

## Academic Standards

### Academic Expectations

Sacramento City College endorses an open door policy where students are welcome to attend regardless of previous educational background and where the college faculty and staff are committed to the success of students. It is the expectation of the college that students take responsibility for their learning as evidenced by their actions in class, on campus, and in the preparation for their classes. The college fully expects students to make measurable progress and meet the objectives of each course in which they are enrolled with or without accommodations for a verified disability. Both academic probation and progress probation policies are outlined in the catalog.

With certain exceptions, students are entitled to attempt a maximum of 30 remedial or developmental units so that they have an opportunity to develop the skills to succeed in college level work. Students are ultimately expected to succeed in associate degree level courses and/or meet their educational objectives.

### Academic Renewal Policy

#### Academic Renewal Without Course Repetition

A student may petition to have previous substandard work, (D's or F's), earned at Sacramento City College discounted. Courses and grades which no longer reflect a student's current educational objective and current level of academic success may upon petition be discounted in the computation of the grade point average. The following conditions must apply:

1. A minimum of 12 consecutive months shall have elapsed since the end of the semester or summer session in which the work to be alleviated was recorded; and a minimum of twelve (12) semester units (or its equivalent) with a grade of C or Credit/Pass or better shall have been attained. The coursework must have been completed at a regionally accredited college.
2. Current educational objectives must be discussed with a counselor and the counselor's recommendation must be included on the petition.
3. No more than 30 units of substandard grades may be discounted.
4. Under no circumstances may course work be discounted if it was used to fulfill requirements for a degree or certificate that has been granted.
5. All grades remain on the permanent record and transcript of grades. However, a proper notation on the transcript will indicate the specific grades that were discounted from the grade point average.
6. Questions regarding this policy should be directed to the Dean of Enrollment Services.
7. Once elected, the academic renewal cannot be reversed.
8. Academic Renewal is not intended for courses that are required and/or will be repeated.

Academic renewal petitions are available at Admissions and Records or online.

### Academic Standards of Scholarship

Standards of scholarship at Sacramento City College depend upon the objectives, nature, and content of the courses. Individual progress is a basic consideration, and the development of each student in the light of his or her needs and aptitudes is the major concern of the college. If minimum standards of scholarship are not attained, failure will result. In no case is credit given or are grades awarded merely on the basis of attendance. The evaluation of student performance is based on periodic examinations, class reports, term papers, and other evidence of scholarship. Each instructor is responsible for the evaluation methods employed in his or her courses.

### Advanced Placement Credits

Students at Sacramento City College may be awarded units of credit for each Advanced Placement examination (CEEB) they pass with a score of 3, 4, or 5. Students will receive units/credits but not letter grades for these courses, and they will not be used in the computation of cumulative grade point average for graduation or transfer. After successful completion of 12 units at SCC, a student in good standing may submit their official CEEB Advanced Placement Test scores to the Admissions and Records Office for evaluation. Credit may not be earned for courses in which Advanced Placement credits have already been granted. See the Appendix for more information under "Degree Completion, Graduation, and Transfer."

### Athletics

Students who participate in intercollegiate athletics must meet the eligibility requirements for the California Community College Athletic Association (CCCAA) and Big 8 Conference, which include issues such as current academic enrollment, satisfactory academic progress, academic standing, previous seasons of college competition, transfer history, and legal residence.

Initial eligibility requires a student athlete to be currently and actively enrolled in a minimum of 12 units that are consistent with his/her educational plan. Continuing eligibility includes the requirement that a student athlete maintain a 2.0 grade point average and complete a minimum 24 units since the previous season of competition.

The nature of athletic eligibility requirements is very complex and athletes are advised to become thoroughly familiar with them in order to avoid loss of eligibility. Information on these requirements should be obtained by interested students from the appropriate coach or athletic academic counselor.

### Attendance

For students to successfully complete their college work, regular class attendance is necessary, and students are expected to attend all sessions of the class in which they are enrolled. Please refer to Los Rios Community College District Regulation R-2222 for specific regulatory information.

1. Students who fail to attend the first session of a class will most likely be dropped by the Instructor and lose their seat in the class.
2. Any student with excessive absences may be dropped from any course by the instructor any time during the semester. Excessive absences are defined as 6% of the total hours of class time. Instructors may establish and notify students of a more restrictive attendance policy if appropriate for their course.
3. The application of the excessive absence concept may vary by division according to the attendance demands of a certain curriculum. Students enrolled in a program such as Cosmetology, Vocational Nursing, Registered Nursing, Aeronautics, Dental Assisting, or Dental Hygiene should become familiar with special attendance procedures.
4. The instructor may reinstate a student dropped from a course provided the instructor feels the student can successfully complete the course.
5. Students absent from classes for any reason should contact their instructors to determine "makeup" requirements.
6. All students who remain enrolled in a class after the last date to withdraw will be issued a letter grade for the course. If a student has stopped attending but not dropped the class, the student may receive an "F" grade for the course on their permanent record. This grade will be used in computing probation or disqualification. Exception to this policy requires the approval of the instructor(s) involved and the Dean, Enrollment and Student Services. Students are responsible for ensuring they are dropped from class by accessing SCC eServices to drop the course.

### Basic Skills Unit Limitation

The Board of Governors adopted regulations beginning July 1, 1990, limiting the number of developmental and/or basic skills course units to 30. These courses are usually numbered in the 1-99 series. Students may petition for a waiver of the 30-unit limitation.

### Change of Address or Name

Students should report a change of address immediately to the Admissions and Records Office. The student will be held responsible for any mail sent to the wrong address. Any change in a name as a result of marriage or court action should be reported to the same office with the proper documents to substantiate the change. Students may change their names, addresses and phone numbers through eServices.

### College-Level Examination Program (CLEP)

After completing 12 units at Sacramento City College, a student may submit qualifying scores for the College-Level Examination Program (CLEP) to the Admissions and Records Office. Students may be granted up to 30 units of credit for examinations with scores of 50 percentile or higher. Students should be aware that four-year colleges have the right to accept, modify, or reject CLEP units.

### Credit by Examination

Under special circumstances and with the concurrence of the department, students regularly enrolled and in good standing who believe they are qualified by experience or previous training may take a special examination to establish credit in a course in which they are not formally enrolled. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at SCC with a grade of "C" or better.

Successful completion of a course by examination is recorded on the permanent record as a letter grade, or students may opt for the Pass "P" option. The "P" grade does not enter into the computation of the student's grade point average.

A maximum of 15 units of credit may be allowed by special examination. The units granted by credit by examination may not be used to establish full-time or part-time status or to satisfy the 12 units residence requirement for graduation. Credit by Examination units cannot be used to establish eligibility for financial aid, athletics, veterans' programs, social security, etc. Students will be assessed the regular enrollment fee for all challenged courses.

#### Procedures

1. Prior to the fifth week of instruction, visit the instructional area's division office to determine if an instructor is available to conduct the exam.
2. Obtain a Credit by Exam form from the division office and submit it to the Admissions and Records Office for verification of eligibility.
3. Take the completed form to the Business Office to pay the Credit by Exam fee.
4. Contact the instructor to schedule a time and location to take the exam.

After the student has completed the exam, the instructor will submit the completed form to the Office of Admissions and Records. Either a Pass or a No Pass mention will be entered on the transcript at the end of the semester.

*Note: Mathematics Course Challenge. Credit for a challenge examination will not be awarded when a student has successfully completed a course at a level more advanced than that represented by the examination in question.*

### Dismissal

#### Academic Dismissal

A student on Academic Probation is subject to dismissal when the student earns a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters. Also see related information under Probation.

### Progress Dismissal

A student on Progress Probation is subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", and "NP" are reported in at least three consecutive semesters reaches or exceeds fifty (50) percent.

### Readmission Process

Students who have been dismissed from the college for academic and/or progress dismissal will be required out the following semester. During that time the student may meet with a counselor and complete a readmission petition. Students may be readmitted with a modified unit load.

### Exceptions

Students may petition to the Dean of Financial Aid and Student Services, for readmission following dismissal if their dismissal arises from one of the following:

1. Military service obligations
2. Extenuating circumstances with documentation such as serious health problems, substantiated by a doctor's statement, which affected academic performance.
3. Disqualified from a four-year college or university to which they were admitted directly from high school.
4. Conditions that their counselors determine may be rectified by a change of curriculum.

### Satisfactory Progress

Students readmitted for those reasons listed (see Exceptions) are considered to be making satisfactory progress.

Students readmitted must maintain a satisfactory progress point average to maintain "satisfactory progress" status.

### Distinguished Service Award

Since 1931, it has been the custom of the college to select from the graduating class two students who have contributed outstanding service to the college. These students will be recognized during commencement and have their names engraved on the honor plaque located in the college's archway. A committee appointed by the college President makes the selection.

### Enrollment Limitation

Enrollment in some college programs and courses may be limited due to health and safety considerations, requirements of a contracting agency, performance auditions or tryouts, or acceptance into a program.

### General Education

The primary function of education is to transmit from each generation to the next the knowledge and skills requisite to enlarge the comprehension of our place in the universe. Sacramento City College is committed to the principle of providing general education that includes: Natural Science, Social Science, Humanities, Languages and Rationality, Living Skills, and Ethnic/Multicultural Studies. All of these are basic and necessary to participate in and contribute to a balanced life in a democratic society that is diverse in its social, cultural, and educational backgrounds.

### Good Standing

In determining a student's eligibility to acquire or remain in good standing and attendance at a Los Rios College, both quality of performance and progress toward completion of objectives are considered. A student who attempts 12 or more semester units and earns a 2.0 GPA on a 4-point grading scale and who completes more than 50% of all attempted units merits a good standing relationship with the college.

## Grading

### Grade Reports

Once during each semester all students may be given progress grade reports, which are indicators of the level of work they are achieving in each class as of that date. These reports are only an estimate of the student's work at the time, and do not in any way guarantee that these will be the final grades. If the student's work is unsatisfactory at this time, he/she should consult with instructors to determine the cause of their difficulty and the steps to be taken to improve their performance. Final grade reports are issued after the end of each semester and are available on eServices.

### Grades and Grade Point Averages

The grading standards with their grade point equivalents are as follows:

A	Excellent - 4 grade points per unit
B	Good - 3 grade points per unit
C	Satisfactory - 2 grade points per unit
D	Passing, less than satisfactory - 1 grade point per unit
F	Failing - 0 grade points, no units earned
P	Pass (C or better) - Not computed in GPA (formerly CR)
NP....	No Pass (less than C) - Not computed in GPA, but affects progress, probation, and dismissal (formerly NC)
I	Incomplete - Not computed in GPA, but affects progress, probation, and dismissal
IP	In Progress - Course transcends semester limitation
RD	Report Delayed
W	Withdrawal - Not computed in GPA, but affects progress, probation, and dismissal
MW	Military Withdrawal

### Grade Computations

$$\text{Grade Point Average (GPA)} = \frac{\text{Total Grade Points Earned}}{\text{Total Units Attempted with a Letter Grade}}$$

$$\text{Progress Percentage} = \frac{\text{Total Units with a W, I, and NP}}{\text{Total Units Enrolled}}$$

Summer session units and grades will count toward earning probation, removal from probation, or possible dismissal.

### Grades of Incomplete (I)

An incomplete grade may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course because of an unforeseeable emergency or justifiable reason at the end of the semester. A student should have completed at least two thirds of the coursework with a passing grade and be attending regularly up until the point the incomplete is requested; it is also expected that the student initiate the process and ask for the incomplete grade on or before the last class meeting. The decision to grant an incomplete is always the instructor's.

To receive credit for the course, the student must finish the incomplete work no later than one year from the end of the semester in which it was assigned. The instructor may, as an option, require the work be finished at the end of the next regular semester rather than one full year if the instructor believes this is in the student's interest. A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has elapsed. A student may petition for a time extension due to unusual circumstances. A student may not re-enroll in a course for the purpose of completing an incomplete.

## Grades of Pass/No Pass

### (formerly known as Credit/No Credit Grading)\*

A student may elect one course per semester to be graded on a Pass or No Pass grading basis. A request form must be filed with the Admissions and Records Office for this option prior to the end of the fifth week for a regular semester course or by the 30% meeting in a short-term class (see <http://www.scc.losrios.edu/admissionsrecords/files/2014/01/pass-nopass.pdf> for an online form). The deadlines for filing the request for short-term courses are published in the online class schedule. The equivalent of an A, B, or C received for the course will be recorded as "P", with units earned. The equivalent of D or F will be recorded as "NP", with no units earned. Units attempted for Pass/No Pass grades are not computed in the grade point average, but are used for determining progress probation and progress dismissal and minimum progress for students receiving financial aid.

Students are advised to consult with a counselor for current policies regarding Pass/No Pass grading before using this grading option.

\*Courses taken prior to December 31, 2008 are noted on the student record as CR/NC. Courses taken after January 1, 2009 are noted as P/ NP, per Title V section 55022.

### Grades of Withdrawal (W)

A student may officially drop a class without notation (a "W" grade) on the permanent academic record/transcript prior to a point in which no more than 20% of a class has occurred. These important dates are available at [http://www.losrios.edu/lrc/lrc\\_calend.php](http://www.losrios.edu/lrc/lrc_calend.php) (click on the appropriate semester, then click on "Click here for more information, including start/end dates, drop/add dates"). Withdrawals occurring after this time, and before the point in which 75% of the class has occurred, shall result in a "W" notation on the permanent academic record/transcript. Official withdrawals are those that have been processed via eServices or by staff in the Admissions and Records Office.

A "W" grade on the permanent academic record/transcript is used for determining Progress Probation and Progress Dismissal. No withdrawals are permitted during the last 25% of a course, except due to extenuating circumstances (verified cases of accidents, illness or other circumstances beyond the control of the student), for which a student may request withdrawal through the student petition process. After consultation with the instructor and with administrative approval, the grade may be recorded as a "W" rather than as a less than satisfactory or failing grade on the permanent academic record/transcript. In all other cases, after the 75% date, a student will receive a grade in the course.

Military withdrawal is available for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Students requesting military withdrawal must file a student petition and include supporting documentation.

## Honors Courses

Honors courses provide an enriched and unique educational experience with small classes in a seminar format. All courses are transferable and meet the general education/breadth requirements. Honors students have easy access to their instructors and are expected to utilize critical thinking skills throughout their course work.

Eligibility: 3.0 GPA, eligibility for ENGWR 300, or upon application and letters of recommendation. Applications are available from Paul Frank, Honors Coordinator ([frankp@sc.losrios.edu](mailto:frankp@sc.losrios.edu), Rodda Hall North 234), from the Behavioral and Social Sciences Division Office in Rodda Hall North 226, or from the Honors Program website at [www.scc.losrios.edu/honors](http://www.scc.losrios.edu/honors). Students completing 15 units of Honors courses with a 3.2 GPA or higher are designated "Honors Scholars" at graduation and on their transcript and qualify for the UCLA TAP and other transfer alliance programs. Honors courses are listed at the end of the Degrees, Certificates, Courses, and Transfer Majors section of this catalog as well as within some discipline areas.

Honors courses meet program requirements for certain certificates and degrees. Please see your counselor or the Honors Coordinator for more information.

*NOTE: Transferable courses may or may not satisfy lower division major preparation, general education, and/or elective requirements. Please meet with a counselor for specific transfer course evaluation.*

## International Baccalaureate (IB) Credits

Sacramento City College may award college credit for international baccalaureate (IB) higher level course completion with scores of 5, 6, or 7, if the course work is compatible with the college's curriculum. No credit will be granted for lower level course work completed in the IB program. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both. The IB credits are listed in the Degree Completion, Graduation, and Transfer section.

## Phi Theta Kappa

Phi Theta Kappa is an international honor society for the two-year college. It offers recognition of academic excellence, scholarships, career placement resources, leadership development, and service opportunities. It is the only two-year college honor society whose members are automatically nominated for the national dean's list. Students who join Beta Eta Psi, SCC's chapter of Phi Theta Kappa, automatically receive the designation "Phi Theta Kappa Member" on their official transcripts.

Phi Theta Kappa membership is based on academic achievement. Students must be enrolled in at least .5 unit of coursework in a regionally accredited institution offering an associate degree program, must have completed a minimum of 12 units of course work leading to an associate degree or transfer, must have a 3.5 grade point average, and must enjoy full rights of citizenship in the U.S. or in the student's home country.

After induction, members must maintain a 3.0 GPA. Members of Phi Theta Kappa must apply to the Honors program separately to take Honors courses and to be eligible for the "Honors Scholar" designation on their transcripts.

## Probation

There are two types of probation: academic and progress.

### Academic Probation

A student who has attempted at least 12 units is placed on Academic Probation if the student has earned a grade point average below 2.0 in all units that were graded.

### Progress Probation

A student who has attempted at least 12 semester units is placed on Progress Probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NP" are recorded reaches or exceeds 50 percent.

A student on either academic or progress probation may be limited to 12 units plus a physical education/kinesiology activity course or to a maximum load recommended by the student's counselor. The student may be required to attend a fresh start workshop and meet with a success coach.

**Removal from Probation.** A student on Academic Probation is removed from probation and acquires good standing when the student's cumulative grade point average is 2.0 or higher. A student on Progress Probation is removed from probation and placed in good standing status when the percentage of units with entries of "W," and "I," and "NP" drops below 50 percent.

### Schedule of Classes

Some of the class hours for courses may be offered using the "To Be Arranged" (TBA) course scheduling option. Please refer to the class schedule listing for sections of courses for specific TBA weekly or daily class hour requirements that may apply.

In the Class Schedule students will find specific information regarding the days, hours, instructors, and rooms in which classes will be held. Class Schedules are posted online prior to the start of registration for the next semester.

### Scholastic Honors

Honors may be earned by students enrolled in 12 units or more for the semester. Nine (9) of these units must be graded on a letter basis exclusive of Pass (P). Students will be placed on the President's Honor Roll if they earn a grade point average of at least 3.0. If they earn a grade point average of 3.5 or better, they will be named for Highest Honors.

Students who maintain a high scholarship average are eligible for honors at graduation. Students who maintain a scholarship average of 3.5 or better are eligible for graduation "with great distinction"; students who maintain a scholarship average of 3.0 or better are eligible for graduation "with distinction." The published lists of students are compiled from the data available at time of publication and may be subject to subsequent revision. Grade point averages from the other colleges are used in the computation of scholastic honors.

### Service Learning Program

Participation in campus and community volunteer projects, as a part of regular course work, serves to make learning more direct and relevant, builds students' leadership and organizational skills, and promotes civic engagement and community building. SCC is incorporating service learning into more and more courses and is creating campus and community partnerships to enhance student learning. Service Learning projects have included Web and brochure design for community agencies, partnerships with social services, school-aged mentoring and transitional housing programs. For a current list of courses connected with the Service Learning Program, check the Schedule of Classes or visit the Service Learning website at <http://www.scc.losrios.edu/service-learning/> or call (916) 558-2237.

## Student Conduct

Students are encouraged to familiarize themselves with the Student Rights and Responsibilities and are expected to observe appropriate standards of conduct, order, morality, personal honor, and academic integrity as specified in LRCCD Board Policy and Regulations P/R 2441. Certain activities are not considered appropriate to a college campus and are prohibited by the Board of Trustees. These include participation in gambling and raffles except when approved by the Vice President of Student Services as a regularly scheduled activity.

Effective August 20, 2016, Sacramento City College prohibits the use of smoked tobacco products, smokeless tobacco products, and any electronic or non-electronic smoking device. This includes but is not limited to, cigarettes, cigars, hookah, snuff, chew, e-cigarettes, vaping etc., and is applicable at all indoor and outdoor Sacramento City College properties including the Main Campus, the Davis and West Sacramento Centers, McClellan, and vehicles owned or leased by the college, regardless of location. In parking lots, smoking is only allowed inside private vehicles. This standard applies to students, faculty, staff, and all other persons on campus, regardless of the purpose of their visit.

Drinking or being in possession of or under the influence of alcoholic beverages or illegal substances on college campuses is prohibited without qualification. There is a zero tolerance for violence. The Student Guide covers these procedures in more detail. For additional information about the disciplinary process, contact the Disciplinary Officers, Dr. Debra Luff, Associate Vice President of Enrollment and Student Services, (916) 558-2139 or Michael Poindexter, Vice President of Student Services, (916) 558-2142.

## Student Grievance Policy

While attending SCC, students sometimes have misunderstandings or experience difficulty with a district or college employee. When students feel they have been treated unfairly and believe that one or more of their student rights have been violated, they can pursue a remedy or solution to the problem through the college's Student Grievance Process. The grievance process is explained in detail in LRCCD Board Policy and Regulations P/R-2412.

The levels and time lines of the Student Grievance Process are as follows:

### Informal Grievance, Level 1

Student is required to meet with staff member(s) and/or immediate supervisor of the staff member(s) in an attempt to mutually resolve the matter. This discussion must take place within ten (10) days of the alleged incident.

### Formal Grievance, Level 2

Filing: Within five (5) days of completion of informal procedure and not later than twenty-five (25) days from the date of the alleged incident, student may choose to file a Student Grievance Form.

Where: RHN 257, Office of the Student Grievance Officer, Julia Jolly, Associate Vice President of Instruction, (916) 558-2407.  
Purpose: Student Grievance Officer to determine grievability of the matter.

Time line: Within ten (10) days of filing date, Student Grievance Officer must notify all parties of status of grievability.

(a) If deemed not grievable, the Student Grievance Officer will notify the student, in writing, that the grievance has been rejected and state the reason(s) why.

(b) If deemed grievable, a hearing is scheduled.

### Formal Grievance, Level 3

Hearing: Formal hearing scheduled within ten (10) days following the appointment of a Hearing Officer.

Decision: Within ten (10) days of receipt of hearing, the Hearing Officer will inform all parties, in writing, of his or her decision.

## Formal Grievance, Level 4

Filing: Within five (5) days of Level 3 decision, either party may appeal the Hearing Officer's decision.

Where: President, RHN 277.

Decision: Within ten (10) days of receipt of the appeal documents, the President will inform all parties, in writing, of his or her decision and that decision is final.

Students should be aware that an assigned grade by an instructor is not a grievable matter, except as outlined in Education Code 76224(a), which states:

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence shall be final.

Students should remember that it is important to fully understand and comply with the various time lines. As used in these procedures, "days" shall mean calendar days, provided, however, those days during winter break, spring break, and breaks before and after summer sessions shall not be counted as "days."

Student Grievance Officer: Julia Jolly, Associate Vice President of Instruction, (916) 558-2407, RHN 257.

The Associate Vice President is prepared to assist students in resolving concerns or problems that may be handled through the college's Student Grievance Process and can answer questions students have about any aspect of the process. The Student Grievance Form and LRCCD Board Policy and Regulations P/R-2412 are available through this office.

A copy of the policy and regulations can also be obtained from Dean of Financial Aid and Student Services (RHN 177), Vice President of Student Services (RHN 272), and Instructional Services (RHN 257), as well as all Division Dean offices.

## Student Leadership and Development Programs and Services

The Student Leadership and Development Program at Sacramento City College is designed to provide and complement learning in and out of the classroom. All students are encouraged to create and take advantage of opportunities for involvement that will enhance their academic studies and contribute to their life goals. Students participating in clubs, Student Associated Council, events, leadership workshops, and classes become intimately connected with the campus community. Getting involved at SCC can help students to feel more valued on campus and achieve their goals through enhanced learning and larger support networks. Join in the fun now and enjoy the benefits for the rest of your life! For more information, visit [www.scc.losrios.edu/sld/](http://www.scc.losrios.edu/sld/), call (916) 558-2381, or drop by the office located in South Gym 226.

### Student Access

Student Leadership and Development strives to provide access for all students to activities, events, and other programs and services. Contact the Student Leadership and Development office for accommodations or information.

### Student Activities and Events

Student Leadership and Development sponsors events every year that help inform students, leaders, and communities. Examples include, but are not limited to Welcome Day, Club Day, Arts and Crafts Faire, and People's Day. In addition, a variety of training and development workshops and classes are also provided.

### Student Associated Council

The Student Associated Council (SAC) is a team of student leaders dedicated to representing the interests and protecting the future of a diverse student body and is the official representative body for the students of Sacramento City College. The SAC includes the Student Senate, the Clubs and Events Board, and the Joint Budget Committee as a means to provide students with a voice in the shared governance process, advocate for the common interests of students, facilitate student involvement and activities, promote student life on campus, and appropriately allocate funds for these purposes.

Involvement in student leadership provides students the opportunity to learn and apply new skills, develop friendships, and have fun. Students are encouraged to participate on college standing committees, a system of effective and efficient governance. Standing committee membership is open to students, faculty, classified staff, and administrators. Appointment of student members to standing committees is coordinated through the Student Associated Council. For more information, visit [www.scc.losrios.edu/sac/](http://www.scc.losrios.edu/sac/), call (916) 558-2446, or drop by the SAC office in South Gym 226.

### Student Bulletin Board Postings

Student Leadership and Development will assist students and college organizations by approving and posting appropriate school materials on bulletin boards throughout campus.

### Student Center

The Student Center, located in the South Gym, is a place to study or visit with friends. In addition, student groups and SCC departments may reserve the facility for college-sponsored meetings and events.

### Student Co-Curricular Support

Student Leadership and Development will work to support co-curricular activities and events. Students and instructors are encouraged to present ideas for consideration.

### Student Housing

Student Leadership and Development maintains a listing of private residences advertising rooms for rent, students seeking roommates, and apartments for rent.

Housing notices are posted in a display case on the first floor of the South Gym as a free advertising service only. It is the responsibility of the student to contact prospective roommates, apartment managers, or homeowners directly. The college assumes no responsibility for this off-campus housing other than providing the listing of available housing.

### Student Organizations

Any group of students having common interests may organize a student club under rules established for student organizations. Each club must have a faculty advisor and be approved by the Student Leadership and Development Office. For more information on past and current clubs and/or how to start a new club, visit [www.scc.losrios.edu/sld/](http://www.scc.losrios.edu/sld/).

### Student Publication - **electriCITY: Sending the Power of Information to Students**

This is a monthly publication of Student Leadership and Development. Submissions are due by the 15th of the month. Submissions may be edited and are not guaranteed inclusion. **electriCITY** is distributed via campus email system, as a hard copy through various offices around campus, and online at the Student Leadership and Development website.

### Voter Registration

Student Leadership and Development has voter registration forms available for you to vote in local, state and national elections. Students need to register to vote if they have moved residences, changed names or party affiliations, or are voting for the first time.

### Student Records Access

The security of your information is very important to us. That is why we will not discuss your records over the phone. This includes resetting your password. If you do not remember your password reset questions, you must come to the campus or one of the outreach centers in person with photo identification. To obtain a copy of your records, including your current enrollment, you must either log in to eServices or come in person with picture identification. You can also order your official transcripts online.

### Student Rights under the Family Educational Rights and Privacy Act (FERPA)

Students have the right to:

1. Inspect and review their own education records within a reasonable time after the College receives a request for access. If a student wants to review his or her record, they should contact the Vice President of Student Services for a petition. Education records include any item of information directly related to an identifiable student maintained by the District or College or required to be maintained by an employee in the performance of the employee's duties, whether that information is recorded by handwriting, print, tapes, files, microfilm, electronically or other means. Education records do not include directory information, information provided by a student's parent related to financial aid or scholarships, information prepared by and that remains in the sole possession of the person who created it; certain medical records, and decisions reached as a result of disciplinary hearings. Education records are maintained by the offices that generate or receive those records and the manager of those offices is responsible for the maintenance of those records. The Admissions and Records Office at each College maintains a log of those persons who have been given access to education records as required by FERPA.
2. Request an amendment of their education record if a student believes it is inaccurate or misleading. If a student feels there is an error in his or her record, the student should submit a statement to the College official responsible for the record, clearly identifying the part of the record he or she wants changed and why he or she believes it is inaccurate or misleading. That office will notify the student of their decision and advise of any appropriate appeal rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. There are several exceptions which permit disclosure without consent, including but not limited to:
  - Disclosure to school officials with "legitimate educational interests." School officials are employees of the District and its colleges, agents with which the District or College has contracted with to provide services, the Board of Trustees; or students serving on a committee or assisting another school official in the performance of his or her tasks. A legitimate educational interest exists when the school official has a need to know the information in connection with his or her official duties.
  - "Directory information." Directory information is a student's name, student identification number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended by the student. A student has the right to withhold the release of directory information. To do so, the student must complete a form, which is available from the Office of Admissions and Records. However, placing a "No Release" on a student's records means that no one including friends, parents, prospective employers, honor societies, or any other group or individual will be able to obtain this information.

Disclosures to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purpose related to the student's enrollment or transfer.

4. File a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Further information about FERPA and student records can be found in the Los Rios Community College District Policy and Regulation 2265 and at the College office of the Vice President of Student Services.

### **Student Rights and Responsibilities**

College students are members of the community; they have the same rights and freedoms as all residents and, as such, they are accountable to Federal and State laws and statutes. In addition, students are also accountable to Los Rios Board policies and individual college rules and regulations.

The President of a college in the district serves as the chief administrator and has been delegated by the Board of Trustees to be responsible for the overall supervision of the operation of the college in conformity with the directives and duties as defined by the district Chancellor/Superintendent and consistent with the policies of the Board of Trustees.

In any conflict related to student discipline, students shall be informed in writing of charges to be brought against them, and they shall have the right to be assisted in their defense by non-legal counsel and/or advisor.

### **Study Abroad Program**

Sacramento City College recognizes the benefits to be derived from travel/study tours and the educational value of on-site experiences in other areas of the world. Study abroad can be an enlightening, maturing, and life-changing experience. Students are challenged to re-examine themselves, their attitudes and their studies as they learn to understand new and different cultures.

In cooperation with the American Institute for Foreign Study and the Northern and Central California Consortium, the Los Rios Community College District offers unique study opportunities in London, England; Paris, France; Florence, Italy, and other locations.

All studies are typical of regular academic programs taught on the SCC campus, yet utilize travel/field trips, cross-cultural experiences and foreign resources.

*Prerequisite: Completion of 12 units of college credit before departure and a 2.56 GPA.*

The 13-week program typically includes a required course in the life and culture of the country and general education courses such as Art, English, Humanities, and Social Sciences.

For more information and applications, call the International Studies Program office at Sacramento City College, (916) 650-2738.