

Volume LV

Accreditation

Western Association of Schools and Colleges Board of Governors, California Community Colleges

Río Hondo College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd., Ste. 204 Novato, CA 94949 (415) 506-0234 Telephone • (415) 506-0238 FAX), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

An additional list of Accreditations and Certifications can be found on page 8.

Statement of Policy

The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established pursuant to section 55003 of division 6 of title 5 of the California Code of Regulations.

The College catalog represents official policies of the Río Hondo Community College District Board of Trustees.

By virtue of Statute, authority is vested in the Río Hondo Community College District Board of Trustees to add, amend, or repeal any of its regulations, rules, and procedures in whole or in part at such time as it may elect.

The Río Hondo College staff has worked to assure the accuracy of all information in the catalog. Students are advised, however, that such information **may be subject to change without notice**. Since the catalog is prepared in advance of the academic year, changes in some programs and rules might occur. An addendum to the catalog is published in the fall. The catalog and accompanying addendum are the final authority in regard to classes and programs offered. The catalog and addenda are also posted on the web site at: www.riohondo.edu/catalog. Students are advised to consult a counselor whenever questions or problems pertaining to academic programs arise.

This document is available in alternate formats upon request. Please contact Disabled Students Program and Services at (562) 908-3420.



3600 Workman Mill Road
Whittier, California 90601-1616
(562) 692-0921

www.riohondo.edu

2021-2022 Catalog

July 1, 2021 - June 30, 2022

Serving the Communities of:

Pico Rivera
Santa Fe Springs
Whittier
El Monte
South El Monte
and portions of
Norwalk
La Mirada
Downey
La Puente
Industry

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Superintendent/President

Welcome



PRESIDENT'S MESSAGE

Welcome to Río Hondo College, where we are student-focused and mission-driven as an educational and community partner committed to advancing social justice and equity.

Río Hondo College provides top-notch instruction and support services for all students. We stand by our students from all walks of life, including students with disabilities, former foster youth, undocumented students, single parents, students impacted by the justice system, veterans, LGBTQ, and students experiencing homelessness and food scarcity.

Whether you study on campus or online, Río Hondo College provides a rigorous and robust course of study for those planning to transfer to four-year universities, seeking career advancement, and exploring new skills.

We offer 31 associate degrees for transfer that guarantee transfer to California State Universities. We are one of the few community colleges in California that offers a Bachelor of Science degree, a Pathway to Law School program, and nationally recognized academies in policing and firefighting. We are also known for our programs in nursing and in alternative automotive technology.

We offer a rich array of services and resources for students who struggle with food insecurity, homelessness, and other potential barriers to achieving their goals – another element of our commitment to ensuring success for all members of our community.

Río Hondo College faculty, staff and administrators invite you to explore all that your community college, Río Hondo College, has to offer.

Best wishes to you and your continued success!

Teresa Dreyfuss
Superintendent/President

Administrators

ADMINISTRATION

Superintendent/President Teresa Dreyfuss, M.B.A.
Vice President, Academic Affairs Don Miller, Ph.D.
Vice President, Finance & Business Stephen Kibui, M.B.A.
Vice President, Student Services Earic Dixon-Peters, Ed.D.

EXECUTIVE DEANS/DIRECTORS

Executive Dean, Student Affairs
and Student Financial Services Loy Nashua, J.D.
Executive Director, Human Resources/
District Compliance Officer Vacant

DIVISION DEANS

Arts, Cultural Programs &
Distance Education Grant Linsell, D.M.A.
Behavioral & Social Sciences Adam Wetsman, J.D., Ph.D.
Business Gita Runkle
Career & Technical Education/Instructional
Operations Mike Slavich
Communications & Languages Alice Mecom, Ed.D.
Counseling Lisa Chavez
Health Science & Nursing Catherine Page
Institutional Research & Planning Caroline Durdella, Ph.D.
Interim Kinesiology, Dance, and Athletics/
Athletic Director Yolanda Emerson
Library Mike Garabedian
Mathematics, Sciences, and Engineering Vann Priest, Ph.D.
Public Safety Mark Yokoyama
Student Success Melba Castro, Ph.D.

ASSISTANT DEANS

Adult Education Francisco Suarez, Ed.D
Student Equity and RISE Scholars Cecilia Rocha

DIRECTORS, MANAGERS, AND PROJECT MANAGERS

Accounting Henry Wangidjaja
Admissions & Records Leigh Ann Unger
Career Pathways Specialist, Project Manager Lisa Lewenberg
Child Development Center Vacant
Contract Management & Vending Services Felix G. Sarao
Deputy Sector Navigator Bruce Noble
Disabled Students Programs & Services Consuelo Gutierrez
Extended Opportunity Programs &
Services/CARE Heba Griffiths
Facilities Services Mario Gaspar
Fire Academy Andrew Grzywa
Financial Aid, Scholarships & Veterans Services Donald Gordon
Government & Community
Relations Russell Castañeda-Calleros, Ed.D.
Grant Development & Management Michaela Brehm
Information Technology Services Gary Van Voorhis
Marketing & Communications Ruthie Retana
Mechanical & Electrical Services Anthony Ortega
Operations & Maintenance George Lopez
Police Academy Walter Allen, III
Strong Workforce Margaret Fernandez
Student Life & Leadership Shaina Phillips
Student Success and Support Program Vacant
Teacher Preparation Pipeline
and Pathway (TPPP) Maria Lea Martinez
TRIO SSS, Transfer & Career/Re-Entry Brenda Beza

Instructional Calendar 2021-2022

Summer 2021

Ten-Week Session (10-weeks)
.....Monday, June 7 – Friday, August 13

First Session (5-weeks)
.....Monday, June 7 – Friday, July 9

Evening Session (6-weeks)
.....Monday, June 21 – Friday, July 30

Late Start: Day and Evening (8-weeks)
.....Monday, June 21 – Friday, August 13
(Includes on-site, off site & online classes)

Second Session: Day Classes (5-weeks)
.....Monday, July 12 – Friday, August 13

Fall 2021

Semester Dates (16-weeks)
.....Saturday, August 21 - Saturday, December 11

Flex Day.....Friday, August 20
(Classes begin Saturday, August 21)

8-Week Modules
(Module A).....Saturday, August 21 – Friday, October 15
(Module B) Saturday, October 16 – Saturday, December 11

Finals Week
.....Monday, December 6 – Saturday, December 11

Spring 2022

Intersession Dates (4-weeks)
.....Monday, January 3 - Thursday, January 27

Semester Dates (16-weeks)
.....Saturday, January 29 - Thursday, May 26

Flex Day.....Friday, January 28
(Classes begin Saturday, January 29)

Spring BreakMonday, March 28 - Friday, April 1
(No weekend classes Saturday, March 26)

8-Week Modules
(Module A) Saturday, January 29 – Friday, March 25
(Module B)Saturday, April 2 – Thursday, May 26

Finals Week
.....Saturday, May 21 – Thursday, May 26

Commencement.....Thursday, May 26

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General Information About Río Hondo College

History

The Río Hondo Community College District was established by election in October 1960, but first classes were not held until 1963-1964. Since the district's boundaries at that time were identical to those of the Whittier Union High School District, administration of the district was by the high school district Board of Trustees. Creation of the El Rancho Unified School District in 1962 required that Río Hondo College establish its own Board of Trustees, and an election for that purpose was held in April 1962.

The new Board of Trustees appointed Dr. Phil Putnam as the founding Superintendent-President in February 1963. In May 1963, the Board chose Río Hondo as the name for the college. The name, long associated with the area surrounding the Río Hondo River, means "deep river."

College classes were offered for the first time in the late afternoons and evenings in September 1963 at Sierra and El Rancho High Schools. Following selection of the present campus site, a \$12 million bond issue to build the college was approved by 80.1 percent of the district voters in October 1963. During 1964 and 1965, Río Hondo College conducted classes for a limited enrollment at the former Little Lake School in Santa Fe Springs.

The present campus opened in the fall of 1966 with an enrollment of 3,363 day and 2,682 evening students. Measure A, a \$245 million bond passed by voters in 2004, now provides new buildings and facilities upgrades campus-wide as well as new off-site educational centers in South Whittier and El Monte. Today, Río Hondo enrolls approximately 20,000 students per semester.

Río Hondo College is an open-access California community college that contains nine cities, in whole or part, four distinct unincorporated communities, and a portion of one other unincorporated community of Los Angeles County within our district boundaries. The cities include El Monte, South El Monte, Pico Rivera, Santa Fe Springs, and Whittier. The District also encompasses portions of Norwalk, Downey, La Mirada, and the City of Industry. The unincorporated communities within our District include Los Nietos, East Whittier, South Whittier, West Whittier, and a portion of Avocado Heights.

School districts within the college boundaries are the Whittier Union High School District, El Rancho Unified School District, and the El Monte Union High School District. Students come to Río Hondo seeking a variety of educational experiences. Río Hondo's educational program includes courses for transfer to four-year colleges and universities, general education courses for greater understanding of individual and community life, vocational training in certain areas, and courses for improving academic performance necessary for studying at a higher level.



The Río Hondo College Foundation was established in 1992. The Foundation assists the college in meeting the needs of its students. The Foundation's focus is to secure financial and community resources to support Río Hondo College students and student scholarships. The Foundation also supports innovative educational projects, teaching, and training support.

Mission Statement

Río Hondo College is an educational and community partner committed to advancing social justice and equity as an antiracist institution that collectively invests in all students' academic and career pathways that lead to attainment of degree, certificate, transfer, and lifelong-learning goals.

Vision Statement

Río Hondo College aspires to be an evolving community-focused institution that embraces diversity, equity, and inclusion as a means to achieve personal, professional, and educational goals in a caring and rigorous environment.

Values Statement

Río Hondo College is guided by its Core Values:

Quality Teaching and Learning: a dynamic, student-centered learning environment that embraces equity-minded principles,

Student Access and Success: a welcoming and inclusive environment that provides our community with the knowledge, wisdom, and skills that facilitate upward social and economic mobility,

Diversity, Equity and Inclusion: a commitment to advancing educational justice, equity, and opportunity,

Integrity and Fiscal Responsibility: a College engaged in ethical practices and responsible use of resources for the optimum benefit of its students, community, and staff.

Goals Statement

With the rapid pace of change and the need to respond in a reasonable, timely, and organized fashion - and keeping the focus on our students - Río Hondo College recognizes the following goals as important to our collective success:

- to provide quality instruction to enhance the teaching/learning process
- to provide quality student support programs
- to provide quality student services, utilizing a student-centered process
- to meet the changing technological needs required to support the educational process and to enhance student access and success
- to maintain a safe and pleasant environment for students, staff, and community
- to support participatory governance processes through effective communication among and involvement of students, faculty, staff, trustees, and community
- to provide leadership in the academic, cultural, and economic life of the community
- to support the personal and professional growth of trustees, faculty, and staff
- to develop and utilize fiscal resources in an efficient and effective manner.

Institutional Code of Ethics (BP 3050)

I. The employees of Río Hondo Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. Accordingly, employees have an interest and commitment to ethical behavior. Ethical persons are those who abide by principles and exemplify virtues as understood within a given moral framework. Many believe that virtue is intrinsically rewarding. At the very least, that one be perceived as ethical is instrumental in establishing credibility and trust.

II. To support Río Hondo's commitment to ethical behavior, college employees adhere to standards of ethical and professional behavior related to their duties, and have responsibilities to the institution and to individuals they serve. Although one cannot "legislate morality" in the sense of mandating virtuous intentions, we can, and do, establish general expectations of conduct.

III. There are many sources of ethical inspiration and guidance. All employees of Río Hondo College are subject to official College policies and procedures; applicable regulatory agency requirements; local, state, and federal laws; and professional standards (when applicable). This includes policies such as the Río Hondo College Policy on Sexual Harassment (BP 3430), its Policy on Nondiscrimination (BP 3410), and its Policy on Academic Freedom (BP 4030).

IV. In addition, the Board of Trustees is subject to its own Code of Ethics (BP 2715), and most of our employees are members of professional organizations with their own established codes of ethics, such as the CTA, CSEA, and ACCCA. Employees are encouraged to consult their own organizations, when applicable, for further guidance. As constituents of Río Hondo College, students are likewise encouraged to maintain high Standards of Conduct (BP 5500).

V. As a further demonstration of commitment to high ethical standards, employees of Río Hondo College aspire to be guided by the following values statements. These are guidelines and aspirations to be used for educational and not disciplinary purposes, with our own conscience as the first and most salient means of evaluation:

- The College values open communication, honesty, and truthfulness, and aspires to an "open door" philosophy.
- The College values open inquiry and honors academic freedom.
- The College strives to protect human dignity and individual freedom.
- The College values clear roles and responsibilities, teamwork, and cooperation (as outlined in AB1725), and therefore aspires to develop a climate of trust and mutual support.
- The College is committed to providing excellent educational opportunities to the community, and the instructional faculty seeks to evaluate students by honest appraisal of student performance against faculty standards.

Institutional Philosophy

Recognizing the individual worth and potential of every human being, Río Hondo College offers an open access, comprehensive educational program to residents of the college district.

The college is dedicated to excellence in instruction and student services to develop the intellectual and personal competence of each individual.

At Río Hondo College, students will have an opportunity to develop ethical values, learn the rights and responsibilities of citizenship, develop career skills, and understand the scientific, artistic, and social achievements of various cultures.

Institutional Affiliation

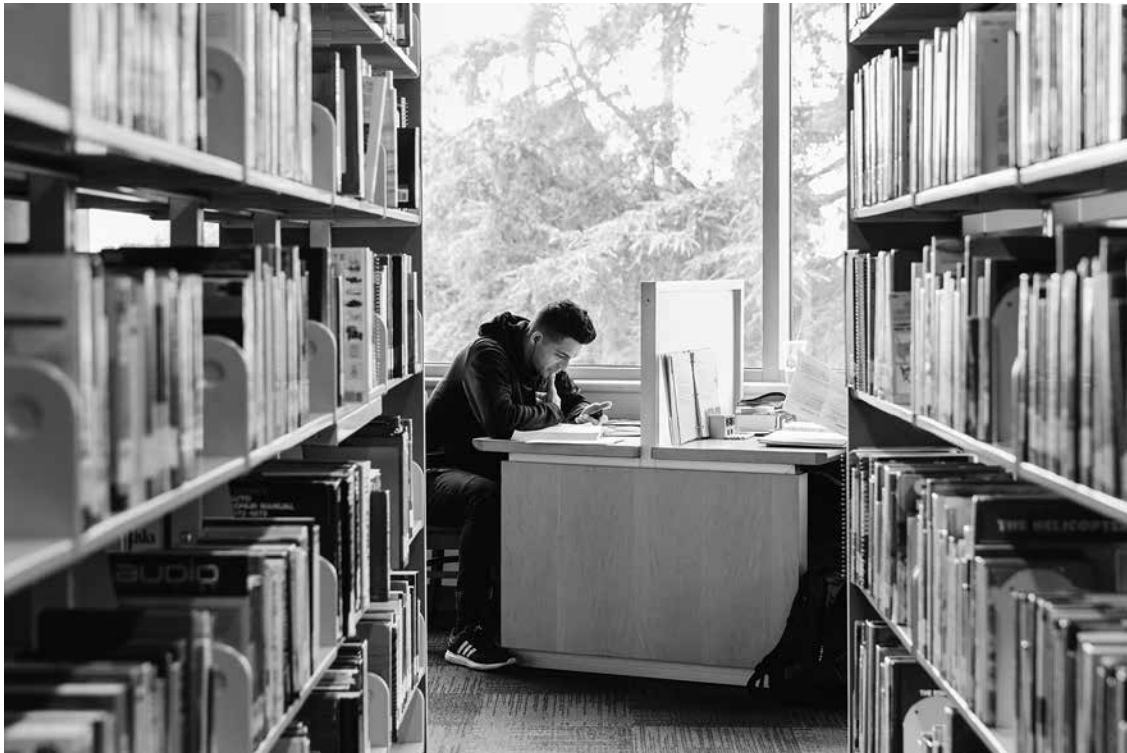
Río Hondo College is a member of the Western Association of Schools and Colleges, the American Association of Community Colleges, and the California Association of Community Colleges. The college is also a member of the San Gabriel/Foothill Association of Community Colleges (SanFACC).

Accreditations & Certifications

Río Hondo College is accredited by the Western Association of Schools and Colleges and is authorized by the California Community College Board of Governors to offer courses which parallel the lower-division courses of four-year institutions and qualify the student for junior classification at the university level. College transfer courses are accepted at full value at most colleges and universities throughout the United States.

- Police Academy – California Commission on Peace Officers Standards and Training (POST) (Certified)
- Fire Academy – California State Fire Marshal; Accredited Local Processing for "State Fire Training Certifications"- California State Fire Marshals office (Accredited)

- Regional Homeland Security Training Center - Certified by California State Fire Marshal and California Emergency Management Agency (Cal EMA) and certified as a UASI homeland security regional training center in Los Angeles County.
- Emergency Medical Technician (EMT) – Los Angeles County Health Services EMT/Paramedic Program Approval Section (Accredited)
- Wildland Fire Program – U.S. Forest Service (Certified)
- First Aid and CPR – American Heart Association & American Red Cross (Certified)
- Expanded Scope Practice for EMTs – LA County Department of Health Services (Certified)
- Drug Studies Program – Accredited by the Addiction Counselor Certification Board of California/California Association for Drug/Alcohol Educators (ACCBC/CAADE) and the California Association of DUI Treatment Programs (CADTP).
- Nursing Program – Approved by the Board of Registered Nursing, State of California and the Board of Vocational Nursing and Psychiatric Technicians, State of California.
- CNA Programs – Approved through the Department of Public Health Services State of California.
- Automotive Programs: National Automotive Technicians Education Foundation (NATEF) (Certified); California Automotive Business Coalition Automotive Technician Training Standards (ATTS) (Certified); California Bureau of Automotive Repair (BAR) Smog Check Technician Training Institution (Certified).



2 College Policies & Procedures

Current Río Hondo College Board Policies and Administrative Procedures can be found on the web site: www.riohondo.edu/board/policies.htm.

Academic Freedom Philosophy

The maintenance of freedom of speech, publication, religion, and assembly (each of which is a component of intellectual freedom) is the breath of life in a democratic society. The need is greatest in fields and institutions of higher learning, where the use of reason and the cultivation of the highest forms of human expression are the basic methods for maintaining those freedoms. Society has come to rely upon colleges and universities as a principal means of acquiring new knowledge and new techniques, of conveying the fruits of past and present learning to the community, and of transmitting these results to generations to come. Without freedom to explore, to criticize existing institutions, to exchange ideas, and to advocate solutions to human problems, faculty members, staff and students cannot perform their work and cannot maintain their self-respect. Society suffers correspondingly. The liberty that is needed requires a freedom of thought and expression within colleges and universities, freedom to carry the results of honest inquiry to the outside, and a freedom to influence human affairs in the same manner as other informed persons do. Nor is the value of freedom lessened because error at times arises from its exercise. Learning, intellectual development, and social and scientific progress takes place on a trial-and-error basis, and even the unsound cause or hypothesis may call forth the truth that displaces it. (Board Policy 4030).

Access to Student Records

All currently enrolled or former students have the right of access to any records relating to them and maintained by the College. Students may inspect and review records during regular business hours in the Office of Admissions and Records. Requests for access to records will be granted no later than five working days following date of request. Qualified personnel will be present to interpret records for students.

College personnel may also permit access to student's records to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. College personnel will notify the recipient of such records that the transmission of information to third parties is prohibited. (Administrative Procedure 5040)

Student Records

Privacy Act - All student records at Río Hondo College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Students may request access to those campus records that personally identify the student; the student may challenge the accuracy of the record or the appropriateness of its retention in the campus records. Student consent is needed for the release of records covered by the Act to outside parties (e.g., prospective employers) except for those agencies entitled to access under the provisions of the Act (e.g., campus officials, other schools, federal educational and auditing officers and requests in connection with the application of receipt of financial aid).

These provisions apply to records received and used after November 1, 1974. A student may request a report summarizing the number of records he/she has requested or given consent to be released. Complaints as to procedure or improper release of record information may be filed with the Office of Education, HEW FERPA, DHEW, 330 Independence Avenue, S.W., Washington, D.C. 20210.

Children on Campus

Except when children are enrolled in the Child Development Center, other instructional programs in the District, and/or attending public events under the supervision of a parent or guardian, bringing children on campus while attending classes is not permitted. Parents and guardians must be aware that the ultimate responsibility for the safety of the children in their care rests with them and no liability can be accepted by the District nor any of its agents or staff for the consequences of children being on campus.

Computer Usage

Each computer user is responsible for the use of computing resources in an effective, efficient, and lawful manner.



Computing resources and equipment are college property, and the college retains the right to monitor systems and limit access. Users of computing resources must abide by the rules/policies established by the department responsible for the supervision of the equipment. Each user must understand and acknowledge that his/her freedom to access and display information is limited to authorized academic and administrative uses. No person may use computer resources for any illegal act, including the possession or use of programs, files, or instructions for violating system security or violation of copyright law. Computer resources may not be used to intimidate or create an atmosphere of harassment based upon any protected class/category (gender, race, religion, ethnic origin, creed, sexual orientation, or other categories as applicable). (Administrative Procedure 3720)

Student Complaints/ Grievance Procedures

The District provides a prompt and equitable means of resolving student grievances and complaints. A grievance is an alleged wrongful act by a Río Hondo College staff or faculty member which has an adverse effect upon a student's academic or personal status right or privileges as a student at Río Hondo College. Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member, a staff member, an administrator or an official of the College or another student. Student complaints may be classified as grievances and fall into one of two categories: Academic, or Non-Academic. Students are encouraged to follow the Río Hondo College Complaint and Grievance process. Issues that are not resolved at the campus level may be presented to the State Chancellor's Office using their complaint process.

This procedure does not apply to any matters for which a specified method of complaint resolution is provided by law or by District policy, such as: Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures (BP 5500, AP 5500); Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation; or Complaints of discrimination, harassment, or retaliation, including grade grievances

based on this type of allegation. These types of complaints are covered under separate Administrative Procedures (AP 3435).

For more information regarding student complaints and grievance procedures, please contact the Office of Student Affairs located in SS204 or visit: http://www.riohondo.edu/student_affairs/complaints-grievances.

Directory Information

This is to serve as public notice that the following information is regarded by Río Hondo Community College District as Directory Information, and may be released for distribution unless a stop action is initiated by a student on the Río Hondo College Directory Information Denial of Release form available in the Admissions and Records Office. A new form must be completed each year. Directory information includes: a student's name, whether or not he/she is currently enrolled, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received. (Board Policy 5040)

A request for directory information will be denied to any parties, not otherwise entitled to the information by law, if the college determines that such release is not in the best interest of the student. Further information may be obtained from the Admissions & Records Office. (Board Policy and Administrative Procedure 5040)

Hazing

The California Legislature moved hazing from the educational codes and amended the Penal Code to include hazing in order to close legal loopholes and to deter students. Section 245.6 of the California Penal Code, which went into effect on January 1, 2007, reads: It shall be unlawful to engage in hazing. "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury. Hazing can be defined as any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation, which intentionally

endangers a student seeking admission into or affiliation with any student organization. The term "hazing" does not include customary athletic events or school-sanctioned events. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both. (Board Policy 5500)

Non-Discrimination Policy

Río Hondo Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of national origin, religion, age, sex, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics in any program or activity. Inquiries regarding compliance and/or grievance procedures may be directed to Dean of Student Affairs, Student Services Building, 2nd Floor, Room SS204, (562) 908-3498.

Río Hondo Community College District recognizes its obligation to provide program accessibility for all persons with disabilities in a manner that does not discriminate in the delivery of those services. The College makes reasonable accommodations for students, employees and members of the community who may be participating in campus activities. (Administrative Procedure 3435)

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office of Civil Rights
United States Department of Education
50 Beale Street, Ste. 7200
San Francisco, CA 94105
(415) 486-5555

or

Department of Fair Employment & Housing
1900 Mariposa Mall
Suite 130
Fresno, CA 93721

Póliza contra la Discriminación

El Distrito del Colegio de Río Hondo cumple con todas las reglas y reglamentos federales y estatales y no discrimina a base de origen nacional, religión, edad, género, identidad sexual, expresión sexual, raza o etnicidad, color, condición médica, información genética, ascendencia, orientación sexual, estado civil, discapacidad física o mental, embarazo o por ser militar y veterano de las fuerzas armadas o porque él o ella son percibidos tener una o varias de las características precedentes o basado en la asociación con una persona o el grupo con uno o varios de estas características reales o percibidas. Esto se mantiene verdadero para todos los estudiantes que están interesados en participar en programas educativos incluyendo programas de carrera y educación técnica y/o actividades extraescolares. (AP 3435)

Para más información sobre esta póliza y/o procedimientos de agravio, pueden ser dirigidas al Decano, Asuntos Estudiantiles, ubicado en el edificio de Servicios para el Estudiante, segundo piso, cuarto SS-204, (562) 908-3498.

El Distrito del Colegio de Río Hondo reconoce su obligación de proveer programas con accesibilidad para todas las personas con discapacidades en una manera que no discriminar en la entrega de aquellos servicios. El Colegio hace modificaciones razonables para estudiantes, empleados, y miembros de la comunidad quienes participen en actividades del colegio. (AP3435)

Preguntas o información sobre leyes federales y reglamentos contra la discriminación en la educación o el cumplimiento del Distrito con aquellas provisiones también pueden ser dirigidas a:

La Oficina de Derechos Civiles
Departamento de Educación de los EEUU
50 Beale Street, Ste. 7200
San Francisco, CA 94105 (415) 486-5555

o

El Departamento de Empleo Justo Y Vivienda
1900 Mariposa Mall, Suite 130
Fresno, CA 93721

Registered Sex Offender Information

Offenders are required to register with the Pico Rivera Sheriff's Department prior to applying to Río Hondo College.

Once registered, the offender is required to meet with the Dean of Students Affairs with appropriate documentation from the Sheriff's Department.

For further information, call the Pico Rivera Sheriff's Department at (562) 222-5533 or the Dean of Student Affairs at (562) 908-3498.

Information concerning registered sex offenders may be obtained from the Whittier Police Department, 13200 Penn St., Whittier, CA 90602 or by calling (562) 567-9200. Sex offenders are required to register with the police in the jurisdiction in which they reside.

Sexual Harassment

Sexual Harassment is offensive, unwelcome sexual attention. Sexual harassment is a form of sex discrimination which violates Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, California statutes, Río Hondo Community College District Board policy BP 3430.

Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions effecting the individual;
3. the conduct has the purpose or effect of having a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment.

1. *Quid pro quo* sexual harassment occurs when a person in a position

of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

2. Hostile environment sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexual harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit, nor even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples – Sexual harassment includes, but is not limited to the following misconduct:

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.

3. **Visual or Written:** The display or circulation of offensive sexually oriented visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
4. **Environmental:** An academic or work environment that is permeated with sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

If you believe that you are a victim of sexual harassment, contact the District Title IX Compliance Officer in room A113, or (562) 908-3405.

Hostigamiento Sexual

Hostigamiento sexual es acoso sexual, ofensivo y mal recibido.

Hostigamiento sexual es una forma de discriminación sexual, lo cual viola el Título VII del Acto de los Derechos Civiles de 1964, a como se han enmendado, Título IX de los Enmendamientos de Educación de 1972, estatutos del Estado de California, y política de la Junta del Distrito del Colegio de Río Hondo BP 3430.

Definición – Hostigamiento sexual puede ser acoso sexual mal recibido, solicitudes de favores sexuales, y otro comportamiento implícitamente sexual con tal que:

1. sometimiento al comportamiento se presenta como requisito o condición del empleo del individuo, de la categoría o estado académico del individuo o de adelantamiento del individuo;

2. sometimiento al comportamiento, o rechazo del comportamiento, del hostigador se presenta como criterio de empleo o de decisiones académicas en cuanto al individuo;
3. el comportamiento tiene el intento de resultar en impacto negativo en el trabajo del individuo o en los estudios académicos del individuo, o tiene el intento de crear un ambiente de intimidación y hostilidad en el empleo o en los estudios; o
4. sometimiento al comportamiento, o rechazo del comportamiento, del hostigador se usa como criterio de cualquier decisión en cuanto al individuo y los beneficios o servicios, lauros del colegio, programas, o actividades que se presentan en o por el colegio.

Esta definición incluye dos clases de hostigamiento sexual.

1. *Quid pro quo* hostigamiento sexual ocurre cuando una persona con puesto de autoridad presenta beneficios educativos o de empleo como dependientes en el sometimiento del individuo a participar en o tolerar comportamiento sexual mal recibido.
2. Ambiente hostil hostigamiento sexual ocurre cuando comportamiento mal recibido, implícitamente o explícitamente sexual, es bastante severo o intruso para que se cambien las condiciones del ambiente de empleo, o de estudios, del individuo, o para que se impida excesivamente el trabajo del individuo o los estudios del individuo, o para que se crea un ambiente, de empleo o educativo, de intimidación, hostilidad y abuso. El individuo como víctima tiene que percibir personalmente el ambiente como hostil, y el hostigamiento tiene que ser de tal manera que una persona razonable del mismo sexo percibiría el comportamiento como hostigamiento sexual. Hostigamiento sexual incluye cualquier combinación de comportamiento verbal, físico, o visual, o de control a través del ambiente de empleo o educativo. El hostigamiento sexual no tiene que ser explícito, ni tiene que ser específicamente dirigido al víctima. Hostigamiento sexual puede ocurrir entre personas del mismo sexo o de diferentes sexos. El criterio para determinar si comportamiento es hostigamiento

sexual es si una persona razonable del mismo sexo percibiría el comportamiento como hostigamiento sexual.

Ejemplos – Hostigamiento sexual incluye, pero no se limita a, mal comportamiento como:

1. **Verbal:** palabras impropias o ofensivas, menosprecios, chistes o burlas o insinuaciones sexuales. Esto incluye, pero no se limita a, comentarios impropios en cuanto al cuerpo del individuo, la apariencia física, atavío, valentía sexual, estado civil, o preferencia sexual del individuo; flirteo o solicitudes mal recibidas; demandas de favores sexuales; abuso verbal, amenazas intimidación de tipo sexual; o sexismo, comentarios arrogantes que ponen en ridículo a un sexo, o que expresan actitud derogatoria contra un sexo.
2. **Físico:** contacto físico impropio o ofensivo, asalto, o impedimento físico del movimiento de una persona. Esto puede incluir, pero no se limita a, besando, caricias físicas, tocando íntimamente, agarrando a mano, pellizcando, mirando con lascivia, ojeando, pasando ligeramente por encima o impidiendo el paso de otra persona, silbando o haciendo ademanes o gesticulaciones sexuales.
3. **Visual o escrito:** mostrando, diseminando, o manifestando materia, visual o escrita, ofensiva y de sentido sexual. Esto puede incluir, pero no se limita a, carteles, caricaturas, diseños, dibujos, grafiti, materia para leer, gráficas en la computadora, y materia transmitida electrónicamente.
4. **Ambiente:** el ambiente de empleo o el ambiente académico que esté lleno de expresiones verbales de sentido sexual, insinuaciones, insultos o abusos verbales que no pertenecen al tema de la clase. Un ambiente hostil se puede realizar con enfoque impropio en temas sexuales o con comentario implícitamente sexual en la clase. Un ambiente puede ser hostil si el comportamiento sexual mal recibido es específicamente dirigido a un individuo o si el individuo solamente observa el hostigamiento ilícito en el ambiente. La determinación del ambiente como hostil se basa en el conjunto de todas las circunstancias, inclusive

elementos como la frecuencia del comportamiento, la severidad del comportamiento, si el comportamiento menosprecia o amenaza, y si el comportamiento impide excesivamente el empleo del individuo o los estudios del individuo.

Si usted cree que usted ha sido víctima de hostigamiento sexual, llame a, Oficial de Título IX del Distrito, en la oficina A113, o de teléfono fuera del colegio, llame al número (562) 908-3405.

Sexual Misconduct Information and Title IX Compliance

OTHER MISCONDUCT OFFENSES (Will fall under TITLE IX when gender-based)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Student Code of Conduct);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

PRIVACY AND REPORTING:

The District Title IX Compliance Officer is responsible for the purposes of initiating notice and/or investigation of sexual misconduct. The District Title IX Officer may assign deputy investigators, who are members of the investigative team, to investigate allegations of gender-based discrimination and/or sexual misconduct. The deputy investigators

will use discretion on how they act in response to notice of gender-based discrimination. Understanding that different people on campus have different reporting responsibilities and varied abilities to maintain confidentiality, the District Title IX Officer will assign deputy investigators depending on the situation and the parties involved.

To Report Gender-Based Discrimination, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation, please contact:

Loy Nashua
Executive Dean, Student Affairs
lnashua@riohondo.edu

CONFIDENTIAL REPORTING:

If you want the details of the incident be kept confidential, you should speak with on-campus professional staff in the Student Health and Psychological Services Office, campus confidential advocate, or off-campus rape crisis resources who can maintain confidentiality.

Reporting to those who can maintain the privacy of what you share—You can seek advice from certain individuals who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the college has not specifically designated as “responsible employees” for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them.

NON-CONFIDENTIAL REPORTING OPTIONS:

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The College considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be informed of the report, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Federal Statistical Reporting

Obligations: Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, coaches, athletic directors, student activities staff, human resources staff,



advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations: Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed above.

Standards of Student Conduct

The Río Hondo College campus is an academic community dedicated to teaching and learning. In order that teaching and learning may take place in an atmosphere of respect for one another and for each other's ideas and beliefs, Río Hondo College has guaranteed certain fundamental rights to its students and faculty.

Río Hondo College students are part of a community in which ideas will be explored in a mature spirit of understanding and mutual respect. Only in this mature spirit can the college meet its obligations to those it serves.

All students are required to abide by the Standards of Conduct (Board Policy and Administrative Procedure 5500) and failure to do so may result in disciplinary action such as a verbal or written reprimand, probation, suspension and/or expulsion. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- A. Fighting, causing, attempting to cause, or threatening to cause physical injury to another person.
- B. Possession, sale or otherwise furnishing any firearm, knife, explosive other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred with by the Superintendent. (Administrative Procedure 3530)
- C. Unlawful possession, use, sale, offer to sell, furnishing, or being

under the influence of any controlled substance listed in California Health and Safety Code Section 11053 *et seq.*, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

- D. Drinking, possessing, or being under the influence of alcoholic beverages on campus or at any college sponsored event
- E. Committing or attempting to commit robbery or extortion.
- F. Causing or attempting to cause damage to District property or to private property on campus.
- G. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- H. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or posting of a District.
- I. Committing sexual harassment as defined by law or by District policies and procedures.
- J. Engaging in harassing or discriminatory behavior based on



- disability, gender, gender identity, gender expression, nationality, race or ethnicity, sex, religion, age, national origin, disability, sexual orientation or any other status protected by law.
- K. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying.
- L. Hazing, as defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by the college, which is likely to cause serious bodily danger, or personal degradation, or disgrace, resulting in physical or mental harm.
- M. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- N. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- O. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- P. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Q. Unauthorized entry upon or use of District facilities.
- R. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District sponsored or supervised functions.
- S. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- T. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- U. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
- V. Knowingly accessing and without permission altering, damaging, deleting, destroying, or otherwise using any data, computer system or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive or extort, or (b) wrongfully control or obtain money, property or data.
- W. Knowingly accessing and without permission taking, copying or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system or computer network.
- X. Knowingly and without permission using or causing the use of computer services.
- Y. Knowingly accessing and without permission adding, altering, damaging, deleting or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system or computer network.
- Z. Knowingly and without permission disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer system or computer network.
- AA. Knowingly and without permission providing or assisting in providing a means of accessing a computer, computer system or computer network in violation of this section.
- BB. Knowingly and without permission accessing or causing to be accessed any computer, computer system, or computer network.
- CC. Knowingly introducing any computer contaminant, commonly called viruses or worms, into any computer, computer system, or computer network.
- DD. Sexual assault on any District personnel, District vendor, District visitor or student, upon off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.
- EE. The obstruction or disruption, on or off-campus, of the District's educational or administrative process or any other District function.
- FF. The violation of any previous order issued by the District president that is not inconsistent with any of the other provisions of this policy. This order may be given by its publication in the student newspaper or by notice on an official bulletin board designated for this purpose.
- GG. Attempting to perform any previously identified act that constitutes a cause for disciplinary action.
- HH. Violation of District policies or regulations including those concerning the formation and registration of student organizations, the use of college facilities, or the time, place and manner of public expression.
- II. Failure to comply with directions of District officials acting in the performance of their duties.
- JJ. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- KK. Any other cause not previously listed which is identified as a good cause by the College or the Hearing Panel.
- LL. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact;

verbal assault, such as teasing or name-calling; special isolation or manipulation; and cyber bullying.

Students who engage in any of the above are subject to the procedures outlined in AP 5520.

Mental Health Clearance

A student who is removed from campus as a result of erratic, dangerous and/or threatening behavior described in the Student Code of Conduct (AP 5500); and/or determination by a public safety officer that the student poses a threat to himself/herself or the general public may be required, before the student is readmitted to campus, to provide documentation from a licensed mental health professional* stating that the student will no longer engage in the behavior which gave rise to the student's removal from campus and that the student's continued presence on campus is not a threat to himself/herself or others before the student is readmitted to campus.

The mental health professional must be licensed by the State of California and credentialed to render a professional opinion on matters of this nature. The

student is responsible for any expenses related to obtaining this mental health clearance.

*The documentation for re-admittance shall be provided to the Dean of Student Affairs by a non-Río Hondo College District California licensed mental health professional.

Río Hondo College's Policy on Drug and Alcohol Abuse

Río Hondo College wants to provide a quality education for you. We believe that creating a learning environment which is free of drug and alcohol abuse is important. The college's standard of conduct (Board Policy 5500) clearly prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by students on campus or as part of any of its activities.

What the College will do:

If you violate these policies, you may be subject to corrective action, up to and including suspension or expulsion. It is important to note that the College is prepared to impose disciplinary action as it deems fit. State laws may be applicable.

If you want help . . .

Río Hondo College has some resources to assist you in breaking out of drug and alcohol abuse. Call (562) 692-0921:

- Student Health and Psychological Services
Rm SS230, ext. 3438

- Counseling Center
Rm SS104, ext. 3410

This information is provided to all students per requirements of the Drug Free School and Communities Act Amendments of 1989. (P.L. 101-226)



3 Admission, Registration & Educational Costs

Admissions: Becoming a Río Hondo Student

Students who are high school graduates or individuals 18 years of age or over who show evidence that they can benefit from instruction may apply and will be admitted to Río Hondo College. All classes are open to those who meet the necessary prerequisites. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity sponsored by Río Hondo College. See Non-Discrimination Policy in Chapter 2 and Administrative Procedure 3410.

Who May Apply

You may be eligible for admission to Río Hondo College if you are:

- A high school graduate or GED recipient
- Not a high school graduate but over 18 years of age
- A current high school student who is recommended by the school principal or designee for advanced academic or vocational classes, has the approval of the student's parent(s), and meets the college's special admissions criteria. (High school students may apply, but are LIMITED to 11 UNITS of non-remedial coursework per session.)
- A current K-8 student who is recommended by the school principal via a letter recommendation listing the course/s they are requesting to register for college-level courses which include advanced academic or vocational classes, has the approval of the student's parent(s), and meets the college's special admissions criteria. (K-8 students may apply, but are LIMITED to one college-level/non-remedial course per session.)

Student Classification

Students are classified according to the following classifications for the purpose of registration:

New Student: A student who has never enrolled in a credit course at any college, including Río Hondo, or has only enrolled as a K-12 Enrichment Student.

Returning Student: A returning student is a student who did not register the previous semester but has registered in the past. Students who are returning after an absence of a semester or more (not including summer) must submit a new application for admission online.

Continuing Student: A continuing student is a student who attended the previous semester. To be classified as a continuing student with registration priority privileges, a student must maintain continuous enrollment (enrolled in at least one course each semester, not including summer).



Enrichment Student: An enrichment student is a student who is currently enrolled in grades K-12 or is home-schooled.

- **Permission**
A Dual Enrollment Petition must be submitted to the college. The petition must be signed by an approved designee by the school or district; the parent(s) of the student; and the student. A school or district must submit a designee letter to the Río Hondo College Admissions Office that lists the names of the individuals who are authorized to sign the petition, and must be signed by the Principal.
- **Parameters**
Students in K-12 may enroll in classes for college credit. Permission to enroll must be obtained in advance from their school and a parent or guardian.
 - **High School Students:** Are limited to 11 units of non-remedial college-level coursework each term.
 - **K-8:** Are limited to one course of non-remedial college-level coursework each term.

Interested K-12 students may obtain information from the Admissions webpage at <http://www.riohondo.edu/admissions/>. Additional information may be obtained by calling or visiting the Admissions and Records Office.

Residence Requirements

If asked, a student must provide proof of California residency (or in some cases, parent residency) for the past 12-24 consecutive months. If the student is unable to document proof of California residency, he/she may still enroll but must pay nonresident fees. To establish residency, a student must be able to prove eligibility, through physical presence and intent to make California their state of residency for one (1) year and one (1) day prior to the first day of the term. Federal law precludes some visa types

from establishing residency. Selected exemptions from nonresident fees are provided in law: such as certificated public school employees, agricultural workers, military personnel and their dependents. If you feel that you might qualify for an exemption or have questions about residency, please contact the Admissions and Records Office.

Nonresident Students – Legal Requirements-Education Code Section 76140 requires that tuition be charged to students who are not residents of the State of California and who attend public community colleges within the state.

The nonresident/international student fee of \$265.00 per unit (subject to change) plus a per unit enrollment fee is charged each semester/ summer session. Tuition charges must be paid at the time of registration.

The Admissions and Records Office should be consulted concerning the determination of residence.

AB540 Students

On October 12, 2001, Governor Davis signed into law Assembly Bill 540 which added a section to the California Educational Code, section 68130.5. Section 68130.5 created an exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent.

1. The laws do not grant California residency.
2. Students exempt from paying nonresident tuition pursuant to section 68130.5 do not become residents and may not be eligible for state-funded programs which require residency.
3. Students who meet the exemption requirements and who are unlawful immigrants are not eligible for any federal financial aid programs. Many private sources have created scholarships specific to students not eligible for traditional financial aid programs.
4. Students exempted from paying nonresident tuition pursuant to section 68130.5 are not eligible for the Governor's Merit Scholar Programs because these scholarships are only available for California residents.
5. Students must meet all requirements in section 68130.5 (a) (1) – (4) to be eligible for the exemption.
 - a. The student must have graduated from a California high school which he/she attended for three or more years. There are no provisions for partial attendance (e.g. two years and 7 months). The law does not require consecutive attendance nor require that the student attend the last three years in California (in the case of four-year high schools).
 - b. Such attendance could be at multiple California high schools.
 - c. The law does not distinguish between public and private high schools. There is no time limit on how far in the past the student might have attended a California high school.
 - d. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or a high school proficiency exam).
 - e. Except for nonimmigrant aliens, any nonresident student who meets the first two requirements shall

be exempted from nonresident tuition even if he or she is a US citizen or lawful immigrant.

- f. If the student has filed an application with the INS to legalize status, the student may already be eligible for resident fee status if the student has resided in California for more than one year and one day since the time of INS application. (See Title 5 Section 54045.)

6. Students who are nonimmigrant aliens (the most common being the F series student visas and B series visitor visas) are not eligible for this exemption. (A full description of nonimmigrant alien classifications may be found in paragraph 15 of subsection (a) of Section 1101 of Title 8 of the U.S. Code.) People who entered the country as nonimmigrant aliens but subsequently have gone out of status are not eligible for this exemption until they apply to INS to change their status to something other than nonimmigrant.

The following Assembly Bills allow undocumented students to qualify for in-state tuition at California Community College and the California State University campuses:

Assembly Bill 540 (AB 540), passed in 2001, grants students meeting certain criteria an exemption from paying non-resident tuition at California Community Colleges.

Assembly Bill 2000 (AB 2000) passed in 2014. This is an expansion of AB540. It increases the scope of student eligibility for students who graduated early from a California High School with the equivalent of three or more years of credits. If a student graduates early, they must have attended CA elementary or secondary schools for a cumulative total of 3 or more years. It allows students meeting the criteria below to pay in-state tuition, the same as resident students.

Senate Bill 68 (SB 68) passed in 2017. This public postsecondary education exemption from nonresident tuition was approved by the governor and filed with the Secretary of State on October 5, 2017. This legislation amended Education Code, section 68130.5, changing the criteria for students eligible for a nonresident tuition exemption, as previously defined in Assembly Bill 540 (2001). Senate Bill 68 expands the requirements of AB 540/ AB 2000 to include attendance at California Community Colleges and attainment of an associate's degree.

The California Dream Act (Assembly Bills 130 and 131) were signed into law in 2011. Together these bills compose the California Dream Act and give AB 540 / AB 2000 students the right to apply for state financial aid, including Cal Grant A & B Entitlement awards, Cal Grant C awards, institutional grants and community college fee waivers.

International Students

Students from outside the United States are welcome to pursue higher education at Río Hondo College. The college values the presence of students from diverse cultures on the college campus. Río Hondo College is a Student & Exchange Visitor Information System (SEVIS) approved institution to admit F-1 students. The International Student Program admits new and transfer students every semester who meet the requirements. All F-1 visa students must be accepted by the International Student Specialist before registering.

After being accepted to the college, all students must take an assessment test to determine level of English, Math and Reading. Each student is expected to register and complete 12 units in both the Spring and Fall semester with an overall grade point average of 2.0.

International students pay out of state fees which are subject to change without prior notice. Financial Aid is not available; students are expected to be financially independent. It is mandatory that all international students provide proof of health insurance coverage, by an approved insurance company, while attending Río Hondo College.

A Counselor is available to help students with a variety of issues; educational planning, choosing a major, graduation requirements, transfer requirements to 4-year colleges and Universities, tutoring and communication with a professor.

For information regarding the International Students Program, please visit the website at www.riohondo.edu/admissions/international-students/ or call (562) 463-7643.

Admissions Requirements for Overseas Students

- International Student Application
- Application processing fee of \$40.00 (non-refundable)
- Copy of Passport
- English Proficiency must be met by one of the following methods
 - English is the students primary language
 - TOEFL 45iBT
 - IELTS 5
 - iTep 3
- Bank Certification (original bank statement or a letter from a bank, on bank letterhead, signed by a bank official, showing a minimum \$20,000 USD available to the student)
- 18 years of age by the time the semester begins

Admissions Requirements for Transfer Students

- International Student Application
- Application processing fee of \$40.00 (non-refundable)
- Copy of Passport, Student Visa, I-94 and I-20 form
- English Proficiency must be met by one of the following methods:
 - College Level English Completed (official college transcripts must be submitted)
 - TOEFL 45iBT
 - IELTS 5
 - iTep 3
 - Completion of appropriate level of English at an approved Language School (see list of institutions and minimum level required www.riohondo.edu/international-students)
- Bank Certification (original bank statement or a letter from a bank, on bank letterhead, signed by a bank official, showing a minimum \$20,000 USD available to the student)
- 18 years of age by the time the semester begins

Open Enrollment Policy

The policy of this district is that, unless specifically exempted by statute or regulation, every course, course selection, or class, reported for state aid, whenever offered or maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Title 5.

Unit Limitations

Students are limited to 18 units per session (15 units for summer) unless they receive approval from a counselor for additional units. Students must meet with a counselor and complete a Unit Overload form. High School students are limited to 11 UNITS of non-remedial college-level coursework. K-8 students are limited to one non-remedial college-level course.

Adding/Dropping Classes

Adding Classes: Students may add classes (including a change of section of the same course) during or after the assigned registration time, prior to the semester/course start. See the Admissions page on our website for more information on important dates and deadlines. The class add must be processed via AccessRío, and students who complete this process are officially enrolled in the class.

If the class and wait list are full, the student must attend class on the first day of instruction and request an add code from the instructor. If the instructor provides an add code, the student can then use the add code to register for the class via AccessRío by the published deadline.

Dropping Classes: It is the student's responsibility to officially withdraw (drop) from classes prior to the drop deadline. Students must drop before the "Last day to Drop with a Refund" to avoid fees or drop before the "Last day to Drop With a "W" to avoid receiving a failing grade.

Student-Initiated Withdrawal: While it is the student's responsibility to withdraw by the deadline, an instructor may drop a student with poor attendance. To find the drop deadlines for a particular course consult the online Class Schedule and click on the CRN number of the course. There students will find information on critical dates for the specific course, including drop dates.

The student must withdraw from the class via Access Río by the established deadline. Failure to follow through with the drop procedure may result in the student receiving a failing grade. Students may contact the Admissions and Records Office if they need assistance in withdrawing from class(es).

Instructor-Initiated Withdrawal: A student may be withdrawn before the drop deadline (75% of course length) by the instructor of the course if the student is no longer participating in the course. Definitions of non-participation shall include, but are not limited to, excessive unexcused absences. While an instructor may drop a student from class for poor attendance, it is the student's responsibility to withdraw if the student is no longer attending the class.

There are five types of course withdrawal notations:

1. Withdrawal with a refund – A student who withdraws from a course before the published deadline to drop with a refund (10% of the course) will not be responsible for the fees for the course and no notation will be on their student record (transcript) for the dropped course.

2. Withdrawal without receiving a "W" – A student who withdraws from a course after the refund deadline and before the published deadline to drop without a "W" (30% of course length) will receive no notation on their student record (transcript) for the dropped course. A student is still responsible for enrollment fees. A student who withdraws from all classes prior to the "drop without a 'W'" deadline will no longer be classified as a continuing student for priority registration purposes.

3. Withdrawal with a “W” – A student who withdraws from class between 30% to 75% of the course length (after the drop without a “W” but before the drop deadline) will receive a “W” notation on their student record (transcript). The “W” is not used to calculate a student’s grade point average (GPA) but may affect academic progress and result in progress probation/dismissal.

4. Military Withdrawal “MW” – A student serving as an active or reserve U.S. military serviceperson who receives orders compelling a withdrawal from courses may request a military withdrawal. Upon submission and verification of such orders, a student can petition to withdraw from classes with a “MW” notation on the student’s transcript. Military withdrawals are not counted in progress probation and dismissal calculations. Military withdrawal petitions are available in the Admissions and Records Office. A Military Withdrawal is eligible for a full refund.

5. Excused Withdrawal “EW” – A student may submit a petition to withdraw from a course(s) due to specific events beyond their control which affects their ability to complete a course(s). These events may include a job transfer outside the geographical region, an illness in the family where the student is primary caregiver, the student is subject to immigration action, or other extenuating circumstances. The excused withdrawal “EW” notation is not counted in progress probation and dismissal calculations. An Excused Withdrawal is not eligible for a refund.

Evaluation of Transcripts

All students enrolled at Río Hondo College should have official transcripts from their high school on file.

Students with previous coursework from a regionally accredited college/university should have official transcripts from all colleges attended sent directly to Río Hondo College. Hand carried transcripts are not accepted. These transcripts can verify completion of prerequisite courses and assist the counselors in working with the student. Official transcripts from all regionally accredited colleges are required for evaluation towards a certificate, associate degree, or meeting general education requirements for transfer.

Transcripts from foreign universities must be evaluated by an approved credential evaluation service.

All transcripts must be sent directly to the Admissions and Records Office. Transcripts become the property of the college and cannot be returned to the student, copied, or forwarded to another institution.

Student Equity and Achievement Program

In 2018, the SEA Program was established and merged funding for three initiatives: the Student Success and Support Program; the Basic Skills Initiative; and Student Equity. Integrating these efforts into a single program advances our goal of demolishing once and for all the achievement gaps for students from traditionally underrepresented populations.

The SEA Program requires the implementation of a Guided Pathways framework offering a clear path to a stated goal, to provide all students with an education plan based on that goal, and provide access to transfer-level English and math. Students identified as matriculating are referred to core services: placement, orientation, and counseling.

Non-matriculating students are exempt from participating in core services, but they are advised to access these services if they decide to pursue a degree or certificate.

A student is expected to participate in these services unless the student requests an exemption from a particular service. Exemption forms may be obtained in the Counseling Department. All students are strongly encouraged to participate in the process.

Military Veteran students must participate in all matriculation components as required by the Veterans Administration (VA).

Five Steps to Becoming a Río Hondo College Student

Included in the following section are the Five Steps to becoming a Río Hondo College student.

Non-Exempt Students:

All new non-exempt students (“non-exempt” refers to students seeking an AA-T/AS-T degree, a certificate or transfer) are required to complete Placement (Assessment, if needed), Orientation, and Educational Plan (prior to registration for classes). A hold may be placed on a student’s registration if they fail to complete their Placement, Orientation, and Educational Plan. Non-exempt students who do not complete their Placement, Orientation and Educational Plan will receive an immediate hold on their registration.

Step 1: Application

Río Hondo College uses Open CCC for application processing. To submit an application for admissions log on to www.riohondo.edu and click the “Apply Now” button.

Step 2: Orientation

Orientation to the college is an important part of the matriculation process and should be completed prior to the first semester of coursework. It provides students with information on college services, registration procedures, course placement, and recommended courses to register for in the first semester. Students can complete the online orientation through the AccessRio student portal.

Step 3: Placement

All students will have the opportunity to enroll in transfer-level English and Math. Students are asked to complete the Placement Tool which can be obtained through the AccessRio student portal.

In order to successfully complete the Placement Tool students will need their high school grade point average, highest level high school English course completed, as well as highest level of high school math course completed.

Depending on the results and information that is submitted through the Placement Tool students may be placed into a support class for both English, ESL and math, as an added support course. Students meet with a Counselor after completing the Placement Tool to gather more information about the student’s academic history and educational goals. Counselors will consider factors such as student’s English skills, coursework taken at another college, study skills, or the need for special services. As a result of the meeting with the Counselor, the initial placement, based only on default placement rules, may change. Taking into consideration both high school achievement information and other factors revealed in the counseling meeting, the Counselor will determine the final course placement.

Students are encouraged to take the highest level course that they feel comfortable with. Basic skills courses are still available. If needed, a student can also complete the placement process by meeting with a counselor for placement.

In accordance with AB 705, Río Hondo College no longer administers an assessment for placement. K-8 students who do not have a high school GPA are asked to take an assessment for courses that require appointment to take an assessment. For information, please contact the Río Success Lab at (562) 463-7226 or visit LR-130.

Step 4: Educational Plan

The Educational Plan process is designed to support students with the finest academic advisement and counseling possible. Placement information assists the counselor in outlining a useful and clear educational plan for the student's educational goals. Students can schedule an appointment throughout each semester and during the summer. For more information, please contact the Student Success and Dream Center at (562) 463-6650 or visit LRC 101.

Step 5: Registration

Upon completing steps 1-4, a student can register online on dates specified online under the admissions and records link.

Registration Appointments – The appointment time established for each student is the date and time the student can begin using the AccessRío online registration system for a given semester.

Students can find their registration appointment times by logging into their AccessRío account under Student, Registration and then clicking on Registration Status.

All new students are encouraged to participate in the components of admission, orientation, placement, and educational planning. However, exemptions for these components may be granted if certain criteria are met. (See Matriculation Exemptions.) All new, non-exempt students who are unable to complete the placement process before their first semester of attendance may enroll; however, they must complete placement prior to registering for their second semester at the college. Students who have not completed the placement process may be unable to register for certain courses that require prerequisites.

College Responsibilities

In the Student Success and Support Program process, the college has certain responsibilities. The college, to support student success, agrees to provide:

- Processing applications for admission
- Placement
- Orientation to college programs and services
- Counseling/advising to provide assistance in developing an educational plan
- Follow-up and referral to services

Student Responsibilities

In the Student Success and Support Program process, the student also has certain responsibilities. The student, to support his/her own success, has the responsibility to:

- Express a broad educational intent upon admission
- Complete the Placement Tool or meet with a counselor and provide information to support placement

- Declare a specific educational goal by the time 12 semester units are completed
- Meet with a counselor to develop an educational plan within the same semester
- Participate in counseling/advisement
- Attend class, complete assignments, and maintain progress toward a defined goal
- Drop classes he/she no longer wishes to attend.

Student Rights

In accordance with the matriculation agreement, the student has the right to:

- Challenge placement decisions and any prerequisite or corequisite by completing the appropriate form, which can be obtained from the Counseling Department.
- You may file a complaint of unlawful discrimination with the Dean of Student Affairs Office.

Matriculation Exemptions

Students who meet one of the following exemption criteria for any of the matriculation components, may obtain an exemption form from the Counseling Department. Military students must participate in all matriculation components as required by the VA.

A. Placement, Orientation, and Counseling

– All students are encouraged to participate in these components; an exemption may be granted according to one of the following criteria:

- Students who are enrolled only in activity, skill building, or personal growth classes (e.g., acting, physical fitness, ceramics) or job skills training (e.g., computer literacy, accounting, brake service), or
- Students who have already completed an AA/AS degree or higher. Military students must participate in all matriculation components as required by the VA.

B. Placement

– Further placement exemption may be granted according to one of the following criteria:

- Students who have successfully completed the equivalent of ENGL 035 or ENGL 101 at another community college or university do not have to complete the Placement Tool for English, however this does not exempt them from Math.
- Students who have successfully completed the equivalent of MATH 020 or higher at another community college or university are exempt from completing the Placement Tool for Math, however, this does not exempt them from English.

C. Orientation

– All students must complete the online orientation; an exemption may be granted according to one of the following criteria:

- Students who are concurrently enrolled at a four-year college or university, or
- Students who have previously participated in a Río Hondo College orientation.

Assessment Retest Policy

English, Reading and Math assessment scores are valid for two years. After two years, students are advised to re-test or, when applicable, complete the Placement Tool. For more information, visit the Río Success Lab located in LR-130.

Placement Appeals Procedure

All students have the right to appeal a placement via an assessment. An assessment placement appeal requires written documentation and an explanation of alternative coursework, background, or abilities that adequately prepare the student for the course. An Assessment Placement Appeals form can be obtained from the Counseling Department or the appropriate division office (either Communications and Languages or Math and Sciences). Reasons for appealing an assessment placement may include one or more of the following:

- the course recommended is not reasonably available, or
- the student believes the recommended course is not valid or necessary for success in the next course level for which it is required, or
- the student believes the placement results are discriminatory or are being applied in a discriminatory manner, or
- the student has the documented knowledge or ability to succeed in the next level course without taking the recommended course by the appropriate division office.

Upon filing the Assessment Placement Appeals form, the student may enroll in the desired class. If the appeal is not upheld, the student will be required to drop the class. The district will ensure that the appeal process is finished, and the student is notified in writing within five (5) working days. Students wishing to appeal this decision should contact the Dean of Counseling or designee.

RHC Prerequisite/Corequisite/Advisory Definitions

The college REQUIRES students to meet prerequisite/corequisite requirements before taking the course in question.

Prerequisites – A course prerequisite indicates that the preparation or previous coursework is considered necessary for success in the desired course. In order for a prerequisite requirement to be met, the prerequisite course must be passed with at least a satisfactory grade. If a prerequisite course is taken at Río Hondo College, the grade of “P” or a minimum grade of “C” is required.

Corequisites – A course corequisite indicates another course that must be taken concurrently (at the same time) with the desired course.

Prerequisites/corequisites that are listed in the college catalog include:

- Courses for which specific prerequisites/corequisites have been validated,
- Sequential coursework in a degree-applicable program, and

- Courses in which a prerequisite/corequisite is necessary for transfer to a four-year college.

Questions about prerequisites/corequisites are best resolved with a counselor or instructor prior to the first day of class. If students are attempting to meet a prerequisite/corequisite through the placement process, they may appeal (challenge) their placement results.

Advisories – A course advisory indicates that if students have the designated preparation or previous coursework, they are likely to perform better academically in the course or program in question because of that experience or preparation. Unlike prerequisites or corequisites, advisories do not require that students have the suggested preparation; rather, it is strongly recommended.

Clearing a Prerequisite

If a student believes he/she has met a prerequisite at another institution, he/she can see a counselor for a prerequisite clearance. Students must provide evidence of meeting the prerequisite using documentation such as an academic transcript. See a counselor for details.

Prerequisite/Corequisite Challenge Procedure

All students have the right to challenge any prerequisite or corequisite. A prerequisite or corequisite challenge requires written documentation that should include an explanation of alternative coursework and/or background or abilities that adequately prepares the student for the course. A Prerequisite/Corequisite Challenge form can be obtained from the Counseling Department, division offices or at www.riohondo.edu under Academic divisions, Career & Technical Education, Counseling. The link will be at bottom of the page.

Reasons for challenging a prerequisite may include one or more of the following:

1. A prerequisite/corequisite is not reasonably available (must be made prior to the first week of the semester) or the student believes the prerequisite/corequisite is not valid or necessary for success in the course or which it is required, or
2. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner, or
3. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.

Upon filing the Prerequisite/Corequisite Challenge form, the student may enroll in the challenged class. If the challenge is not upheld, the student will be required to drop the class. The district will ensure that the challenge process is finished, and the student is notified in writing within five (5) working days. Students wishing to appeal this decision should contact the Dean of Counseling or designee.

Educational Costs

Enrollment Fee – Students who have established legal residence in California must pay the enrollment fee established under state law and subject to change without notice. These fees will be waived at the time of enrollment if the student can demonstrate he/she qualifies under the

exempt criteria specified by the State of California. Out-of-state and international students must pay nonresident tuition fees of \$307.00 per unit for Fall/Spring terms and \$290.00 per unit for Summer term, plus the \$46.00 a unit fee as required under state law (fees subject to change).

College Services Fee – The Associated Students of Río Hondo College is funded through the college services fee. The fee is \$7.00 for day, evening, and off-campus students during the fall and spring semesters and \$4.00 for summer sessions. The fee is automatically assessed at the time of registration. A waiver form is available in the Admissions and Records Office.

GO RIO Fee – This fee was approved by the Associated Students of Río Hondo College to subsidize costs of the GO RIO bus program. The fee is \$11.00 for Spring and Fall terms only. A waiver form is available in the Office of Government and Community Relations. Students must meet eligibility criteria to qualify for the GO RIO fee waiver.

Student Parking Fee – Under provision of Education Code 72247, a Student Parking Fee program has been established. This fee provides for the use of student parking lots, better traffic flow during peak hours, parking lot security, and use of the tram service.

The student parking fee for day and evening students during the fall/spring semesters is \$43.20. The fee for summer sessions students is \$23.20. Motorcycle parking is \$13.50 for fall/spring semesters; \$8.70 for summer sessions. There is daily parking \$3.00/day and meter parking \$0.25 for 15 minutes available. **Note: A non-refundable \$3.20 mailing fee is included in the online permit fee.**

Student Health Fee – Río Hondo College provides a health services program, as approved by the Board of Trustees, for students who formally register at Río Hondo College, are currently enrolled, and pay a \$21 health fee (\$18.00 for summer). Antibiotic medication and women-wellness laboratory tests are available for a nominal fee. Fee-exempted students include those who document religious reasons. A full refund will be made only if requested in writing prior to the semester refund deadline.

Student Representation Fee – This \$2.00 fee provides support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government. Students may refuse to pay this fee on religious, political, or moral grounds by submitting a refusal in writing to the Office of Student Life and Leadership prior to registration.

Books – Students are required to purchase all books and supplies needed for their courses. Book costs will vary from semester to semester. Often purchasing used books can reduce this amount.

Scholarships

A variety of scholarships are available to Río Hondo College students. For more information, contact the Río Hondo College Foundation at (562) 908-3476 or go online to www.riohondo.edu/foundation to view scholarship opportunities.

Enrollment/Fees Refunds

Resident Students

Resident students who drop by 10% of the course will receive a refund. Refunds are automatic and do not require any paperwork to be submitted. Please check the Río Hondo web site, under the Admissions Important Dates and Deadlines, link for specific deadline dates. Any enrollment fee refund is subject to a once-per-semester service charge of \$10.00. Last day to drop with a refund deadline may vary. Please visit the online Class Schedule and click on the course CRN for specific dates for each course.

Nonresident Students

Nonresident students who drop by 10% of the course section will receive a refund. Refunds are automatic and do not require any paperwork to be submitted. Any enrollment fee refund request is subject to a once-per-semester service charge of \$10.00. Last day to drop with a refund deadline may vary according to the course begin and end dates. See Important Dates and Deadlines on the Admissions and Records webpage for specific dates.

The nonresident student will receive a 50% refund of out-of-state fees if the request for a refund is received in Admissions and Records during the third or fourth week of the fall/spring semester or during the second week of the summer session. No refunds will be granted after the fourth week of the fall/spring semester or after the second week of the summer session. Please check the Admissions webpage under Fees & Refunds www.riohondo.edu/admissions/fee-refunds/ for specific deadline dates.

In the event that law mandates other fees and law does not prescribe the refund policy, the refund of such fees shall be in the same manner as the refund of health, college services, and parking fees.



Male or female students who wish to become members of a team should check the class schedule online at: www.riohondo.edu for the current offerings for both men and women's intercollegiate athletic teams; contact the coach of that team in the Athletic Department for details; and enroll in that class during registration. Prior to registration, students should see the Athletic Academic Counselor. Appointments can be made by contacting the Athletic Department at (562) 908-3409. Additional information is also available on the Athletics web page.

Athletic Eligibility for California Community College Intercollegiate Teams

Male and female students may represent the college in athletic contests upon verification of their status as amateur athletes in the sports in which they wish to compete. In order to be eligible to participate, student athletes **MUST BE** actively enrolled in a minimum of 12 units at his/her community college during the competition in the sport. Of the 12 units, 9 must be in academic subjects, and 3 units may be Kinesiology activity courses.

Current Returning Student Athletes:

To be eligible for the second season of a sport, the student athlete **MUST COMPLETE** and **PASS 24 SEMESTER UNITS AT A MINIMUM GPA OF 2.0 BETWEEN SEASONS OF COMPETITION**. Of these units, 18 must be in academic classes and 6 units may be Kinesiology activity courses. These units must be completed **PRIOR** to the beginning of the semester of the second season of sport. Units completed and passed during the first season of sport shall be included in the calculation of the 24-semester unit requirement.

Entering Freshman beginning Fall of 2015:

ACADEMIC ELIGIBILITY: In order to be eligible and remain eligible to represent an institution in intercollegiate athletics competition a student athlete has to successfully complete at least 6 units (semester or quarter) during the preceding academic term in which the student is enrolled as a full-time student at the certifying institution with a cumulative 2.0 GPA beginning with and including the units taken during the first semester/quarter of competition. Institutional verification for eligibility for continuing competition will be completed within one week of the posting of grades for the academic term by the institution.

A student transferring to Río Hondo College who has previously **PARTICIPATED** in intercollegiate athletics at another California community college **MUST COMPLETE** 12 units at Río Hondo College **PRIOR** to the beginning of the semester of competition.

Students are **NOT ALLOWED** more than **TWO SEASONS** of athletic competition in any one sport. Students who have questions concerning athletic eligibility should check with the Athletic Director by calling the Kinesiology, Dance, and Athletics Department at (562) 908-3409. All student athletes are expected to comply with the Decorum policy in the State Constitution for Athletics.

Student Conduct at College-Sponsored Events

A. Basic Responsibilities at Conferences:

1. Participants, students and advisors shall be fully informed concerning their responsibilities for proper conduct during a trip and at the conference.

2. Students will be directly responsible to the advisor.
3. Rules established by the host school on location must be observed.
4. Prior to the conference, student participants and advisors shall read the code of conduct.
5. Attendance at all meetings including meals is considered part of the participant's responsibility while at a conference unless first excused by the advisors.
6. Students may not represent Río Hondo College at any event away from the campus without an advisor unless they are given special permission to do so by the college administration.

B. Regulation of Conduct

1. It is contrary to California State Law to possess, serve, or consume alcoholic beverages or marijuana at any college function including regional or state conferences, regardless of the age of those participating. Anyone who appears under the influence of alcoholic beverages or marijuana shall be subject to disciplinary action by the conference and Río Hondo College.
2. All participants at conferences or on trips are expected to show proper consideration for the rights and welfare of others. Undue noise and disturbances shall be considered violations of this regulation.
3. No firearms will be permitted on any trip. College-approved pistol and rifle matches are excepted.

Social Functions

1. The college must sponsor any club or organization recruiting Río Hondo College students.
2. All social functions on campus must be cleared through the Student Life and Leadership Department.
3. Students attending social functions on campus are under the jurisdiction of the college and must assume individual responsibility for the accepted standards of behavior.
4. Guests of Río Hondo College students shall be the responsibility of the student. Guests are expected to behave as students and, as such, abide by college regulations.
5. Students shall be responsible for all property damage incurred by guests during any activity sponsored on campus.



6

Academic Guidelines

Attendance/Absences

It is the students' responsibility to officially register for a course prior to the "last day to add" deadline. It is also the students' responsibility to withdraw from a course prior to the drop deadlines to ensure their record is clear.

All registered students should be present at the first meeting of the class unless other arrangements have been made with the instructor, prior to the first class meeting. The instructor may drop students who are not present by the end of the first class. However, **it is the students' responsibility to officially drop any class that they no longer wish to attend** to ensure their record is clear.

Students are expected to attend all meetings of each course in which they are enrolled. The instructor of each class determines the attendance policy. After an absence, it is the responsibility of the student to check with their instructor to obtain missed materials or information on completion of all missed assignments.

Academic Dishonesty

Academic dishonesty is defined as cheating, plagiarism, or obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means or helping someone else to commit an act of academic dishonesty.

Definition of Cheating

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, fraudulent, or unauthorized means. Helping someone commit an act of academic dishonesty is also considered cheating. The following are only some of the many forms cheating may take:

- Copying another's work on an exam, paper, or project; any behavior that defeats the intent of an exam
- Possessing or using unauthorized materials during an exam; or collaborating on a project, homework, or other assignment to be turned in for credit where the instructor expressly forbids such collaboration
- Communicating with fellow students during an exam, taking an exam for another student, purposely allowing another student to copy during an exam, or providing coursework for another student to turn in as his or her own effort
- Fabricating, falsifying or misrepresenting data or results from experiments, interviews or surveys
- Submitting the same work in more than one class for credit without permission from the instructor
- Knowingly furnishing false information to the college including forgery, altering of campus documents or records, tampering with grading procedures, fabricating lab assignments, or altering medical excuses

Definition of Plagiarism

Plagiarism is defined as representing the words, ideas, or work of another as one's own in any academic exercise. Plagiarism consists of taking the words or substance of another work and either copying or paraphrasing without giving credit to the source whether that material is paraphrased or copied verbatim or near verbatim form. Plagiarism is applicable to written, oral, and artistic work. The following examples are only some of the many forms plagiarism may take:

- Word-for-word copying of work written by someone else
- Failure to give proper credit for ideas, statements of facts, or conclusions derived by another, including undocumented web source usage
- Failure to use quotation marks when quoting directly from another, whether a paragraph, sentence, or phrase
- Close and extended paraphrasing of another work without acknowledging the source
- Submitting a paper purchased from a research or term paper service, including the internet

Other Specific Examples of Academic Dishonesty

- Purposely allowing another student to copy from your paper during a test
- Giving homework, term paper or other academic work to another student to plagiarize
- Having another person submit any work in your name
- Lying to an instructor or college official to improve your grade
- Altering graded work after it has been returned, then submitting the work for re-grading
- Stealing tests
- Forging signatures on college documents, altering campus documents or records, tampering with grading procedures, fabricating assignments, or altering medical excuses
- Collaboration without permission of instructor
- Gaining unlawful or unauthorized access to college or district computers or servers

Academic Dishonesty and its Consequences

- Faculty members have the right to choose whether or not to pursue suspected cases of plagiarism and cheating.
- When addressing plagiarism or cheating with reasonable evidence, the faculty member should meet with the student to discuss the concern. The student shall have the opportunity to share their side of the story and explain their behavior.
- Faculty members may consult with their Division Dean or Dean of Student Affairs when determining whether academic dishonesty has occurred.

- In situations where cheating or plagiarism has occurred, the faculty member is to determine the academic consequence in compliance with Education Code, and board policy and procedures, which prohibit dropping a student from a course for engaging in academic dishonesty. Faculty members shall inform students of the grade penalty that will be assessed. The consequences may be any of the following options:
 - Receiving a "0" on that assignment
 - Being referred to the Dean of Student Affairs for further disciplinary action
- In situations where academic dishonesty has occurred, the faculty should also notify their Division Dean, and report the violation to the Dean of Student Affairs. All pertinent information such as exams, plagiarized sources, and/or other possible evidence should be attached and submitted with the form.
- Students will meet with the Dean of Student Affairs and receive due process; students have the right to grieve an action they feel violates their student rights.
- The Dean of Student Affairs will address the behavior reasonably through the procedures outlined in AP 5520.
- The Student Affairs Office will maintain records related to violations of academic dishonesty and other violations of the college Standards of Conduct policy.

Academic Honors

Dean's List – Dean's List certificates are awarded in the fall and spring semesters to all students whose semester grade-point average is 3.5 or higher in 12 or more graded units completed.

Alpha Gamma Sigma – Alpha Gamma Sigma (AGS) is the California Community College Scholastic Honor Society. The purpose of this organization is to foster, promote, maintain, and recognize scholarship while engaging the students in service to the college and community. AGS also offers cultural and social programs and enrichment activities as part of the total college experience.

Any student completing 12 semester units of college work in a maximum of 2 semesters with a minimum grade-point average of 3.0 may join AGS.

Honors Transfer Program/Honors Scholar – Honors Scholars are students who have completed the requirements for the Honors Transfer Program. Those include the completion of required lower division general education and major prerequisite transfer requirements, have achieved a transferable grade-point average of 3.2 or above. All honors courses have an "H" designation.

Academic Standards

Units – The conventional unit of measurement of college work is called the semester hour or unit of credit. A unit consists of 18 lecture hours of class time per semester (together with 36 hours of study outside of class per semester). Laboratory work is ordinarily valued at one unit for 54 hours of class time per semester. Twelve units or more is considered a full-time load. No student will be permitted to carry more than 18 units without special permission of a counselor. In the case of probationary students, the maximum load is 12 units.

Grades and Grade Changes – The instructor of the course shall determine the grade to be recorded for each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. A student has one year from the end of the term in question to request a grade change. In the case of fraud, bad faith, clerical error, incompetence, or unavailability of instructor or death of instructor, the final determination concerning removal or change of grade will be made by the Vice President of Academic Affairs with the appropriate involvement of faculty from the discipline and the Academic Senate. All returned work must be retained by the student as documented evidence in order to pursue a request for a grade change. (RHC AP 4231)

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade-point average (GPA). The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Definition	Credit Granted	Grade Point
A	Excellent	yes	4
B	Above Average	yes	3
C	Average	yes	2
D	Below Average	yes	1
F	Failure	no	0

To calculate a grade point average (GPA), divide the total grade points by the total GPA units.

The following evaluative symbols are not used in calculating GPA:

Symbol	Definition	Credit Granted
P	Pass (satisfactory)	yes
NP	No Pass (less than satisfactory)	no
SP	Satisfactory Progress (SP is used for noncredit courses only.)	no

The following non-evaluative symbols are used to indicate course status:

Symbol	Definition
I*	Incomplete ("I*" indicates the default letter grade to be received by the student if the incomplete is not completed within one year)
IPP	Incomplete Pass
INP	Incomplete No Pass
IP	In progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

P/NP: Pass/No Pass

In addition to courses in which all students are evaluated on a Pass/No Pass basis, students may enroll in one course each semester on a "P/NP" basis. Unless otherwise specified, a student may elect at registration, or no later than the end of the third week (by end of first week of summer school), whether the basis of evaluation is to be "P/NP" or a letter grade. A "P" (Pass) is defined as "C" grade or better. If a course is taken as P/NP, it is not factored into the GPA, but credit is awarded when a P is earned.

All units (credits) earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

IMPORTANT: Students will not be allowed to request a letter grade after the dates listed on the RHC website (www.riohondo.edu/admissions/important-dates-and-deadlines); nor to request a letter grade for previously completed courses in which they earned a Pass "P."

I : Incomplete – An incomplete grade, "I," may be assigned for academic work not completed for unforeseeable emergencies and justifiable reasons at the end of the term. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal (**IA, IB, IC, ID, IE, IPP, INP**). This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned. Under unusual circumstances, a student may petition for an extension of the one-year period.

IP: In Progress – An in-progress grade, "IP," shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is in progress but that assignment of a substantive grade must await completion of the course. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit of credit shall be assigned and appear on the student's record for the term in which the course is completed.

RD: Report Delayed – The report delayed grade, "RD," may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

W: Withdrawal – A withdrawal or drop between 20% and 60% of the term courses length will result in a "W" notation on a student's permanent record. See section 3 for specific withdrawal information.

MW: Military Withdrawal – A military withdrawal grade, "MW," occurs when a student who is a member of an active or reserve United States Military Service receives orders compelling a withdrawal from courses and petitions to receive a "MW." See section 3 for specific military withdrawal information.

EW: Excused Withdrawal – The EW symbol is used to denote withdrawal in accordance with Title 5 Section 55024. A student may submit a petition to withdraw from a course(s) due to specific events beyond their control which affects their ability to complete a course(s). These events may include a job transfer outside the geographical region, an illness in the family where the student is primary caregiver, student is subject to immigration action, or other extenuating circumstances. The excused withdrawal "EW" notation is not counted in progress probation and dismissal calculations.

Grade Report – Grades will be issued at the end of each session.

Auditing

Students are not permitted to audit courses and may not attend classes in which they are not officially enrolled.

Basic Skills Enrollment

The California Education Code limits students to no more than 30 semester units of pre-collegiate basic skills units. Basic skills courses are defined as courses "in reading, writing, computation, and English As A New Language which are designated by the community college district as non-degree credit courses pursuant to Section 55002(d) of Title 5."

Río Hondo College defines basic skill courses as courses in reading, writing, computation and English As A New Language with a course number less than 40. ENLA and learning disabled students are exempted. Students who feel they would benefit by taking more than 30 semester units of pre-collegiate basic skills courses should see the Director of Admissions & Records.

Classification of Students

Freshman: 0 to 29 units completed

Sophomore: 30 to 59 units completed

Full-time: Students enrolled for 12 or more units in fall and spring (4 or more units in summer)

Part-time: Students enrolled for less than 12 units in fall and spring (less than 4 units in summer).

Challenge of Educational Records – Education Code 76232 allows a student to challenge the contents of a student's educational record (per Education Code 76232) to correct or remove information that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation. See the Director of Admissions & Records for more information.

Academic Renewal Guidelines – The academic renewal procedure permits the alleviation of a student's previously recorded substandard academic performance that is not reflective of a student's present demonstrated ability and level of performance. Academic renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.

Therefore, within the regulations listed, Río Hondo College may disregard particular, previously recorded substandard work from a student's cumulative grade-point average.

1. The student may petition through the Admissions and Records Office to remove previous substandard work (any course in which a grade below 2.00 has been recorded) taken at Río Hondo College. The district superintendent or designee may grant permission.
2. Up to 30 units may be alleviated.
3. A student's current demonstrated ability may be the basis for alleviating previous substandard work.

4. In order to qualify, the student must meet one of the following criteria:
 - a. Earn 30 consecutive units with a minimum of a 2.0 grade-point average (GPA) from any regionally accredited college or university, following the completion of the most recent substandard work to be alleviated, and two (2) years must have elapsed since the most recent work to be alleviated.
 - b. Earn 15 consecutive units with a minimum of a 2.5 grade-point average (GPA) from any regionally accredited college or university, following the completion of the most recent substandard work to be alleviated, and one (1) year must have elapsed since the most recent work to be alleviated.
5. The student's academic record will be appropriately marked indicating those courses that have been alleviated.

When academic work is alleviated, grades are not removed; they are noted and subtracted from the grade point average. All entries remain legible so that a true and complete record is maintained. There is no assurance that alleviated courses will be treated similarly by other educational institutions outside the district.

Final Examinations

Final examinations will be given in all courses during the last week of each semester. The final exam schedule for spring and fall is listed on the RHC web site (www.riohondo.edu) and may vary from the regular class hours.

Outcomes Course-Level - Student Learning Outcomes (SLO) and Program Level Outcomes (PLO)

Outcomes Course-level or student learning outcomes, and program-level outcomes (PLO) are developed by faculty and assessed on a cyclical basis in order to improve teaching and student learning. All course-level outcomes are listed in course syllabi so students are aware of them at the beginning of each term. PLOs for all degrees and certificates are available in Chapter 10. The Outcomes Committee meets monthly to review all matters relating to outcomes. The Committee has developed and oversees institutional-level outcomes. More information about outcomes can be found at www.riohondo.edu/slo/.

Probation Standards

Disciplinary Probation – A student may be placed on disciplinary probation for infraction of state law, education code, board policy, student government regulations, or behavior unbecoming a student at Río Hondo College.

Students on disciplinary probation may not represent the college in any activity, conference, or field trip, nor can they hold office in the Associated Student government or in any student body sponsored club.

Academic Probation – A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade-point average below 2.0 in all units which were graded on the basis of the grading scale described in the section Academic Standards–Grades. If a student is placed on academic probation for two consecutive semesters, the student must receive approval by a counselor prior to registering for classes in the following semester.

Removal from Academic Probation – A student on academic probation for a grade-point deficiency shall be removed from probation when the student's accumulated grade-point average is 2.0 or higher.

Progress Probation – A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the number of all units in which a student has enrolled and for which entries of "W" and "NP" are recorded reaches or exceeds the number of units with other grades. If a student is placed on progress probation, the student must receive approval by a counselor prior to registering for classes in the following semester.

A student on progress probation because of an excess of units for which entries of "W" and "NP" are recorded shall be removed from probation when the total number of units in this category drops below the number of those with other grades.

Dismissal – A student shall be dismissed from the college for a period of one semester (excluding summer session) when his/her grade-point average in three consecutive semesters is less than 2.00 in all units attempted or when 50% or more of all units attempted have entries of "W" and "NP." Before reinstatement to the college, the student must meet with a counselor.

Notice – Students will be notified by mail if they are on academic probation or progress probation and will also be notified that they need to meet with a counselor prior to reinstatement to the college. Probation and dismissal status may be appealed to the Dean of Counseling.

Repetition of Courses Guidelines

Course repetition occurs when a student who has previously received an evaluative symbol (A, B, C, D, F, P/NP, W) in a credit course, re-enrolls in the course and receives an evaluative symbol. Students may be permitted to enroll more than one time in the same credit course if they or the course meets certain criteria. Students will not be permitted to enroll in the same credit course more than three times, except in special circumstances or when the course is designated as repeatable and allows a greater number of repetitions as established in Title 5. All attempts to take a course that result in the student earning an evaluative symbol (A, B, C, D, F, P/NP, W) on their record will be counted for the purposes of calculating the total number of times a student has enrolled in a course. Students are limited to four (4) enrollments in courses that are related in content for the following courses types: Physical education courses, visual arts courses, performing arts courses, and intercollegiate academic and vocational courses designated as repeatable pursuant to section 55041.

Course repetition may occur under the following circumstances:

- I. **The course is designated as a "repeatable course" consistent with the requirements of Title 5 §55041:** Courses that may be repeated without a petition are identified as such in the college catalog and fall within the following categories:
 - a. The course repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
 - b. The course is designated as intercollegiate athletics.

- c. The course is designated as intercollegiate academic or vocational competition.
- II. **To alleviate substandard work:** A course in which a student grade of “D” or “F” or “NP” has been recorded may be repeated twice. Students must complete a “Petition for Grade Alleviation With Course Repetition” form available in Admissions and Records in order to remove the effects of the grade from the GPA. When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall remain legible, however, it will be disregarded in the computation of grade point averages. Students may use coursework from any regionally accredited college to replace Río Hondo College coursework in which a “D” or “F” or “NP” was recorded provided the courses are deemed comparable.
- III. **To enroll in a class from which a student has previously withdrawn:** Students may repeat courses that result in withdrawal with a “W” symbol being assigned. Students may have a maximum of two withdrawals from a course prior to receiving a grade, excluding military withdrawals and withdrawals due to extenuating circumstances. The “W” shall not be used in calculating a student’s GPA, but must be used in determining probation and dismissal.
- IV. **Student meets the criteria for special circumstances:**
 - A. **Extenuating circumstances:** A student may repeat a course when he/she demonstrates that the previous grade was due to extenuating circumstances. Extenuating circumstances are verified cases of illness, accidents or other circumstances beyond the control of the student. Student’s wishing to repeat a course due to extenuating circumstances must complete a “Course Repetition” form available in Admissions and Records and submit it with documentation of the extenuating circumstances and appropriate signatures and approvals to Admissions and Records. A course repeated due to extenuating circumstances may only be repeated once, but the previous grade and credit may be disregarded in computing the student’s GPA.
 - B. **Significant lapse of time:** Students may repeat a course in which they previously received a satisfactory grade due to a significant lapse of time, comprised of no less than 36 months or as required by specific program mandates **AND** the course is required by the district as a properly established recency prerequisite; or another institution of higher education to which the student is seeking to transfer requires the student to have taken the course more recently than the student’s last enrollment.
 - C. **Variable unit, open-entry/open-exit courses:** Student may enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course.
 - D. **Occupational Work Experience:** Students may petition to enroll more than once, even if the student received a satisfactory grade, in an

occupational work experience course. Enrollment is limited to 16 credit hours of cooperative work experience (CWE) and/or general work experience (GWE) in a given field during the enrollment period. (§55040)

- E. **Legally mandated training:** Students may re-enroll in courses that are required by statute or regulation as a condition of paid or volunteer employment. Students must certify or document that the course repetition is legally mandated.
- F. **Special courses for student with disabilities:** Students may enroll multiple times in classes designated as “special classes” if it is determined that such repetition is required for that person as a disability-related accommodation.
- G. **Significant change in industry or licensure standards:** Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students must certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

A student’s permanent academic record will indicate any courses repeated using an appropriate symbol and will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Transcripts

Upon written application, the Admissions and Records Office will issue a document verifying grades or enrollment. The first two copies requested are issued free. Thereafter, a fee of \$3.00 for each record is charged. Forms are available in the Admissions and Records Office or online.

Transcripts may also be ordered online via AccessRío or directly on the Credentials website. Transcripts will usually be processed within three (3) working days. An emergency/rush transcript request is available online for an additional cost. Rush order will be processed within one (1) working day. Details are provided on the Admissions and Records web page.

Work Hours/Class Guidelines

For each hour spent in a lecture class, a student should plan to spend about two hours a week in study and homework. Thus, a load of 15 units plus study time may require 45 hours a week– more than a full-time work week. Following are suggested work hours versus class load guidelines:

Working Hours/Week	Units
None	12 – 16
10	10 – 11
20	7 – 9
30	3 – 6
30+	1 – 3

In order to maintain an academic balance, the following information should be considered:

1. Students can expect to spend at least three hours (one in class and two outside of class) each week for every unit taken. A student with 12 units will need 24 hours of study time for a total of 36 hours needed for school each week.
2. Employment time and college time combined should not exceed 60 hours weekly.

- Students should distribute study time appropriately for each class – often preparation for a lecture class differs from preparation for a laboratory class.
- Students should consult frequently with their instructors – their office hours are designed for that purpose.
- To assist in their academic success, students should use the tutoring services, the library, counselors, and other support services.

Credit for Prior Learning

The Río Hondo Community College District shall grant appropriate semester unit credit to any student through any of the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of military service/training
- Achievement of a satisfactory score on an examination administered by other agencies approved by the District
- Evaluation of industry recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the College in lieu of completion of an active course listed in the current College catalog.

Individual departments and/or specialty areas may elect to grant course credit to enable students, who can demonstrate proficiency in bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material in accordance with policies and procedures approved by the curriculum committee have been previously attained.

Eligibility for Credit for Prior Learning

To challenge a course and receive credit for prior learning:

- The student must be registered in the College and be in good standing.
- The course(s) must be listed in the College catalog.
- The student must have an education plan on file.
- The student must have previously earned credit or noncredit from the College or be currently enrolled in a class at the College.

Students may be exempt from this if they are requesting to challenge and receive credit by assessment for a high school / Regional Occupational Program (ROP) and Career Technical Education (CTE) articulated pathway. Students may not be enrolled in the course for which they may want to challenge and receive credit for prior learning; students may receive credit by completing courses in high school ROP, CTE, and articulated programs. For Credit by Examination, the student cannot be currently enrolled in nor have received credit for a more advanced course in the same subject (may be waived by department). Credits acquired using the methods in the section above are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credits acquired using the methods in the section

above shall not be counted in determining the 12 semester hours of credit in residence required for a degree.

Credit for Prior Learning Grading Policy

Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 – Grading and Academic Record Symbols. Students shall be offered a “Pass/No Pass” grading option, if that option is ordinarily available for the course. Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, except in cases of Credit by Examination, pursuant to AP 4230 – Grading and Academic Record Symbols and AP 4231 – Grade Changes.

Limits on Credit by Examination

Students shall be given course credit to a limit of twelve Río Hondo College units upon the successful completion of assessment(s), which may be applied to an Associate degree. Once the student has completed an upper division course at Río Hondo College, the student is eligible for an additional four units of course credit through credit by assessment. These courses shall not count as units in residence. Upon completion of six upper division units at Río Hondo College, students shall be given course credit to a limit of twelve upper division Río Hondo College units upon the successful completion of assessment(s), which may be applied to a Bachelor’s degree. These courses shall not count as units in residence. After completing twelve units in residence, a student will be awarded credit by external assessment with passing scores from the CLEP, IB, and AP assessments. Specific course credit and/or general education credit will be granted toward the Associate degree and/or transfer. Details on scores and how credit is applied can be found in the Río Hondo College catalog. Official score reports from AP, IB, and CLEP must be on file with Admissions and Records.

Academic Records

The student’s academic record will clearly indicate that the credit(s) have been earned by assessment of prior learning.

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Services Transcripts (JST) shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the College under the following circumstances:

- The student shall complete the Credit for Prior Learning petition.
- Official transcripts must be on file with Admissions and Records. These may include JST, DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 – Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry Recognized Credential(s)

Students interested in credit for prior learning using industry recognized credential(s) shall receive credit as recommended by the appropriate discipline faculty of the College under the following circumstances:

- The student shall complete the Credit for Prior Learning petition.
- Admissions and Records shall grant credit for

industry recognized credential(s) that have been evaluated and approved by the appropriate discipline faculty.

- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate discipline faculty, the student meets with the discipline faculty member to receive further instructions for how the industry recognized credential(s) will be assessed .
- The student submits all industry recognized credential(s) documents to the discipline faculty member for assessment of prior learning.
- If the discipline faculty member determines that the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the discipline faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to Admissions and Records to be kept on file and recorded on the student transcript.

Student-Created Portfolio Assessment

Students interested in credit for prior learning using a student-created portfolio shall receive credit as recommended by the discipline faculty under the following circumstances:

- A department-approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment petition.
- The student meets with the discipline faculty member to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the discipline faculty member for assessment of prior learning.
- If the discipline faculty member determines that the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to Admissions and Records to be kept on file and recorded on the student transcript.

Non-Collegiate Registered Nursing Training Credit

Credit may be granted to a student who has a valid California RN license for nursing courses taken at an accredited non-collegiate RN nursing program toward the Associate of Science Degree in Nursing. Credit granted may not exceed the total number of nursing units required for the Associate Degree in Nursing at Río Hondo College.

Upper-Division Credit

Upper-division credit from U.S. regionally accredited institutions may be used to fulfill Río Hondo graduation requirements. Please see a counselor for more information.



Credit By External Examination:

College Credit For Advanced Placement (AP) Tests

Students must have the College Board send AP exam results to the Office of Admissions and Records (hand-carried copies will NOT be accepted) for use on the A.A./A.S. or GE patterns. Course credit and units granted at Río Hondo College may differ from course credit and units granted by a transfer institution. Students may earn credit for Advanced Placement (AP) Tests with scores of 3, 4, or 5 unless otherwise noted. AP credit can be used to meet IGETC, CSU GE and A.A./A.S. general education (GE) and/or major requirements.

For most AP subjects, results indicate that AP Exam scores of 5 are equivalent to A+ and A grades in the corresponding college course. AP Exam scores of 4 are equivalent to grades of A-, B+, and B in college. AP Exam scores of 3 are equivalent to grades of B-, C+, and C in college. More information on the reliability and validity of AP scores is available online at www.collegeboard.org.

EXAM	RHC AA/AS (MAJOR AND/OR GE) Score of 3 or better for subject area unless otherwise indicated	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	ART 105, 106 6 semester units	Area C1 or C2 (if taken prior to Fall 2009) Area C2 (if taken Fall 2009 or later) 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter/ 5.3 semester units
Art (Studio-2D Design)	N/A	N/A	3 semester units	N/A	8 quarter/ 5.3 semester units **
Art (Studio-3D Design)	N/A	N/A	3 semester units	N/A	8 quarter/ 5.3 semester units **
Art (Studio-Drawing)	N/A	N/A	3 semester units	N/A	8 quarter/ 5.3 semester units **
AP STUDIO ARTS LIMITATIONS					**Maximum credit 8 quarter/5.3 semester units for all studio arts exams
Biology	BIOL 101 4 semester units	Areas B2 and B3 4 semester units	6 semester units	Areas 5B and 5C 4 semester units	8 quarter/5.3 semester units
Calculus AB	Score of 3 – Math Competence and Communication & Analytical Thinking 3 semester units Score of 4 or 5 - MATH 190 4 semester units	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units	4 quarter/2.6 semester units**
Calculus BC	Score of 3 – Math Competence and Communication & Analytical Thinking 3 Semester Units Score of 4 or 5 - MATH 190, 191 8 semester units	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units	8 quarter/5.3 semester units**
Calculus BC/AB Subscore	Score of 3 – Math Competence and Communication & Analytical Thinking 3 semester units Score of 4 or 5 - MATH 190 4 semester units	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units	4 quarter/2.6 semester units**
AP CALCULUS EXAM LIMITATIONS			*Only one exam in calculus or computer science may be used toward transfer		**Maximum credit 8 quarter/5.3 semester units for all calculus exams

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EXAM	RHC AA/AS (MAJOR AND/OR GE) Score of 3 or better for subject area unless otherwise indicated	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Chemistry	Score of 3 – Chemistry 120 Score of 4 or 5 – Chemistry 130 5 Semester units	Areas B1 and B3 4 semester units	6 semester units	Areas 5A and 5C 4 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	Humanities 3 Semester Units	Area C2 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	8 quarter/5.3 semester units
Computer Science A	N/A	N/A	3 semester units*	N/A	8 quarter/5.3 semester units***
Computer Science AB	N/A	N/A	6 semester units*	N/A	4 quarter/2.6 semester units***
Computer Science Principles	N/A	Area B4 (if taken Fall 2019 or later) 3 semester units	6 semester units*	N/A	8 quarter/5.3 semester units
AP COMPUTER SCIENCE EXAM LIMITATIONS			<i>*Only one exam in calculus or computer science may be used toward transfer</i>		<i>***Maximum 4.8 quarter/5.3 semester units for both</i>
Economics - Macroeconomics	Score of 3 - Social & Behavioral Science 3 semester units Score of 4 or 5 – ECON 101	Area D 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.6 semester units
Economics - Microeconomics	Score of 3 - Social & Behavioral Science 3 semester units Score of 4 or 5 – ECON 102	Area D 3 semester units	3 semester units	Area 4 3 semester unit	4 quarter/2.6 semester units
English - Language & Composition	ENGL 101 3.5 semester units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/5.3 semester units*
English - Literature & Composition	ENGL 101, LIT 102 6.5 semester units	Areas A2 and C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	8 quarter/5.3 semester units*
AP ENGLISH EXAM LIMITATIONS					<i>*8 quarter/5.3 semester units maximum for both</i>
Environmental Science	Natural Science w/Lab 4 semester units	Areas B2 and B3 (if taken prior to Fall 2009) or Areas B1 and B3 (regardless of when taken) 4 semester units	4 semester units	Areas 5A and 5C 3 semester units	4 quarter/2.6 semester units
French Language & Culture	Humanities 3 Semester Units	Area C2 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	8 quarter/5.3 semester units
French Literature	Humanities 3 Semester Units	Area C2 (if taken prior to Fall 2009) 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	8 quarter/5.3 semester units

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EXAM	RHC AA/AS (MAJOR AND/OR GE) Score of 3 or better for subject area unless otherwise indicated	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
German Language & Culture	Humanities 3 Semester Units	Area C2 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	8 quarter/5.3 semester units
Government & Politics - Comparative	Social & Behavioral Science 3 semester units	Area D 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.6 semester units
Government & Politics - U.S.	POLS 110 3 semester units	Area D and US-2* 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.6 semester units
		<i>*Does not fulfill California Government requirement (US-3)</i>	<i>Student can satisfy the requirement after transfer</i>		
History - European	Social & Behavioral Science or Humanities 3 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4 3 semester units	8 quarter/5.3 semester units
History - U.S.	HIST 143, 144 6 semester units	Area C2 or D and US-1 3 semester units	6 semester units	Area 3B or 4 3 semester units	8 quarter/5.3 semester units
History - World	HIST 101, 102 6 semester units	Area C2 or D 3 semester units	3 semester units	Area 3B or 4 3 semester units	8 quarter/5.3 semester units
History - World - Modern	HIST 102 3 semester units	Area C2 or D 3 semester unit	3 semester units	N/A	8 quarter/5.3 semester units
Human Geography	Social & Behavioral Science 3 semester units	Area D 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.6 semester units
Italian Language & Culture	Humanities 3 semester units	Area C2 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	Humanities 3 semester units	Area C2 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	8 quarter/5.3 semester units
Latin	Humanities 3 semester units	Area C2 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	4 quarter/2.6 semester units
Latin - Vergil	Humanities 3 semester units	Area C2 (if taken prior to Fall 2012) 3 semester units	3 semester units	Areas 3B and 6A 3 semester units	4 quarter/2.6 semester units
Latin - Literature	Humanities 3 semester units	Area C2 (if taken prior to Fall 2009) 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	4 quarter/2.6 semester units
Music Theory	Fine Arts 3 semester units	Area C1 (if taken prior to Fall 2009) 3 semester units	6 semester units	N/A	8 quarter/5.3 semester units
Physics B	Natural Science w/Lab 4 semester units	Areas B1 and B3 4 semester units*	6 semester units*	Areas 5A and 5C 4 semester units	8 quarter/5.3 semester units**
Physics 1	Natural Science w/Lab 4 semester units	Areas B1 and B3 4 semester units*	4 semester units*	Areas 5A and 5C 4 semester units	8 quarter/5.3 semester units**

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EXAM	RHC AA/AS (MAJOR AND/OR GE) Score of 3 or better for subject area unless otherwise indicated	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Physics 2	Natural Science w/Lab 4 semester units	Areas B1 and B3 4 semester units*	4 semester units*	Areas 5A and 5C 4 semester units	8 quarter/5.3 semester units**
Physics C - Mechanics	Natural Science w/Lab 4 semester units	Areas B1 and B3 4 semester units*	4 semester units*	Areas 5A and 5C 3 semester units	4 quarter/2.6 semester units**
Physics C – Electricity/Magnetism	Natural Science w/Lab 4 semester units	Areas B1 and B3 4 semester units*	4 semester units*	Areas 5A and 5C 3 semester units	4 quarter/2.6 semester units**
<i>AP PHYSICS EXAM LIMITATIONS</i>			<i>*Maximum 4 semester units toward GE and 6 semester units toward transfer</i>		<i>**Maximum 8 quarter/5.3 semester units for all Physics exams</i>
Psychology	PSY 101 3 semester units	Area D 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.6 semester units
Seminar	N/A	N/A	3 semester units	N/A	N/A
Spanish Language & Culture	SPAN 101, 102 9 semester units	Area C2 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature & Culture	SPAN 201 4.5 semester units	Area C2 3 semester units	6 semester units	Areas 3B and 6A 3 semester units	8 quarter/5.3 semester units
Statistics	MATH 130 4 semester units	Area B4 3 semester units	3 semester units	Area 2A 3 semester units	4 quarter/2.6 semester units



Credit by External Examination

College Level Examination Program (CLEP)

Río Hondo College will award CLEP credit toward the Associate Degree and transfer to the CSU system accordingly. UC does not accept CLEP exams. Course credit cannot be granted if it duplicates previous coursework completed. Official CLEP scores must be sent directly to Río Hondo's Office of Admissions and Records. A student must be actively enrolled and have completed 12 units in residence at Río Hondo College when applying for credit by CLEP exam. CLEP credit may not be used to meet any residency requirement.

CLEP EXAM	PASSING SCORE FOR CSU CREDIT	MIN. SEM. UNITS EARNED FOR ADMISSION	CSU -GE AREA/ CERTIFICATION UNITS	RIO HONDO GE AREA CREDIT	PASSING SCORE FOR RIO HONDO CREDIT	RIO HONDO EQUIVALENT COURSE (for Associate Degree)	RIO HONDO SEMESTER UNITS AWARDED
American Government	50	3 units	D 3 units	Social/Behavioral Sciences	50	N/A	3 units
American Literature	50	3 units	C2 3 units	Humanities	50	LIT 112A/B	6 units
Analyzing and Interpreting Literature	50	3 units	C2 3 units	Humanities	50	LIT 102	3 units
Biology	50	3 units	B2 3 units	Natural Sciences Lecture*	50	N/A	3 units
Calculus	50	3 units	B4 3 units	Language & Rationality	50	N/A	3 units
Chemistry	50	3 units	B1 3 units	Natural Sciences Lecture*	50	N/A	3 units
College Algebra	50	3 units	B4 3 units	Language & Rationality	50	N/A	3 units
College Algebra-Trigonometry	50	3 units	B4 3 units	Language & Rationality	50	N/A	3 units
College Comp.	N/A	N/A	N/A	Language & Rationality	50	ENGL 101	3.5 units
College Comp. Modular	N/A	N/A	N/A	Language & Rationality	50	ENGL 101	3.5 units
English Comp. (no essay)	50	N/A	N/A	Language & Rationality	50	ENGL 101 (if taken before July 2010)	3.5 units
English Comp. (with essay)	50	N/A	N/A	Language & Rationality	50	ENGL 101 (if taken before July 2010)	3.5 units
English Literature	50	3 units	C2 (if taken before Fall 2011) 3 units	Humanities	50	LIT 146A/B	6 units
Financial Accounting	50	3 units	N/A	N/A	50	ACCT 101	4 units
French Level I	50	6 units	N/A	Humanities	80	FR 101/102	9 units
French Level II	59	12 units (if taken prior to Fall 2015) 9 units (if taken Fall 2015 or after)	C2 3 units	Humanities	80	FR 101/102/201	13.5 units
Freshman College Composition	50	N/A	N/A	Language & Rationality	50	ENGL 101 (if taken before July 2010)	3.5 units

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CLEP EXAM	PASSING SCORE FOR CSU CREDIT	MIN. SEM. UNITS EARNED FOR ADMISSION	CSU -GE AREA/ CERTIFICATION UNITS	RIO HONDO GE AREA CREDIT	PASSING SCORE FOR RIO HONDO CREDIT	RIO HONDO EQUIVALENT COURSE (for Associate Degree)	RIO HONDO SEMESTER UNITS AWARDED
German Level I	50	6 units	N/A	N/A	N/A	N/A	N/A
German Level II	60	12 units (if taken prior to Fall 2015) 9 units (if taken Fall 2015 or after)	C2 3 units	Humanities	60	N/A	3 units
History, US I	50	3 units	D+US-1 3 units	Social/Behavioral Sciences	50	N/A	3 units
History, US II	50	3 units	D+US-1 3 units	Social/Behavioral Sciences	50	N/A	3 units
Human Growth & Development	50	3 units	E 3 units	Social/Behavioral Sciences	50	N/A	3 units
Humanities	50	3 units	C2 3 units	Humanities	50	N/A	3 units
Information Systems & Comp. Applications	50	3 units	N/A	N/A	50	CIT 101	3 units
Intro to Educ. Psychology	50	3 units	N/A	N/A	N/A	N/A	N/A
Introductory Business Law	50	3 units	N/A	N/A	50	BUSL 110	3 units
Introductory Psychology	50	3 units	D 3 units	Social/Behavioral Sciences	50	N/A	3 units
Introductory Sociology	50	3 units	D 3 units	Social/Behavioral Sciences	50	N/A	3 units
Natural Sciences	50	3 units	B1 or B2 3 units	Natural Sciences Lecture*	50	N/A	3 units
Pre-Calculus	50	3 units	B4 3 units	Language & Rationality	50	N/A	3 units
Principles of Accounting	50	3 units	N/A	N/A	N/A	N/A	N/A
Principles of Macroeconomics	50	3 units	D 3 units	Social/Behavioral Sciences	50	N/A	3 units
Principles of Microeconomics	50	3 units	D 3 units	Social/Behavioral Sciences	50	N/A	3 units
Principles of Management	50	3 units	N/A	N/A	50	MGMT 150	3 units
Principles of Marketing	50	3 units	N/A	N/A	50	MRKT 170	3 units
Social Sciences and History	N/A	N/A	N/A	Social/Behavioral Sciences	50	N/A	3 units
Spanish Level I	50	6 units	N/A	Humanities	50	SPAN 101/102	9 units

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CLEP EXAM	PASSING SCORE FOR CSU CREDIT	MIN. SEM. UNITS EARNED FOR ADMISSION	CSU -GE AREA/ CERTIFICATION UNITS	RIO HONDO GE AREA CREDIT	PASSING SCORE FOR RIO HONDO CREDIT	RIO HONDO EQUIVALENT COURSE (for Associate Degree)	RIO HONDO SEMESTER UNITS AWARDED
Spanish Level II	63	12 units (if taken prior to Fall 2015) 9 units (if taken Fall 2015 or after)	C2 3 units	Humanities	63	SPAN 101/102/201	13.5 units
Trigonometry	50	3 units	B4 (if taken prior to Fall 2006) 3 units	Language & Rationality	50	N/A	3 units
Western Civilization I	50	3 units	C2 or D 3 units	Humanities or Social/Behavioral Sciences	50	N/A	3 units
Western Civilization II	50	3 units	D 3 units	Social/Behavioral Sciences	50	N/A	3 units

*Students may complete the laboratory requirement by enrolling in one of the following laboratory courses: BIOL 105L, BIOL 111L, or BIOL 120L. Please see a counselor to obtain clearance to enroll in one of these lab courses.

RHC: Students will get specific course credit only where a Río Hondo equivalent course has been designated. A student who receives CLEP credit and then takes the equivalent RHC course will have the unit credit for such duplication deducted prior to being awarded the Associate degree.

CSU: All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated CSU-GE area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than specified toward completion of the CSU General Education-Breadth requirements.

IGETC: CLEP exams cannot be used to certify for IGETC.

Please see a counselor for assistance in determining CLEP credit for graduation and/or transfer.

Credit by External Examination
International Baccalaureate (IB)

EXAM	RHC AA/AS GE Area Credit Score of 5 or better	CSU GE Score of 5 or better, unless noted otherwise	CSU - UNITS EARNED TOWARD TRANSFER	IGETC Score of 5 or Better	UC - UNITS EARNED TOWARD TRANSFER
IB Biology HL	Natural Science 3 semester units Clearance for BIOL 111L or 120L	Area B2 3 semester units	6 semester units	Area 5B 3 semester units	8 quarter/5.3 semester units
IB Chemistry HL	Natural Science 3 semester units	Area B1 3 semester units	6 semester units	Area 5A 3 semester units	8 quarter/5.3 semester units
IB Economics HL	Social/Behavioral Sciences 3 semester units	Area D 3 semester units	6 semester units	Area 4 3 semester units	8 quarter/5.3 semester units
IB Geography HL	Social/Behavioral Sciences 3 semester units	Area D 3 semester units	6 semester units	Area 4 3 semester units	8 quarter/5.3 semester units
IB History (any region) HL	Humanities or Social/Behavioral Sciences 3 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4 3 semester units	8 quarter/5.3 semester units
IB Language A – Lit. HL	Humanities 3 semester units	Score of 4 or better Area C2 3 semester units	6 semester units	Area 3B (and 6A if language other than English) 3 semester units	8 quarter/5.3 semester units
IB Language A – Lang. & Lit. HL	Humanities 3 semester units	Score of 4 or better Area C2 3 semester units	6 semester units	Area 3B (and 6A if language other than English) 3 semester units	8 quarter/5.3 semester units
IB Language A1 (any language) HL	Humanities 3 semester units	Score of 4 or better Area C2 (if taken prior to Fall 2013) 3 semester units	6 semester units	Area 3B 3 semester units	8 quarter/5.3 semester units
IB Language A2 (any language) HL	Humanities 3 semester units	Score of 4 or better Area C2 (if taken prior to Fall 2013) 3 semester units	6 semester units	Area 3B 3 semester units	8 quarter/5.3 semester units
IB Language B (any language) HL	Humanities 3 semester units	Score of 4 or better N/A	6 semester units	Area 6A 3 semester units	8 quarter/5.3 semester units
IB Mathematics HL	Language & Rationality 3 semester units	Score of 4 or better Area B4 3 semester units	6 semester units	Area 2A 3 semester units	8 quarter/5.3 semester units
IB Physics HL	Natural Science 3 semester units	Area B1 3 semester units	6 semester units	Area 5A 3 semester units	8 quarter/5.3 semester units
IB Psychology HL	Social/Behavioral Sciences 3 semester units	Area D 3 semester units	3 semester units	Area 4 3 semester units	8 quarter/5.3 semester units
IB Theatre HL	Fine Arts 3 semester units	Score of 4 or better Area C1 3 semester units	6 semester units	Area 3A 3 semester units	8 quarter/5.3 semester units

7 Degree & Certificate Guidelines

Degree Programs

Río Hondo College offers a variety of two-year programs leading to the Associate of Arts (A.A.), Associate of Science (A.S.), Associate in Arts for Transfer (AA-T), and Associate in Science for Transfer (AS-T) degrees. See this catalog for a listing of degree programs available.

The A.A. or A.S. Degree Concept

Central to an associate degree, coursework is designed to introduce students to the variety of means through which people comprehend the modern world. This coursework is referred to as the general education requirement of the degree. It reflects the conviction of the college that those who receive these degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, these degrees should lead to better self-understanding. In addition to the general education coursework, courses within an area of specialization, called a major, are required for an associate degree. The area of specialization will appear on the face of all diplomas.

Students should meet with a counselor and create an education plan in order to ensure fulfillment of requirements of an associate degree.

General Education Exceptions – Those students who have been awarded a bachelor's degree from a United States regionally accredited college or university will be exempt from the Río Hondo College general education and proficiency requirements should they pursue an associate degree at this institution. Please see a counselor for additional information.

Course Substitutions – A request for a Course Substitution form must be completed and returned to the Admissions and Records Office in order to substitute one course for another or to waive part of a requirement. The course substitution request will be reviewed by a faculty representative, Dean of the discipline involved, and/or the Articulation Officer. Río Hondo College may accept extension and continuing education courses after taking into consideration whether they are comparable to Río Hondo courses, are from a United States regionally accredited institution, are taken for credit or a letter grade, and are degree-applicable at the originating institution.

The A.A. or A.S. Degree Requirements

Both the Associate of Arts and the Associate of Science degrees require a minimum of 60 units with a 2.0 or better grade-point average (GPA). At least 12 units must be in residence at Río Hondo College. Non-degree applicable coursework will not be included in the total number of units earned toward a degree.

The degree of Associate of Arts or Associate of Science will be conferred upon any student satisfactorily completing a minimum of 60 degree applicable units, with a cumulative 2.0 grade-point average (GPA) or better, and at least twelve (12) units in residence, and which will include a major consisting of a minimum of eighteen (18) units with a grade of "C" or better in each course, and satisfactory completion of any one (1) of the following general education patterns:

- a. California State University General Education Breadth (CSU GE)
- b. Intersegmental General Education Transfer Curriculum (IGETC)
- c. Río Hondo College General Education and Proficiency requirements.

A listing of all majors can be found in the degree listing in the college catalog. Effective Fall 2008, courses can be used to meet a General Education area and Major requirement.

Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Requirements

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an Associate Degree for Transfer (ADT). The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Certain private institutions that are part of the Association of Independent California Colleges and Universities (AICCU) or are partner Historically Black Colleges and Universities (HBCU) also offer guaranteed admission to students earning an ADT (please visit aiccu.edu/transfer and extranet.cccco.edu/HBCUTransfer/Agreements for more information and a list of participating institutions).

Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 semester units of CSU-transferable coursework with a minimum overall GPA of 2.0. A minimum of 18 semester units in the major must be completed with a grade of "C" or better in each course (or with a "P" if the course was taken on a Pass/No Pass basis and the "P" is equal to a "C" or higher). Students are required to complete either the CSU GE pattern or IGETC pattern along with 12 units in residence at the college. There are no additional graduation requirements for an AA-T or AS-T degree.

Students transferring to a CSU campus that deems the AA-T or AS-T as similar to the transfer major will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or other institution that is not part of the CSU system. Students should consult with a counselor when planning to complete

the degree for more information on university admission and transfer requirements.

Associate in Science Degree for Transfer (AS-T)

AS-T subject areas include:

- Administration of Justice
- Biology
- Business Administration
- Chemistry
- Computer Science
- Early Childhood Education
- Geology
- Hospitality Management
- Mathematics
- Nutrition and Dietetics
- Physics

Associate in Arts Degree for Transfer (AA-T)

AA-T subject areas include:

- Anthropology
- Art History
- Communication Studies
- Economics
- Elementary Teacher Education
- English
- History
- Journalism
- Kinesiology
- Music
- Philosophy
- Political Science
- Psychology
- Social Justice Studies
- Sociology
- Spanish
- Studio Arts
- Theatre Arts

Associate Degree for Transfer - Reciprocity Policy

Students who have fulfilled a specific course requirement or entire area of an AA-T/AS-T degree at a California Community College will be considered to have met those requirements at Río Hondo College for the same degree. Students must initiate the review process with a counselor and must have official transcripts sent to the RHC Admissions and Records Office.

Río Hondo College General Education and Proficiency Requirements

The Río Hondo General Education & Proficiency requirements can be used to fulfill only the general education requirements of an Associate of Arts or Associate of Science degree.

1. Competence in reading and written expression may be met by the following:

- a. The reading requirement may be met by one of the following:
 - i. Letter grade of "C" or better earned in READ 043 or placement into READ 101.
 - ii. Appropriate multiple measures placement.
 - iii. 2 or 4 year degree from a United States regionally accredited institution.
- b. The written expression requirement may be met by one of the following:
 - i. Credit earned in ENGL 101 with a grade of "C" or better.
 - ii. A satisfactory score on the CSU English Equivalency Exam (to be determined by the

- iii. Division of Communications and Languages)
Students earning a "C" or better in freshman composition courses (3 or more semester/4 or more quarter units) from United States regionally accredited colleges and universities.
- iv. Advanced Placement examination scores of 3, 4, or 5 on either of the following exams: AP English Language & Composition or English Literature & Composition.
- v. CLEP examination scores of 50 or higher on one of the following exams: College Comp, College Comp Modular, English Comp (if taken prior to July 2010).

2. Competence in mathematics may be met by one of the following:

- a. Credit ("C" grade or better) in MATH 060 (Geometry), MATH 062 (Pre-Statistics), MATH 070 (Intermediate Algebra), MATH 070CD (Intermediate Algebra: Part II), MATH 072 (The Mathematics of Money), MATH 073 (B-STEM Intermediate Algebra, formerly titled Fast-Track Intermediate Algebra), MATH 073B (B-STEM Intermediate Algebra B), or a higher level quantitative reasoning course.
- b. Demonstrate proficiency by a satisfactory score on the Río Hondo College Math Proficiency Exam.
- c. Advanced Placement examination scores of 3, 4 or 5 on one of the following exams: AP Calculus AB, AP Calculus BC, or AP Statistics.
- d. CLEP examination scores of 50 or higher on one of the following exams: Calculus, College Algebra, College Algebra-Trig, or Trigonometry.

3. Physical Education-Minimum 2 classes.

Any two physical education or dance activity courses. (Exemption may be granted to those students physically unable to complete this requirement. Exemption forms are available in the Student Health and Psychological Services Office.) Students who have completed a Fire, Police, Wildland Fire, or Corrections Academy from an accredited institution are automatically waived from this requirement. Students with honorable discharge DD214 paperwork will be waived from this requirement.

4. American Institutions Requirement*-Minimum of one course:

HIST 143, 143H, 144, 144H, 156, 157, 158, 159, 159H, 170
POLS 110 or 110H

5. Natural Sciences with Lab (a lab must be included)- Minimum 3 units:

ANTH 101, 101H, &101L
ASTR 110, 110H & 112
BIOL 101, 105 & 105L, 111 & 111L, 112, 120 & 120L
BIOT 100
CHEM 110, 120, 130
GEOG 101 & 101L
GEOL 150 & 151, 152 & 152L
PHY 120, 150, 160, 211, 212, 213

6. Social and Behavioral Sciences - Minimum 3 units:

AJ 101
ANTH 102, 102H, 103, 104, 110, 115, 125
CD 106, 208
CHST 101, 146, 148, 148H, 150
ECON 101, 101H, 102, 102H, 106, 135
EGSS 110, 120, 130
GEOG 102, 103
HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 156, 157, 158, 159, 159H, 167, 170
HUM 110, 111, 125, 125H, 130
KIN 170, 190, 195
MSCM 128

PHIL 128, 128H, 135
POLA 110, 110H, 115, 125, 128, 128H, 130, 135, 140,
150
PSY 101, 101H, 112, 114, 170, 180, 200
SOC 101, 101H, 102, 105, 110, 114, 116, 120, 127,
130, 148, 148H
SPCH 150

7. Humanities

A. Fine Arts – Minimum 3 units:

ART 101, 104, 105, 105H, 106, 106H, 107, 108, 109,
110, 112, 113, 115, 120, 130, 135, 140
DANC 179, 179H, 199, 199H
GDSN 110
MUS 101, 129, 130, 131, 132, 133, 135, 136, 141
MUST 151
PHTO 110, 130
THTR 101, 105, 105H, 110

B. Humanities – Minimum 3 units:

ASL 101, 124, 201, 202
CHIN 101, 102
CHST 101, 146, 148, 148H, 150
EGSS 130
ENGL 126, 131
FR 101, 102, 201, 202
HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 156,
157, 158, 159, 159H, 167, 170
HUM 110, 111, 125, 125H, 130, 140
JAPN 101, 102
LATN 101, 102
LIT 102, 102H, 112A, 112AH, 112B, 112BH, 114,
114H, 117, 117H, 130, 130H, 140, 140H, 141, 142,
142H, 144A, 144B, 145, 145H, 146A, 146AH,
146B, 146BH, 147, 147H, 148, 149
MSCM 128
PHIL 101, 101H, 120, 124, 126, 128, 128H, 135, 140
POLA 128, 128H, 150
SOC 148, 148H
SPAN 101, 101S, 102, 102S, 201, 201H, 202
SPCH 130, 132

8. Language and Rationality

A. English Composition—Minimum 3 units:

ENGL 101

B. Communication and Analytical Thinking – Minimum 3 units:

CIT 101, 125, 135
ENGL 125, 201, 201H
FIN 101
GIS 120
LIB 101
MATH 130, 130H, 140, 150, 160, 170, 175, 180,
190, 190H, 191, 250, 251, 260, 270
PHIL 110, 110H, 112, 112H, 115
PSY 190
SPCH 100, 101, 101H, 140
READ 101
VOCB 101

**Any course taken to meet the American Institutions requirement may not be used to meet another general education requirement.*

Courses may be used to fulfill only one G.E. area.

(It is the student's responsibility to provide verification to the Admissions and Records Office if any of the above requirements are met at another college or university.)

Multiple Majors/Second Associate Degrees

A student may be eligible for more than one major within a degree providing that all required courses and units for each major are completed. It is possible for a student to be awarded more than one degree providing that all residency, unit, general education, and major requirements are met for the additional degree.

Catalog Rights

A student may elect to meet the graduation requirements in effect at the time of entrance or at the time of graduation provided that he/she maintains continuous enrollment.

Continuous Enrollment

Continuous enrollment is defined as being enrolled in at least one course each semester and receiving an A, B, C, D, F, P, NP, I or W at Río Hondo College or any other campus within the California community college or university system. If there is a break in enrollment for more than three consecutive semesters, the student will be held to the new requirements listed in the catalog at the time of re-enrollment. Absence from a summer session is not considered a break in enrollment. In extenuating circumstances, a student may submit a request for an exception to the Director of Admissions and Records for consideration.

Graduation

Students planning to graduate should file a "petition for graduation" during the semester in which they plan to graduate. Petitions are available online through students' AccessRio portal under Academics. Deadlines for filing graduation petitions are available on the Río Hondo website, under the Admissions/Graduation Information link. Please note that Río Hondo College hosts a commencement ceremony in the spring semester of each year.

Certificate Programs

Certificate programs are designed for students interested in developing advanced levels of proficiency in special occupational subject areas. A student may elect to meet the Certificate of Achievement, Certificate of Skill Proficiency, or Career Certificate requirements in effect at the time of entrance or at the time of graduation provided that he/she maintains continuous enrollment (see Catalog Rights – Continuous Enrollment).

Certificates are awarded upon successful completion of the courses indicated in a designated subject area. Consult each program area for specific requirements. A candidate must maintain a minimum of a "C" average in the certificate program and complete at least one required course for the certificate at Río Hondo College.

Certificate of Achievement

The Certificate of Achievement is designed to recognize a specific academic accomplishment or to prepare students for entry-level employment in a vocational area. This certificate is awarded through Admissions and Records and will be posted on the student's transcripts.

Upon completion of required Certificate of Achievement courses, students must file an application with the Admissions and Records Office. Deadlines for filing a Certificate of Achievement application are available on the Río Hondo College website.

Certificate of Skill Proficiency

The Certificate of Skill Proficiency provides the student with skills designed to enhance their job marketability and mobility. This certificate is awarded through the designated Division Office and will not be posted on the student's transcript.

Career Certificate

The Career Certificate prepares students for specific job opportunities. This certificate is awarded through the designated Division Office and will not be posted on the student's transcript.

Exceptions to Graduation/ Certificate of Achievement Requirements

Request for a Course Substitution form must be completed and returned to the Admissions and Records Office in order to substitute one course for another or to waive part of a requirement in the event of discontinued courses. The course substitution request will be reviewed by a faculty representative, Dean of the discipline involved and/or by the Articulation Officer.



8 Transfer

Transfer Programs

Students whose goal is to transfer to a four-year institution should identify the following:

- Major/Career
- Preferred four-year institutions of choice
- General education courses to meet transfer requirements for admission and timely graduation
- Major preparation courses for the major

Students are strongly encouraged to meet with a counselor to discuss the development of their education plan and discuss academic, career, and personal topics that may influence their education goal. Academic faculty members are valuable contacts in providing information related to a student's career or college choice.

The Transfer Center is another valuable resource for students interested in transferring. The following services are available in the Transfer Center: Transfer Counseling, Application Workshops, Appointments with University Representatives, University Campus Tours, Transfer Fairs, Transfer Workshops, Resource Materials, Library of College Admission Materials, and Computer Resource Lab.

Río Hondo College offers courses similar to courses in the lower division (i.e., first two years) of four-year universities. Course requirements for graduation vary from one institution to another. It is to a student's advantage to choose their transfer university as early as possible. Students are advised to complete the courses at Río Hondo College that best satisfy the lower-division course requirements of their particular transfer institution. Lower-division course requirements typically include a set of general education courses and a sequence of courses in the student's chosen major.

Educational Planning for Transfer

Each four-year institution has its own basic pattern of lower-division requirements regarding both general education and specific majors. These requirements vary from college to college and often change from year to year. Río Hondo College has articulated courses with the California State University and University of California campuses as well as some out-of-state and private/independent colleges and universities.

The Transfer Center has a listing of requirements for completing the Intersegmental General Education Transfer Curriculum (IGETC), CSU General Education Breadth, and other general education patterns. In addition, there are computers for student use to access information on the Internet regarding the college of their choice.

Students may also utilize ASSIST, the statewide repository of articulation information offering easy access to a single



computerized database of student transfer information (www.ASSIST.org). The database includes IGETC and CSU GE Breadth lists as well as articulation agreements for many California public post-secondary institutions (community colleges, CSUs and UCs).

Students who plan to transfer to one of the California four-year colleges or universities should complete their comprehensive educational plan with a counselor.

Transferring to California State University (CSU)

The California State University system consists of 23 campuses located throughout the state. Admission representatives from local CSU campuses visit the Río Hondo College Transfer Center on a regular basis. Please check with the Transfer Center for more detailed information.

Each California State University (CSU) campus has its own general education and major requirements. Therefore, students should work with a counselor to first select a particular CSU campus and then formulate a strategy for completing that campus' general education, major, and admission requirements.

Courses transferable to CSU campuses are identified in the course description in this Catalog and in the Class Schedule. Courses identified as meeting major preparation are listed in the ASSIST articulation database, which can be viewed at www.ASSIST.org.

Students who have completed 60 transferable semester units (90 quarter units) with a 2.0 grade point average (2.4

for non-resident students) by the time of entry to a CSU are considered upper division applicants. Upper division applicants are eligible for admission to a CSU if they:

1. Are in good standing at the last college or university attended AND
2. Have completed, or will complete prior to transfer at least 30 semester units of general education requirements. The 30 semester units must include one course in written communication, one course in oral communication, one course in critical thinking, and one course in mathematics/quantitative reasoning. These four courses must be completed with a grade of "C-" or better.
3. The remaining units to reach 60 transferable semester units can be acquired through completion of lower division major preparation and/or CSU transferable elective units.

A maximum of 70 semester units earned at a community college may be transferred to the CSU; however, courses in excess of 70 semester units will receive subject credit and will be applied to satisfy content requirements as appropriate. No upper-division credit is allowed for courses taken at a community college.

CSU Impaction

When a program or level (upper-division transfer) or campus receives more applications from eligible applicants during the initial application filing period than can be accommodated given the available resources, that campus or program is considered to be impacted.

CSU Local Definition

Each CSU campus determines how they define "local." Río Hondo College's local campus is California State University, Los Angeles. Transfer applicants who are transferring directly from Río Hondo College are considered 'local' if Río Hondo College is the last institution attended and the majority of transferable units were completed at Río Hondo College. Students who earn an Associate Degree for Transfer (AA-T/AS-T) in a major deemed 'similar' to the Cal State LA major are also considered "local."

CSU Redirection Process

This is a process that ensures that applicants eligible for admission who cannot be accommodated at their first choice campus(es) are redirected to another CSU campus without having to complete another application for admission.

CSU Certification

Certification means that Río Hondo College has verified that a student has completed the lower-division general education requirements for the CSU. For full certification, students must complete 39 units from Categories A through E of the CSU General Education Requirements.

Certification from a community college is important because without it, students will be held to the general education requirements specific to the CSU campus to which they are transferring. Once the student is certified, the CSU campus will identify the student as having completed the lower-division general education requirements. (Please note that 9 units of upper-division general education courses must be completed at the CSU after transfer.) For full certification, a minimum of 9 semester units must be completed in each of Areas A, B, C, and D and 3 units must be completed in Area E from the CSU GE pattern. Courses in Area A and Area B4 must be completed with a "C-" or better.

It is the student's responsibility to request certification. To obtain the certification, students must file a Transcript Request Form with the Office of Admissions and Records. The final transcript and general education certification will then be sent to the CSU.

Because the requirements for a particular major may differ from one CSU campus to another, and because requirements may change yearly, students must consult regularly with a counselor when selecting courses.

CSU Application

Applications for admission to the CSU system are available online at www.calstate.edu/apply. Applications to impacted programs must be filed during the priority-filing period. Applications should be filed as early as possible to ensure priority consideration.

CSU Application Filing Periods

Students are encouraged to attend a Transfer Center application workshop before beginning the application process. Remember that applications are submitted one year prior to transferring.

The priority filing periods are:

Semester System Campuses

- Fall Semester: October 1-November 30
- Spring Semester: August 1-31



CSU General Education Breadth Course Requirements

The CSU GE Breadth is an agreement between Río Hondo and the CSU campuses regarding general education requirements. This list of courses is updated annually. Students can complete these courses to fulfill their lower-division general education requirements at a community college before they transfer to a CSU campus. The CSU-GE Breadth is just one way to fulfill the lower-division general education requirements for the CSU. Students may also use IGETC to fulfill lower-division general education requirements at the CSU (see in this catalog.) Courses taken by students for CSU GE Certification must be selected from the following list:

AREA A: English Language Communication and Critical Thinking:

Choose one course from each group. (9 units minimum)

- A1: Oral Communication
SPCH 100, 101, 101H, 140
- A2: Written Communication
ENGL 101
- A3: Critical Thinking
ENGL 201, 201H
PHIL 110, 110H, 112, 112H, 115
READ 101
SPCH 140

AREA B: Scientific Inquiry and Quantitative Reasoning:

Choose one course from each group; one of the science courses must include a laboratory (indicated by *). (9 units minimum)

B1: Physical Sciences

- ASTR 110, 110H, 112*
- CHEM 110*, 120*, 130*, 140*, 230*, 231*
- GEOG 101, 101L*
- GEOL 150, 151*, 152, 152L*
- PHY 120*, 150*, 160*, 211*, 212*, 213*

B2: Biological Sciences

- ANTH 101, 101H, 101L*
- BIOL 101*, 105, 105L*, 111, 111L*, 112*, 120, 120L*, 200*, 201*, 206, 222*, 226*
- BIOT 100*
- PSY 210, 210H

B3: Laboratory Activity

All lab courses are identified by * in Groups B1 and B2 above.

B4: Mathematics/Quantitative Reasoning

- FIN 101
- MATH 130, 130H, 140, 150, 160, 170, 175, 180, 190, 190H, 191, 250, 251, 260, 270
- PSY 190

AREA C: Arts and Humanities

Choose at least one course from C1: Arts and at least one course from C2: Humanities. Additional courses may be taken from either of the groups. (9 units minimum)

C1: Arts (Art, Dance, Music, Theatre)

- ART 101, 104, 105, 105H, 106, 106H, 107, 108, 109, 110, 112, 113, 115, 120, 121, 130, 135, 140
- DANC 179, 179H, 199, 199H
- GDSN 110
- MUS 101, 129, 130, 131, 132, 133, 134, 135, 136, 141
- MUST 151
- PHTO 110, 130
- THTR 101, 105, 105H, 110, 150

C2: Humanities (Literature, Philosophy, Foreign Languages)

- ASL 101, 124, 201, 202
- CHIN 101, 102
- CHST 101, 146, 148, 148H, 150
- EGSS 130
- ENGL 126, 131
- FR 101, 102, 201, 202
- HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 156, 157, 158, 159, 159H, 167, 170
- HUM 110, 111, 125, 125H, 130, 140
- JAPN 101, 102
- LATN 101, 102
- LIT 102, 102H, 112A, 112AH, 112B, 112BH, 114, 114H, 117, 117H, 130, 130H, 140, 140H, 141, 142, 142H, 144A, 144B, 145, 145H, 146A, 146AH, 146B, 146BH, 147, 147H, 148, 149
- PHIL 101, 101H, 120, 124, 126, 128, 128H, 135, 140, POLS 128, 128H, 150
- SOC 148, 148H
- SPAN 101, 101S, 102, 102S, 201, 201H, 202
- SPCH 130, 132

AREA D: Social Sciences: 9 units required with courses in at least two disciplines. (3 courses/9 units minimum)

- AJ 101
- ANTH 101, 101H, 102, 102H, 103, 104, 110, 115, 125
- CHST 101, 146, 148, 148H, 150
- CD 106, 208
- ECON 101, 101H, 102, 102H, 106, 135
- EGSS 110, 120, 130
- GEOG 102, 103
- HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 156, 157, 158, 159, 159H, 167, 170
- HUM 110, 111, 125, 125H, 130
- KIN 170, 190, 195
- MSCM 128
- PHIL 128, 128H, 135
- POLS 110, 110H, 115, 125, 128, 128H, 130, 135, 140, 150
- PSY 101, 101H, 112, 114, 170, 180, 200
- SOC 101, 101H, 102, 105, 110, 114, 116, 120, 127, 130, 148, 148H
- SPCH 150

HIGHLY RECOMMENDED: All CSU campuses have a graduation requirement in U.S. History, Constitution and American Ideals. Students may be certified as having completed this requirement at Río Hondo College by taking POLS 110 or 110H and one of the following U.S. history courses: HIST 143, 143H, 144, 144H, 156, 157, 158, 159, 159H, 170. These courses may be used to partially satisfy area C and/or D of the CSU GE Breadth.

AREA E: Lifelong Learning and Self-Development:

Choose one course (3 units minimum) from the following:

- ANTH 110
- CD 106
- COUN 101, 104, 151
- DD 214 (see counselor for details)
- EDEV 101, 151
- EGSS 130
- HUSR 123
- KIN 159, 170, 190, 191, 192, 196
- NUTR 110
- PSY 112, 121
- SOC 105, 110

AREA F: Ethnic Studies:

One course (3 units minimum)

At the time of catalog publication, Rio Hondo College does not have any courses approved for this CSU GE Area. Students who begin and maintain continuous enrollment at Rio Hondo College prior to Fall 2021 will not be required to complete a course in Area F. Instead, these students will complete Area D (9 units from at least two disciplines above). New students starting at Rio Hondo College beginning Fall 2021 or later and returning students who have not maintained continuous enrollment will be required to complete a course in Area F in addition to completing two courses (6 units) in Area D from any discipline or disciplines. Please see a counselor for updates and to discuss options for satisfying this requirement.

NOTE: Courses may be used to fulfill only one General Education area.

For a complete listing of courses and their approval dates, students may log on to www.assist.org.

Transferring to University of California (UC)

The University of California (UC) has 10 campuses located throughout the state. Admission representatives from local UC campuses visit the Río Hondo College Transfer Center on a regular basis. Please check with the Transfer Center for more detailed information.

Course requirements vary from one UC campus to another. Therefore, it is advised that students work with a counselor to first select a particular UC campus and then formulate a strategy for completing that campus's general education requirements, major requirements, and admissions requirements. At most UC campuses, admission is competitive and a grade point average (GPA) higher than the 2.4 minimum is required. Some UC campuses require that students complete specific coursework in a major before transfer, and some majors require a higher grade point average than designated for general admission. See a Río Hondo counselor for further explanation and planning materials.

Courses transferable to UC campuses are identified in the course description in this Catalog and in the Class Schedule. Courses identified as meeting major preparation are listed in the ASSIST articulation database, which can be viewed at www.ASSIST.org.

Transfer Admission Requirements

To be eligible for admission to a UC as a transfer student, a student must fulfill the following criteria:

- A. Complete 60 UC transferable semester units (90 quarter units) with a minimum GPA of 2.4 (2.8 for non-residents); AND
- B. Complete the following course requirements, earning a grade of "C" or better in each course: two transferable college courses in English composition; one transferable college course in mathematical concepts and quantitative reasoning; four transferable college courses chosen from at least two of the following subject areas: arts and humanities, social and behavioral sciences, and physical and biological sciences.

NOTE: The IGETC (Intersegmental General Education Transfer Curriculum) Pattern will meet these course requirements. However, some students, depending on the transfer major and university, may not be well served by following IGETC; AND

- C. Complete as many major preparation courses as possible. Major preparation may be viewed at www.assist.org. NOTE: Selective majors require certain courses to be completed before transfer with a higher grade point average.

The UC allows up to 70 UC transferable units from a community college. Students who complete more than 70 units at the community college may still complete courses to fulfill course requirements but will not be able to transfer more than the 70 units of credit.

IMPORTANT! To be considered for fall admission at most campuses, students must plan to complete all courses required for admission no later than the spring semester preceding the fall they wish to enter the university.

Community College Transfer Priority Admission

UC campuses give priority consideration for admission to California community college students. A California community college student applying for admission to the University of California in advance standing will be given priority admission over all other applicants if:

1. The student was enrolled at one or more California community college for at least two terms (excluding summer sessions); AND
2. The last college attended before admission to a UC campus was a California community college (excluding summer sessions); AND
3. The student has completed at least 30 semester (45 quarter) UC transferable units at one or more California community college.

IGETC General Education Certification

Certification means that the last community college attended prior to transfer will verify that the student has completed the entire IGETC pattern. Students must apply for the IGETC certification at the community college they attended. Coursework taken at other community colleges will be certified at the discretion of the community college where the IGETC will be completed. Río Hondo College will certify for IGETC after completion of all courses required. It is the student's responsibility to request certification. To obtain the certification, students must file a Transcript Request Form with the Office of Admissions and Records. The final transcript and general education certification will then be sent to the UC.

Transfer Admission Guarantee (TAG)

The Transfer Admission Guarantee (TAG) program offers guaranteed admission to the students who complete a core set of courses at Río Hondo College a full term prior to transferring. Students in the TAG program can receive early review of their academic records, early admission notification, and specific guidance on major preparation and general education coursework. Río Hondo College has agreements with six UC campuses (UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, and UC Santa Cruz). TAG requirements vary by UC campus. The application filing period is typically September 1-30th of the year prior to transfer for Fall admission and May 1-31st for Winter/Spring. For further information, meet with a counselor in the Transfer Center.

The following are steps necessary for a student to be on pace for TAG to the University of California:

- Create a TAP account
- Consider IGETC as a general education pattern
- Complete major preparation courses
- TAG one campus
- Apply to UC
- Visit the Transfer Center in Room SS250 for more information.

UC Application

Applications for admission to the UC system are available online at www.universityofcalifornia.edu/apply.

NOTE: The UCs require applicants to respond to personal insight questions. Visit the Transfer Center for more information.

UC Application Filing Periods

Students are encouraged to attend a Transfer Center application workshop before beginning the application process. Remember that applications are submitted one year prior to transferring.

The priority filing periods are:

Fall Semester: November 1-30

Winter/Spring Semester: July 1 - July 31

All UC campuses accept applicants for fall admission. To determine which UC campuses accept applicants for winter and/or spring, call the specific campus or visit the Transfer Center.

Intersegmental General Education Transfer Curriculum (IGETC) For CSU & UC

The IGETC is an agreement between Río Hondo and the CSU and UC campuses regarding general education requirements. The IGETC list of courses was developed first in 1991 and is updated annually. Students can complete these courses to fulfill their lower-division general education requirements at a community college before they transfer to a CSU or UC campus. The IGETC is just one way to fulfill the lower-division general education requirements of a CSU or UC campus; it is not recommended for certain majors and colleges.

Completion of all the requirements in the IGETC will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need to take additional lower-division general education courses. Transfer students will receive certification for all of their lower division general education requirements only after completing all of the subject areas listed below with a "C" grade or better in each course.

Area 1: ENGLISH COMMUNICATION

CSU: 3 courses required, one from each group below

UC: 2 courses required, one each from 1A and 1B

1A – English Composition

One course of 3 semester/4 quarter units

ENGL 101

1B –Critical Thinking and Composition

One course of 3 semester/4 quarter units

ENGL 201 or 201H, PHIL 110, 110H

1C –Oral Communications: (CSU REQUIREMENT ONLY)

One course of 3 semesters/4 quarter units.

SPCH 100, 101, 101H, 140

Area 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

One course: 3 semester/4 quarter units

MATH 130+, 130H+, 150, 160+, 170+, 180+, 190+, 190H, 191, 250, 260, 270

PSY 190+

+ Indicates that UC course credit may be limited.

Please consult a counselor for additional information.

Area 3: ARTS & HUMANITIES

At least 3 courses with at least one course from Arts and one course from Humanities - 9 semester/12 quarter units.

3A: ARTS (3 units minimum):

ART 104, 105, 105H, 106, 106H, 107, 108, 109, 110, 112, 113, 115

DANC 179, 179H, 199, 199H

GDSN 110

MUS 129, 130, 131, 132, 133, 135, 136, 141

MUST 151

THTR 101, 105, 105H

3B: HUMANITIES (3 units minimum):

ASL 124, 201

CHIN 102

CHST 101, 146, 148

ENGL 126

FR 102, 201, 202

HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 156, 157, 158, 159, 159H, 167, 170

HUM 110, 111, 125, 125H, 130, 140

JAPN 102

LATN 102

LIT 102, 102H, 112A, 112AH, 112B, 112BH, 114, 114H

117, 117H, 130, 130H, 140, 140H, 141, 142, 142H,

144A, 144B, 145, 145H, 146A, 146AH, 146B, 146BH, 147, 147H, 148, 149

PHIL 101, 101H, 120, 124, 126, 128, 128H, 135, 140,

POLS 128, 128H

SOC 148

SPAN 102, 201, 201H, 202

Area 4: SOCIAL & BEHAVIORAL SCIENCES

At least 3 courses from at least two disciplines - 9 semester/12 quarter units

AJ 101

ANTH 102, 102H, 103, 104, 110, 125

CD 106, 208

CHST 101, 146, 148, 150

ECON 101, 101H, 102, 102H, 106, 135

GEOG 102, 103

HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 156, 157, 158, 159, 159H, 167, 170

HUM 110, 111, 125, 125H, 130

MSCM 128

PHIL 128, 128H, 135

POLS 110, 110H, 125, 128, 128H, 130, 135, 140, 150

PSY 101, 101H, 112, 114, 170, 200,

SOC 101, 101H, 102, 105, 110, 114, 116, 120, 127, 130, 148

SPCH 150

Area 5: PHYSICAL & BIOLOGICAL SCIENCES

At least 2 courses are required, one from 5A and 5B. One course must include a corresponding laboratory from 5A or 5B. Laboratory courses (5C) are noted with * symbol (7-9 semester/9-11 quarter units.)

5A: PHYSICAL SCIENCES (One course minimum):

ASTR 110, 110H, 112*

CHEM 110*, 120*, 130*, 140*, 230*, 231*

GEOG 101, 101L*

GEOG 150, 151*, 152, 152L*

PHY 120*+, 150*+, 160*+, 211*+, 212*+, 213*+

5B: BIOLOGICAL SCIENCES (One course minimum):

ANTH 101, 101H, 101L*

BIOL 101*, 105, 105L*, 111, 111L*, 120, 120L*, 200*, 201*, 206, 226*

PSY 210, 210H

5C: LABORATORY ACTIVITY: This requirement may be met by completing a lab course that corresponds to a lecture course found above in 5A or 5B with *symbol.
+ Indicates that UC course credit may be limited. Please consult the catalog course description for additional information.

6: LANGUAGE OTHER THAN ENGLISH
(UC REQUIREMENT ONLY)

Proficiency equivalent to two years of high school study in the same language or at least 1 course from:

- ASL 101, 102, 201
- CHIN 101, 102
- FR 101, 102, 201, 202
- JAPN 101, 102
- LATN 101, 102
- SPAN 101, 101S, 102, 102S, 201, 201H, 202

(If using high school courses to fulfill this area, grades of "C-" are acceptable. Official transcripts must be on file in the Admissions and Records Office)

AMERICAN INSTITUTIONS REQUIREMENT

CSU has an American Institutions graduation requirement that can be fulfilled by taking the following:

6 units: Choose one course from group 1 and one course from group 2.

- 1. POLS 110, 110H
- 2. HIST 143, 143H, 144, 144H, 156, 157, 158, 159, 159H, 170

CERTIFICATION – Río Hondo College will certify general education courses for the UC and CSU systems. Request for IGETC certification can be made on the Transcript Request Form with Admissions and Records. Only courses taken at U.S. regionally accredited institutions that meet the IGETC Standards will be certified in the appropriate areas. Official transcripts must be on file in the Admissions and Records Office. Courses taken at foreign institutions are not acceptable except for certification of proficiency in a language other than English. Partial Certification is permitted if the student has completed all but two courses in the pattern.

For a complete listing of courses and their approval dates, students may visit www.assist.org.



Transferring to Independent Colleges & Universities

For information regarding all transfer deadlines, students should consult with Río Hondo College counselors or the Transfer Center.

Although admission requirements vary and are listed in the catalogs of the various universities and colleges, students who transfer to independent colleges and universities are given credit for most, if not all, of their community college work. Most colleges and universities give full credit for general education courses and for most other courses designated by the community college as transferable.

Río Hondo College has developed articulation agreements with many private, independent, and out-of-state colleges and universities. Transfer students who plan to attend a private college or university are encouraged to consult with a counselor to create their education plan. For information regarding deadlines and articulation agreements, students should visit the Transfer Center.

Transfer Web Sites

Below are listed some of the web sites available to help students who wish to transfer.

- **Articulation:**
<http://www.assist.org>
<http://www.riohondo.edu/Counseling-Center/Articulation>
- **California Colleges:**
<http://www.californiacolleges.edu>
- **California Independent Colleges and Universities:**
<http://www.aiccu.edu>
- **California State University:**
<http://www.calstate.edu/apply>
- **California Virtual College:**
<http://www.cvc.edu/>
- **RHC Transfer Center:**
<http://www.riohondo.edu/students/transfercenter>
- **University of California:**
<http://www.universityofcalifornia.edu>
- **UC Transfer:**
<http://uctransfer.universityofcalifornia.edu>

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Degree & Certificate Programs

Occasionally offerings will not be available in a particular program. Please contact the division for more information about availability.

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Real Estate Practice and Finance.....	264
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Bachelor of Science Degree

Bachelor of Science Degree

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*Courses in the degree/certificate are not necessarily listed in the order of enrollment. See prerequisites.

Río Hondo College Majors & Programs

AA Associate of Arts Degree

AS Associate of Science Degree

AA-T Associate in Arts for Transfer Degree

AS-T Associate in Science for Transfer Degree

Río Hondo College Program of Study	AA	AA-T	AS	AS-T	Certificate of Achievement
Accounting			•		•
Accounting for Government and Non-Profit Organizations					•
Administration of Justice			•		
Administration of Justice for Transfer				•	
Advanced Engine Performance			•		•
Advanced Engine Performance-Technician					•
Alternative Energy Technology			•		•
Alternative Fuels & Advanced Transportation Technology			•		•
American Sign Language					•
Animation	•				
Anthropology for Transfer		•			
Applied Geographic Information Systems			•		
Architecture			•		
Architectural Design and Drawing			•		
Architectural Design & Drawing-Technician					•
Architectural Drafting					•
Architectural Theory and Design					•
Art/Studio Arts	•	•			
Art History for Transfer		•			
Associate Degree Nursing			•		
Automotive Technology			•		
Basic Fire Academy					•
Basic Police Academy					•
Biology			•		
Biology for Transfer				•	
Biotechnology					•
Brake and Suspension Service					•
Business Administration	•				
Business Administration for Transfer				•	
Business Marketing			•		•
Carpentry – Concrete Forming			•		•
Carpentry – General			•		•
Carpentry – Scaffold Construction			•		•
Chemistry for Transfer				•	
Chicana/o/x Studies	•				
Child Development			•		•
Civil Design Technician					
Civil Design Technology			•		
Civil Design & Drawing					•
Coaching of Sports					•
Communication Studies for Transfer		•			

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Río Hondo College Majors & Programs

AA Associate of Arts Degree
AA-T Associate in Arts for Transfer Degree

AS Associate of Science Degree
AS-T Associate in Science for Transfer Degree

Río Hondo College Program of Study	AA	AA-T	AS	AS-T	Certificate of Achievement
Community Health Worker					•
Computer Information Technology: Cloud Computing Practitioner					•
Computer Information Technology: Computer Systems			•		•
Computer Information Technology: Cybersecurity			•		•
Computer Information Technology: Cybersecurity Technician					•
Computer Information Technology: Ethical Hacker					•
Computer Information Technology: Information Systems and Technology			•		
Computer Information Technology: Network Administrator			•		•
Computer Information Technology: Network Technician					•
Computer Information Technology: Office Technologies			•		•
Computer Information Technology: System Administrator			•		•
Computer Science for Transfer				•	
Computerized Accounting Systems					•
Construction Engineering Management			•		•
Corrections			•		•
Creative Writing					•
Creative Writing: Novel Writing					•
Creative Writing: Playwriting and Screenwriting					•
Creative Writing: Poetry Writing					•
Creative Writing: Short Story Writing					•
Creative Writing: Writing for Children					•
CSU GE					•
Dance	•				•
Deaf Studies	•				
Diesel Fuel & Emission Systems					•
Drug Studies			•		•
Early Childhood Education for Transfer				•	
Economics for Transfer		•			
Electric Vehicle and Fuel Cell Technology Technician			•		•
Electronics Technology			•		•
Elementary Teacher Education for Transfer		•			•
Engine Repair					•
Engineering			•		
Engineering Design Drafting			•		
Engineering Design Drafting - Technician					•
English and Literature	•				
English for Transfer		•			
Entertainment Art – Digital Characters					•
Entertainment Art – Digital Environments					•
Entrepreneurial Graphic Design					•
Environmental Science			•		

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Río Hondo College Majors & Programs

AA Associate of Arts Degree
AA-T Associate in Arts for Transfer Degree

AS Associate of Science Degree
AS-T Associate in Science for Transfer Degree

Río Hondo College Program of Study	AA	AA-T	AS	AS-T	Certificate of Achievement
Environmental Technology			•		•
Field Technician					•
Finance					•
Fire Technology			•		•
Fitness Specialist					•
Fitness and Sport Management					•
Foundations of Interpreting	•				
French					•
Fuel Injection Systems					•
General Automotive Service					•
General Service Technician					•
General Studies (Emphasis in Arts and Human Expression)	•				
General Studies (Emphasis in Science and Mathematics)			•		
General Studies (Emphasis in Social Behavior and Self-Development)	•				
General Studies (Emphasis in Social Sciences)	•				
Geographic Information Systems					•
Geology for Transfer				•	
Graphic Art and Design	•				
Graphic Design			•		•
Graphic Design: Advertising Design					•
Graphic Design: Branding & Identity Design					•
Graphic Design: Packaging Design					•
Graphic Design: Publication Design					•
Graphic Design: Website Design					•
Health and Safety					•
Health, Safety, and Wellness					•
Health Science Preparation					•
Heat and Frost Insulators			•		•
Heavy Equipment Maintenance Technician					•
Heavy Equipment Technology			•		
Heavy Equipment Diesel Engines Technician					•
Heavy Equipment Electronics Technician					•
Heavy Equipment General Service Technician					•
Heavy Equipment Hydraulics Technician					•
Heavy Equipment Powertrains Technician					•
Heavy Equipment Service Technician					•
History for Transfer		•			
Homeland Security			•		•
Homeland Security Planning and Administration					•
Honda Professional Career Training Program Specialization (PACT)			•		
Honda/Acura Heating and Air Conditioning Systems					•
Honda/Acura Brakes, Suspension, and Chassis Electrical					•
Honda/Acura Engine Repair and Engine Electrical Systems					•

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Río Hondo College Majors & Programs

AA Associate of Arts Degree

AS Associate of Science Degree

AA-T Associate in Arts for Transfer Degree

AS-T Associate in Science for Transfer Degree

Río Hondo College Program of Study	AA	AA-T	AS	AS-T	Certificate of Achievement
Honda/Acura Power Train and Transmission Systems					•
Hospitality Management for Transfer				•	
IGETC					•
Income Tax and Payroll					•
Infant/Toddler Specialization					•
Intercollegiate Athletic Competition					•
International Business			•		•
Investigations					•
Journalism for Transfer		•			
Kinesiology for Transfer		•			
Language and Literacy Specialization					•
Logistics Management			•		•
Management and Supervision			•		•
Mass Communications: Mass Media			•		•
Mass Communications: Print Media Specialization			•		•
Mathematics for Transfer				•	
Music	•	•			
Music and Integrated Technology			•		
Music: Advanced Electronic Music					•
Music: Advanced Songwriting and Arranging					•
Music: Advanced Sound Design					•
Music: Introductory Electronic Music					•
Music: Introductory Songwriting and Arranging					•
Music: Introductory Sound Design					•
Music: Live Sound Engineer					•
Music Composition					•
Music Production					•
Music Recording Engineer					•
Nutrition and Dietetics for Transfer				•	
Orthopedic Technician Program					•
Parole					•
Peak Performance for Sport					•
Philosophy for Transfer		•			
Photography	•				
Physics for Transfer				•	
Police Academy Module I					•
Political Science for Transfer		•			
Preschool Teacher					•
Psychology for Transfer		•			
Residential Architecture Design					•
Retail Management					•
Safety, Comfort and Convenience Systems					•
Small Business Management			•		•

Río Hondo College Majors & Programs

AA Associate of Arts Degree

AS Associate of Science Degree

AA-T Associate in Arts for Transfer Degree

AS-T Associate in Science for Transfer Degree

Río Hondo College Program of Study	AA	AA-T	AS	AS-T	Certificate of Achievement
Social Justice Studies for Transfer		•			
Social Justice Studies with an Emphasis in LGBTQ+ for Transfer		•			
Social Work	•				
Social Work and Human Services		•			
Sociology for Transfer		•			
Spanish					•
Spanish for Transfer		•			
Special Education Specialization					•
Sport Leadership					•
Sport Studies					•
Sports Medicine			•		
Strength and Performance Coach					•
Studio Arts for Transfer		•			
Surveying, Mapping & Drawing					•
Technical Drawing					•
Tesla Student Automotive Technician (START)					•
Theatre Arts			•		
Theatre Arts for Transfer		•			
Transmission Service					•
Vocational Nursing			•		•
Waste Management					•
Water Management					•
Welding Technology			•		
Welding Technology: LADBS Structural Steel Certification Program					•
Welding Technology: Pipe Welding and Fabrication					•
Wildland Fire Technology			•		•
Yoga Teacher Training Certification					•

Río Hondo College Program of Study	Skill Proficiency Certificate	Career Certificate
Athletic Trainer's Aide		•
Basic Police Training		•
Certified Nurse Assistant Acute Care		•
Desktop Technician		•
Emergency Medical Technician	•	
Entry Network Technician		•
Game Development	•	
Home Health Aide		•
Human Services	•	
Income Tax Preparer	•	
Nurse Assistant Pre-Certification Training Course		•
PC Repair Technician		•

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AA Associate of Arts Degree
AA-T Associate in Arts for Transfer Degree

AS Associate of Science Degree
AS-T Associate in Science for Transfer Degree

Non-Credit Certificates	Certificate of Completion	Certificate of Competency
Algebra I		•
Algebra II		•
B.I.M. (Building Information Modeling) and CADD (Computer Assisted Drafting & Design)	•	
Career Exploration: Graphic Design	•	
Civil Drawing and Pressure Piping	•	
Computer Fundamentals	•	
Computer Skills for Business I	•	
Computer Skills for Business II	•	
ESL: Advanced English as a Second Language		•
ESL: Foundational English as a Second Language		•
ESL: Intermediate English as a Second Language		•
ESL: English as a Second Language for College Preparation		•
Geometry		•
Healthcare Career Preparation and CPR/Basic Life Support	•	
Integrated Math I		•
Integrated Math II		•
Integrated Math III		•
Medical Billing Specialist	•	
Medical Office Assistant	•	
Parametric Modeling and CADD	•	
Real Estate Practice and Finance	•	
Real Estate Principles and Appraisal	•	



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