of the test or assignment warrants course failure.

The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension and turn the matter over to the Vice President of Student Services who will take appropriate action.

2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

V. Process Preceding Suspensions or Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. **Notice** - The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
2. **Time limits** - The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.
3. **Meeting** - Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:
 - the facts leading to, and in support of, the accusation
 - the specific section of the Standards of Student Conduct that the student is accused of violating
 - the nature of the discipline that is being considered
 - an opportunity to respond verbally or in writing to the accusation

4. Potential Disciplinary Actions

- a. **Short-term Suspension** - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.
- b. **Long-term Suspension** - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.
- c. **Expulsion** - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

VI. Hearing Procedures

1. **Request for Hearing** - Within five (5) days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President's or designee's.

2. Schedule of Hearing - The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received.
3. Hearing Panel - The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student 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.

4. Hearing Panel Chair -- The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
5. Conduct of the Hearing - The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
 - a. 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.
 - b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
 - c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
 - d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
 - e. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by substantial of evidence that the facts alleged are true.
 - f. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator 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.
 - g. 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 (5) days prior to the date of the hearing.

- h. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
- i. The hearing shall be electronically recorded by the District, 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 each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording 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.
- j. All testimony shall be taken under oath; the oath shall be administered by the hearing panel 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 is not unavailable.
- k. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. The decision 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.

VII. President's Decision

Upon receipt of the Hearing Panel's decision, the President of the College will consider the decision of the Panel.

1. Long-term suspension - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a final written decision. The 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 President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.
2. Expulsion - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a written decision. The 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 President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President will forward his or her decision to the Chancellor with a copy to the hearing panel.

VIII. Chancellor's Decision

The Chancellor will review any recommended expulsions. Within five (5) days following receipt of the President's recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Chancellor's decision shall be forwarded to the Board of Trustees, with a copy to the President.

IX. Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees 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 two (2) days after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees 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 of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS

References: AP5522
Education Code Section 76224
Title 5 Section 55024

I. General Provisions

1. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade.

However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

2. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency.

A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.

3. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators.

There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

4. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
5. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

II. Definitions

1. District - The Riverside Community College District
2. Student - Any person currently enrolled as a student at any college or in any program offered by the District.
3. Instructor - Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
4. Day - Days during which the District is in session and regular classes are held, excluding weekends and holidays.
5. Time Limits - Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

III. Informal Consultation Process

A student has 120 calendar days from the date of the incident giving rise to the grievance to initiate the informal consultation process, except in the case of a grade change. The time limit to initiate a change is one (1) year from the end of the term in which the grade in question was recorded. For further information on grade changes, see Board Policy/Administrative Procedure 4231.

1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.
2. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the outcome of the meeting, by the party who meets with the student.
3. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance requesting a formal hearing within thirty (30) calendar days of the informal consultation with the Dean. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

1. Upon receipt of a written request for a formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
 - a. Two (2) students appointed by the College Student Body President.
 - b. Two (2) faculty members appointed by the College Academic Senate President.
 - c. One (1) academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
 - d. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.
4. The College Grievance Committee Chair will:
 - a. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.
 - b. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the

parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.

- c. Arrange for a disability accommodation if requested pursuant to the above.
- d. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

- e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
- f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.
- g. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
- h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
- i. Maintain an official recording of the proceeding which

will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.

- j. Ensure that the formal hearing will be closed to the public.
5. The Grievance Committee will:
- a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.
 - b. Submit its findings of fact and disposition to each party and the Vice President of Academic Affairs within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

V. Appeals

1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the Vice President of Academic Affairs. The Vice President may:
 - a. Concur with the decision of the Committee, or
 - b. Modify the Committee's decision.

The Vice President will submit his/her decision to each party and the President within ten (10) days (excluding weekends and holidays) of receipt of the Committee's decision.

2. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Vice President's decision, may appeal the decision to the President. The President may:
 - a. Concur with the decision of the Vice President, or
 - b. Modify the Vice President's decision.

The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Vice President's decision.

In all cases, final decision will rest with the President.

After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. If your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- The California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.

- To the State Attorney General using the forms available at http://ag.ca.gov/contact/complaint_form.php?cmplt=PL

VI. Responsibility

The Vice President of Academic Affairs will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically.

Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

SMOKING POLICY

Moreno Valley College is a smoke-free campus. Smoking of any form of tobacco or non-tobacco products is prohibited at any activity or athletic event and on all property owned, leased, or rented by or from Moreno Valley College.

STEM MOBILE INNOVATION CENTER (MOBILE LAB)

The STEM Mobile Innovation Center is designed to create a mobile innovation "learning" center delivering STEM engagement and outreach activities under the direction of Moreno Valley College's STEM Student Success Center (SSSC). Created to advance STEM education by providing hands-on, interactive activities; training and professional development opportunities for students, faculty, and staff; and unique STEM learning and engagement experiences, the STEM Mobile Innovation Center will bring STEM education laboratories with state-of-the-art technologies to MVC and the community. As a result, students will experience a high level of exposure and engagement to STEM education.

Engaging students and the community, MVC will provide access to the STEM Mobile Innovation Center for individual and collaborative groups of learners and is available for reservation through the SSSC. The STEM Mobile Innovation Center through new and improved technologies and unparalleled STEM experiences provides opportunity to foster STEM diversity. For more information call (951) 571-6363 or (951) 571-6364 or visit our website at www.mvc.edu/stem/.

STEM STUDENT SUCCESS CENTER (SSSC)

STEM Student Success Center's Mission is to address the diversity of MVC students, their academic preparation and success in STEM, and their learning through innovative and experiential institutional change initiatives in STEM academic and support services. Through the SSSC, MVC is transitioning to state-of-the-art technology and introducing students to opportunities of exploration and in engagement in STEM courses and programs; virtual labs; gaming and simulation; mobile applications; STEM career and transfer resources; and current STEM research. The creation and integration of technology into MVC's SSSC provides the students project-based, hands-on and interactive STEM activities and multimedia experiences. The STEM counselor provides students with comprehensive support services including case management counseling; career and transfer pathways; and academic services. Additionally, a core aspect of the STEM Student Success Center is to utilize the expertise available through partnering universities to improve the quality of STEM transfer pathways and programs. For more information call (951) 571-6363 or (951) 571-6364 or visit our website at <http://www.mvc.edu/stem/>.

STUDENT EMPLOYMENT SERVICES

The Student Employment Program helps students earn money to pay for their educational expenses by working part time (up to 20 hours per week) while learning transferable job skills. Benefits to the student include:

- Flexible work schedule that works around classes
- Build up resume experience and enhance marketability

- Earn money while gaining work experience

Students can apply to work at a variety of jobs on campus pending their eligibility for the Student Employment Program. Students may be eligible for one or all of the programs which include:

1. Federal Work Study (FWS). The U.S. Department of Education awards the school a certain amount of funding each year to allow students to supplement their education costs. Students eligible for Federal Work Study may be awarded up to \$4,000 per fiscal year. To be eligible for FWS students are required to:
 - Complete the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.ed.gov. School code for Financial Aid: 041735
 - Complete their financial aid file and determined eligible
 - Mark “Moreno Valley” as their home campus
 - Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer)
 - Maintain a minimum cumulative 2.0 CGPA
 - Meet the Student Financial Services Satisfactory Academic Progress standard
 - Have a valid Social Security card and picture ID (or equivalent work authorization)

*Students are limited to 16 semesters or 4 years of employment
2. District/Special Grants (non-Federal work study) Employment. Earnings for District positions are paid from a department’s budget and do not require the completion of the FAFSA. To be eligible to work for District funded positions, students are required to:
 - Enroll in at least 6 units (Fall and Spring) and 3 units (Winter or Summer)
 - Maintain a minimum 2.0 CGPA
 - Have a valid Social Security card and picture ID (or equivalent work authorization)
3. CalWORKs’ Work Study. The CalWORKs’ Work Study program connects eligible students to part-time jobs on and off campus. To be eligible to work for CalWORKs’ Study, students are required to:
 - Be enrolled in at least one unit
 - Provide a valid WTW contract to the MVC Workforce
 - Maintain a minimum cumulative 2.0 CGPA
 - Have a valid Social Security card and picture ID (or equivalent work authorization)
 - Get clearance from the CalWORKs/Workforce Preparation department to help determine eligibility.

For more information on CalWORKs, please visit <http://mvc.edu/services/cw/> or call (951) 571-6154.

To apply for a work study program, students can view open “job postings” year round at <http://www.mvc.edu/se> or inquire with a specific department or supervisor they are interested in. Hourly pay rates vary and start at the current federal minimum wage (currently \$8/hour) however, some positions may start at a higher rate of pay.

For more information on Student Employment Programs at Moreno Valley College, visit <http://www.mvc.edu/se> or call (951) 571-6252.

TUTORIAL SERVICES

Why should you come for tutoring?

- You can increase your independence as a learner

- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to MVC students
- You can receive up to two hours per week/per subject
- Students participating in the EOPS./SSS program receive an additional 50-minute session per week.
- In addition we offer one-on-one tutoring for students enrolled in Computer Information Systems Courses. The MVC Computer Lab is located in the Science and Tech Bldg. # 151 Monday - Thursday, 7 am - 9 pm and Friday, 7:30 am - 5 pm. No appointment is necessary.
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to students.

Tutoring sessions are led by qualified tutors who received an “A” or “B” in the respective courses for which they choose to tutor. All tutors must complete Orientation and attend a Master Tutor Training Workshop. They reinforce specific course material emphasized by the instructors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by MVC faculty members.

Subject areas vary by semester and tutor availability, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information systems, Spanish, French, and many more.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students develop the skills necessary to be a successful student and to be prepared for a successful career after graduation.

How To Obtain Tutoring Services

If you are in need of a tutor, please follow these simple steps to secure your appointment.

- Appointments are available on a first come, first serve basis (on the hour) with a maximum of two hours per week, depending on availability of tutor or subject.
- Individual and group tutor sessions are available
- Scheduling for tutorial sessions is done one week in advance beginning Thursday at 9 am for the following week.
- Students can make an appointment at the Tutoring Learning Center located in the SAS building room 206 or by phone at (951) 571-6167.
- Tutoring hours are Monday 9 am - 5 pm; Tuesday 10 am - 7 pm; Wednesday and Thursday 9 am - 5 pm; Friday 9 am - 2 pm.
-

*Online tutoring service is NOW available to all MVC students enrolled in Online and Hybrid courses free of charge through a link to NetTutor located in each Blackboard course. <http://www.mvc.edu/services/ts/nettutor.cfm>.

To learn more about NetTutor Online Tutoring Service go to: <http://www.opencampus.com>. Please be prepared by being punctual, and having necessary materials upon meeting with your tutor at the scheduled appointment time.

How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn! Tutors

must have passed the class(es) they are tutoring in with at least a “B” grade or higher and:

- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by MVC instructors
- Apply in person to receive a hire packet
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

Tutorial Services is always looking for new tutors to add to our staff. All students interested in becoming a tutor and meet the requirements are invited to contact the Tutorial Services department. <http://jobs.rcc.edu> (Click on Student Employment listings).

All Tutors are paid positions, providing an excellent opportunity to earn money while attending classes at MVC. Any questions or concerns please contact Donna Plunk at (951) 571-6276.

For more information please look at our website at <http://www.mvc.edu/services/ts/>.

Center Information

Moreno Valley College

Student Academic Services Building, 2nd Floor

Telephone number: (951) 571-6167

Fax number: (951) 571-6188

UPWARD BOUND MATH AND SCIENCE (UBMS)

The Moreno Valley College (MVC) Upward Bound Math and Science Program (UBMS) is part of the national TRiO programs, which have been in existence since 1964. UBMS is funded by the US Department of Education and sponsored by Moreno Valley College (MVC) in partnership Moreno Valley Unified School District (MVUSD). UBMS is an interactive intensive pre-college experience designed to strengthen the math and science skills of participating high school students from local schools. UBMS helps students recognize and develop their potential to excel in math while encouraging them to pursue postsecondary degrees, and ultimately careers in science, technology, engineering, and math (STEM). UBMS serves a cohort of approximately 60 high students from Moreno Valley of which over two-thirds are from low income, first-generation backgrounds. MVC’s UBMS program has been in existence since October 2012 and is the only TRiO program with a STEM focus in Riverside County. UBMS accomplishes its mission by utilizing a multidimensional approach and by providing comprehensive services, including tutoring, mentoring, engaging hands-on STEM activities, field experiences, college/career awareness workshops, academic advising, parent/family workshops, assistance with completing college, financial aid, scholarship, and internship applications, Saturday Academy programs, and a six week summer experience. For more information about UBMS, eligibility requirements, or how to apply, please call (951) 571-6382 or visit our website at <http://www.mvc.edu/services/ubms/>.

VETERANS ASSISTANCE

Moreno Valley College (MVC) provides assistance to veterans for the following benefit programs:

- Chapter 30 - Active Duty Educational Assistance Program
- Chapter 31 - Veteran’s Administration Vocational Rehabilitation
- Chapter 33 - Post-9/11 GI Bill
- Chapter 33TR - Post-9/11 GI Bill Transfer to VA Dependents
- Chapter 35 - Survivors and Dependents Educational Assistance Program
- Chapter 1606 - Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program (REAP)

Veterans and/or dependents seeking to use VA Educational Benefits should apply online through the Department of Veteran’s Affairs website at www.gibill.va.gov. If eligible for VA educational benefits, the student will receive two copies of the Certificate of Eligibility (COE). One copy of the COE must be submitted to the Veterans Services office at the student’s home college location and the other copy should be kept by the student for his/her personal records.

All Veteran and/or dependent students must follow Moreno Valley Colleges’ enrollment policies and procedures in order to register into classes. Students must submit an application online to Moreno Valley College and complete any required assessment testing and online orientation. Veterans and/or dependent students are also required to agree and submit a Veteran’s Statement of Responsibility every semester to request his/her benefits certification and avoid any drops for nonpayment. Students may also be eligible for other types of financial assistance and are encouraged to submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

Before a VA Student Educational Plan (VA-SEP) can be developed, all prior college and military transcript(s) must be received by MVC in order to have all prior credit evaluated. After all transcript(s) have been received you will be given a Veteran’s Counseling Referral Slip which should be taken to the Counseling Department to set up an appointment with a counselor to complete your VA Student Educational Plan (VA SEP).

Once the VA SEP has been completed and a VA Statement of Responsibility has been submitted, Veterans Services will verify that the classes are included on the student education plan and certification will be submitted to the VA for benefit processing. If you have questions regarding benefit payments or how to retrieve a copy of your Certificate of Eligibility, please contact the VA at 1-888-GIBILL-1 or visit their website at www.gibill.va.gov.

Veteran students may be eligible for priority registration at MVC. It is the students’ responsibility to submit a copy of their DD214 to the Veterans Services office to verify eligibility. Eligible students will be notified via their RCCD student email account with priority registration information. Dependent students must complete the Admissions process but are not eligible for priority registration.

Moreno Valley College adheres to the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act). For more information, please see Military and Veteran Students and Family Members (p. 9).

MVC Veteran Resource Center
(951) 571-6247
www.mvc.edu/veterans

WORKFORCE PREPARATION

Workforce Preparation at Moreno Valley College offers a wide range of services to assist current and former CalWORKs/(TANF) customers, and youth in foster care to prepare for academic achievement, career pathway planning, employment, self-sufficiency and attaining financial independence. The CalWORKs program, funded through the Chancellor's Office of California Community Colleges, is designed to promote self-sufficiency through employment, education and community collaboration meet the challenge of implementing various strategies to aid disadvantaged students or potential students in building strong connections to the workforce.

CalWORKs Program

The CalWORKs program at Moreno Valley College provides academic, personal, career, and financial aid counseling to assist students receiving CalWORKs and those transitioning off CalWORKs to achieve long-term self-sufficiency through coordinated student services including: work study, job placement, child care coordination, book loan, campus and community resources, and instructional services. Our goal is to increase employability of CalWORKs students through achievement of higher education and work study experiences in order to transition from public assistance to sustained economic self-sufficiency. For more information call (951) 571-6154 or join us on the web at: www.mvc.edu/services/cw/ or on Facebook at: www.facebook.com/calworksmorenovalley.

Services available include:

- Financial aid, academic, personal and career counseling
- Official college student educational plans (SEPs)
- Financial Aid and GAIN approved SEPs
- A Financial Aid advisor is available in our office weekly
- Priority registration
- Book loans
- Computer lab with Internet/printing capability
- Direct referrals to EOPS/CARE
- Work study and job placement
- Career pathway planning and linkages to labor market
- Intensive case management
- Educational and occupational assessments
- Assistance with meeting County GAIN compliance requirements
- Coordination and advocacy on and off campus
- Referrals to campus and community resources

Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans may receive supplemental services such as:

- Childcare
- Transportation (purchase of fuel or bus pass)
- Textbooks and materials
- Parking permits
- Payment of student services fees
- One uniform if required by academic program

CalWORKs Work Study

Moreno Valley College teams up with Student Employment to assist students who qualify for subsidized job training through the

CalWORKs work study program. The CalWORKs work study program is a priority statewide. This year Moreno Valley College was awarded over \$75,000 to fund work study positions. The CalWORKs office must verify eligibility and maintain a current Welfare to Work GAIN contract on file for all students hired under CalWORKs work study each semester. Eligible students are referred to student employment to complete the hiring process. CalWORKs work study funds pay up to 75% of wages for eligible students who may be subject to additional requirements based on the remaining 25% of funds needed. This program benefits employers as well as eligible students who:

- Provide a current WTW GAIN contract
- Maintain enrollment in 1.0 or more units each semester
- Maintain a minimum cumulative 2.0 GPA
- Maintain eligibility for the CalWORKs program
- Provide proof of cash aid each semester
- Receive CalWORKs (cash aid) through a County Welfare department in California
- Attend monthly career related workshops
- Adhere to the Mutual Responsibility Contract
- It is important to notify the CalWORKs office with all updates from the County.

For more information, call (951) 571-6154.

Independent Living Program

MVC's Workforce Preparation Program works in collaboration with Community programs, contracted with the County of Riverside of Public Social Service to provide services to current and former foster youth. Moreno Valley College is committed to serving the foster youth population. The independent living program offers training, advocacy, mentoring and support services to assist current former foster youth in developing pathways to success. Emancipation coaches are available through this community partnership, located at the CalWORKs office. Their primary mission is to assist current and former foster youth transition from full support to independence. Emancipation coaches utilize an individualized approach with training workshops and linkages to community resources. Youth are provided a wide range of services designed to provide them with the tools to be successful in college and with other important life skills. For more information, call (951) 571-6154.

Foster Youth Support Services

The Moreno Valley College Foster Youth Support Services Program (FYSS) provides resources, support, and advising to students that come from the foster care system. MVC FYSS works in collaboration with Riverside City College and the University of California Riverside to provide a network of supportive services to current and former foster youth that seek to meet their goals for post-secondary education. A designated MVC staff member serves as a point of contact to assist students with applying and registering for classes, accessing priority enrollment (if eligible), making appropriate course selections, and connecting to other campus support programs that will help ensure their academic success. Financial assistance, tutoring, field trips, and mentoring opportunities are available. The FYSS program is located in Science and Technology, Room 151A. For more information, please call (951) 571-6110.

