

POLICIES

Academic policies and procedures are not catalog-specific. They are determined by the San Juan College faculty and administration. The College reserves the right to change academic policies and procedures as needed. Students will be notified via their official San Juan College email account if and when changes are implemented.

ACADEMIC HONESTY

San Juan College believes that the basis for personal and academic development is honesty. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. Dishonesty is unacceptable.

Cheating, fabrication, and plagiarism are unacceptable at San Juan College. The process of determining the consequences of academic dishonesty begins with the instructor, and may proceed to include the vice president for learning or vice president for student services. A complete copy of the policy is available in the student handbook.

ACADEMIC RENEWAL

Academic renewal is available to students returning to San Juan College who have not been in attendance for five consecutive years. To be eligible, the student must have attempted 30 credit hours and have a cumulative grade point average of less than 2.0, or such extraordinary circumstances to be considered by the registrar.

If academic renewal is granted, San Juan College will remove all grade points awarded that resulted from grades lower than a C, thus improving the cumulative grade point average. Actual grades are not removed. Under no circumstances will attempted courses be purged from the permanent student record. The courses retained for credit will continue to be computed in the grade point average of the student.

The student will make the initial application for academic renewal with the registrar who will make the initial decision involving the eligibility of the student. The decision may be appealed to the Academic Renewal Committee. The initial academic renewal appeal will be processed between two and five business days.

APPEAL OF ACADEMIC RENEWAL

The Academic Renewal Committee will be appointed by the senior director of enrollment management and will consist of three faculty members, one professional staff member from student services, and a student. One of the faculty appointments will serve as the chair. The committee will review the student's request and render a decision. The decision of the committee will become official on majority and is not subject to appeal.

ACADEMIC STANDING

Good Standing – A student whose cumulative grade point average is equal to or greater than 2.0 is in good standing.

Scholastic Probation or Probationary Status – Students are placed on probation at the end of a semester or summer session when their cumulative grade point average (CGPA) falls below 2.0. Notification to students of scholastic probation or suspension is mailed to eligible students at the end of each grading period.

Removal of Scholastic Probation – Such academic standing is removed when the cumulative GPA is raised to a 2.0 or higher.

Continuing in Probationary Status – Students may continue to enroll while on probation provided they maintain a semester GPA of 2.0 or higher. Students continue on probation if they withdraw from the College while on probation.

Restrictions on Enrollment while on Probationary Status – No student on probation should enroll for more than 15 credits during a semester, without permission of the vice president for learning.

Scholastic Suspension – Students enrolled for a semester on probation are suspended when both the semester GPA and cumulative GPA are below 2.0. The first suspension from San Juan College will be for one semester. The second suspension from San Juan College will be for one calendar year. The third and subsequent suspensions will be for a calendar year.

Effect of Summer Attendance – Students may attend summer session at San Juan College after a spring suspension if the suspension is for one semester and summer enrollment is approved by the registrar. Students suspended at the close of the spring semester may have their suspension rescinded if they attend the following summer session at San Juan College and raise their cumulative GPA to 2.0 or better. Poor performance during the summer can extend the suspension to a full year. Course work taken at other institutions has no effect upon the student's suspension.

AMERICANS WITH DISABILITIES ACT

Health and Safety: There may be health and safety conditions which require notification to school officials, and specifically, any conditions that may affect the health and safety of the student or of others. These conditions, although they may be reflective of disabilities, may be disclosed to school officials with legitimate educational interests.

A student with a disability may request in writing that his/her disability not be disclosed to other school officials.

The disabled student will make the request in writing to the coordinator of Disability Services. The coordinator, and the faculty advisor, will review the request for the non-disclosure of the disability. If the coordinator deems that the disability does not pose a health or safety problem, and that there is not a risk of violations of the Americans with Disabilities Act, then the request of the student may be honored. The review is done separately for each individual course in which the student enrolls. Unless the request for non-disclosure is approved, the coordinator of Disability Services will advise appropriate school officials of the disability and of any necessary accommodations for the student.

Records for a student that are made or maintained by a psychotherapist for the purpose of diagnosis or treatment of the student are available to the person providing the diagnosis or treatment and to others as authorized by the student, or by court order. For purposes of this policy, a psychotherapist is:

1. a person authorized to practice medicine, engaged in the diagnosis or treatment of a mental or emotional condition, and
2. a person licensed or certified as a psychologist and similarly engaged.

Counseling records are subject to disclosure to school officials with a legitimate education interest.

ATTENDANCE

Students are expected to attend all regularly scheduled classes for which they are registered. Valid reasons for missing classes do not relieve the student from making up any missed work. Any instruction missed and not subsequently completed will affect the grade of the student, regardless of the reason for the absence.

Online courses also require regular participation by students. The expectation of a student's work is the same as in a face-to-face class.

Only enrolled students, for credit, non-credit, or audit, are permitted to attend classes. Students who have dropped the course are not eligible to attend. Students' children are also not allowed to attend.

CHOICE OF CATALOG

The application for a degree or certificate requires a student to specify the catalog year listing degree or certificate requirements. A student may select the catalog of first admission to San Juan College in a regular admission status or any subsequent catalog, provided the selected catalog is not more than four years old when degree or certificate requirements are completed, and provided the student has been in continuous enrollment (not out of school for two consecutive semesters, fall or spring). In special cases, individual requests for waiver consideration of the catalog rule can be made to the registrar. Courses showing AU, W, X, or F for final grade will not

count as a semester attended for catalog choice calculation. The student **MUST** meet the requirements in one specific edition of the SJC catalog to earn a certificate or degree. If the student does not indicate a catalog on the degree/certificate application, the current catalog will be used to determine eligibility.

CLASS LEVEL

1-30 credits	Freshman
31 credits-and above	Sophomore

COMPLAINTS

Students wishing to submit written complaints regarding academic or student services issues may do so with the vice president for student services, after following appeal procedures, if they exist. Grade appeals are not covered by this process. All grade appeals should follow the outlined grade appeal process.

Please see student handbook for further guidelines regarding complaints.

CREDIT HOUR LOAD

The normal load for a full-time college student who plans to graduate in two years is 15-17 credit hours per semester. An overload is more than 18 credit hours per semester. A one credit course in physical education may be taken without being included in the calculation for determining overload.

The normal load in summer school is the same number of credits as there are weeks in the session, plus one credit hour (full financial aid requires enrollment in 12 credits.) The federal government has defined full-time enrollment as 12 or more semester credits.

Students must obtain written permission from the appropriate school dean to register for an overload. The student should also be in sophomore standing and should have a cumulative grade point average for the two preceding semesters of 2.5 or better, with no grade less than a C.

A full-time student must enroll in and complete a minimum of 12 semester hours to maintain full-time status.

Enrollment Status

The determination of full-time or part-time enrollment status is made based on the student's enrollment as of census day. The addition of short term or extended credit classes **DO NOT** change the student's enrollment classification after the census has been reported. Full-time enrollment is defined as enrollment in 12 or more credits in a semester of 16 weeks. Part-time enrollment is defined as less than 12 credits.

DEGREE/CERTIFICATE PROGRAMS

To meet the broad range of student objectives, San Juan College offers several types of instructional programs and study alternatives. San Juan College's two-year associate of applied science (A.A.S.) degree and one-year certificate career programs prepare students for immediate employment in a wide variety of professional fields. The associate of arts (A.A.) and the associate of science (A.S.) transfer programs are available for students who wish to earn a two-year degree or to complete the first two years toward a baccalaureate degree at San Juan College and then transfer to a four-year college or university for study in a specific major. The associate of general studies (A.G.S.) is designed for students who wish to earn an associate degree but not in a specific career or transfer area.

GRADES

Grade Options

Three options are available for students to select at the time of course registration. These options include letter grades (A, B, C, D, F), satisfactory/unsatisfactory, and audit.

Grade option changes can be made up until the course's census day. Census day is determined by the course start date and course length. For more information, please see the Schedule of Classes. It is the students' responsibility to make their wishes known to a records staff member when they complete their course enrollment card for data entry. The audit option can be made using the Web or in person. The S/U and Audit options are described below, as well as Incomplete grade policies.

Letter Grading System

A – For excellent work. 4 points per credit hour
 B – For better than average work. 3 points per credit hour
 C – For average work. 2 points per credit hour
 D – For below average work. 1 point per credit hour
 F – For failing work, 0 points per credit hour
 X – For failing work when student stops attending. 0 points
 W – For official student withdrawal. 0 points
 S – For satisfactory work under S/U option. 0 points
 U – For unsatisfactory work under S/U option. 0 points
 I – For incomplete work. 0 points
 AW – Administrative withdrawal. 0 points
 AU – Audit option. 0 points
 RR – Re-register in the course. (developmental classes only) 0 points
 CR – Credit authorized, but no letter grade assigned. 0 points
 CE – Credit by examination. 0 points
 NC – No credit earned. 0 points
 NR – Grade not reported. 0 points

In computing the overall grade point average, the total credits in which grades of A, B, C, D, F or X have been assigned is divided into the total number of grade points earned. Courses for which only credit, but no letter grade is given, may be counted toward graduation but are not computed in the grade point average within set limits for such classes.

A student may appeal an assigned final grade either through administrative or academic appeals procedures. Appeals must be filed within 45 days of the last day of instruction for the semester in which the grade was recorded.

Satisfactory/Unsatisfactory: S/U

Any student may choose to take any course under the S/U option. No more than 9 semester credits may be completed under the S/U option for application toward a degree or certificate at San Juan College. These courses can be used only as electives in a degree program.

Audit: AU

Students planning to audit a class may register for that class on a space-available basis. The regular tuition and fees are charged. Audited courses are recorded on permanent academic records but carry no credit and are not counted in determining maximum course loads. You may register for audit via the Web or in person.

A student may not change from credit to audit after the census date for the course. Courses taken for audit credit do not count toward degree requirements.

Incomplete Grade Assignment

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due.

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

Removal of the I grade

1. I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor.
2. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course.
3. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

RR grade

The RR grade applies only to developmental courses. The RR grade signifies that the student completed the

course and was making good progress. However, the student did not demonstrate sufficient progress to pass the course or to show readiness for success in the next course in the sequence.

X grade

The X grade is essentially equivalent to an F. It has the same effect on GPA, academic suspension, probation, etc. as the F.

The X is used to indicate that the student failed the class due to non-attendance on or before the census date for that course. This typically means that the student stopped attending during this time period. After the census date of the course, the student who stops attending will be given an F. San Juan College adopted the X grade in order to more accurately analyze success rates.

Grade Appeals Rules

The College is committed to a fair, equitable, and understandable grading system. All faculty shall provide students with the goals, objectives, topical outline, grading system and attendance requirements at the beginning of each semester. The following are the rules for grade appeals.

Grade Appeals Procedure

Students who believe they have received a grade in error should informally meet with the instructor or department head to determine if an error has occurred. If the instructor has erred in submitting the grade, the instructor will correct the grade with the Records Office. If the error occurred due to a clerical error in the Records Office, the instructor should request the grade be corrected.

If discussions with the instructor or department head do not resolve the issue, the student should make a formal appeal to the instructor to review the grade. The student must file this appeal within 45 days after the last day of instruction for that class. The following process will be followed (the Formal Application for Grade Appeal form is available from the Office of the Vice President for Learning).

Note: Appeals are not heard for grades resulting from failure to withdraw, nor are appeals heard in order to re-grade assignments or change grades on an exam.

If any step of the appeal does not occur within the timeline, the appeal moves to the next step in the process. All grade appeals must be made in reference to the application form:

1. The student fills out the top of the grade appeal application and gives it to the instructor to review the grade. The instructor has 10 business days to review the grade upon receipt of the formal grade appeal. The instructor fills out Section I of the appeal application, completes the appropriate action, and returns it to the student within 10 business days via certified mail. If instructor is not available for review of formal grade appeal within the 10-day period, the appeal goes to the next level of appeal process.
2. If the grade appeal is denied, the student then appeals the decision to the dean of the school in which the course is offered. The appeal must be given to the dean within 10 business days of receipt of the instructor's decision. The dean of the school has 10 business days from receipt of the formal appeal application to make a determination and complete Section II of the appeal application. His/her decision, as recorded on the appeal, is sent to the student by certified mail and the instructor, and appropriate action is taken if the grade is changed.
3. If the appeal is denied by the dean of the school and the student wishes to proceed with the appeal, the student then submits the formal application for grade appeal (with sections I and II completed) along with a written letter requesting a committee hearing within 10 business days, to the chair of the Grade Appeals Committee through the Office of the Vice President for Learning. The chair has 15 business days upon receipt of the appeal application and letter to convene the committee and review the appeal. By a simple majority vote, a decision is reached by the committee, and that recommendation is given to the vice president for learning.
4. The vice president for learning makes the final determination of the appeal within five business days of receipt of the recommendation from the Grade Appeals Committee. The decision is sent in writing via certified mail to the student, instructor, dean of the school, and the Records Office.

Grade Appeals Committee

The Grade Appeals Committee is appointed by the vice president for learning. This committee will include:

1. A faculty member (not from same department as instructor) as chair
2. Two administrative Student Services staff
3. Two faculty members (not from same department as instructor)
4. Two students (preferably members of Associated Students or Student Ambassadors but not majoring in the same department as the appellant)
5. One alternate faculty member
6. One alternate student
7. One alternate Student Services representative

Prior to the convening of the committee, the chair will request from the instructor a copy of the course outline for the class containing goals, objectives, topical outline, grading system, and attendance requirements as well as documentation pertaining to attendance and grades for review by the committee. For an online course,

the committee may also request access to the course management system (such as ANGEL). The instructor and the student will be given the same materials for reference during the formal hearings.

The committee will provide the student and the instructor involved an opportunity to present the matter in a formal hearing. The committee will determine its recommendation to the vice president for learning based on information presented at the formal hearing which includes testimony given and documentation. Appropriate SJC personnel may be asked to speak before the committee. The student may be accompanied by one person of his/her choosing for moral support, but that individual is not permitted to participate in the hearing.

GRADUATION

Graduation Residency Requirement

A transfer student must complete a minimum of 15 credit hours at San Juan College with a grade of C or above prior to the granting of a degree or certificate. A minimum of 12 of the last 15 credits must be selected from courses offered within the department or major granting the degree or certificate.

Application for Degree or Certificate

Degree or certificate candidates are required to file an application for each degree or certificate sought. Application forms are available from the Office of Admissions and Records. Forms must be completed by these dates:

F – Fall Semester: November 1

SP – Spring Semester: January 31

SS – Summer Session: June 15

If the deadlines for filing fall on the weekend, students will have until 4 p.m. the following business day to submit their graduation application. Students who apply for summer graduation prior to the January 31 deadline will appear in the program and publication for spring graduation and may participate in graduation ceremonies as summer candidates. If students apply for summer graduation after the January 31 deadline, their name may not appear in the graduation program.

Graduates' diplomas will be printed and mailed approximately one month after the end of the session. When the application is received, an evaluation will be completed by the Office of Admissions and Records. If it is uncertain as to whether the student has met the degree/certificate requirements, the registrar and academic dean will make the final determination. Only documentation on file in the student's record folder and current registration records will be used in this evaluation. It is the student's responsibility to make sure all previous college transcripts have been received and evaluated, substitution/waivers have been received and the correct major is on file in the Office

of Admissions and Records. The student will be notified in writing of the outcome of this evaluation. Students are encouraged to apply for graduation one semester prior to the semester in which they expect to graduate.

Students participating in the graduation ceremony must purchase a cap and gown at the bookstore. The deadline for purchase is January 31.

Issuance of Degree or Certificate

Certification of final approval for a degree or certificate will be placed on the student's official record at the end of the semester when all requirements have been completed and final grades certified.

Degree and certificate documents are mailed to students approximately one month after the semester concludes when all final grades are certified and all financial records are cleared.

A student must have a cumulative grade point average of C or above for all course work completed at San Juan College, must have a minimum grade point average of 2.0 for all courses counted toward the degree or certificate, and must meet all minimum course grade requirements as set forth in this catalog for the specific degree or certificate sought.

Students who apply to receive a degree or certificate for any major area of study must earn a grade of C or higher in each core departmental course counted towards the degree or certificate.

Special Topics Courses: No more than six credit hours of Special Topics courses may count towards an associate of arts or associate of science degree. Special Topics credits may be applied only as electives in fulfilling the requirements for an associate degree unless approved by the appropriate dean to substitute for a required general education course.

For most associate of arts degrees, vocational credit hours will not count as electives for transfer to a four year college or university; however, they can be used to earn an associate of arts degree from San Juan College.

Documentation

All change of status, transfer credit evaluations, substitution/waiver requests, course challenges, 1 grade removals, and other actions which apply to individual student records must be complete and on file at the time the application for degree/certificate is processed. All substitution or waiver requests will originate with the appropriate school and be forwarded for approval. Failure to do so will result in the application being rated and denied for lack of minimum graduation requirements.

Attendance at Commencement

The registrar certifies eligibility to participate in commencement exercises held at the close of the spring semester. Eligible candidates for the spring semester or summer session as well as degree or certificate recipients from the previous fall semester may participate in the ceremony.

Second Degrees

A student who wishes to secure a second degree must complete a minimum of 15 additional credits at San Juan College required for the second degree, in addition to the total number of credits required for the first degree. Of the 15 credits, 12 credits must be in the department/division area of study. The student is required to complete all of the requirements for the second degree including general education requirements and specific requirements for the degree selected.

The additional credits required for the second degree may be completed concurrently with those credits applying to the first degree with the two degrees being awarded simultaneously or sequentially provided all requirements have been completed for both degrees.

HONORS

www.sanjuancollege.edu/pages/3863.asp

The Honors Program at San Juan College is the umbrella for a variety of programs and activities intended to (1) enhance and invigorate learning at San Juan College; (2) promote critical thinking and higher level learning among students and others who are prepared for and seeking those challenges; (3) provide learning opportunities in cross-disciplinary and innovative, creative environments beyond the traditional curriculum; (4) encourage and provide opportunities for intensive instructor-student partnerships in scholarship and learning; and (5) forge new and innovative venues of learning and teaching as forums for research and scholarship.

San Juan College offers honors courses in three basic formats:

- Embedded honors courses: core courses regularly offered with both honors and non-honors students enrolled. Honors students do more in-depth investigations of topics and are held to higher academic standards than non-honors students.
- Honors core courses: general education courses with only honors students. Students address a wider range of issues and consider topics in greater depth.
- Special honors topics courses: offered periodically, these classes provide opportunities to study a variety of topics. Courses may be team-taught, interdisciplinary, and/or conducted in a seminar environment. Students should expect to work with primary sources, lead discussion and/or work collaboratively on projects. These courses may fulfill elective credits toward graduation.

Honors courses are offered each semester and are available to all students. Honors sections of core courses may be substituted for regular sections. Honors special topics courses or seminars will fulfill elective credits toward graduation and may be repeated one or more times for additional credit. The 298 course number has been set aside in the course bank for all programs in all schools to be used exclusively for honors special topics and seminar courses, with variable credit (1-6 credits) to accommodate the differing needs of different programs.

Semester Honors President's Honor Roll

Enrolled for 12 or more credits with a semester grade point average of 3.8 or above.

Vice President's Honor Roll

Enrolled for 12 or more credits with a semester grade point average of 3.5 to 3.79.

Graduation Honors Distinguished Scholars

Students who complete twelve (12) hours of honors courses with a 3.25 GPA or higher in those courses and no grade lower than a B (3.0) in an honors course, and who have an overall 3.25 GPA earn the honor of San Juan College Distinguished Scholar. These students are recognized at graduation and their status as San Juan College Distinguished Scholars is recorded on their official transcript. For more details regarding the Honors Program, see the Admissions section of the catalog.

Presidential Honors

Graduates who have completed a minimum of 15 San Juan College credits with a cumulative 3.80 grade point average or above.

Vice Presidential Honors

Graduates who have completed a minimum of 15 San Juan College credits with a cumulative 3.50 to 3.79 grade point average. Diplomas list only one honor and will be posted in the following order: Distinguished Scholar, Presidential Honors, Vice Presidential Honors.

OFFICIAL SAN JUAN COLLEGE RECORDS

Any attempt to change, alter, or otherwise fabricate official San Juan College records may result in legal action by the College as described in New Mexico statutes: Chapter 30; Article 16, Article 25, and Article 26.

REACTIVATION OF STUDENT STATUS

Students who have not attended San Juan College for three regular semesters in one year must complete a "Student Update Form" to update their information and be eligible to register for classes. If the student has attended any other institution since attending San Juan

College, final college transcripts must be sent directly from the other institutions to the San Juan College Office of Admissions and Records. A student who is under current suspension ruling from San Juan College cannot be readmitted until the suspension requirements have expired and the student has met with an advisor in the Advising and Counseling Center.

A provisional student who meets requirements for regular admission may request to be changed to regular degree-seeking status. The requirements that must be met for a change of status from provisional to regular can be found in the Admissions and Records section of the catalog, under the subheading of Non-Degree Student Admission.

REGISTRATION INFORMATION

Students may register on the Web by going to the San Juan College homepage at www.sanjuancollege.edu (Quick Links - Web Advisor) or in person in the Admissions and Records Office.

Class Schedules

Detailed registration procedures are described in the San Juan College class schedule published for each semester. Students are responsible for becoming familiar with all dates, deadlines, and procedures related to registration. Class schedules are now searchable online via WebAdvisor at webadvisor.sanjuancollege.edu.

Identification Cards

Each student is issued a student identification card during the first registration at San Juan College, which is kept during the student's entire attendance here. A \$5 fee is required if a student identification card needs to be replaced for any reason. ID cards can be obtained in the Educational Services Center (first floor), the Health and Human Performance Center, or the Library.

ID cards entitle the students to a variety of College services and privileges including library book checkouts, check cashing, make-up testing service, and numerous other benefits both on campus and in the community. Students may be asked to present appropriate credentials (ID card) to properly identified San Juan College personnel who are in the performance of their duties.

Registration Classification

San Juan College offers equal access to courses for all students who have met the prerequisites, subject to enrollment limits and deadlines. The registration process at San Juan College has been designed to give priority to continuing students.

Continuing Student Registration

Registration during this period is restricted to continuing students in good standing who have met admission requirements. Priority will be given to regular admission degree seeking students.

Schedule Changes

Changes can be made via WebAdvisor for a limited period of time, or at the Admissions and Records Office. Students requesting schedule changes in person at the Admissions and Records Office must complete the drop/add form. Written requests via US mail, fax, or official San Juan College email will be accepted, but must include student's ID number, full name, term, course information and action being requested. Regardless of how forms are submitted, all deadlines apply. Phone requests will not be accepted.

As students drop and add courses to their schedule, charges and refunds are appropriately recorded.

Add Period – Full Term Courses

For the Fall and Spring terms students may add full-term courses through the first week of classes. For Summer classes the add period is shorter and depends on the course start date. Please refer to the Schedule of Classes for deadlines.

Drop Period – Full Term Courses

For the Fall and Spring terms students may drop full-term courses up through census, the third Friday of the term, without a grade. After census, full-term courses may be dropped up until the drop deadline for with a grade of 'W'. For Summer classes the drop period is shorter and depends on the course length and start date. Please refer to the course schedule. Student who have dropped a course are not allowed to continue attending.

Withdrawing from School

A student may withdraw from all classes during a semester by completing Student Withdrawal Form. Total withdrawal may be completed via WebAdvisor up until the first day of the term. The scheduled period for student withdrawal from school is from the date of registration to the deadline posted in the course schedule (the 25th instructional day for the term). If the withdraw date is past the course census day and before the deadline to withdraw from school, a "W" is given as a grade for each course from which a student has withdrawn. After the final withdrawal date has passed, students may not withdraw from school and will receive the letter grade assigned by instructors.

Online students wishing to withdraw from all classes may do so by doing one of the following:

- Faxed letter with signature
- Scanned emailed letter with signature
- Email directly from the students' official San Juan College email account
- Mailed letter with signature (must be received in the Records Office by the deadline)

Policies

The communication must include the student's ID number, full name, term, course information and action being requested

Refunds for students who completely withdraw from classes will be determined by the refund policy posted in the course schedule.

Course Cancellations

San Juan College reserves the right to cancel courses should they not meet minimum enrollment standards set by the institution.

Short Courses

Short courses each have their own census date. For courses starting after SJC's census day, registration may take place up until the course census date. Students enrolling in short courses must make full payment at the time of registration. A student who enrolls in a short course and then wishes to withdraw may be eligible for a refund (see course schedule for the full refund policy).

Course Waitlist

Students may go on a waitlist for a course that has reached enrollment capacity, has closed, and has an active waitlist. The waitlist option is the discretion of the instructor or dean. Students may sign up for a waitlist online or in person at Admissions and Records.

During registration, a daily process runs to identify seats that have come open. When a seat comes available, the first student on the waitlist is notified of the opening via San Juan College email. To secure their seat students have until 11:59 p.m. of the same day in which they receive the notice to register for the course via WebAdvisor or at the Admissions and Records Office. Students who fail to register by the designated time are removed from the waitlist, the next student on the list is notified, and the process repeats until the seat is filled or the registration period ends. Students on a waitlist are not considered "registered" and no tuition and fees are assessed. The point at which a student accepts an open seat and registers, all tuition and fees apply.

RESIDENCY STATUS FOR TUITION PURPOSES

Student residency status is determined from information provided on the Application for Admission or Student Information Update form using a uniform definition established for all New Mexico institutions by the New Mexico Higher Education Department, and administered by the registrar of San Juan College. Requests for a change in residency classification should be completed before the first day of classes for that term. Additional information is available in the Office of Admissions and Records.

Residency determination procedures apply only to U.S. citizens or students on an immigration type visa. Only a U.S. citizen or permanent visa student can establish New Mexico residency. Non-citizen students will be charged tuition in accordance with international student guidelines.

Residency Appeals Procedure

An applicant who elects to appeal a decision denying in-state tuition status should present the initial appeal in writing to the registrar for review. If the appeal is granted, no further action is required. If the appeal is denied, the applicant may request that the appeal be referred to the Appeals Board for review.

Residency Classification Appeals Board

The Residency Classification Appeals Board is a standing committee to comply with Regulation 910 of the New Mexico Higher Education Department. The Appeals Board will function to handle appeals from students denied by the registrar after a review of the proper petition form. The Appeals Board is comprised as follows:

1. Senior Director of Enrollment Management
2. Senior Director of Financial Aid
3. Associate Vice President of Business Services

Residency Hearing Procedure

The senior director of enrollment management will call a meeting of the Appeals Board. If the student wishes, a personal interview with the Residency Classification Appeals Board can be arranged.

Residency Appeal Decision

The board will review all applicable materials and governing statutes. The decision of the board becomes final upon majority vote.

Deadlines for Requests

Requests for a change in residency classification should be completed before the first day of classes for that term. All requests, complete with documentation, must be received according to the following deadline schedule.

Semester	Deadline
Fall semester	Third Friday of the semester
Spring semester	Third Friday of the semester
Summer semester	Second Friday of the semester

Failure to submit the required paperwork by the deadline dates will result in the student being classified as an out-of-state student for that semester. Change of residency status is not retroactive.

Special Residency Status

Navajo students who are tribal members and maintain a permanent residence on a reservation bordering New

Mexico may apply for a waiver of non-resident tuition and, if approved, be admitted under resident tuition status.

Native American students who are members of designated tribes shall continue to be considered a non-resident for reporting purposes but will receive the benefit of the in-state tuition rates. In receiving such a waiver, the student does not become eligible for state funded student financial aid, unless the regulations for a particular aid program allow for such eligibility.

Designated tribes and pueblos, located wholly or partially in New Mexico include the following: Navajo Nation, Jicarilla Apache, Mescalero Apache, Taos pueblo, Picuris pueblo, Ohkay Owingeh, Santa Clara pueblo, Nambé pueblo, San Ildefonso pueblo, Pojoaque pueblo, Tesuque pueblo, Cochiti pueblo, Jemez pueblo, Santo Domingo pueblo, San Felipe pueblo, Zia pueblo, Santa Ana pueblo, Sandia pueblo, Isleta pueblo, Laguna pueblo, Acoma pueblo, Zuni pueblo, and the Ute Mountain tribe.

Colorado residents residing in counties that border New Mexico (Montezuma, Archuleta, LaPlata, Dolores, and San Juan counties) may apply for the Colorado-New Mexico reciprocal tuition exchange program. The selected Colorado residents attending San Juan College must be residents of Colorado; and must be enrolled in, or have applied to a program of study that leads to a certificate, associate's, baccalaureate, or graduate degree program, and must meet other criteria established by the HED and the CCHE.

Senior citizens (65 or over) may request a reduced tuition waiver for the first 6 credit hours per semester.

The spouse or dependents of persons who have moved to New Mexico and can provide documentation of permanent full-time employment may be eligible for a waiver of the 12-month durational requirement. Other conditions must be satisfied. See the registrar for additional information.

Any person, his or her spouse or dependent child, not otherwise entitled to claim residence who is a member of the armed forces of the United States or armed forces of a foreign country assigned to active duty in the state of New Mexico will be assessed in-state tuition rates.

Active duty New Mexico National Guard members shall be deemed an in-state resident for purposes of determining tuition.

The student is responsible for contacting the Admissions and Records Office and completing all required paperwork for consideration of in-state tuition under one of the "special residency conditions" described above.

REPEAT OF A COURSE FOR GRADE SUBSTITUTION

A student may repeat a course that is not designated as repeatable for additional credit, for the purpose of grade substitution which was earned previously at San Juan College. A computable grade of A, B, C, D, F, or X must have been earned previously in the course and a computable grade must be earned in the repeated course.

The last grade earned in a repeated course automatically substitutes for the prior grade earned and is included in the calculations. The last valid, computable grade (A, B, C, D, F, X) is used to compute credit and grade point average. If a student repeats a course eligible for grade substitution and fails the course, the second grade of F will be substituted for the original grade. If this is done, the student will lose both credit and grade point earned by the original grade. It is not necessary for a student who has received an Incomplete (I) to register to repeat a course. Work should be completed as directed by the course instructor, without reregistering in the course.

Repeatable Courses

San Juan College offers a limited number of courses that are repeatable for additional credit. A repeatable course is defined as any course that can be taken one or more times for additional credit without prior grade substitution. Check course description to determine if a course is repeatable for additional credit. (Ex: MUSI 173, Chorale, may be repeated for a total of three credits.)

SEXUAL HARASSMENT POLICY

It is the policy of San Juan College that no student, employee or job applicant be discriminated against on the basis of sex. This means that the College will not tolerate sexual harassment by any of its students or employees. Offenders will be disciplined appropriately. Please see Student Handbook for policy.

STUDENT CONDUCT

Student conduct is a concern of the students, faculty, administration, and Board of Trustees of San Juan College. All students are expected to conduct themselves as responsible citizens on campus and in the community. Repeated misconduct and major violations will subject the student to immediate suspension or expulsion. Please see the Student Handbook for the "Rules on Student Conduct."

STUDENT RECORDS POLICY: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

It is the policy of San Juan College to protect the confidentiality of certain student records and not to make

those records available to third parties without the written consent of the student. There are certain exceptions to the Family Educational Rights and Privacy Act (FERPA) concerning disclosure of records within the educational institution. For purposes of this policy, educational records include any record (in handwriting, print, tapes, film, microfilm or microfiche or other medium) maintained by San Juan College or an agent of the College which is directly related to the student, except:

- A personal record kept by a staff member if it is kept in the sole possession of the maker.
- Records created or maintained by the San Juan College Department of Public Safety for law enforcement purposes.
- An employment record of an individual whose employment is not contingent on the fact that he/she is a student.
- Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional if the records are used only for treatment of a student.
- Alumni records which contain information about a student after he/she is no longer in attendance at San Juan College and which do not relate to the person as a student.

Directory Information

San Juan College may disclose information on a student without violating FERPA if the information is designated as 'directory information'. Directory information at San Juan College includes:

Student's Name
 Address
 Telephone Numbers
 San Juan College Email Address
 Date and Place of Birth
 Program of Study
 Dates of Attendance
 Degree Information (includes degree, date conferred, honors, awards information, scholarships, and academic awards)
 Enrollment Status
 Participation in Recognized College Activities
 Most Recent School Attended

Students may, if they desire, request that directory information not be released. Such a request must be a signed written document, submitted to the Records Office by the official census day for the term.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate San Juan College staff person a written request which will identify specific record or records they wish to inspect.

The record custodian or an appropriate San Juan College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the record(s) may be inspected. Access will be given within forty-five (45) days from the receipt of the written request.

When a record contains information about more than one student, the student may inspect and review only the record(s) which relate to him/her.

Right of San Juan College to Refuse Access

San Juan College reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his/her right of access.
- Records connected with an application to attend San Juan College or a selective department if that application was denied.
- Those records that are excluded from the FERPA definition of education records.

Refusal to Provide Copies

San Juan College will provide unofficial copies of the student's San Juan College academic transcript (free of charge) upon completion of an "unofficial transcript request form" and/or a written statement requesting such. This "unofficial" transcript must be picked up by the student and/or their authorized representative with proof of identity or authorization.

San Juan College reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- The student has an unpaid financial obligation to San Juan College.
- There is an unresolved disciplinary action against the student.

Fees for Copies of Records

Unofficial copies of the student's San Juan College academic record are provided free of charge and must be picked up in the Admissions and Records office. Copies of other records (including copies of transfer college transcripts) will be provided upon request; however, a copy fee will be charged. The fee for copies is \$.25 per page.

Disclosure of Education Records

San Juan College will disclose information from a student's education records only with the written consent of the student, except:

1. To San Juan College officials who have a legitimate educational interest in the records. The term "official" means:
 - a. A person employed by San Juan College in

- an administrative, supervisory, academic or research, support staff position, or Student Aid/Workstudy position.
- b. A person elected to the San Juan College Board of Trustees.
 - c. A person employed by or under contract to San Juan College to perform a special task, such as an attorney or auditor.
2. A San Juan College official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his/her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of a student.
 - d. Providing a service or benefit relating to a student or student's family, such as health care, counseling, job placement, or financial aid.
 3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
 4. In connection with a student's request for or receipt of financial aid as necessary to: determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. When required by a state law requiring disclosure that was adopted before November 19, 1974.
 6. To organizations conducting certain studies for or on behalf of San Juan College.
 7. To accrediting organizations to carry out their functions.
 8. To parents of an eligible student under age 18 who claim the student as a dependent for income tax purposes.
 9. To comply with a judicial order or a lawfully issued subpoena.
 10. To appropriate parties in a health or safety emergency, including law enforcement.
 11. Directory information so designated by San Juan College.
 12. The results of any disciplinary proceedings conducted by San Juan College against an alleged perpetrator of a crime of violence to the alleged victim of that crime. An institution may disclose to anyone – not just the victim – the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

Disclosure to Parents

When a student turns 18 years old or enters a post-secondary institution at any age, all rights afforded to parents under FERPA transfers to the student. However,

FERPA also provides ways in which schools may share information with parents without the student's consent. For example, schools may share educational record information if:

- The student is a dependent for income tax purposes (provided documentation is provided to the college official),
- A health or safety emergency involves their son or daughter,
- The student, who is under age 21, has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

Record of Requests for Disclosure

San Juan College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the eligible student and/or the eligible parent of a dependent student.

Releasing Information on Deceased Students

The education records of deceased students may be released or disclosed, at the time of death, upon written request, to a spouse, a parent, the executor of the estate, the eldest surviving child, the eldest surviving sibling, and surviving descendent, or pursuant to a court order or subpoena. Only the registrar may release the academic records of deceased students.

The petitioner must also provide the following personal information within their written request:

- Student's name (and maiden name, if applicable)
- Student's Social Security number
- Student's date of birth
- The dates that the deceased student attended San Juan College
- Copy of death certificate (a photocopy is acceptable)

The petitioner must also provide the following personal information within their written request:

- Name
- Address
- Phone number
- Evidence that he/she is qualified to receive the records, based on the above criteria or, in the absence of evidence, a statement certifying same
- Signature
- Date of request

TRANSCRIPTS - CREDITS EARNED AT SJC

Official and unofficial transcripts are issued from the Office of Admissions and Records. A charge of \$2 is made for any official transcript of credits; there is no charge for unofficial transcripts. If financial obligations to San Juan

College are not satisfied, or if an admissions hold exists, transcripts will be withheld. Official transcripts including the most current semester's work are available approximately seven days after the issue of final grades for the semester. Unofficial transcripts may be requested for student pickup the next day. No transcripts are issued during registration, final grade processing, or census processing periods. For further information, contact the Office of Admissions and Records.

TRANSFER OF CREDITS TO SAN JUAN COLLEGE

San Juan College accepts transfer credit from regionally accredited colleges and universities provided a grade of C or better has been earned, and an equivalent course is offered by San Juan College. Coursework that is accepted in transfer to SJC is recorded as credits earned, and does not reflect grades earned at the other college. The San Juan College GPA is a reflection of only courses taken at SJC.

No Special Topic classes will be accepted for transfer. Normally, the College does not recognize credit from proprietary institutions or for life experiences except as applicable towards the Associate of General Studies degree. Only acceptable credit that can be used toward the student's declared degree/major will be posted to the student's San Juan College transcript. San Juan College does not award credit for course challenge unless the appropriate department head and school dean recommend credit be awarded. Contact the Office of Admissions and Records regarding questions about the transfer of previous academic course work, or for additional information.

Official transcript evaluations or posting of transfer credit to the student's academic record will be completed after the student has enrolled at San Juan College and the official census day has passed. If the student has attended San Juan College and transferred to another college, no transfer credit will be posted to their San Juan College academic record until the student re-enrolls at San Juan College and the appropriate date requirements outlined have been met.

Any transfer student who changes major after their initial enrollment at San Juan College needs to request a re-evaluation of their transfer transcripts. Re-evaluation is not automatic.

Transfer Credit Appeal Process

An applicant who wishes to appeal the transfer evaluation should follow the steps outlined below.

File a written appeal with the Admissions and Records Office, providing information regarding the course(s) being appealed. A course description or other documentation about the content of the course being appealed should be attached. Within 30 days of the written appeal, the file will be reviewed and the student will be contacted in writing about the decision.

If the student request is denied, and the student wishes to continue the appeal, the student must indicate this in writing to the senior director of enrollment management. The second appeal must be done within 30 days from the date of the first appeal decision letter.

Within 30 days or less (when possible), the senior director of enrollment management will convene the Transfer Appeal Board (TAB). The TAB will review all applicable materials and governing statutes and make a decision. If the student wishes, a personal interview with the Transfer Appeal Board can be arranged, although it is not necessary. The decision of the board becomes final upon majority vote.

The Transfer Appeal Board consists of: senior director of enrollment management, registrar, and the appropriate academic dean.

Transfer of Occupational/Vocational Non-Credit Experience

Credit earned at technical institutions for non-technical subjects may be submitted for evaluation. Institutions must be accredited by a regional collegiate accrediting association. Generally, no credit is accepted by the College from technical institutes, business schools, or other post-high school institutes which are not members of regional collegiate accrediting associations. Students applying to the College who have earned technical credit which they believe would be applicable to the degree they are pursuing may have an official transcript sent from the school directly to San Juan College, Office of Admissions and Records. It will then be the student's responsibility to request referral of this transcript by the Admissions Office to the school of the College having supervision of his/her particular program. The school will determine whether any of the credit is acceptable in its program and return the transcript with its recommendations to the Office of Admissions. An interview or demonstration of competence of such credit would be binding only to the specific program recommending credit. It would be subject to re-evaluation should the student later enter another program offered by the College.

TUITION AND FEES DEADLINES

Students who pre-register for classes are required to pay tuition and fees according to the payment due date published in the schedule of classes. This schedule can be obtained at Admissions and Records located in the Educational Services Center and on the San Juan College website. Financial aid recipients or students sponsored by authorized third parties must have financial arrangements complete prior to registration.

Refunds

Refunds of tuition and special course fees are mailed the week following Add/Drop Period of any semester. Please refer to the class schedule.