Maricopa County Community College District (MCCCD)

Maricopa Governance

Revised June 2011
This manual contains the policies and regulations of Maricopa Governance, a leadership model adopted by the Governing Board of the Maricopa County Community College District in 1996 that establishes a framework for accountability to our constituents. One of the most important roles of the Governing Board is to identify goals for the purpose of better serving the people of Maricopa County, students, private and public sector employers, universities, and primary and secondary schools.

The manual is comprised of two distinct sections—Governance Policies and Administrative Regulations. The Governance Policies are policies adopted by the Governing Board that address such areas as Outcomes, Chancellor Limitations, Board-Staff Relations and Governance Process of the Maricopa County Community College District. The Administrative Regulations are rules adopted by the Chancellor for managing the District and address the areas of Fiscal Management, Students, Instruction, Auxiliary Services, Equal Employment Opportunity and Affirmative Action, Board Resources as well as various guidelines and procedures.

The Online Policy Manual is maintained by the Manager of Public Stewardship, 480-731-8880. Additional information related to the Governing Board is available at www.maricopa.edu/gvbd/. In addition, Employee Policy Manuals that are maintained by the Human Resources Department are posted at www.maricopa.edu/employees/divisions/hr/managing/policies.

The Office of Public Stewardship (OPS) website provides readers with information on the process for adopting, amending or deleting an administrative regulation; drafts of proposed regulations that employees of the Maricopa Community Colleges are invited to comment upon; and recently adopted regulations. The OPS website is http://www.maricopa.edu/publicstewardship/.

Although this publication is continually updated, the version on the web at www.maricopa.edu/publicstewardship/governance/index.php is considered the most current version.
## Glossary of Definitions

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<td><strong>Governance Process</strong></td>
<td>Policies that clarify the Board's own job and rules, including how it plans to connect with others.</td>
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<td><strong>Practice</strong></td>
<td></td>
<td>A repeated or customary action. A practice is usually established in the absence of an adopted Administrative Regulation or procedure.</td>
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One of the most important roles of the Governing Board is to identify outcomes for the purpose of better serving and being accountable to its constituencies. These constituencies include the People of Maricopa County, Students, Private and Public Sector Employers, Universities and Primary and Secondary Schools.

Policies that determine benefits that will occur for the Boards constituents. These are prioritized and reflected in the budget.

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<td>policy title</td>
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As an educational institution devoted to learning, Maricopa Community Colleges exist in order that the communities served have effective, innovative, learner-centered, flexible, and affordable life-long educational opportunities, with outcomes optimizing use of available resources.

AMENDED February 22, 2011, Motion No. 9781, 9782
A. Students will have access to quality higher education programs and support services necessary to increase retention and achieve their learning goals.

B. Students will be prepared to successfully pursue higher education beyond the community college.
   i. Students will demonstrate post-secondary competencies in communication (writing, speaking, listening, reading), the humanities, science, critical thinking, problem solving, computer and information literacy, and mathematics.
   ii. Students will experience a seamless transfer to baccalaureate-granting institutions.
   iii. From 2011 to 2020, the percent of students earning the AGEC and transfer associate’s degrees will increase.
   iv. From 2011 to 2020, the percent of students matriculating to baccalaureate-granting institutions will increase.

C. Students will benefit from enhanced educational delivery options.
1.2 workforce and economic development

A. Community residents will have access to support services, courses, programs, and workforce training in high-demand careers.

B. Students seeking career and workforce training will attain skills that meet employer needs.
   i. Students will complete Certificates of Completion and Associate of Applied Science degrees that prepare them for success in high demand careers.
   ii. From 2011 to 2020, the percent of students earning Certificates of Completion and Associate of Applied Science degrees will increase.

C. Students will benefit from enhanced educational delivery options.

AMENDED February 22, 2011, Motion No. 9781, 9782
A. Students will develop the competencies necessary to be successful in college level work.
B. Academic achievement gaps based on race, ethnicity, and income will be reduced.
C. Students will benefit from enhanced educational delivery options.

AMENDED February 22, 2011, Motion No. 9781, 9782
policy type  outcomes

policy title  1.4 community development and civic and global engagement

A. Maricopa County residents will have access to college programs, activities and events, and facilities as appropriate.
B. Maricopa County residents will have access to courses of an avocational nature to include leisure, wellness, and specialized training.
C. Students will have access to civic, political, and global learning opportunities.
D. Students will develop the competencies to analyze and participate in democratic processes through community, civic, and global learning activities.

AMENDED February 22, 2011, Motion No. 9781, 9782
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<th>Governing Board Outcome</th>
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<td>A. Students will have access to quality higher education programs and support services necessary to increase retention and achieve their learning goals.</td>
</tr>
<tr>
<td></td>
<td>• College-Level Course Success Rate</td>
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<td>• Fall-to-Fall Retention Rate</td>
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<td>• Graduation Rate (Degree/Certificate)</td>
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<td>• Percent of students completing college-level math and/or English</td>
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<td>• Percent of full- and part-time students making satisfactory academic progress within two years, as measured by the number of credits completed</td>
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<td>• Semester-to-Semester Retention Rate</td>
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<td>• Number and percent of students who achieve their stated education or training goals</td>
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<td>• Percent of students achieving a successful community college outcome as measured by accomplishment of academic milestones</td>
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<td>• FTE year end enrollment</td>
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<td>• Cost of attendance as a percentage of Arizona mean family income</td>
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<td>• Selected items from the Noel-Levitz Student Satisfaction Inventory:</td>
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<td>– The quality of instruction I receive in most of my classes is excellent</td>
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<td>– Academic support services adequately meet the needs of students</td>
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<td>– College shows concern for students as individuals</td>
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<td>– College does whatever it can to help me reach my educational goals</td>
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<td>• The ratio of credits completed to credits attempted for fall and spring terms (excludes high school dual enrollment)</td>
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<td>B. Students will demonstrate post-secondary competencies in communication (writing, speaking, listening, reading), the humanities, science, critical thinking, problem solving, computer and information literacy, mathematics.</td>
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<td>• Successful completion of Arizona General Education Curriculum (AGEC) courses</td>
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<td>• Selected Community College Survey of Student Engagement (CCSSE) items:</td>
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<td>– How much has college experience contributed to knowledge, skills, and development in writing, speaking, thinking critically/analytically, numerical problem solving, computing and information technology?</td>
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<td>– Does college emphasize using computers in academic work?</td>
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### 1.1 University Transfer

| **Bii.** Students will experience a seamless transfer to baccalaureate-granting institutions. | **•** Percentage of community college students in a given academic year who are new transfers to state public universities with a transfer degree or certificate (AA, AS, ABUS, AGEC) or transfer a minimum of 80% of college level credits earned at a community college  
**•** Student participation in Maricopa’s signature transfer programs (ASU Alliance/ MAPP, NAU Connection)  
**•** CCSSE results compared to the national mean for the following items:  
  - Frequency, satisfaction with, and importance of transfer credit assistance  
**•** Survey and focus group results about the transfer experience conducted within the Arizona transfer system |
|---|---|
| **Biii.** From 2011 to 2020, the percent of students earning the AGEC and transfer associate’s degrees will increase. | **•** Percent of students with a transfer intent who earned an AGEC or transfer degree (AA, AS, ABUS)  
**•** Number of transfer associate’s degrees and AGECs awarded annually.  
**•** Number of unduplicated students earning a transfer degree and/or AGEC |
| **Biv.** From 2011 to 2020 the percent of students matriculating to baccalaureate-granting institutions will increase. | **•** Transfer rate to state public universities  
**•** Number and percent of students who transfer to an Arizona public university, public out-of-state, or private institution granting baccalaureate or higher degrees |
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<th>1.1 University Transfer Education and General Education (cont'd)</th>
<th>2. Workforce and Economic Development</th>
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<td>C. Students will benefit from enhanced educational delivery options</td>
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<td>• Percent of transfer/general education students engaged in non-traditional courses: online, hybrid, and accelerated classes of eight weeks or less (excluding high school dual enrollment)</td>
<td>• Percentage of high-demand occupations with corresponding college certificate or associate degrees (90% of top 20 occupations)</td>
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<tr>
<td>• Survey results compared to the national mean for selected items on the CCSSE, Noel-Levitz Student Satisfaction Inventory, and the ECAR Students and Information Technology in Higher Education Survey</td>
<td>• AZ Commerce produces the list every other year - fastest growing by jobs by number</td>
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<tr>
<td>• CCSSE:</td>
<td>• College course, program or training directly related to occupation</td>
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<td>– How often do you use Internet for assignments, use e-mail to communicate with instructors, use computers in academic work?</td>
<td>• Percent of the fastest growing (emerging) occupations with corresponding college offering</td>
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<tr>
<td>– Frequency, satisfaction with, and importance with computer labs</td>
<td>• AZ Commerce produces the list every other year – fastest growing by jobs by percent growth</td>
</tr>
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<td>• Noel-Levitz:</td>
<td>• College course, program or training directly related to occupation</td>
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<tr>
<td>– Computer labs are adequate and accessible</td>
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<tr>
<td>– Classes are scheduled at times that are convenient for me</td>
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<td>– College emphasizes using computers in academic work</td>
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<tr>
<td>• ECAR Survey:</td>
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<tr>
<td>– Instructors use information technology (IT) effectively in courses</td>
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<tr>
<td>– Instructors have adequate IT skills for carrying out course instruction</td>
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<tr>
<td>– Describe your overall experience using course or learning management systems</td>
<td></td>
</tr>
<tr>
<td>– IT improves my learning</td>
<td></td>
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<tr>
<td>– IT makes course activities more convenient</td>
<td></td>
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<tr>
<td>policy type</td>
<td>outcomes and metrics</td>
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<tr>
<td>policy title 1.2 workforce and economic development (cont’d)</td>
<td></td>
</tr>
<tr>
<td>Bi. Students will complete Certificates of Completion and Associate of Applied Science degrees that prepare them for success in high demand or emerging careers</td>
<td>• Degrees and Certificates Awarded Annually • Number of occupational program completers passing a licensing exam or earning an industry-recognized credential</td>
</tr>
<tr>
<td>Bii. From 2011 to 2020, the percent of students earning Certificates of Completion and Associate of Applied Science degrees</td>
<td>• Graduation Rate (Degree/Certificate Completion)</td>
</tr>
<tr>
<td>C. Students will benefit from enhanced educational delivery options.</td>
<td>• Percent of occupational students engaged in non-traditional courses: online, hybrid, and accelerated classes of eight weeks or less (excluding high school dual enrollment) • Survey results compared to the national mean for selected items on the CCSSE, Noel-Levitz Student Satisfaction Inventory, and the ECAR Students and Information Technology in Higher Education Survey (survey items listed in Item 1.C. above)</td>
</tr>
<tr>
<td>3. Developmental Education</td>
<td></td>
</tr>
<tr>
<td>A. Students will develop the competencies necessary to be successful in college level work.</td>
<td>• Success rate in college-level math after completion of developmental math • Success rate in college-level English after completion of developmental English • Success rate in college-level courses after completion of developmental reading • Success rate in developmental courses • Graduation rate of students who were ever enrolled in a developmental course</td>
</tr>
<tr>
<td>B. Academic achievement gaps across various demographic categories will be reduced.</td>
<td>• The variability of performance for each demographic variable (gender, ethnicity, and Pell grant status) will be measured for developmental level course completion and subsequent success in college level courses</td>
</tr>
<tr>
<td>C. Students will benefit from enhanced educational delivery options.</td>
<td>• Percent of developmental students engaged in non-traditional courses: online, hybrid, and accelerated classes of eight weeks or less (excluding high school dual enrollment) • Selected items from the following national surveys: CCSSE, Noel-Levitz Student Satisfaction Inventory, and the ECAR Students and Information Technology in Higher Education Survey (Survey items listed in Item 1.C. above)</td>
</tr>
</tbody>
</table>
1.4 Community Development and Civic and Global Engagement

A. Maricopa County Residents will have access to college programs, activities and events, and facilities as appropriate.

- College-Going Rate: percent of high school graduates who enroll directly in community college within eight months of completing high school
- Enrollment of underserved populations
- Enrollment of returning adults who have completed some college
- Number of programs, events, and activities open to the community

B. Maricopa County residents will have access to courses of an avocational nature to include leisure, wellness, and specialized training

- Unduplicated annual non-credit headcount

C. Students will have access to civic, political, and global learning opportunities.

- CCSSE results compared to the national mean for the following items:
  - How often participate in a community-based project for a course
  - Degree to which students are encouraged to do community service
  - Ample opportunities to volunteer in community
  - How much emphasis on working with students from diverse backgrounds
- The number of activities held on campus that address political or global subjects

D. Students will develop the competencies to analyze and participate in democratic processes through community, civic, and global learning activities.

- CCSSE results compared to the national mean for the following items:
  - How much has college experience contributed to knowledge, skills, and development in contributing to welfare of the community
  - How important to volunteer in a community service project
  - How often have serious conversations with diverse students
- The number of students participating in study abroad programs
- Participation in service learning opportunities
- The number of students registered to vote as measured by a custom question on CCSSE and Noel-Levitz

ADOPTED May 24, 2011, Motion No. 9814
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<tr>
<th>policy type</th>
<th>chancellor limitations</th>
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<tr>
<th>policy title</th>
<th><strong>2.0 general chancellor constraint</strong></th>
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| monitoring method and frequency |

The Chancellor shall not cause or allow any practice, activity, decision, or organizational circumstances that are unlawful, imprudent, or in violation of commonly-accepted higher education, business, and professional ethics and practices.

**Method:** Internal  
**Frequency:** Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
<table>
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<tr>
<th>policy type</th>
<th>chancellor limitations</th>
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</thead>
<tbody>
<tr>
<td>policy title</td>
<td>2.1 treatment of students</td>
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</table>

With respect to treatment of students, or those applying to enroll as students, the Chancellor shall not cause or allow conditions that are unfair, undignified, unsafe, untimely, or unnecessarily intrusive.

Further, the Chancellor:

1. Shall not operate without conveying to students written policies and/or procedures that set forth student conduct expectations and responsibilities, and provide for effective handling of grievances and appeals.

2. Shall not use methods of collecting, reviewing, transmitting, storing, or destroying student information that fails to protect against loss or improper access to that data.

3. Shall not fail to provide a learning environment that reflects acceptance of individuals’ ideas, concepts, and differences, integrating diversity into its processes, policies, procedures, programs, services, curriculum, workforce, and student populations so that the organizational climate is one that respects and celebrates our diverse communities.

4. Shall not preclude student government from existing at a college/center, as long as the organization is consistent with the intent of Governing Board policy to provide student input in college matters and provide for an effective means of communication among students, faculty, and administration.
   
   A. A district-wide or college student organization may also be formed pursuant to administrative regulation, wherein constitutional prescriptions, eligibility for office, tenure of position, removal from office, and remuneration limitations and provision for staff advisors are outlined.

**Method:** Internal  
**Frequency (Minimum):** Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
With respect to the treatment of faculty and staff, the Chancellor may not cause or allow conditions or procedures that are unfair, unsafe, or undignified.

Further, the Chancellor:

1. Shall not operate without ensuring employees are provided written personnel policies and procedures for each “job policy group,” approved by legal counsel, which clarify personnel rules for faculty and staff, provide for effective handling of grievances, and protect against wrongful conditions.
   A. The Chancellor shall not make any substantive changes to employee policy manuals without prior consideration of the Governing Board.

2. Shall not fail to ensure commitment to diversity in the area of personnel, including hiring, training, promotion, and all other management practices.

3. Shall not allow employees to be without appropriate training and orientation, which must include training in public stewardship and ethics.
   A. The Chancellor shall not operate without ensuring that:
      i. All employees with direct responsibilities relating to student loans shall obtain training concerning the Arizona Student Loan Code of Conduct, applicable federal and state student loan laws and regulations, and related Maricopa policies and procedures within 90 days of the date of hire.
      ii. Each College shall adopt procedures to ensure these employees maintain current knowledge of the Code and applicable regulations.

4. Shall not allow adverse personnel action to be taken against an employee of the District in retaliation or reprisal for written disclosure of information of a public concern to a public body concerning an alleged violation of law, mismanagement, gross waste of monies, or abuse of authority (collectively referred to herein as “alleged wrongful conduct”).

5. Shall not prevent an employee from grieving to the Board when a) internal grievance procedures have been exhausted and b) the employee alleges that Governing Board policy has been violated.

Method: Internal
Frequency (Minimum): Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
With respect to the District’s interactions with constituents in its respective communities, the Chancellor shall not cause or allow procedures, decisions, or interactions that are unfair, undignified, or unresponsive.

Method: Internal
Frequency (Minimum): Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
With respect to the actual, ongoing financial condition and activities, the Chancellor shall not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Board’s Outcomes priorities.

Further, the Chancellor:
1. Shall not allow expenditures in any fund of more than has been received and carried forward in the fiscal year.
2. Shall not allow inter-fund transfers in amounts that would cause a deficit fund balance in any fund.
3. Shall not allow transfers from Governing Board contingency without Governing Board approval.
4. Shall not allow in any fiscal year District expenditures or indebtedness in an amount that reduces the ending General Fund balance to less than eight percent of General Fund revenues recognized during the fiscal year without Governing Board approval.
5. Shall not operate without settlement of payroll and other District debts or obligations in a timely manner.
6. Shall not operate without ensuring that tax payments or other government-ordered payments or filings are submitted on an accurate and timely basis.
7. Shall not operate without adequate internal controls over receipts and disbursements to avoid unauthorized payments or material dissipation of assets.
8. Shall not allow underwriting activities for the District sponsored radio stations, except as consistent with regulations and guidelines established by the Federal Communications Commission (FCC), the Corporation for Public Broadcasting (CPB), and National Public Radio (NPR).
9. Shall not operate without clear parameters for setting charges for non-credit course offerings. Any charges that do not conform to these parameters must be specifically approved by the Governing Board before the non-credit course is offered, as must changes to the parameters themselves.
10. Shall not allow execution of any contracts exceeding $1,000 without prior review by legal counsel as to form and legal implications.
11. Shall not allow any expenditure for international travel, regardless of funding source or destination, without the Chancellor’s approval/verification that such travel is consistent with established District policies pertaining to international travel.

Method: Internal
Frequency: Twice a Year

AMENDED February 22, 2011, Motion No. 9781, 9782
The Chancellor shall not cause or allow institutional assets to be unprotected, inadequately maintained, or unnecessarily risked.

Further, the Chancellor:
1. Shall not operate without an adequate system of internal controls, both accounting and administrative, sufficient to meet generally-accepted accounting principles and auditing standards.
2. Shall not allow for the procurement of goods and services without establishing normally prudent protection against conflict of interest.
3. Shall not allow a purchase of any material amount without processes that balance price competitiveness, product/service quality, and efficiency of process.
4. Shall not operate without establishing and adhering to fiscally sound procedures for the disposal of District furniture, equipment, and other personal property.
5. Shall not operate without a risk management plan to minimize exposure of the District, its Board, or staff to claims of liability.
6. Shall not place the District at risk by:
   A. Unnecessarily exposing the District, its Board, or staff to claims of liability.
   B. Failing to insure against first party property and fidelity losses.
   C. Failing to insure against liability losses to Board members, staff, and the District.
   D. Failing to provide adequate preventative and major maintenance of physical plant, facilities, and equipment.
7. With respect to renting facilities owned by the District, the Chancellor shall not operate without:
   A. Establishing and maintaining a competitive lease/rental rate structure.
   B. Standardized rental policies and requirements, which shall be incorporated into all rental agreements.
      i. Agreements may not fail to incorporate recoupment of related expenses including equipment and personnel services.
8. Shall not invest or reinvest moneys received by the District in insecure instruments, or in a manner not allowed under the laws of the State of Arizona.
9. Shall not enter into the following types of agreements without Governing Board approval:
   A. Cooperative agreements with outside entities requiring a significant commitment of District funds or that may impair the District’s bonding capacity.
   B. Leases involving a commitment of the District’s funds in excess of the annual amount specified in Arizona Revised Statute §15-1444B-2 [or in excess of a total of $300,000 over the original term].
   C. Contracts for District-wide services for insurance, bookstores, and food service.
   D. Real property leases or continuous use of District property by outside entities for commercial activity or for any activity that substantially increases the potential liability for the District or may impair its bonding capacity.
   E. Dual enrollment agreements where an intergovernmental agreement is not required.
   F. Contracts in which the legal authority to proceed is not explicit in statute or confirmed through case law or Attorney General’s opinion.
   G. Purchases described below:
chancellor limitations

2.5 asset protection (cont’d)

i. A construction contract or construction consulting services contract, including those for architects and engineers, exceeding $250,000.

i. Any purchase of a single piece of information technology equipment or software exceeding $250,000.

iii. Any purchase of services exceeding $250,000, other than recurring annual services for support of District-wide systems or operations such as utilities, equipment, or software maintenance.

H. Purchases or sale of real property.

i. Agreements that by law must have Governing Board approval.

10. Shall not operate without a program that maintains public records in accordance with a Records Retention Schedule approved by legal counsel.

11. With respect to data assets and information technology resources, fail to treat data and information as a valuable enterprise asset.

12. With respect to Identity Theft Red Flag and Security Incident Reporting, the Chancellor shall not operate without implementing a program to assist individuals in detecting, preventing, and mitigating identity theft, and to provide information for the reporting of a security incident.

A. The Chancellor may not make changes to the Identity Theft Red Flag and Security Incident Reporting policy without prior notification to the Board.

13. Shall not endanger the District’s public image, its credibility or its ability to accomplish Board Outcomes.

Method: Internal
Frequency: Annually

Method: External
Frequency: Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
Financial planning for any fiscal period may not deviate from the Board’s Outcomes priorities, risk fiscal jeopardy, and/or fail to be derived from a multi-year strategic/operating plan focused on Outcomes achievement.

Further, the Chancellor shall not prepare, present, or utilize budgets that:

1. Lack sufficient detail to enable a) understanding of planning assumptions, b) understanding of the credibility of revenue and expenditure projections, and c) separation of both capital and operational revenues and expenditures.

2. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received or carried forward in that period.

3. Fail to maintain General Fund balances at least eight percent of projected General Fund revenues.

4. Fail to address the identification and pursuit of new and existing revenue sources, and enhancement of cost-effectiveness, as part of multi-year planning.

5. Fail to provide for Governing Board prerogatives as set forth in the Governance Investment policy (within Governance Process).

Method: Internal
Frequency (Minimum): Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
The Chancellor shall not cause or allow jeopardy to the District’s fiscal integrity or public image in determining compensation and benefits for employees, consultants, and contract workers.

Further, the Chancellor:
1. Shall not operate without ensuring compliance with statutes and other legal authority relative to tuition waivers.
2. Shall not operate without a benefits program that promotes and recognizes wellness.
3. Shall not operate without allowing employee participation in voluntary payroll deduction programs; including deductions for dues for approved employee organizations, the purchase of United States savings bonds, contributions to the Maricopa Community Colleges Foundation for scholarships and/or program support, and to charitable community organizations.

Method: Internal
Frequency: Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
The Chancellor shall not allow the Board to be uninformed or unsupported in its work.

Further, the Chancellor:

1. Shall not withhold, impede, or confound information necessary for the Board’s informed accomplishment of its governance job.
   A. The Chancellor will not neglect to submit monitoring reports (including the Chancellor’s interpretations of Board policies being monitored, as well as relevant data) required by the Board (see the “Monitoring the Chancellor’s Performance” policy) in a timely, accurate, and understandable fashion.
   B. The Chancellor will not allow the Board to be unaware of any actual or anticipated noncompliance with any Outcomes or Chancellor Limitations policy, regardless of the Board’s monitoring schedule.
   C. Let the Board be unaware of relevant trends, major program initiatives, significant legislative and regulatory issues, anticipated adverse media coverage, threatened litigation, material external or internal/organizational changes, particularly changes in the assumptions upon which any Board policy has previously been established. Notification of planned material changes is to be provided in advance, when feasible.
      i. The Chancellor will not fail to provide quarterly summary reports on:
         a. disciplinary actions taken pursuant to the Employment Standards policy.
         b. all international travel.
         c. the number of Ombuds and 24-Hour Hotline complaints in the District. Such report shall protect the identity of Ombuds and 24-Hour Hotline reporters.
         d. summary information on complaints and concerns submitted to the external and internal Ombudsperson. Identities shall be protected. This information is to also be submitted quarterly to the District Audit and Finance Committee.
         e. An annual report on Enrollment Management.
      ii. The Chancellor shall not make changes, without Governing Board approval, to administrative policies/regulations pertaining to the following topics:
         a. Administrative Leave
         b. Background Checks
         c. Employment Standards/Grounds for Termination
         d. International Travel
         e. Public Stewardship and Ethics
         f. Requests for Public Records
         g. Special Services Employments
         h. Whistleblower Protection
         i. Internal Controls
   D. Allow the Board to be without decision information it periodically requests, as well as information the Chancellor believes is necessary for the Board to make reasonably informed judgments.
      i. This is to include, as appropriate, a diversity of policy-related opinion and perspective from the faculty and staff.
   E. Fail to inform the Board if, in the Chancellor’s opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relations, particularly in the case of Board or Board Member behavior detrimental to the work relationship between the Board and the Chancellor.
   F. Present information in unnecessarily complex or lengthy form, or convey information and advice to the Board that has significant gaps in timeliness, completeness, and accuracy.
2. Shall not allow the Board to be without logistical and clerical assistance.
   A. The Chancellor will not allow the Board to be without reasonable support for official
      Board activities, Board Officers, or Board Committee communications and functions.

3. Shall not impede the Board holism, misrepresent its processes and role, or impede its lawful
   obligations.
   A. The Chancellor will not deal with the Board in a way that favors or privileges certain
      Board Members over others except when:
      i. fulfilling individual requests for information or
      ii. responding to officers or committees duly charged by the Board.
   B. The Chancellor will not neglect to submit for the Board's "Consent Agenda" those items
      delegated by the Board to the Chancellor, yet required by law, contract, or third-party
      to be Board-approved, along with applicable monitoring information.
   C. The Chancellor will not hinder access of members of the Internal Audit Department
      to all district activities, records, property, and employees including executives, Board
      Members, and the Audit and Finance Committee within the limits of the law.

   Method: Internal
   Frequency: Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
chancellor limitations

2.9 operational succession planning

The Chancellor will not permit the organization to be without sufficient capacity for the competent operation of the District—including, but not limited to, its management and governance—to continue in the event of sudden loss of services of the Chancellor or other key personnel.

Further, the Chancellor:
1. In order to protect the Board from unexpected loss of chief executive services, shall not have fewer than two other senior staff sufficiently familiar with Board and Chancellor issues, plans, problems, and processes to enable either to take over with reasonable proficiency as an interim successor.

2. Shall not operate without succession planning processes to facilitate smooth operations during key personnel transitions and ensure competent operation of all key areas of district operations.
   A. The Chancellor shall not fail to annually review the members of his executive council to include an examination of the College Presidents in the following areas:
      i. Progress toward the Governing Board Outcomes
      ii. Progress toward College Goals including but not limited to enrollment management, college climate, and diversity
      iii. The Accomplishment of Personal Goals including but not limited to Executive Team Contributions, Community and Professional Contributions, and Personal Improvement
      iv. Demonstration of Public Stewardship and Ethics and
      v. Resource Development

Method: Internal
Frequency: Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
With respect to maintaining a safe learning and working environment, the Chancellor may not operate without protocols to ensure an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior at the District and college levels.

Further, the Chancellor:
1. Shall not operate without establishing and assuring adherence to District standards of practice for the Department of Public Safety at each college.
2. Shall not allow the Department of Public Safety, and particularly sworn officers, to violate professional standards as set forth under Arizona law and those promulgated by the Arizona Peace Officer Standards and Training Board (AZPOST).
3. Shall not fail to communicate to employees, students, and, as appropriate, visitors, that violence, threats, harassment, intimidation, and other disruptive behavior in District facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct, or threats, or acts of physical violence of which he/she is aware.

Method: Internal
Frequency: Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
The Chancellor may not operate without establishing and maintaining adherence to explicit operating policies for employees when ordering course materials from publishers and working with book dealers.

Further, the Chancellor:
1. Shall not operate without periodic review of the pertinent operating policies to ensure compliance with Arizona Revised Statutes §15-1891 and/or other relevant statutes.

**Method:** Internal  
**Frequency:** Annually

AMENDED February 22, 2011, Motion No. 9781, 9782
**2.12 international education**

With respect to international education within the Maricopa Community Colleges, the Chancellor shall not jeopardize the district’s academic or fiscal integrity relative to curriculum and delivery of instruction, fail to establish sound guidelines and procedures for all travel abroad, and fail to show a generally acceptable level of oversight.

Further, the Chancellor:

1. Shall not operate without clearly established parameters for the development and evaluation of Education Abroad programs for students enrolled in any of the Maricopa Community Colleges. At minimum, courses offered must be Board approved MCCCD courses and must meet all academic standards for content and length.

2. Shall not operate without clearly established parameters for the development and evaluation of Faculty Exchanges and Curriculum Development Programs abroad.

3. Shall not operate without clearly established parameters for the recruitment of international students.

4. Shall not operate without clearly established guidelines and procedures, including evaluation of outcomes, for travel abroad by students and all employees.

**Method: Internal**

**Frequency: Annually**

AMENDED February 22, 2011, Motion No. 9781, 9782
Governance Policies

Maricopa Governance

Governance Policies B-16

I certify that the information contained in this report is true.

Dr. Rufus Glasper
Chancellor

Board Policy
The Chancellor shall not cause or allow any practice, activity, decision, or organizational circumstances that are unlawful, imprudent, or in violation of commonly-accepted higher education, business and professional ethics and practices.

Chancellor Interpretation
I interpret this policy to mean that the District shall have multiple measures of internal controls in place in order to increase employee awareness of expected professional and ethical practices and to conduct oversight to mitigate the occurrence of unlawful and imprudent activity.

Compliance will be demonstrated when:

a) 90% of all employees have completed mandatory training on Public Sector Employment and Public Stewardship & Ethics.

b) Practices, activities, decisions or organizational circumstances that are found to be unlawful, imprudent or in violation of law, policy or regulation are addressed accordingly as outlined by law or the respective job policy group manual.

Data submitted for the 2012 monitoring cycle
ADOPTED May 24, 2011, Motion No. 9814
Board Policy

With respect to treatment of students, or those applying to enroll as students, the Chancellor shall not cause or allow conditions that are unfair, undignified, unsafe, untimely, or unnecessarily intrusive.

Further, the Chancellor:

1. Shall not operate without conveying to students written policies and/or procedures that set forth student conduct expectations and responsibilities, and provide for effective handling of grievances and appeals.
2. Shall not use methods of collecting, reviewing, transmitting, storing or destroying student information that fails to protect against loss or improper access to that data.
3. Shall not fail to provide a learning environment that reflects acceptance of individuals’ ideas, concepts and differences, integrating diversity into its processes, policies, procedures, programs, services, curriculum, workforce, and student populations so that the organizational climate is one that respects and celebrates our diverse communities.
4. Shall not preclude student government from existing at a college/center, as long as the organization is consistent with the intent of Governing Board policy to provide student input in college matters and provide for an effective means of communication among students, faculty and administration.
   A. A district-wide or college student organization may also be formed pursuant to administrative regulation, wherein constitutional prescriptions, eligibility for office, tenure of position, removal from office and remuneration limitations and provision for staff advisors are outlined.

Chancellor Interpretation

I interpret this policy to mean that the Maricopa District shall have in place in the Catalog Common Pages, the policies and/or procedures that set forth student conduct expectations and responsibilities and address the treatment of students including regulations for Student Rights & Responsibilities and that provide for effective handling of grievances and appeals, Student Records, Non-Discrimination policies. These policies shall not preclude student government from existing at a college/center as an effective means of communication among students, faculty and administration.

Compliance will be demonstrated when the Common Pages are reviewed annually and made available to students either electronically or in hard copy format. Likewise compliance is also demonstrated when student information is protected in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and other rules that pertain to the protection of personally identifiable information such as the policy for Red Flag Rules.

Data submitted for the 2012 monitoring cycle

ADOPTED May 24, 2011, Motion No. 9814
2.2 treatment of faculty and staff

I certify that the information contained in this report is true.

Dr. Rufus Glasper
Chancellor

Board Policy
With respect to the treatment of faculty and staff, the Chancellor may not cause or allow conditions or procedures that are unfair, unsafe or undignified.

Further, the Chancellor:
1. Shall not operate without ensuring employees are provided written personnel policies and procedures for each “job policy group”, approved by legal counsel, which clarify personnel rules for faculty and staff, provide for effective handling of grievances, and protect against wrongful conditions.
   A. The Chancellor shall not make any substantive changes to employee policy manuals without prior consideration of the Governing Board.
2. Shall not fail to ensure commitment to diversity in the area of personnel, including hiring, training, promotion and all other management practices.
3. Shall not allow employees to be without appropriate training and orientation, which must include training in public stewardship and ethics.
   A. The Chancellor shall not operate without ensuring that:
      i. All employees with direct responsibilities relating to student loans shall obtain training concerning the Arizona Student Loan Code of Conduct, applicable federal and state student loan laws and regulations and related Maricopa policies and procedures within 90 days of the date of hire.
      ii. Each College shall adopt procedures to ensure these employees maintain current knowledge of the Code and applicable regulations.
4. Shall not allow adverse personnel action to be taken against an employee of the District in retaliation or reprisal for written disclosure of information of a public concern to a public body concerning an alleged violation of law, mismanagement, gross waste of monies or abuse of authority (collectively referred to herein as “alleged wrongful conduct”).
5. Shall not prevent an employee from grieving to the Board when (a) internal grievance procedures have been exhausted and (b) the employee alleges that Governing Board policy has been violated.

Chancellor Interpretation
Understanding the importance of the role that Maricopa’s managers and leaders play in helping the Chancellor create a safe and fair environment, I interpret this policy to mean that the Maricopa District will articulate competency expectations for all Maricopa Managers and develop appropriate mandatory training programs and performance expectations in support of the same.

Compliance will be demonstrated when:
• Managers have completed training that focuses on management fundamentals.*
• Performance Management practices (including the creation of an online performance review document) are adhered to and when employees have a completed and comprehensive performance document with outlined development plans.*
   *Training presently in development.
• Faculty and staff have access to training and professional development opportunities that help to improve their understanding in the areas of leadership and ethics, district policies and procedures, as well as diversity.
• Written policies and procedures (including those related to harassment and workplace violence) are made available to employees via the District Human Resources web page;
• The District follows an Affirmative Action Plan;
• A neutral method for reviewing retaliation claims is implemented;
• Mechanisms for grievances have been provided through the respective job group policy manuals.

Regarding the Arizona Student Loan Code of Conduct provision, the District has adopted a formal policy (Administrative Regulation 6.2) which outlines the prohibitions and restrictions involved in dealing with lenders. In addition to the existing policy, compliance will be demonstrated when employees with direct responsibilities are trained on the Arizona Student Loan Code of Conduct provision within 90 days of hire.
2.3 interactions with the public / other constituents

I certify that the information contained in this report is true.

Dr. Rufus Glasper
Chancellor

Board Policy
With respect to the District’s interactions with constituents in its respective communities, the Chancellor shall not cause or allow procedures, decisions or interactions that are unfair, undignified or unresponsive.

Chancellor Interpretation
I interpret this policy to mean that the District Office and the Colleges will engage with the citizen’s of Maricopa County and community partners as appropriate through such measures as community advisory councils/committees and community forums that seek to gather input; and shall respond to concerns and complaints through formal and informal mechanisms that are either outlined in policy or via web allegations such as the Chancellor’s webpage or the informal services of the Citizen’s Ombudsperson.

Compliance will be demonstrated when the College designees can demonstrate that issues were neutrally vetted through the proper processes and at the District level through quarterly reporting of concerns submitted to the Governing Board Office, the Chancellor’s Office and the Office of Public Stewardship.
I certify that the information contained in this report is true.

Dr. Rufus Glasper
Chancellor

Board Policy
With respect to the actual, ongoing financial condition and activities, the Chancellor shall not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Board’s Outcomes priorities.

Further, the Chancellor:
1. Shall not allow expenditures in any fund of more than has been received and carried forward in the fiscal year.
2. Shall not allow inter-fund transfers in amounts that would cause a deficit fund balance in any fund.
3. Shall not allow transfers from Governing Board contingency without Governing Board approval.
4. Shall not allow in any fiscal year District expenditures or indebtedness in an amount that reduces the ending General Fund balance to less than eight percent of General Fund revenues recognized during the fiscal year without Governing Board approval.
5. Shall not operate without settlement of payroll and other District debts or obligations in a timely manner.
6. Shall not operate without ensuring that tax payments or other government-ordered payments or filings are submitted on an accurate and timely basis.
7. Shall not operate without adequate internal controls over receipts and disbursements to avoid unauthorized payments or material dissipation of assets.
8. Shall not allow underwriting activities for the District sponsored radio stations, except as consistent with regulations and guidelines established by the Federal Communications Commission (FCC), the Corporation for Public Broadcasting (CPB), and National Public Radio (NPR).
9. Shall not operate without clear parameters for setting charges for non-credit course offerings. Any charges that do not conform to these parameters must be specifically approved by the Governing Board before the non-credit course is offered, as must changes to the parameters themselves.
10. Shall not allow execution of any contracts exceeding $1000 without prior review by legal counsel as to form and legal implications.
11. Shall not allow any expenditure for international travel, regardless of funding source or destination, without the Chancellor’s approval/verification that such travel is consistent with established District policies pertaining to international travel.

Chancellor Interpretation
I interpret this policy to mean that the District will operate within a system of internal controls. Presently, the District has a distinct regulation in place on Internal Controls (Administrative Regulation 6.12) and compliance is demonstrated by directing that management operate within the system that has been outlined. Specifically regarding underwriting activities for District sponsored radio stations, the District is in the process of establishing a policy that governs acceptable/unacceptable underwriting and sponsorship activities. Compliance for this item will be met once the policy has been approved and should be developed and approved by December 31, 2011.

I interpret that by operating with parameters for Non-credit Course offerings, that the District will provide clear direction and process notifications to the colleges. Compliance will be met when the Annual Non-Credit Report is posted at Budget Office website.
I interpret the execution of contracts exceeding $1,000 to mean that the District shall have legal counsel assigned to review contracts that fall within the board parameters, and that the signature authority for contracts is assigned in such a way that contracts within the parameters are consistently forwarded for legal review before they become District obligations.

Compliance for this will be demonstrated when:

a) The District has legal counsel assigned to review contracts.

b) Contract signature authority is limited and coordinated with legal counsel to ensure consistent review of contracts.

c) Training (such as Managing Public Resources), web site information, and other tools exist to advise employees of the requirements for legal review of contracts.
Dr. Rufus Glasper
Chancellor

Board Policy
The Chancellor shall not cause or allow institutional assets to be unprotected, inadequately maintained, or unnecessarily risked.

Further, the Chancellor:
1. Shall not operate without an adequate system of internal controls, both accounting and administrative, sufficient to meet generally accepted accounting principles and auditing standards.
2. Shall not allow for the procurement of goods and services without establishing normally prudent protection against conflict of interest.
3. Shall not allow a purchase of any material amount without processes that balance price competitiveness, product/service quality and efficiency of process.
4. Shall not operate without establishing and adhering to fiscally sound procedures for the disposal of District furniture, equipment, and other personal property.
5. Shall not operate without a risk management plan to minimize exposure of the District, its Board or staff to claims of liability.
6. Shall not place the District at risk by:
   A. Unnecessarily exposing the District, its Board or staff to claims of liability.
   B. Failing to insure against first party property and fidelity losses.
   C. Failing to insure against liability losses to Board members, staff, and the District.
   D. Failing to provide adequate preventative and major maintenance of physical plant, facilities, and equipment.
7. With respect to renting facilities owned by the District, the Chancellor shall not operate without:
   A. Establishing and maintaining a competitive lease/rental rate structure.
   B. Standardized rental policies and requirements, which shall be incorporated into all rental agreements.
      i. Agreements may not fail to incorporate recoupment of related expenses including equipment and personnel services.
8. Shall not invest or reinvest moneys received by the District in insecure instruments, or in a manner not allowed under the laws of the State of Arizona.
9. Shall not enter into the following types of agreements without Governing Board approval:
   A. Cooperative agreements with outside entities requiring a significant commitment of District funds or that may impair the District's bonding capacity.
   B. Leases involving a commitment of the District's funds in excess of the annual amount specified in Arizona Revised Statute §15-1444B-2 [or in excess of a total of $300,000 over the original term].
   C. Contracts for District-wide services for insurance, bookstores, and food service.
   D. Real property leases or continuous use of District property by outside entities for commercial activity or for any activity that substantially increases the potential liability for the District or may impair its bonding capacity.
   E. Dual enrollment agreements where an intergovernmental agreement is not required.
   F. Contracts in which the legal authority to proceed is not explicit in statute or confirmed through case law or Attorney General's opinion.
   G. Purchases described below:
      i. A construction contract or construction consulting services contract, including those for architects and engineers, exceeding $250,000.
II. Any purchase of a single piece of information technology equipment or software exceeding $250,000.

III. Any purchase of services exceeding $250,000, other than recurring annual services for support of District-wide systems or operations such as utilities, equipment, or software maintenance.

H. Purchases or sale of real property.

I. Agreements that by law must have Governing Board approval.

10. Shall not operate without a program that maintains public records in accordance with a Records Retention Schedule approved by legal counsel.

11. With respect to data assets and information technology resources, fail to treat data and information as a valuable enterprise asset.

12. With respect to Identity Theft Red Flag and Security Incident Reporting, the Chancellor shall not operate without implementing a program to assist individuals in detecting, preventing and mitigating identity theft, and to provide information for the reporting of a security incident.

A. The Chancellor may not make changes to the Identity Theft Red Flag and Security Incident Reporting policy without prior notification to the Board.

13. Shall not endanger the District’s public image, its credibility or its ability to accomplish Board Outcomes.

Chancellor Interpretation

With respect to renting facilities owned by the District, I interpret this policy to mean that the District will have in place an administrative regulation that establishes standards for the rental of District property, including the recoupment of related expenses and personnel services. Compliance will be demonstrated when:

a) There is a standardized facilities use agreement that all District sites are required to use and that includes provisions for specifying charges to the user for use of building space, equipment use and services provided by District employees.

b) Use of the standardized facilities use agreement is restricted at the campuses to those individuals (or their designees) with responsibility for overseeing the use of their facilities.

c) There is a mandatory process for reporting to the District of instances in which a campus determines that it may waive or charge reduced rent or other District expenses relating to the rental of a District facility.

With respect to leases that involve a commitment of the District’s funds, I interpret this policy to mean that the District shall have in place a process for identifying leases in which the yearly rent meets the statutory mandate for Governing Board approval or the total rent of a lease for more than one year meets the requirement of the policy for Governing Board approval. Compliance will be demonstrated when:

a) Legal review of leases is required to ensure that leases meeting the statutory mandate or the dollar amount in the policy are identified before the District signs them.

b) The number of District employees who may sign leases is strictly limited to ensure that those with authority to commit the District to a lease are knowledgeable about the requirements of the policy.

With respect to real property leases or continuous use of District property, I interpret this policy to mean that the District shall have in place a process for identifying leases and licenses of District facilities or property for commercial activities, an activity that substantially increases the potential liability of the District, or that may impair the District’s bonding capacity. Compliance will be demonstrated when:

a) Legal review of leases is required to ensure that leases meeting the Governing Board policy are identified before the District signs them.
<table>
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<th>chancellor interpretations</th>
<th>chancellor limitations</th>
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b) The number of District employees who may sign leases is strictly limited to ensure that those with authority to commit the District to a lease are knowledgeable about the requirements of the policy.

c) There is an established process and knowledgeable employees for review of any lease that may impair the District’s bonding capacity before an authorized District employee signs the lease.

With respect to dual enrollment agreements, I interpret this policy to mean that the District shall have in place a process for identifying and creating dual enrollment agreements for with non-public high schools to ensure that those agreements are submitted to the Governing Board for its approval as required by the policy. Compliance will be demonstrated when:

a) There is one centralized process for creating the dual enrollment agreements with non-public high schools as well as those dual enrollment agreements with public schools that, by law, must be approved by the Governing Board.

b) There is one centralized process for sending all dual enrollment agreements with both public and non-public high schools to the Governing Board for approval.

With respect to contracts in which the legal authority to proceed is not explicit in statute, I interpret this policy to mean that the District shall have in place a process for identifying contracts in which the legal authority to proceed is not explicit in statute or confirmed through case law or Attorney General’s opinion. Compliance will be demonstrated when:

a) Legal review of contracts is required to ensure that contract within the Governing Board policy is identified before the District signs them.

b) The number of District employees who may sign contracts is strictly limited to ensure that those with authority to commit the District to a contract are knowledgeable about the requirements of the policy.

With respect to agreements that by law must have I interpret this policy to mean that the District shall have in place a process for identifying agreements that by law must have Governing Board approval. Compliance will be demonstrated when:

a) Legal review of contracts is required to ensure that contract within the Governing Board policy is identified before the District signs them.

b) The number of District employees who may sign contracts is strictly limited to ensure that those with authority to commit the District to a contract are knowledgeable about the requirements of the policy.

With respect to operating with a risk management plan, I interpret this policy to mean that the District shall have a comprehensive enterprise risk management program that assesses and manages risks and opportunities. This will be stated in an administrative regulation that states that the goal of our risk management program is to embed risk assessment and management into the District’s daily operations so as to minimize surprises and maximize opportunities and to be more responsive to the ever-changing needs of the students and communities we serve. Compliance will be demonstrated by:

a) All Board-Approved employees shall be required to participate in training that focuses on risk identification, assessment, and management. This training shall be rigorous, practical, and application-based. Board-Approved employees includes those who have or could attain permanent status, one year onlys, one semester onlys, Skill Center and specially funded employees. Newly hired Board-Approved employees shall be required to participate in training during their probationary period or within one year of their hire date and every three years thereafter. This training shall be incorporated into other mandatory training and/or shall be stand-alone training. Existing Board-Approved employees shall be required to participate in training within two years after the adoption of this administrative regulation and every three years thereafter.
b) Each year the MIRA project committee shall measure progress and monitor results. This information will be presented in an annual report to the Governing Board and the CEC. This report will be submitted by August 31 of each fiscal year.

With respect to not placing the District at risk, I interpret this policy to mean that the District shall procure and maintain a comprehensive and sophisticated insurance portfolio that protects the District against insurable exposures that the District chooses to insure. The insurance portfolio will be administered by the Director of Enterprise Risk Management. Compliance will be demonstrated by:

a) Each year the Director of Enterprise Risk Management shall submit a comprehensive underwriting package to an insurance broker that specializes in serving the risk management and insurance needs of higher education institutions. The insurance broker will negotiate coverage placements and recommend the best insurance portfolio to the Director of Enterprise Risk Management.

b) The Director of Enterprise Risk Management shall seek to balance assuming manageable risk and transferring catastrophic risk and seek the most effective cost of risk formula.

c) Each year the Director of Enterprise Risk Management shall request and receive Governing Board approval to procure insurance policies.

With respect to public records and records retention, I interpret this policy to mean that the Office of Public Stewardship shall serve as the District’s custodian on the release of records and shall offer training to employees on the requirements of records retention. Compliance is demonstrated when records are released according to the provisions outlined in state Public Records Law and when Retention Schedules are implemented and approved in accordance with the provisions outlined by the State Library, Archives and Public Records.

Compliance will also be demonstrated when:

a) The District operates with a policy on internal controls in place and managers have been directed to follow the controls.

b) An unqualified opinion of the District’s Comprehensive Annual Financial Report has been issued by the Auditor General’s Office. (Items 1,8)

c) Significant deficiencies or material weaknesses noted in internal or external audit reports are resolved. (Item 1)

d) The Vice Chancellor for Business Services approves annual rental rates that are based on the type of use and include all related expenses. (Item 7A)

e) Periodic investment reports are approved, without exception, by the Audit & Finance Committee. (Item 8)

f) Investment Principles are renewed annually by the Audit & Finance Committee. (Item 8)

g) The District operated with a policy on Identity Theft Red Flag and Security Incident Reporting. (Item 12)

h) A training program for detecting, preventing, mitigating, and reporting identify theft is implemented. (Item 12)

i) Applicable employees have participated in identity theft training. (Item 12)

j) No changes are made to the Identity Theft Red Flag and Security Incident Reporting policy without Board approval. (Item 12A)

Data submitted for the 2012 monitoring cycle
ADOPTED May 24, 2011, Motion No. 9814
I certify that the information contained in this report is true.

Dr. Rufus Glasper
Chancellor

Board Policy
Financial planning for any fiscal period may not deviate from the Board’s Outcomes priorities, risk fiscal jeopardy, and/or fail to be derived from a multi-year strategic/operating plan focused on Outcomes achievement.

Further, the Chancellor shall not prepare, present or utilize budgets that:
1. Lack sufficient detail to enable (A) understanding of planning assumptions, (B) understanding of the credibility of revenue and expenditure projections, and (C) separation of both capital and operational revenues and expenditures.
2. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received or carried forward in that period.
3. Fail to maintain General Fund balances at least eight percent of projected General Fund revenues.
4. Fail to address the identification and pursuit of new and existing revenue sources, and enhancement of cost-effectiveness, as part of multi-year planning.
5. Fail to provide for Governing Board prerogatives as set forth in the Governance Investment policy (within Governance Process).

Chancellor Interpretation
I interpret these policies to mean that the District will prepare Annual Multi-Year Financial Plan (Fifteen-Year Financial Plan) which includes conservative revenue and expenditure assumptions. Compliance will be demonstrated when the Financial Plan addresses both ongoing revenues and identifies possible new revenue sources. The Financial Plan will also review, plan, and promote of cost-effective programs. Budget presentations will be provided to communicate significant budget projections and assumptions. (Items 1 and 4)

I also interpret this to mean that the District will prepare a detailed annual balanced budget by fund, the Current General Operating Fund, Current Auxiliary Fund, Current Restricted Fund, and Capital/Plant Fund. Compliance will be met when the District’s budget includes contingencies set aside to offset revenues that may not materialized, fund for special expenditures as instructed by the Governing Board, and additional fund to maintain a minimum of eight percent of total projected General Fund Revenue designated as District Financial Stability. The District will also perform monthly monitoring of General Fund actual revenue and expenditures and review General Fund balances to insure that the District continues to maintain its financial stability. (Items 2 and 3)

Compliance will also be met by familiarizing the Governing Board with District Budgets through Budget Presentations/Information at the Governing Board Retreat in January; and again in February, March, April, and June. (Item 5)

Data submitted for the 2012 monitoring cycle
Financial Plan, Annual Budget Schedules, Monthly Burn Report
ADOPTED May 24, 2011, Motion No. 9814
Board Policy
The Chancellor shall not cause or allow jeopardy to the District’s fiscal integrity or public image in determining compensation and benefits for employees, consultants, and contract workers.

Further, the Chancellor:
1. Shall not operate without ensuring compliance with statutes and other legal authority relative to tuition waivers.
2. Shall not operate without a benefits program that promotes and recognizes wellness.
3. Shall not operate without allowing employee participation in voluntary payroll deduction programs; including deductions for dues for approved employee organizations, the purchase of United States savings bonds, contributions to the Maricopa Community Colleges Foundation for scholarships and/or program support, and to charitable community organizations.

Chancellor Interpretation
I interpret this policy to mean that the Maricopa District will implement compensation strategies that make the MCCCD a competitive higher education employer while being fiscally responsive and accountable. Compliance will be demonstrated by routinely reviewing job descriptions, contract assignments, and benefits packages to establish job needs and identify areas where functions may be integrated. Compliance will also be demonstrated by instituting limits and measures of internal control for avenues that allow employees to earn additional compensation (i.e., special services contracts). In addition, I will actively promote the importance of wellness programs throughout the District and require the same of my senior leadership. This will include both visible support of wellness events as well as requiring the development of wellness plans by CEC members.

Compliance for tuition waivers will be met by reviewing eligibility waiver criteria to ensure compliance with statute and budgetary limitations and by conducting quarterly monitoring of the use of tuition waivers.
Board Policy

The Chancellor shall not allow the Board to be uninformed or unsupported in its work.

Further, the Chancellor:

1. Shall not withhold, impede or confound information necessary for the Board’s informed accomplishment of its governance job.
   
   A. The Chancellor will not neglect to submit monitoring reports (including the Chancellor’s interpretations of Board policies being monitored, as well as relevant data) required by the Board (see the “Monitoring the Chancellor’s Performance” policy) in a timely, accurate, and understandable fashion.
   
   B. The Chancellor will not allow the Board to be unaware of any actual or anticipated noncompliance with any Outcomes or Management Limitations policy, regardless of the Board’s monitoring schedule.
   
   C. Let the Board be unaware of relevant trends, major program initiatives, significant legislative and regulatory issues, anticipated adverse media coverage, threatened litigation, material external or internal/organizational changes, particularly changes in the assumptions upon which any Board policy has previously been established. Notification of planned material changes is to be provided in advance, when feasible.
   
   i. The Chancellor will not fail to provide quarterly summary reports on:
      
      a. disciplinary actions taken pursuant to the Employment Standards policy.
      
      b. all international travel.
      
      c. the number of Ombuds and 24-Hour Hotline complaints in the District. Such report shall protect the identity of Ombuds and 24-Hour Hotline reporters.
      
      d. summary information on complaints and concerns submitted to the external and internal Ombudsperson. Identities shall be protected. This information is to also be submitted quarterly to the District Audit and Finance Committee.
   
   3. an annual report on Enrollment Management.
   
   ii. The Chancellor shall not make changes, without Governing Board approval, to administrative policies/regulations pertaining to the following topics:
      
      a. Administrative Leave
      
      b. Background Checks
      
      c. Employment Standards/Grounds for Termination
      
      d. International Travel
      
      e. Public Stewardship and Ethics
      
      f. Requests for Public Records
      
      g. Special Services Employments
      
      h. Whistleblower Protection
      
      i. Internal Controls
   
   D. Allow the Board to be without decision information it periodically requests, as well as information the Chancellor believes is necessary for the Board to make reasonably informed judgments.
      
      i. This is to include, as appropriate, a diversity of policy-related opinion and perspective from the faculty and staff.
   
   E. Fail to inform the Board if, in the Chancellor’s opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relations, particularly...
in the case of Board or Board member behavior detrimental to the work relationship
between the Board and the Chancellor.

F. Present information in unnecessarily complex or lengthy form, or convey information and
advice to the Board that has significant gaps in timeliness, completeness, and accuracy.

2. Shall not allow the Board to be without logistical and clerical assistance.

A. The Chancellor will not allow the Board to be without reasonable support for official
Board activities, Board officers or Board Committee communications and functions.

3. Shall not impede the Board holism, misrepresent its processes and role, or impede its
lawful obligations.

A. The Chancellor will not deal with the Board in a way that favors or privileges certain
Board members over others except when:

i. fulfilling individual requests for information or

ii. responding to officers or committees duly charged by the Board.

B. The Chancellor will not neglect to submit for the Board’s “Consent Agenda” those items
delegated by the Board to the Chancellor, yet required by law, contract or third-party to
be Board-approved, along with applicable monitoring information.

C. The Chancellor will not hinder access of members of the Internal Audit Department
to all District activities, records, property, and employees including executives, Board
Members, and the Audit and Finance Committee within the limits of the law.

**Chancellor Interpretation**

*I interpret this policy to mean that the Chancellor shall meet with each Governing Board member
on a routine basis and communicate with the Board via newsletters, phone calls and e-mails as
appropriate and as allowed by law.*

*Compliance will be met when the Chancellor initiates and schedules monthly one on one meetings
with Board members, submits quarterly newsletters, quarterly reports as noted in section Ci
of the policy and informs the Board of priority matters and potential news/media coverage.
Examples include on-going legislative updates, monthly and quarterly financial reports, budget
presentations and work sessions. The Governing Board will also be updated on meet and confer
items and real estate matters during executive session.*

*With respect to the Internal Audit Department, (3.C.), I interpret this policy to mean that the District
shall have policies, administrative regulations, etc. in place that prescribe that the Internal Audit
Department has unlimited access to all District activities, records, property, and employees including
executives, Board Members, and the Audit and Finance Committee within the limits of the law.*

*Compliance is demonstrated when the provisions outlined in Board Policy 3.5 (Access to the Internal
Auditor) and Administrative Regulation 1.13.2 (Internal Audit Access) have been executed.*
I certify that the information contained in this report is true.

Dr. Rufus Glasper
Chancellor

Board Policy
The Chancellor will not permit the organization to be without sufficient capacity for the competent operation of the District—including, but not limited to, its management and governance—to continue in the event of sudden loss of services of the Chancellor or other key personnel.

Further, the Chancellor:
1. In order to protect the Board from unexpected loss of chief executive services, shall not have fewer than two other senior staff sufficiently familiar with Board and Chancellor issues, plans, problems, and processes to enable either to take over with reasonable proficiency as an interim successor.
2. Shall not operate without succession planning processes to facilitate smooth operations during key personnel transitions and ensure competent operation of all key areas of District operations.

A. The Chancellor shall not fail to annually review the members of his executive council to include an examination of the College Presidents in the following areas:
   i. Progress toward the Governing Board Outcomes
   ii. Progress toward College Goals including but not limited to enrollment management, college climate and diversity
   iii. The Accomplishment of Personal Goals including but not limited to Executive Team Contributions, Community and Professional Contributions, and Personal Improvement
   iv. Demonstration of Public Stewardship and Ethics
   v. Resource Development

Chancellor Interpretation
I interpret this policy to mean that the Chancellor shall have a standing Succession Committee comprised of members of the Chancellor’s Executive Council. Compliance will be met when the Chancellor meets with the Committee on a set schedule. Presently the Committee meets on a quarterly basis and is comprised of Dr. Gene Giovaninni, Dr. Maria Harper-Marinick, Dr. Anna Solley and Ms. Debra Thompson.

Compliance will be met by the formation of a succession team and through the quarterly meetings.

Data submitted for the 2012 monitoring cycle
ADOPTED May 24, 2011, Motion No. 9814
Board Policy

With respect to maintaining a safe learning and working environment, the Chancellor may not operate without protocols to ensure an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior at the District and college levels.

Further, the Chancellor:
1. Shall not operate without establishing and assuring adherence to District standards of practice for the Department of Public Safety at each college.
2. Shall not allow the Department of Public Safety, and particularly sworn officers, to violate professional standards as set forth under Arizona law and those promulgated by the Arizona Peace Officer Standards and Training Board (AZPOST).
3. Shall not fail to communicate to employees, students and, as appropriate, visitors, that violence, threats, harassment, intimidation, and other disruptive behavior in District facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct, or threats or acts of physical violence of which he/she is aware.

Chancellor Interpretation

I interpret this policy to mean that the District will maintain a set of general orders governing the practice and operations of Public Safety and that the professional standards of Public Safety as defined by AZPOST and District General Orders will be maintained.

Compliance will be demonstrated when a current set of Public Safety Manuals accessible to all Public Safety staff, College Presidents and Vice Presidents of Administration and the number of sustained complaints and law suits against Public Safety employees reported to colleges, the hotline, HR Department, and Legal Services is maintained.
I certify that the information contained in this report is true.

Dr. Rufus Glasper
Chancellor

Board Policy
The Chancellor may not operate without establishing and maintaining adherence to explicit operating policies for employees when ordering course materials from publishers and working with book dealers.

Further, the Chancellor:
1. Shall not operate without periodic review of the pertinent operating policies to ensure compliance with Arizona Revised Statutes §15-1891 and/or other relevant statutes.

Chancellor Interpretation
I interpret this policy to mean that deadlines are set, communicated and monitored to ensure that textbooks and course materials adoptions are submitted in time for the bookstores to have those textbooks and materials available for students before they start classes. I also interpret this policy to mean that faculty and staff will follow published policies and procedures relating to evaluation copies of textbooks, their acquisition, use and disposal. Furthermore I interpret this policy to mean that the District will adhere to the HEOA mandates for collection and publication of ISBN numbers for all adopted textbooks and course materials for use by students.

Compliance will be demonstrated when:
a) 90% of all adoptions are submitted by deadline for each semester/session.
b) No instances arise in which inappropriate sale or disposal of evaluation textbooks occurs.
c) The online bookstore system which enables students to identify their required course materials by ISBN number is operational and populated with accurate and complete information.

Data submitted for the 2012 monitoring cycle
ADOPTED May 24, 2011, Motion No. 9814
I certify that the information contained in this report is true.

Dr. Rufus Glasper
Chancellor

Board Policy
With respect to international education within the Maricopa Community Colleges, the Chancellor shall not jeopardize the District’s academic or fiscal integrity relative to curriculum and delivery of instruction, fail to establish sound guidelines and procedures for all travel abroad, and fail to show a generally acceptable level of oversight.

Further, the Chancellor:
1. Shall not operate without clearly established parameters for the development and evaluation of Education Abroad programs for students enrolled in any of the Maricopa Community Colleges. At minimum, courses offered must be Board approved MCCCD courses and must meet all academic standards for content and length.
2. Shall not operate without clearly established parameters for the development and evaluation of Faculty Exchanges and Curriculum Development Programs abroad.
3. Shall not operate without clearly established parameters for the recruitment of international students.
4. Shall not operate without clearly established guidelines and procedures, including evaluation of outcomes, for travel abroad by students and all employees.

Chancellor Interpretation
I interpret this policy to mean that all study abroad programs and faculty exchange/curriculum development programs operate with clear guidelines requiring faculty to submit a site assessment proposal, course information forms, and a detailed program proposal; that each proposal submitted is subject to a comprehensive review of the goals, course competencies, and learning outcomes; that each participant completes an evaluation and an international travel report; and that the outcomes of the international travel are reviewed in a quarterly international travel report submitted to the Governing Board.

Compliance will be met through the review of proposals and submission of the quarterly reports.
The Chancellor, as chief executive officer, is the Board’s official connection to the District’s operations.

AMENDED February 22, 2011, Motion No. 9781, 9782
Only officially passed motions of the Board are binding on the Chancellor.

1. Except in rare instances when a person, committee, or task force has been explicitly authorized to direct staff on an issue, no Board Member, officer, or committee has authority over the Chancellor or any member of the Chancellor’s staff.

2. Board Members may request information through the Chancellor’s office. In the Chancellor’s absence, requests will be made to the Acting Chancellor or the Chancellor’s Executive Council members. In the case of individual Board Members or committees requesting information or assistance, the Chancellor shall make every effort to honor all such requests, with the exception where considerable time and expense are involved, in which case the request may be declined. The Board member may then refer such request to the full Board for consideration.

AMENDED February 22, 2011, Motion No. 9781, 9782
All Board authority delegated to District management is delegated through the Chancellor. Therefore, all authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the Chancellor.

1. The Board will not give instructions to persons who report directly or indirectly to the Chancellor.

2. The Board will not evaluate, either formally or informally, any staff other than the Chancellor.

3. The Board will consider and evaluate the Chancellor’s performance synonymous with organizational achievement of Outcomes and compliance with Chancellor Limitations. Consequently, the Chancellor’s job description and evaluation address performance in these two areas.
   A. Organizational accomplishment of the Board’s Outcomes, with measurement indicators as agreed upon by the Board.
   B. Organizational operation within the parameters of legality, prudence, and ethics established in the Board’s Chancellor Limitations policies.

AMENDED February 22, 2011, Motion No. 9781, 9782
The Board will direct the Chancellor through written policies that prescribe the Outcomes to be achieved, and describe organizational situations and actions to be avoided, allowing the Chancellor to use any reasonable interpretation of these policies.

1. **Outcomes:** policies direct the Chancellor to achieve certain results, for certain recipients, at a worth or priority. The Board will develop these policies systematically from the broadest, most general level to more defined levels. All issues that are not Outcomes issues as defined here are “means” issues.

2. **Chancellor Limitations:** policies define the boundaries of legality, prudence, and ethics within which the Chancellor is expected to operate. These policies describe those practices, methods, decisions, and circumstances that would be unacceptable to the Board, even if effective in producing the desired Outcomes. These policies will be developed systematically from the broadest, most general level to more defined levels. The Board will not prescribe organizational means delegated to the Chancellor.

3. An Outcomes or Chancellor Limitations policy at a given level does not limit the scope of any preceding level.

4. The Chancellor is authorized to establish all further administrative policies, make all decisions, take all actions, establish all practices, and develop all activities, as long as they are consistent with any reasonable interpretation of these Outcomes and Chancellor Limitations policies.

5. The Board may change its Outcomes and Chancellor Limitations policies, thereby shifting the boundary between Board and Chancellor domains. By so doing, the Board changes the latitude of choice given to the Chancellor. However, so long as any particular delegation is in place, the Board and its members will respect and support the Chancellor’s choices as long as they are consistent with Board policy, as reasonably interpreted. This does not prevent the Board from obtaining information, except for confidential/personal information relating to students and staff.

*AMENDED February 22, 2011, Motion No. 9781, 9782*
The Board will systematically and rigorously monitor the Chancellor’s job performance to determine the extent to which Outcomes are being achieved and whether operational activities fall within parameters established in Chancellor Limitations policies.

1. The purpose of monitoring is simply to determine the degree to which the Chancellor is fulfilling the Board’s expectations as set forth in its governing policies. Only information that enables the Board to assess accomplishment of Outcomes and compliance with Chancellor Limitations is considered relevant.

2. A given policy may be monitored in one or more of three methods:
   A. Chancellor Report: The Chancellor conveys to the Board, in writing, policy interpretations as well as compliance information relevant to the policy under review. As appropriate in a given context, the Chancellor may present information to justify the “reasonableness” of his/her interpretation.
   B. External Report: Discovery of compliance information by a disinterested, external auditor, inspector, or judge who is selected by and reports directly to the Board. Such reports must assess executive performance only against policies of the Board (as reasonably interpreted by the Chancellor), not those of the external party unless the Board has previously indicated in Governing Board policy that party’s opinion to be the standard for assessment.
   C. Direct Board Inspection: A designated Board Member, committee, or the Board as a whole assesses accomplishment of, or compliance with, a given policy, as reasonably interpreted by the Chancellor.

3. In every case, the Board will judge whether a) the Chancellor’s interpretation is reasonable and b) whether data demonstrate reasonable accomplishment of, or compliance with, the Chancellor’s interpretation.

4. Interpretations determined by the Board to be unreasonable, or data determined not to demonstrate reasonable accomplishment of or compliance with a Board policy, as reasonably interpreted, will be subject to a remedial process agreed to by the Board.

5. All policies instructing the Chancellor will be monitored at a frequency and by a method chosen by the Board. The Board may choose to monitor any policy by any method at any time, but will ordinarily depend on the schedule appearing on the subsequent page.

6. The Board will have a formal evaluation of the Chancellor in May of each year. The evaluation will be based primarily on a summary/review of the Board’s judgment of the Chancellor’s performance, per the criteria and process outlined above, during the previous twelve months.
Note: Policy topics identified in this table subject to change pending Policy Review and Adoption by Board

<table>
<thead>
<tr>
<th>Policy</th>
<th>Method</th>
<th>Frequency</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>Broadest Outcome Statement</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>University Transfer Education and General Education</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>Workforce and Economic Development</td>
<td>Internal</td>
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<td>Developmental Education</td>
<td>Internal</td>
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<tr>
<td>Community Development and Civic and Global Engagement</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>General Chancellor Constraint</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>Treatment of Students</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>Treatment of Faculty and Staff</td>
<td>Internal</td>
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<td>Interactions With the Public</td>
<td>Internal</td>
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<tr>
<td>Financial Planning and Budgeting</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>Financial Condition and Activities</td>
<td>Internal Semi-Annually</td>
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<td>Asset Protection</td>
<td>Internal</td>
<td>Annually</td>
<td>Close of FY (month)</td>
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<td>Staff Compensation and Benefits</td>
<td>Internal</td>
<td>Annually</td>
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<td>Communication and Counsel to the Board</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>Operational Succession Planning</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>Public Safety</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>College Course Materials</td>
<td>Internal</td>
<td>Annually</td>
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<tr>
<td>International Education</td>
<td>Internal</td>
<td>Annually</td>
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AMENDED February 22, 2011, Motion No. 9781, 9782
Direct but limited access to the Board by the Director of Audit, as the internal auditor, is an exception to the exclusive role of the Chancellor in connecting governance and management.

Accordingly, the Director of Audit oversees MCCCD’s Internal Audit and Management Advisory Services (IAMAS) Department, which is charged with the responsibility for ascertaining that MCCCD’s systems of internal controls, risk management, and organizational processes, as designed and represented by management, are adequate and functioning. IAMAS is also responsible for reporting to management and the Audit and Finance Committee on the adequacy and effectiveness of the organization’s systems of internal control, together with ideas, counsel, and recommendations to improve the systems.

1. If, after having brought to the Chancellor’s attention any impropriety discovered in the course of his or her own work, the internal auditor feels that the Chancellor has failed to address the impropriety, the Director of Audit must report that impropriety to the Board President.

2. Impropriety in this context means a material weakness in operational management or a violation of Board policies regarding financial affairs of the District.

3. Nothing in this policy impedes the Chancellor from exercising his or her Board-granted prerogative to interpret applicable Board policies under the “reasonable interpretation” rule, nor does it remove from the Board the right to judge reasonableness. However, impropriety as used in provision #2 above can indicate that in the opinion of the Director of Audit, an interpretation made by the Chancellor is not “reasonable.”

4. The Director of Audit is in all other ways as subject to the Chancellor’s managerial authority as all other staff and has no direct access to the Board except as permitted by law or district policy and/or regulations. The Chancellor may not impede the Director of Audit’s official access as described in this policy, or seek to inappropriately influence the content of the Director of Audit’s reporting to the Board as set forth in this policy.

5. Nothing in this provision shall be deemed to limit or prohibit the Board from hiring external or internal auditors who may be assigned to report to the Board, or as the Board may choose, another designee (e.g., Legal Counsel).

AMENDED February 22, 2011, Motion No. 9781, 9782
The General Counsel is employed by the Maricopa County Community College District in accordance with Arizona Revised Statutes §15-1448. As such, he or she is vested by law with the powers of and the duties otherwise performed by the Maricopa County Attorney pursuant to Arizona Revised Statutes §11-532 (A) (11), as amended. In exercising these powers and providing legal services, the General Counsel is expected by the District to conform to the generally accepted standards of the legal profession, including the Rules of Professional Conduct (ARPC) promulgated by the Arizona Supreme Court. These professional standards include, without limitation, standards of integrity, competence, diligence, and communication.

1. The General Counsel reports to and is supervised by the Chancellor, and is primarily responsible for providing professional legal services to the district’s officers and employees who are acting in their official capacity in performance of their duties. Whenever the General Counsel is providing legal services to the district including the Chancellor and the Board, professional standards require that his or her legal advice and services be based upon independent professional judgment that is not subject to the client’s direction and control.

2. Regardless which individual or group represents the district as the General Counsel’s client for purposes of any particular communication or representation, the district as a whole entity remains the General Counsel’s sole client. He or she owes professional responsibilities to the organization as a whole, including the Governing Board as an entity.

3. To meet the expectations stated above, the General Counsel must have direct and independent access to the Governing Board when necessary in his or her professional judgment (e.g., when obliged by the above professional standards to disclose information received from constituent members of the organization to the highest authority within the organization, and to provide advice to the highest authority.)

4. Accordingly, the General Counsel shall have direct access to the Board and the authority to use independent professional judgment in providing professional services as an attorney, notwithstanding the Chancellor’s otherwise exclusive role in connecting governance and management.

5. The General Counsel will provide timely legal opinions on proposed regulations, contracts, and documents and also contemplated actions when requested by the Chancellor and other district executives, as well as upon a request of the Board, by motion duly made, seconded, and approved.

6. In addition to the foregoing, the Chancellor may in his sole discretion assign the General Counsel supervision of district risk management, insurance, training, and compliance programs. If so, the General Counsel will take reasonable care to clarify when he or she is exercising such administrative responsibility. When the General Counsel is performing such administrative duties, he or she will be subject to the direct and exclusive supervision of the Chancellor.

AMENDED February 22, 2011, Motion No. 9781, 9782
The purpose of the Board, on behalf of the residents of Maricopa County, is to ensure that the Maricopa County Community College District a) achieves appropriate results for the community (as specified in Board Outcomes Policies), and b) avoids unacceptable outcomes and situations, with a strategic perspective through a continually improved commitment to its vision, mission, and values.

AMENDED February 22, 2011, Motion No. 9781, 9782
Our Vision: A Community of Colleges—Colleges for the Community—working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

AMENDED December 13, 2005, Motion No. 9350
AMENDED July 22, 1997, Motion No. 8673
ADOPTED January 28, 1997, Motion No. 8626

Our Mission: The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

AMENDED December 14, 2004, Motion No. 9288
AMENDED July 27, 1999, Motion No. 8882
ADOPTED January 28, 1997, Motion No. 8626

Our Institutional Values: The Maricopa Community Colleges are committed to:

Community
We value all people—our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

Excellence
We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

Honesty and Integrity
We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

Inclusiveness
We value inclusiveness and respect for one another. We believe that teamwork is critical, that each team member is important, and we depend on each other to accomplish our mission.

Innovation
We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

Learning
We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.
<table>
<thead>
<tr>
<th>Policy Type</th>
<th>Governance Process</th>
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<tbody>
<tr>
<td>Policy Title</td>
<td>4.1 Governing Values (cont'd)</td>
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</table>

### Responsibility
We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

### Stewardship
We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

AMENDED December 13, 2005, Motion No. 9350
AMENDED July 22, 1997, Motion No. 8673
AMENDED July 22, 1997, Motion No. 8672
AMENDED January 28, 1997, Motion No. 8627
ADOPTED January 28, 1997, Motion No. 8626

AMENDED February 22, 2011, Motion No. 9781, 9782
governance process

The Board will govern lawfully, in a manner that is nonpartisan, with an emphasis on a) integrity and truthfulness in all of its activities and practices, b) outward vision, c) encouragement of diversity in viewpoints, d) strategic leadership, e) clear distinction between Board and Chancellor roles, f) collective rather than individual decisions, and g) proactive leadership.

More specifically:
1. The Board will operate in all ways mindful of its civic trusteeship obligation to those who own the organization, the residents of Maricopa County.

2. The Board will conduct itself in a manner that complies with all relevant laws and regulations. The Board will fulfill all of its legal and fiduciary responsibilities as required by state statutes, the Arizona Constitution, and all state administrative rules. These include responsibilities such as approval of the budget; tuition and fees; degrees, certificates and diplomas; graduation requirements; curriculum catalog policies; and travel regulations and procedures upon recommendation from the Chancellor.

3. The Board will cultivate a sense of group responsibility and shall work together harmoniously in pursuit of this obligation. The Board will conduct its business in a respectful and civil manner, always mindful of the Maricopa County Community College District’s public image.

4. The Board will carefully establish performance standards and expectations for the district through articulation of written governing policies. The Board’s major focus will be on the achievement of intended long term impacts outside the operating organization (outcomes), not on the administrative or programmatic means of attaining those results, except as they conflict with statutory law.

5. The Board will observe “Policy Governance” principles as the framework for setting forth these policy standards/expectations for the Board’s own processes, as well as for articulating performance standards and the manner of assessment of the work of the Chancellor. Through these policies, the Board will establish and adhere to expectations for its own conduct, addressing matters such as attendance, policy making principles, respect of roles, respect for democratic processes, speaking to management and the public with one voice, and ensuring the continuity of governance capability.

6. Continual Board development will include periodic discussion of its governing performance, orientation of new members in the Board’s governance process and these policies, and annual Board review of both the Board’s and the Chancellor’s progress in light of the Board’s performance expectations.

7. The Board may use the expertise of individual members to enhance the Board’s understanding of issues, but will not substitute such expertise for the judgment of the Board.

8. The Board will keep well-informed about relevant global and local educational trends and other issues, by actively gathering information and attendance at appropriate workshops and conferences to fulfill its role.

9. The Board will govern with appreciation of the diversity of our internal and external communities. Diversity is defined as the environment created within Maricopa that demonstrates equity and mutual respect of each person.
10. All of the Board's governing policies are contained in this document, and they remain in effect, unless amended or deleted by Board action.

11. Although the Board can change its governing policies at any time, it will conscientiously observe those currently in effect.

12. The Board will allow no officer, individual, or Board Committee to prevent, or be an excuse for, the Board not fulfilling its duties and commitments.

13. The Board will regularly evaluate and strive to improve its process and performance. Self-assessment will compare Board activity and discipline to the Board's performance criteria set forth in the “Governance Process” and “Board-Staff Relations” sections of these governing policies.

AMENDED February 22, 2011, Motion No. 9781, 9782
The job of the Board is to represent the residents of Maricopa County in determining and demanding appropriate organizational performance. The Board will concentrate its efforts on the following job “products” or outputs to distinguish the Board’s own unique job from the jobs of its staff:

1. The link between Maricopa County Community College District and the citizens of Maricopa County (the “ownership”).
   A. Needs Assessment: Board Members will assess the needs and trends affecting the ownership, as they relate to the district’s activities and scope of influence, and will maintain Outcomes policies identifying and prioritizing intended organizational results to address those needs.
   B. Advocacy/Ambassadorship: The Board and its members will inform the residents of Maricopa County of the district’s accomplishments on their behalf and of its expected future results.

2. Written governing policies that, at the broadest levels, articulate performance standards regarding:
   A. Outcomes: Results pertaining to organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which needs at what cost or priority).
   B. Chancellor Limitations: Parameters within which all activity and decisions under the Chancellor’s authority must take place.
   C. Board-Staff Relations: How management authority is delegated and its proper use monitored; the Chancellor role, authority, and accountability.
   D. Governance Process: Specification of how the Board conceives, carries out, and monitors its own task.

3. The assurance of mission fulfillment and operational integrity, by holding the Chancellor accountable for successful achievement of Outcomes and adherence to Chancellor Limitations.

4. Legislative Impact — The Board will identify and seek to affect legislative and/or public policy change as it deems necessary and/or appropriate on behalf of the residents of Maricopa County.

5. Naming of District Facilities and Academic Entities — The Board has final authority on all such naming. Action will be based upon recommendations consistent with administrative regulations addressing criteria/guidelines, processes used for naming facilities and academic entities, including definitions, a nominations process, due diligence review, and a duration of rights.

5. Awarding of Emeritus Status—The Board has the sole authority to award, upon recommendation of the Chancellor, emeritus distinction to any full-time residential faculty, chancellor, vice-chancellor, college president, or college vice president who retires from the district.

AMENDED February 22, 2011, Motion No. 9781, 9782
To fulfill its Job Description, the Board will prepare and follow an annual planning calendar that a) carefully completes a review of Outcomes policies and achievement each year, b) continually improves its performance through Board education, enriched input, and deliberation, and c) provides individuals and organizations with an annual predictable schedule of meetings to the greatest extent feasible to afford them opportunities to attend and participate in Board meetings.

1. While the annual agenda follows a calendar year (consistent with the term of the Board President), it seeks to address cycles that contribute to multi-year planning. For instance, a revised Outcomes policy from which the staff can develop a budget and a financial plan for two fiscal years out will be adopted by the last day of March.

2. The President will, early in the first quarter of the calendar year, prepare and present for the Board's consideration and approval a suggested work plan for that year's meetings. Considerations should include:
   A. How the Board will ensure an annual review of Board policies beginning in July of each year for the purpose of routine maintenance and relevant to the Board's legal and statutory duties, as well as the mission and goals of the district.
   B. How the Board will gain ownership input, including but not limited to opportunities for input from individuals and organizations, including employee groups and affiliated organizations that have expertise and interests specifically related to Board decisions and Board policies.
   C. How the Board will continue its education, e.g., Board education related to Outcomes issues (through presentations by advocacy groups, Maricopa County employers, staff, futurists, etc.), and education about governance and operational issues.
   D. Ensuring action approvals required by law, audit functions, Chancellor monitoring and evaluation, etc.

3. The President will determine the agenda for any particular meeting, although Board members or the Chancellor may request or recommend any appropriate matters for Board consideration.
   A. A Board member or the Chancellor may recommend or request a matter for Board discussion by submitting the item to the President at least 14 days prior to the regularly scheduled Board meeting or within 48 hours for emergency items.
   B. In accordance with the law, the agenda is to be posted at least 24 hours prior to the scheduled Board meeting. The meeting packet (including background materials for decision items on the agenda, monitoring reports, etc.) is to be received by Board members at least four (4) days prior to the scheduled Board meeting.
   C. In view of the special and important circumstances that mandate the calling of a special board meeting, the President shall take into consideration the scheduling needs of the other Board members, including adequate notice that exceeds the open meeting notice required by law.
   D. The Board may use a Consent Agenda to expeditiously address items delegated to the Chancellor, yet required by law or contract to be Board-approved.
      i. Any item may be removed from the Consent Agenda by request of a Board Member or the Chancellor.
   E. The Board will act on any Monitoring Reports submitted by the Chancellor prior to the meeting, determining by majority vote whether members judge each report to have demonstrated fulfillment of a reasonable interpretation of the applicable policy.
      i. The Board will conduct a formal evaluation of the Chancellor in May of each year, to be based on previously agreed upon performance measures. In compliance with ARS §15-1447, this would include a submission by the Chancellor of a complete report of the District and each college campus on the total number of full-time
equivalent students enrolled during the year, the actual total number of students, the number of instructors regularly employed, and the total number of students not residing within the District. The report shall be submitted at the close of each fiscal year.

4. Annual Planning Calendar Template: While subject to revision by the Board at any time, the following is a template for annual Board planning:

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
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| January | • Annual Organizational Meeting - Selection of Officers  
          • Legislative Update - January through June |
| February| • Tuition and Fees to Governing Board as Information Item  
          • Action on Proposition 301 Workforce Development and Job Training Annual Plan |
| March   | • Action on Tuition and Fees  
          • Budget to Board as Information Item |
| April   | • Preliminary Budget Adoption |
| May     | • Chancellor Evaluation  
          • Strategic Plan Adoption |
| June    | • Final Budget Adoption |
| July    | • Review/Housekeeping of Board Policies Begins |
| August  | • Annual Board Retreat - Review Multi-Year Planning Calendar |
| September | • Prepare Calendar Revisions for next year |
| October | • Annual Monitoring Report of All Board Outcomes  
          • Action on Proposition 301 Workforce Development and Job Training Annual Report for 2011-2012 |
| November| • Review of Annual Report Data for Use in Strategic Planning - Outcomes & Initiatives for Two Fiscal Years Out - Work Session  
           • Strategic Plan Retreat - Multi-Year Planning & Review of Strategic Directions  
           • Ballot Proposition Summary |
| December| • Adoption of Housekeeping Policy Changes  
           • Election Results |

AMENDED February 22, 2011, Motion No. 9781, 9782
Board meetings will be conducted in adherence with these operational policies:

1. Meetings
   A. Regular - The Board will normally meet on the fourth Tuesday of each month in the Governing Board Room of the District Support Services Center. Meetings may be held at sites throughout the District. The times for each meeting will be posted at least 24 hours prior to the meeting date.
   B. Special Meetings - Special meetings are called only when it is necessary for the Board to conduct business of an immediate and unanticipated nature, with circumstances that require its attention before the next regularly scheduled Board meeting. A special meeting may be called by the President of the Board, or upon request of a majority of the Board’s members.
   C. Strategic Conversations, Work Sessions, and Community Forums - The Board will participate in meetings that are designed to discuss specific issues or topics and to gather community input regarding the Maricopa County Community College District. Opportunities will be presented either as Strategic Conversations, Work Sessions, or Community Forums and will be held on a date established by the Board. Such meetings will either be held at the District Office or at community sites within the District. The time and location for such meetings will be posted at least 24 hours prior to the established date.
   D. Executive Sessions – In compliance with Arizona Revised Statute §38-431.03, meetings may be called in order for the Board to discuss its position and instruct its attorney regarding matters of pending or contemplated litigation.

2. Organization of the Board
   The annual organizational meeting will be held at the first meeting in January, where the Board will elect a President and Secretary. Nominations will be made for each office and decided or filled by a majority vote of the members. The officers of the Board may serve a term of up to two (2) consecutive years or a shorter time as the Board shall determine, shall assume office immediately upon election, and shall hold the office until a successor is elected. The Secretary will fulfill the duties of the chair in the absence of the President.

3. Agenda
   The agenda and meeting materials shall be prepared by the Assistant to the Governing Board, as guided by the President and the Chancellor, and delivered to the Board Members approximately four days prior to the regular meeting date.

4. Rules of Action
   A. Quorum
      i. A minimum of three members shall constitute a quorum and shall be necessary to conduct business.
      ii. Approval of an action item requires affirmative votes from the majority of the quorum.
   B. Consideration of Policy Matters
      The Board will consider proposed new or revised policy twice, first as an informational item; then as a recommendation for approval. Upon a majority vote, the policy will be incorporated into the Board’s policies.
   C. Rules of Order
      The Board will establish its own rules of order, subject to the following:
      i. Items on the meeting agenda that require action shall be placed before the entire Board through a motion made by one of the Board Members. A second to the motion shall be required.
4.5 board meetings (cont’d)

ii. Appropriate discussion of the item shall be determined by the Board President who shall call for the vote. All discussion by Board Members shall be allowed on any item; however, discussion shall cease upon a motion approved by no fewer than four Board Members to call immediately for the question.

iii. Any motion may be amended, tabled, discussed, etc. A Board Member may move to amend a pending motion. A motion to amend may seek to add or strike words of the pending motion, or substitute a different motion on the same subject for the one before the Board. When a motion to amend has been moved and seconded, the Board President shall re-state the motion in order that the members of the Board may know what is before them. Discussion on a motion shall be confined to the merits of the proposed amendment.

5. Public Attendance and Discussion

A. Citizens Interim—The Board will set aside a portion of each agenda to hear from citizens regarding items of general concern.

i. The Board President will, at his/her discretion call on each speaker permitting up to 5 minutes for the speaker’s remarks.

ii. The total number of speakers addressing a particular subject will be limited to no more than 9.

iii. The Board President may waive the limitations provided in items Ai and Aii.

B. Action or Informational Agenda Items

i. The Board President may, at his/her discretion recognize a member of the audience to question or speak on a specific item on the agenda.

ii. The provisions set forth in paragraphs Ai-iii shall apply.

C. Presenting concerns to the Board and the free expression of ideas should be communicated with decorum and respect. Uncivil or disorderly conduct is not permitted. The use of derisive or insulting epithets, or the direction of remarks that defame, attack, or harass an individual may serve as cause for the Board’s President to direct that the speaker immediately conclude his or her remarks.

AMENDED February 22, 2011, Motion No. 9781, 9782
As the District’s “chief governance officer,” the President’s job is to ensure the integrity of the Board and its process. Secondarily, the President is the official representative/spokesperson of the Board to outside parties. During the absence or disability of the President, the Board Secretary shall act as President.

1. The President’s job is to see to it that the Board behaves consistently with its policies and any requirements legitimately imposed upon it from outside the organization.
   A. Meeting discussion content will include only those issues that, according to Board policy, clearly belong to the Board to decide, consider, or to monitor.
   B. Deliberation will be fair, open, thorough, timely, orderly, and kept to the point.

2. The President is authorized to make decisions consistent with policies on Governance Process and Board-Staff Relations, with the exception of a) employment/termination of the Chancellor or b) instances where the Board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of these policies.
   A. The President is empowered to preside over Board meetings with the commonly accepted power of that position (e.g., ruling, recognizing).
   B. The President is not authorized to make decisions within the Board’s Outcomes and Chancellor Limitations policy areas. Therefore, the President has no authority to supervise or direct the Chancellor’s work.
   C. The President may represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the area delegated to him or her.
   D. The President may delegate this authority but remains accountable for its use.
   E. The President shall request a written report (to serve as a public record) of Board Member travel and attendance at appropriate workshops and conferences that includes an accounting of what took place at these events.

AMENDED February 22, 2011, Motion No. 9781, 9782
The Governing Board represents all Maricopa County residents in the governance of the district. As “owner-representative” the Board will devote time and energy to hearing from a spectrum of residents.

1. Mechanisms will be designed, as the Board deems necessary and/or appropriate, to hear from a representative sample of all residents.

2. Student commentary in their role as consumers of district services will be assured a respective hearing by the Chancellor and staff.
   A. As consumers, students deserve fair and timely response to their concerns or grievances.

3. Student commentary in their role as “consumers” of the district will be given specific and serious consideration by the Board, particularly in the formulation of the Board’s “Outcomes” policies.

4. The Board’s annual cycle of reviewing and reconsidering Outcomes will include a plan for garnering and incorporating resident input into that process.

5. Residents’ input will be extensive and ongoing, not a sporadic or infrequent process.

AMENDED February 22, 2011, Motion No. 9781, 9782
The role of Board Committees, when used, is to make the Board more efficient and effective in its work. Board Committees are not to interfere with the Board’s delegation of authority to the Chancellor, or that of the Chancellor to other staff.

1. Board committees may be created to help the Board do its job, not to advise or exercise authority over the Chancellor or staff.

2. Board committees ordinarily undertake activities not delegated to the Chancellor, such as preparing policy alternatives and implications for Board deliberations or performing specific monitoring functions.

3. Board committees may speak or act for the Board only when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Chancellor.

4. Because the Chancellor works for the full Board, he or she will not be required to obtain approval of a Board committee before taking an executive action.

5. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.

6. This policy applies to any group formed by Board action, whether or not it is called a committee, and regardless of whether the group includes Board members. This policy does not apply to committees formed under the authority of the Chancellor.

7. Board appointed Committees shall adhere to Open Meeting Laws, as required by Statute.

AMENDED February 22, 2011, Motion No. 9781, 9782
Board committees are those whose existence and charge come from the Board, regardless of whether Board members sit on the committee. The only Board committees are those that are set forth in this policy. Unless otherwise specified, the Chancellor, or his/her staff designee, will serve as a non-voting member of and staff liaison to each committee.

(NO BOARD COMMITTEES IN PLACE AT THIS TIME)

AMENDED February 22, 2011, Motion No. 9781, 9782
The Board expects of itself, as a whole and of its members, ethical, professional, and lawful conduct. This commitment includes proper use of authority and appropriate decorum when acting as Board Members.

1. Board Members must demonstrate unconflicted loyalty to the interests of the entire community of Maricopa County. This accountability supersedes any conflicting loyalty such as that to family members, the District’s employees, advocacy or interest groups, membership on other boards or staffs, or any personal interests as a consumer of the District’s services. Likewise, Board Members are elected to serve on a nonpartisan basis when serving as a steward on behalf of the college district.

2. Board members are expected to discharge their duties honestly and in good faith. Board Members shall exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in similar circumstances.

3. Governing Board Members shall be required to participate in training that focuses on public stewardship and institutional ethics. Such training shall be rigorous, practical, and application based.

4. Board Members must avoid any conflict of interest with respect to their fiduciary responsibility.
   A. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to “inside” information.
   B. Board Members must not use their positions to obtain employment in the organization for themselves, family members, or close associates. Should a Board member apply for staff employment in the District, he or she must first resign from the Board.
   C. When the Board is to decide an issue about which a member has an actual or potential conflict of interest, that member shall disclose the conflict to the Board and absent herself or himself without comment from not only the vote but also from the deliberation.
   D. Board members will annually complete a form disclosing their involvements and interests that could give rise to a conflict of interest, including but not limited to roles as directors or officers of other organizations, substantial/direct business/investment holdings, or other transactions or affiliations with businesses and other organizations or those of family members. Board Members will promptly update their disclosures if, during the year, a material change in circumstances should occur.

5. Board Members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
   A. Board Members’ interactions with the Chancellor or with staff must recognize the lack of authority in any individual Board Member or group of Board Members except when explicitly Board authorized.
   B. Board Members’ interaction with public, media, or other entities must recognize this limitation and that Board Members are not to speak for the District or the Chancellor, or to speak for the Board, except to repeat explicitly stated Board decisions.
   C. Board Members will not publicly express judgments of the Chancellor or staff performance except when participating in the Board's assessment of the Chancellor’s performance against explicit Board policies and agreed-upon performance objectives by the official process.

6. Board Members must deal civilly and respectfully with each other, including the use of open and honest communication.
4.10 Board Members' Code of Conduct (cont'd)

7. A Board Member aware of credible information that suggests that a Board policy has been violated, by either the Board or the Chancellor, has an affirmative obligation to bring the concern to the Board’s agenda for monitoring.

8. Board Members must respect the confidentiality appropriate to issues of a sensitive nature. This includes all items discussed in Executive Session, the confidentiality of which is mandated by Statute.

9. Board members will support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member’s personal position on the issue.

10. The Board and its members are committed to faithful compliance with the provisions of the Board’s governing policies. To uphold the Board’s integrity and reputation, the Board will constructively address perceived violations of these policies, using the following process:
   
   A. The concerned Board Member (or, if applicable, the Chancellor) is encouraged to have a conversation in a private setting with the Board Member whose actions are perceived to be non-compliant with Board policies. If a complaint pertaining to a Board Member’s conduct is conveyed to the Chancellor by an outside party, the Chancellor shall, as soon as practical, refer the complaint to the President for appropriate action (as outlined herein). If the complaint involves the President, the Chancellor shall refer the matter to the Board Secretary for necessary action.
   
   B. Second, if the concerned party is not comfortable pursuing such a discussion, or if the conversation does not produce sufficient resolution as agreed on by the concerned parties, either party shall apprise the President, who may choose to address the situation individually with the involved party, or advance to #3 below. If the concern involves the President’s actions, the Board Secretary shall be similarly informed.
   
   C. Third, if the first two steps don’t produce sufficient resolution, or if in the estimation of any of the concerned parties there remains a credible concern that the incident may cause legal or reputational jeopardy to the District, the Board will be apprised of the situation. The Board may request that the Chancellor arrange for an independent review to be conducted for the purpose of advising the Board if noncompliance with its own policies has occurred by an appropriate individual(s). After receipt of the results of the review, or if the Board deems itself to have adequate information without the review, the Board will make a subsequent determination, by vote, as to whether the Board Member’s actions were consistent with Board policy.
   
   D. If the Board determines that there was no violation of the expectations set forth in the Board’s Governing Policies, the issue shall be considered resolved.
   
   E. If, in the judgment of the majority of the Board, Board policy has been violated, the Board shall take what it considers to be appropriate steps to remedy the situation and protect the interests of the District. These may include:
      i. Reminding the Board Member of the expectation and fiduciary duty to cease such actions/behaviors.
      ii. Limiting any authority that has been delegated to the Board Member to represent the Board.
      iii. A resolution publicly admonishing the action/behaviors.
      iv. A resolution requesting the Board Member’s resignation.
      v. If the party deemed to be in violation of Board policy is an officer, removal from the elected officer position.

11. Board Members must avoid relationships with outside organizations that do business or may do business with the district, and must also avoid activities and circumstances that could
create an appearance that the Board Member seeks to influence the selection of a vendor or the terms of a contract. Board Members shall adhere to the provisions outlined in the Gifts, Gratuities, and Unrelated Compensation Administrative Regulation, which outlines the restrictions for the acceptance of gifts, gratuities, and unrelated compensation from vendors and others that are either doing business with or that seek to do business with the officers, employees, and others who serve as agents on behalf of the Maricopa County Community College District (MCCCD).

AMENDED February 22, 2011, Motion No. 9781, 9782
The Governing Board may award emeritus distinction to any full-time residential faculty, chancellor, vice-chancellor, college president, or college vice president who retires from the Maricopa County Community College District. Any such awards will be based on the following protocol/criteria:

1. The Chancellor may recommend emeritus distinction to a candidate only following a determination that the candidate has:
   A. at least twenty years of full-time service in the Maricopa district with ten of the years in the position for which emeritus distinction is recommended;
   B. demonstrated satisfactory performance;
   C. not been the object of an adverse personnel decision; and
   D. fulfilled all terms and conditions of employment.

2. The Governing Board may, upon recommendation by the Chancellor, award emeritus distinction to a candidate that does not meet the criteria in subsection (B), upon sufficient showing that the candidate has:
   A. Contributed significantly to his or her respective field or discipline;
   B. Performed service throughout the candidate’s employment in the Maricopa District that have been of direct benefit to students;
   C. Contributed to the creation of innovative programs or initiatives within the Maricopa district; and
   D. At least ten years of full time service in the Maricopa district.

3. The awarding of emeritus distinction will mean that the candidate’s name and title, followed by emeritus distinction, will be placed in the appropriate college catalog or district publication. Awarding of emeritus distinction shall not entitle the holder to remuneration or other benefit in addition to any provided under this policy.

4. The Chancellor shall consider, for recommendation to the Governing Board, every employee eligible for emeritus distinction following the employee’s retirement. This policy shall be applied retroactively to any eligible employee who has retired prior to the effective date of this policy provided that a written petition for emeritus distinction is submitted on the employee’s behalf to the Chancellor and the Chancellor is provided sufficient written documentation to justify the awarding of emeritus distinction. Emeritus distinction may be awarded posthumously.

AMENDED February 22, 2011, Motion No. 9781, 9782
The Board will consciously invest in its ability to govern competently and wisely.

Accordingly:

1. Board skills, methods, and supports will be sufficient to assure governing with excellence.

2. Training and retraining will be used appropriately to orient new members and to maintain and increase existing Board Member skills and knowledge.
   A. Outside monitoring assistance, including fiscal audit, will be arranged as needed so that the Board can exercise confident control over organizational performance.
   B. Outreach mechanisms will be used as needed to ensure the Board understands community viewpoints and values.
   C. Costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance. Budgeting considerations will include:
      i. Board training, including publications.
      ii. Board Member travel/reimbursements/insurance.
      iii. Board Members will be reimbursed at the same rates as district employees for mileage incurred for authorized travel or for necessary expenses incurred while on district business at conferences or professional meetings.
      iv. Governing Board Members, their spouses, and dependent children may participate in the district’s health, accident life, and disability insurance plans if they pay the full amount of the premium(s). Board Members are subject to the same guidelines and parameters as other insurance eligible employees.
      v. Board Members who participate in the above plans may continue to participate after leaving the Board if the member served at least six consecutive years on the Board, and the Board Member pays the full premium.
         a. The surviving spouse and/or dependent child of a Board Member or former Board Members may continue to participate in the plan if they were covered under the Board Member’s plan, and they pay the full premium.
         b. It is strictly prohibited for the district to expend any district funds to subsidize the participation of any Board Member, spouse, or dependent in this program.
      vi. Audit and other third-party monitoring of organizational performance.
      vii. Surveys, focus groups, and opinion analyses.
      viii. Board-hosted ownership linkage/outreach events.
      ix. Board meeting and retreat costs (e.g., facilities, logistics, meals during meetings, etc.)
      x. Board committee functions.

AMENDED February 22, 2011, Motion No. 9781, 9782
Proposals for external funds should relate to the Governing Board goals, and be limited to student financial assistance, instructional improvement, State Vocational Aid extension programs, workforce development, Skill Center operations, institutional development and strengthening, or development and operations of programs for protected classes and special populations.

Every grant (regardless of the amount) that requires intergovernmental agreements shall first be presented to the MCCCD Governing Board. Regular reports of all grants, regardless of amount, will be provided to the Governing Board.

Amended through the Administrative Regulation approval process on January 7, 2002.

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, December 5, 1978, Motion No. 4105
AMENDED, April 22, 1980, Motion No. 4525
1. Financial stability will be maintained by MCCCD in perpetuity.

2. Financial stability will be measured in terms of a Fund Balance Standard defined as the actual June 30 General Fund Balance as a percentage of actual General Fund Revenues for the fiscal year then ended.

3. The Fund Balance Standard will be maintained at a minimum of 8% of general fund revenues, and may be modified only by the Governing Board.

AMENDED through the Administrative Regulation approval process, April 14, 2003
AMENDED through the Administrative Regulation approval process, January 7, 2002
ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, June 28, 1994, Motion No. 8263
In accordance with MCCCD Governing Board policy title, Financial Condition, the Vice Chancellor for Business Services or appropriate designee shall develop procedures for recording expenditures pertaining to prior fiscal year commitments that should have been (but were not) recorded in a prior fiscal year. These procedures shall outline the timeframe for which prior year commitments may be processed and establish the required approval authority, and methods for monitoring and reporting of such expenditures. Procedures are referenced as Appendix FM-4.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, November 18, 1975, Motion No. 2797
The Chief Procurement Officer shall create procedures governing:

1. The delegation of authority for the surplus property management function.

2. The sale, lease or disposal of surplus materials by public auction, competitive sealed bidding, trade-in or other appropriate method designated by procedures. This includes transfer to eligible non-profit educational institutions.

3. The purchase of any such material by an employee of the college or district.

4. The acquisition and disposal of federal or state surplus materials.

5. Any fees or charges for the acquisition, receipt, warehousing, rehabilitation, delivery, distribution or transfer of excess and surplus materials.

6. Monitoring reports on the activities of the program, including lists of employees and relatives of employees purchasing surplus materials.

AMENDED through the Administrative Regulation approval process, January 7, 2002
AMENDED through the Administrative Regulation approval process, September 10, 1997
(Replaced the regulation entitled Surplus Property Disposal)

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, May 20, 1980, Motion No. 4557
Governing Board Minutes, March 23, 1993, Motion No. 8014
Governing Board Minutes, April 23, 1996, Motion No. 8532
1.5 Definitions

1. The term “facility” means MCCCD buildings, other structures or land. It includes athletic fields, parking lots, and gymnasiums.

2. The term “non-MCCCD activities” means any activity other than one in which MCCCD is the sole sponsor, in which MCCCD employees strictly plan and manage it, or is a co-sponsor, as defined below.

3. The term “co-sponsor” means any non-commercial activity of an educational or community nature in which MCCCD is an announced and publicized co-sponsor with another organization or organizations. To be a co-sponsor under this regulation, MCCCD personnel must actively participate in the planning and managing of the activity, and the co-sponsorship must be approved at the vice president level or above.

4. The term “hosting” means a circumstance in which an outside [for-profit] entity asks MCCCD to provide facilities and other resources for an event the entity wishes to sponsor that meets all three of the following criteria:
   A. the fee that the outside entity will charge attendees for the event is significant;
   B. the targeted audience for the event is generally commercial; and
   C. the outside party requests that MCCCD facilities and, if applicable, services (such as marketing or e-mail notices to MCCCD employees about the event) be supplied at no cost to that entity in exchange for waivers of registration fees for a certain number of MCCCD employees to attend the event.

1.5.2 Scope of Coverage of this Regulation

1. This regulation covers use of MCCCD facilities for personal, business or non-MCCCD activities, including hosting, by non-MCCCD parties or MCCCD employees or Governing Board members.

2. It excludes activities covered by the administrative regulation entitled “Solicitation.” It also excludes use of facilities by the general public when attending an event, or of facilities open to the public such as libraries. Finally, it excludes instances in which MCCCD is a co-sponsor of an event.

1.5.3 General Standards

1. Use of MCCCD facilities is the use of a public resource. Therefore, facilities use by non-MCCCD parties or MCCCD employees or Governing Board members for personal, business or non-MCCCD activities must be consistent with state law, Maricopa Governance policies and this administrative regulation. The following principles apply to facilities use:
   A. MCCCD is not obligated to permit facilities use for any activity that the Vice Chancellor of Business Services, College President, or that official’s designee determines is contrary to public policy or the safety of persons or property, or is not in the best interest of the community or MCCCD.
   B. MCCCD employees, Governing Board members, or their relatives or associates may not use MCCCD facilities for personal or business purposes, or for non-MCCCD activities, without complying with the standards and procedures specified in this administrative regulation applicable to non-MCCCD parties. That includes compliance with the requirements for insurance coverage and the payment of rent. MCCCD-sponsored
programs for employees, such as health and fitness programs, are considered MCCCD activities under this regulation. At the discretion of the Vice Chancellor of Business Services, College President or that official’s designee, an MCCCD employee or Governing Board member may use facilities for an event without complying with the rent or insurance requirements of this regulation where the event meets the following limited conditions:

i. The employee or Governing Board member actively participates in the event and is responsible for managing it; and

ii. The event is for a professional organization in which the employee or Governing Board member actively participates, and whose objectives directly relate to the employee’s work at MCCCD or to the Governing Board member’s MCCCD responsibilities.

The Vice Chancellor of Business Services or College President may establish guidelines for the use of MCCCD facilities under this professional organization exception, including any reasonable reimbursement of expenses as appropriate.

C. Before using MCCCD facilities, non-MCCCD parties must submit certificates of insurance to MCCCD covering that use. Arizona law requires that insurance coverage be provided.

D. Non-MCCCD parties, including non-profit agencies or other public entities, must pay fair market rent unless the use relates directly to MCCCD’s stated mission. Reduced rent, or no charge, is appropriate only as specified in this regulation.

E. MCCCD will not enter into a license or lease agreement, as defined in this regulation, where facilities use is strictly for personal or business purposes, or does not have some relationship to MCCCD’s mission of education and training.

F. MCCCD classes, programs and activities for students have priority over all other activities, and other MCCCD activities have priority over non-MCCCD activities.

G. MCCCD has the right to approve any advertising concerning a non-MCCCD party’s use of MCCCD facilities.

H. A non-MCCCD party must obtain specific authorization from the Vice Chancellor of Business Services, College President or that official’s designee to operate any concession activity at MCCCD facilities.

I. A non-MCCCD party may not alter an MCCCD facility without the prior written approval of the Vice Chancellor of Business Services, a College President, or that official’s designee.

J. Hosting is prohibited under this regulation.

2. The Vice Chancellor of Business Services is responsible for administering this regulation and applicable laws and MCCCD policies relating to facilities use. The Vice Chancellor is also responsible for annually approving appropriate rent for MCCCD facilities under the Rental Rate Guidelines attached to this regulation (Appendix FM-6).

3. The legal services department is responsible for advising MCCCD on legal issues relating to facilities use, and for preparing agreements and forms for the use of MCCCD facilities. It is also responsible for ensuring compliance with applicable law and conformance with industry standards relating to insurance coverage.

4. Rents charged to a non-MCCCD party for the use of MCCCD facilities will be credited to the account of the MCCCD college or entity where the facilities are located, and be available to them through approved budget procedures.
1.5.4 Written Agreements Required

1. Any non-MCCCD party wishing to use MCCCD facilities must sign an MCCCD-generated agreement specifying the terms of that use. The non-MCCCD party must sign and comply with that agreement and the insurance requirements of this regulation regardless of whether MCCCD charges rent for that use.

2. The MCCCD standard form entitled “FACILITIES USE AGREEMENT” must be signed if the MCCCD facility will be used one time, or for a limited period of time during a week and during a year. Under the “FACILITIES USE AGREEMENT” form, the user does not have exclusive use of the portion of the facility being rented (that is, the user will occupy the facility when MCCCD is not occupying it).

3. A license, prepared by the legal services department, must be signed if the MCCCD facility will be used for a significant period of time during a year. Under a license agreement, the user does not have exclusive use of the portion of the facility being rented.

4. A lease, prepared by the legal services department, must be signed if the MCCCD facility will be used for a significant period of time during a year. Under a lease, the user has exclusive use of the portion of the facility being rented. The Governing Board policy entitled “Asset Protection,” paragraph 8-d, generally requires Governing Board approval of leases of MCCCD facilities.

5. The Vice Chancellor of Business Services or the Vice Chancellor’s designee must sign any agreement for the use of MCCCD facilities. However, the College President or the president’s designee may sign the “FACILITY USE AGREEMENT” form unless the non-MCCCD party has requested or made changes to the standard terms and conditions of that form. The legal services department must review any changes to the standard terms and conditions of the form.

1.5.5 Insurance Requirements

1. Before any non-MCCCD party may use an MCCCD facility it must supply the MCCCD risk manager, college fiscal officer or that officer’s designee with a certificate of insurance evidencing insurance coverage. The MCCCD risk manager may determine that the activity for which the facility will be used requires other types of insurance coverage, or that reduced levels of insurance are appropriate. A non-MCCCD party must provide a certificate of insurance regardless of whether it pays rent for the use of MCCCD facilities.

2. The certificate must show insurance coverage from insurance companies licensed to do business in Arizona with a current A.M. Best Rating of A:VIII or better. The certificate must state that the insurance policy has been endorsed to name MCCCD, and its agents, officers, officials, employees, and volunteers as additional insureds, except for worker’s compensation and employer’s liability insurance.

3. Unless the MCCCD risk manager changes the insurance coverage and limits required, the minimum coverage and limits required are:
   A. Commercial general liability insurance with a limit of not less than $1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of the rental, license or lease agreement;
B. Automobile liability insurance with a combined single limit for bodily injury and property damage of not less than $1,000,000 each occurrence with respect to outside party’s owned, hired, and non-owned vehicles; and

C. Workers’ compensation insurance with limits statutorily required by any federal or state law and employer’s liability insurance of not less than $100,000 for each accident, $100,000 disease for each employee, and $500,000 disease policy limit.

1.5.6 Rent Required and Exceptions

1. Non-MCCCD parties or MCCCD employees or Governing Board members using facilities for personal, business or non-MCCCD activities must be charged the rent specified below, unless the use qualifies for reduced rates or free use under 1.5.3.1 paragraph B:

A. For facilities use under a “FACILITY USE AGREEMENT” form, the rent developed according to the rental rate guidelines attached to this regulation; or

B. For facilities use under a license or lease agreement, a fair market rent, as initially determined by the College President or the president’s designee and reviewed by the legal services department and MCCCD director of financial services/controller.

2. Before a college or other MCCCD entity may waive or reduce rent below that required under this regulation for use of facilities for non-MCCCD activities, the Vice Chancellor of Business Services, a College President or that official’s designee must determine that the following conditions exist:

A. The activity for which the facility is to be used relates directly to MCCCD’s mission of education and training, and MCCCD obtains a specific public benefit from the activity;

B. The activity is not political; and

C. The value or benefit that MCCCD receives from the activity is substantially equivalent to the amount of rent that MCCCD is foregoing.

3. An additional permitted waiver or reduction of rent below that required under this regulation is if the event is managed by a governmental agency with a physical presence in Arizona for their sole benefit and is a limited use, such as a one-time meeting (even if occurring over a few days within a set period of time) or conference. Additionally, the event must pose an extremely low risk to Maricopa and minimal to no additional cost to Maricopa; for example, the event should not include potentially controversial speakers or topics that might require additional security; or additional staff to open and lock buildings; or involve physical activity in which participants might be injured. This waiver or reduction is permitted as an acknowledgement that MCCCD partners with many governmental agencies in the provision of service to the community and the limited use of the facility promotes MCCCD’s overall ability to serve the community together.

4. A college or other MCCCD entity must document that the conditions specified in paragraph 2 exist before waiving or reducing rent. If the “FACILITY USE AGREEMENT” form is used, the college or other MCCCD entity must specifically explain on the form, or on a separate document attached to the form, the conditions identified in 1.5.3.1 paragraph B that make a waiver or reduction of rent appropriate. If the legal services department prepares the agreement, the college or other MCCCD entity must provide that information to that department. It is the nature of the activity itself and whether it directly benefits MCCCD that determines whether a waiver or reduction in rent is appropriate. The fact that MCCCD may gain some financial gain from the activity other than rent, or that the entity using the MCCCD facility is another public entity, including a university, or a non-profit organization, does not qualify the activity for a waiver or reduction in rent.
1.5.7 Annual Reporting

Four times per year (January, April, July and October), each Chancellor’s Executive Council member shall submit a report to the Vice Chancellor for Business Services that documents all facilities use during the year by non-MCCCD parties, or MCCCD employees or Governing Board members using facilities for personal, business or non-MCCCD activities in accordance with requirements outlined in section 1.5.3.1.B. Such report shall include the name of the person or party using the facility, date(s) of use, rent paid or waived. If rent is waived, an explanation demonstrating compliance with the criteria for waivers shall be provided. The Vice Chancellor for Business Services shall submit these reports to the Chancellor and Governing Board.

AMENDED through the Administrative Regulation approval process, January 10, 2011
AMENDED by the Governing Board on February 27, 2007, Motion No. 9415
AMENDED through the Administrative Regulation approval process, January 7, 2002
1.6.1 Assessment and Collection of Library and Parking Fines

Librarians and campus/district security shall be responsible for the collection of assessed fines. Collected fines are intended to be used for the needs of the library service, as approved by the college president, and for the support of maintaining required public safety standards for our college communities.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896
1.7 acceptance of public gifts—personal or real property

1.7.1 Background and Guidelines for Acceptance

1. The Governing Board recognizes that it may be in the best interest of the District to allow the acceptance of certain gifts and donations in the form of personal or real property.

2. The Governing Board further recognizes that:
   A. All proposed gifts and donations must be of a nature that is suitable to the mission and goals of the District or their acceptance must be respectfully declined.
   B. The legal ownership of all gifts and donations must reside in the District as an entity, to the extent permitted by law and regulations.
   C. The eventual disposal of any real property, whether received through donation, bequest, or purchase, shall be subject to the approval of the Governing Board.

3. The final acceptance of donations of real property and relocatable buildings shall reside with the Governing Board.

4. The Chancellor, President, or appropriate designee may make the final decision as to the acceptance or rejection of gifts of personal property.

5. Gifts may be used at any district location as long as the need exists.

6. If for any reason donated equipment remains serviceable, but no longer has utility in the college or District program for which the property was accepted, the property shall be disposed of pursuant to equipment transfer/disposal procedures.

7. All offers of gifts and donations shall be in writing, and all responses to such offerings shall be in writing.

8. No gift may be received in a custodial status, pending possible acceptance.

1.7.2 Specific Guidelines for Acceptance

1. Gifts, Grants, Donations or Bequests of Personal Property
   A. Offers received by college personnel shall be forwarded to the College President; offers received by District personnel shall be forwarded to the appropriate Vice Chancellor. The College President or Vice Chancellor shall make the initial determination as to the character and suitability of the prospective gift.
   B. If the appropriate administrator reaches a favorable conclusion concerning the acceptance of the property, procedures for acceptance of donated property shall be followed.

2. Gifts, Grants, Donations or Bequests of Real Property
   A. All offerings for donation of real property shall be forwarded to the Chancellor or his designee, the Vice Chancellor for Business Services, for his/her consideration and further recommendation.
   B. The Chancellor or his designee, the Vice Chancellor for Business Services, shall review the offering and make final judgment as to the recommendation that shall be submitted to the Governing Board.
1.7.3 Accounting Systems and Procedures

The Director of Financial Services/Controller shall establish, disseminate, and control the type and nature of procedures and records that shall be maintained.

AMENDED through the Administrative Regulation approval process, January 7, 2002
ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, July 31, 1979, Motion No. 4302
These funds shall be administered in strict accordance with any federal laws, the Arizona Revised Statutes, legal opinions, revenue bond resolutions, and proper business procedures. The stewardship of funds shall be delegated for administration to District administrators to be administered within Maricopa Governance policies. Further, the Governing Board shall ensure that certain college programs be maintained on a continuing basis, especially those programs that are deemed to be important within the total educational philosophy of the District.

1.8.1 Approval and Administration

1. Current Auxiliary Funds (Fund 2) budgets, including the Student Activities, Associated Students, Student Athletic, other auxiliary programs, course fees and non-credit programs budgets, are public monies and must be administered and audited as such.

2. Fund 2 budgets are prepared annually under the direction of each College President/Provost, Vice Chancellor or Chancellor and are recommended to the Chancellor for inclusion in the proposed budget. The Chancellor submits recommended budgets to the District Governing Board for approval and adoption.

3. After Board approval, the College Presidents/Provosts/Vice Chancellors/Chancellor are accountable and responsible for the administration of the college-based Fund 2 budgets at their respective colleges, including avoidance of deficits in any given fiscal year. The Vice Chancellor for Business Services may introduce intervention strategies to ensure that overspending will not occur.

4. The priorities for Fund 2 should be made at the college or district office level. However, primary emphasis should be given to the Board's commitment to maintain programs that enrich the educational process and mission of the college.

5. Vehicles financed through the Fund 2 accounts should be used only in the following ways and in the priority given below:
   A. Vehicles shall be used for their primary purposes (Fund 2 activities) as a first priority.
   B. Vehicles may be used by other persons or groups for approved activities when available as a secondary priority.
   C. All costs for secondary usage shall be borne by the secondary users.
   D. Operational procedures for usage of vehicles shall be at the college or District office level.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, April 22, 1980, Motion No. 4521
AMENDED, Governing Board Minutes, June 17, 1980, Motion No. 4596
AMENDED, Governing Board Minutes, November 13, 1980, Motion Nos. 4686 & 4687
AMENDED, Governing Board Minutes, December 9, 1980, Motion No. 4705
1.8.2 Standardized Fitness Center Fee Expenditure Categories

The Fitness Center fees are to be used to support and foster the goals and objectives of the Center, as defined and approved by the District and College administration.

Approved expenditure categories include Personnel Services for temporary employees; Contractual Services; Supplies and Equipment (maintenance and replacement); and other miscellaneous Fitness Center costs as approved by the Vice Chancellor for Business Services.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896
1.9.1 Procurement Conflict of Interest Policy

1. Policy Statement
Pursuant to ARS 38-503, Governing Board members and employees who or whose relatives have a substantial interest in any decision of the District or who have a substantial interest in any contract, sale, purchase or service to the District shall make known such interest by filing a disclosure statement. A Governing Board member or employee disclosing such an interest shall refrain from voting upon or otherwise participating in any manner in such decision, contract, sale, purchase or service.

2. The Chancellor or his/her designee is directed to inform employees of the contents of this policy and to designate an appropriate office with the responsibility for overseeing a process for monitoring and maintaining records and compliance.

3. All Governing Board-Approved employees shall annually complete and submit a conflict of interest form and shall submit an acknowledgement that they have read and understand the District’s Conflict of Interest Policy. Board-Approved employees includes those who have or could attain permanent status, one year onlys, one semester onlys, Skill Center and specially funded employees. Updated disclosures shall be made during the year by the employee as needed if circumstances change. Other employees may also be required by the Vice Chancellor of Business Services to annually complete these forms, given the nature of their job responsibilities and the potential for conflicts of interest.

4. All Board-Approved employees shall be required to take a course currently entitled: Legal Issues: Public Sector Employment or its successor course offered by the District Employee and Organizational Learning Team or its successor office.

AMENDED November 27, 2007 by the MCCCD Governing Board, Motion No. 9452
AMENDED February 27, 2007 by the MCCCD Governing Board, Motion No. 9404
AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, June 28, 1994, Motion No. 8262

1.9.2 Purchasing Authority

1. The Vice Chancellor for Business Services is empowered by the Governing Board and the Chancellor to act as the Chief Fiscal Officer for the District.

2. The authority to act as the Procurement Officer is delegated by the Vice Chancellor for Business Services to the Chief Procurement Officer, who shall be responsible to annually review the purchasing procedures and recommend appropriate policy revisions accordingly and to further delegate procurement authority as appropriate.
3. Definition of Terms
   A. Acquisition: For purposes of this policy, the term “acquisition” means purchase, rental lease, lease/purchase or lease with option to purchase, or the contracting of service which produces revenue for the District.
   B. Capital Equipment: All items of furnishings and equipment which are capitalized within the guidelines for budgeting, accounting, and reporting, for Arizona community colleges including, but not limited to, equipment for occupational education programs, information technology, and new and replacement equipment.
   C. Real Property: All items, fixed in nature, which are capitalized within the guidelines for budgeting, accounting, and reporting for Arizona community colleges.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, October 24, 1995, Motion No. 8468

1.9.3 Thresholds for Competition

Determination to use competitive sealed bidding or the sealed competitive proposal process shall be made by the Chief Procurement Officer for all purchasing transactions exceeding $50,000. Procurement of professional services is included in this category. The Chief Procurement Officer shall prescribe varying levels of competition under this threshold amount. Guidelines regarding competitive thresholds are available in Appendix FM-2.

AMENDED through the Administrative Regulation approval process, January 7, 2002
AMENDED through the Administrative Regulation approval process, July 12, 2001
AMENDED through the Administrative Regulation approval process, May 13, 1997

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, October 24, 1995, Motion No. 8468

1.9.4 Supplier Development Policy

1. The District is committed to increasing its commercial activities with minority and women owned businesses and, therefore directs the Chancellor or his/her designee to establish a Supplier Development Program for the purpose of identifying and recruiting minority and women owned businesses to participate in the District’s procurement process.

2. For purposes of this policy,
   A. “Minority Owned Business” means a business that is owned, operated and controlled
at least 51% by a minority individual or individuals.

B. “Women Owned Business” means a business that is owned, operated and controlled at least 51% by a woman or women.

C. “Procurement” means the acquisition of goods or services as well as the contracting of operations or functions that either return revenues to the District or that operate at a break even.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board minutes, July 26, 1994, Motion No. 8280

1.9.5 Privatization of Services Policy

1. Policy Statement
The Governing Board supports the concept of utilizing the most beneficial method of providing services and goods to the District, whether it be from the public or private sector. Whenever possible, established criteria shall be used to analyze the benefits of one source over the other.

2. Delegation of Authority
The Chief Procurement Officer, as delegated by the Governing Board through the Chancellor and the Vice Chancellor for Business Services, shall be responsible for establishing review criteria; for writing procedures relating to privatization; and for the timely review, action, and reporting on all privatization proposals. Personnel actions affecting District personnel as a result of privatization efforts are separate from procurement activities.

3. Reports on Privatization Efforts
A report shall be filed annually by the Chief Procurement officer outlining progress in the areas of privatization. Numbers of formal inquiries as well as any records of any appeals and their outcomes shall also be reported. This annual report shall be provided to other agencies such as the Private Enterprise Review Board, if so requested.

4. Privatization Review Criteria
Proposals for privatization will be evaluated on a number of factors including cost. Additional factors will depend upon the service or goods proposed, but may include:
A. Quality of Service - the effect privatization will have on the quality of service.
B. Cost Efficiency - the effect privatization will have on the quality of service.
C. Market Strength - availability of private providers interested in providing the service.
D. Risk to the District - degree which privatization increases District exposure to hazards and risk.
E. Legal Barriers - the effect of laws on privatization decisions.
F. Control - ability of the District to oversee and monitor the service, once it has been privatized.
1.9 procurement of goods and services (cont'd)

G. Resources - efficient and effective use of existing District assets.
H. Impact on Employees - the effect privatization will have on both full time and student employees of the District.
I. Political Resistance - opposition from the public, the provider of the service, interest groups, or elected officials.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board minutes, September 27, 1994, Motion No. 8307

1.9.6 Real Property

1. All purchases of real property shall be made on behalf of and with the title residing with the Maricopa County Community College District. The District shall follow its own procedures for the acquisition and disposal of real property.

2. Acquisition of land, buildings, site improvements, and internal systems (mechanical, electrical, and electronic) shall be processed through the District Purchasing Department.

3. A building, structure, addition or alteration of a District facility may be constructed by force account employees if the cost does not exceed $20,000. Calculation of this threshold shall include all materials and services, including labor performed by District employees.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896
1.10.1 Budget Transfers and Amendments That Require Board Approval

Once the Board has legally adopted the annual budget, the following amendments and transfers within the current unrestricted Fund 1 will require Board approval:

1. Any transfers from the basic contingency account into any other account.

1.10.2 Additional Budget Transfer Restrictions

1. Transfers may not be made that violate approved staffing and approved rates of pay. The approved level of staffing is established in the final budget adopted by the Governing Board. Salary savings from unfilled positions may not be used in the current fiscal year to create additional positions that obligate the District beyond the current fiscal year.

2. College Presidents, Vice Chancellors, the Chancellor, Provosts and Skill Center Directors may not permit transfers from any expenditure budget object code in their units if the transfer will result in insufficient budget to cover contractual obligations, supplies, utilities and communication costs and any other fixed or temporary cost of operating the colleges, District office or any of its centers. This is inclusive of salary and employee benefit costs related to permanent and temporary employees.

3. Transfers may not be made if they result in an over expenditure of the total budget for each unit. If it appears that budget deficits will occur, the Vice Chancellor for Business Services is authorized to initiate intervention strategies to ensure that overspending does not occur.

4. Unbudgeted transfers of actual revenues and expenses between funds may only be made if there is sufficient existing budget capacity in the fund receiving the transfer and if appropriate approvals have been granted. Unbudgeted transfers at a level of $20,000 and higher will be reported to Maricopa Community Colleges audit and finance committee and the Governing Board.

5. If for any reason it is deemed necessary that transfers be made contrary to the above, approval must be received from the Vice Chancellor for Business Services or designee.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, November 13, 1984, Motion No. 5797
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section I

1.11 Off Premise Property Loan

The Maricopa County Community College District (MCCCD) Governing Board recognizes that a need exists for employees and Governing Board members to utilize property off premises for job-related purposes or furthering the district’s mission. This administrative regulation has been established pursuant to the Governing Board’s Asset Protection policy title.

1. General Use of MCCCD property off premises shall be limited as follows:
   A. Outside entities: the loan or off premise use of MCCCD property to or by other than MCCCD employees and governing board members, is prohibited unless authorized through an agreement between MCCCD and another public agency for the mutual benefit of both parties.
   B. Students: the loan or off premise use of MCCCD property to or by a student is prohibited unless a responsible college official has determined that such use is necessary for instructional purposes.
   C. Employees and Governing Board members: the loan of MCCCD property to or by an employee or a Governing Board member for personal reasons is prohibited.

2. Responsibility for property taken off district premises: while the property is off premises, it is in the care, custody, and control of the lendee using it. Lendee is responsible for the property and its appropriate use and maintenance until the equipment return receipt has been completed. The lendee using the property must take all measures necessary to ensure the security of the property.

While the property is in the possession of a lendee, lendee is responsible for returning the property to MCCCD in the same condition as lendee received it. Lendee agrees to assume the risk of loss or property damage due to the lendee’s failure to exercise due care in the possession or use of the property. The phrase ‘due care’ means that level of care appropriate under the circumstances.

Failure to exercise due care will be presumed unless the lendee can demonstrate that the property was lost or damaged despite the lendee’s exercise of due care. If the property is damaged as a result of a failure to exercise due care, lendee agrees to pay the cost of repair with the cost of repair not to exceed the replacement value. At the discretion of MCCCD, and in the case of damage, MCCCD may require replacement rather than repair. The lendee assumes financial responsibility for loss or damage to property through their homeowner’s insurance or personal funds.

3. Loan or off premise use of property: MCCCD property loaned or taken off district premises regardless of duration must be recorded on a property loan agreement (Appendix FM-5). This form is used both to authorize and record the off premises use of MCCCD property. The following information is required:
   A. Identification of the lendee to be using the property off premises
   B. Off premises location of property
   C. Justification for taking the property off premises
   D. Complete description of the item(s) to be taken off premises
   E. Description of the condition of the property at date of loan

All off premise loans of property, regardless of duration, will be monitored by the President/Vice Chancellor, or his/her designee. Loans of property for thirty (30) days or less will require authorization by the vice president/dean, or his/her designee. Loans of property over thirty
1.11.2 Employee Return of Property and Assets

It is the policy of the Maricopa County Community College District (MCCCD) that assets be protected and scrupulously maintained. Consistent with that policy is the creation of procedures for retrieving personal property (including any outstanding debt or obligation to MCCCD) in the possession of employees who are to be transferred or reassigned to a different location within MCCCD, or are pending separation from employment, as well as rescinding or modifying, as necessary, those employees’ access to data, systems, and facilities.

1. Each college President or Vice Chancellor shall designate an official(s) with general authority to ensure that:
   A. College-or District-owned property is retrieved from an employee whose employment assignment is either to be transferred or re-assigned to a different location within MCCCD, or is pending separation from MCCCD employment;
   B. Rescinding or modifying, as necessary, that employee’s access to data, systems and facilities; and,
   C. Ensuring that building security or college safety is formally notified of the departure of an employee whether due to termination, resignation or transfer, to facilitate deactivating building security badges and collect all keys to facilities.

2. To facilitate compliance with this regulation, the Vice Chancellor for Human Resources shall cause to be issued appropriate procedures to be used to inventory MCCCD property and assets as they are assigned to each employee and the collection of assigned property and assets at the time of transfer, reassignment, or separation. Adherence to the steps detailed in those procedures (Appendix FM-13) shall constitute compliance with this regulation.

3. Action as authorized by law, as well as by MCCCD policy and administrative regulation, may be taken against any person who willfully fails to return college- or District-owned property, or to surrender access to data, systems and facilities as required by this regulation. Such action may include, but is not limited to, withholding as appropriate, compensation due and owing to the employee, legal action in a court of competent jurisdiction, and employment discipline. Any payment by MCCCD of wages, salary, or other compensation shall not constitute a waiver of any claim by MCCCD over a person’s failure to return college-or District-owned property or surrender access to data, systems and facilities.
1.12 sale of products or services

1.12.1 Philosophy

In no way may activities authorized under this regulation be construed to allow sales to reach a degree or scope so as to be interpreted as being "unfair competition" with local private enterprise.

1.12.2 Authorization

Prior to participating in the sale of products or services, Revenue and Expenditure categories must be included in a program’s budget, and approved by the Governing Board during the annual budget adoption process, or as legally changed during a fiscal year.

1.12.3 Fees

Fees exchanged for products or services produced through an educational, training, or service activity shall be pre-approved by the Governing Board.

AMENDED through the Administrative Regulation approval process, January 7, 2002
ADOPTEDE into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, July 31, 1979, Motion No. 4302
1.13.1 Internal Audit Authority

The Internal Audit & Management Advisory Services (IAMAS) Department is granted authority to:

1. Assess all MCCCD functions, programs and control systems, and is responsible to advise the Audit & Finance Committee and management concerning the condition of reviewed functions, programs and systems.

2. Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit objectives.

3. Obtain the necessary assistance of personnel in units of the organization where they perform audits, as well as other specialized services from within or outside the organization.

The IAMAS Department is not authorized to:

1. Perform any operational duties for the organization.

2. Initiate or approve accounting transactions external to the Internal Audit department.

3. Direct the activities of any organization employee not employed by the Internal Audit Department, except to the extent such employees have been appropriately assigned to assist the internal auditors.

1.13.2 Internal Audit Access

In the performance of audits, members of the IAMAS team are granted unlimited accessibility to all MCCCD activities, records, property, and employees, within the limits of the law, and are charged with maintaining stringent accountability of safekeeping and confidentiality. They are granted unrestricted access to the Chancellor, all Vice Chancellors, all college presidents and provosts, the MCCCD Governing Board, and the Audit & Finance Committee.

See Appendix FM-1, which contains the IAMAS Department’s mission statement, accompanied by explanatory sections on scope of work, accountability, reporting relationships and independence, responsibility, and standards of audit practice.

Amended by the Governing Board, February 27, 2007, Motion No. 9411
Amended through the Administrative Regulation approval process, January 7, 2002

Adopted into Governance, September 24, 1996
Amended Motion No. 8894
Amended Motion No. 8895
Amended Motion No. 8896

Founding Source:
Governing Board Minutes, August 22, 1995, Motion No. 8443
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AR  1.14 capital development project

1.14.1

The Capital Development Advisory Council (CDAC) is designated by the district’s governing board to review and approve capital development projects and to approve guidelines for the administration and management of capital development projects in the Maricopa County Community College District (district). Facilities Planning and Development (FP&D) is responsible for coordinating the activities of CDAC and for all major capital development projects in the district. In this role, the department oversees:

1. The processes for conceptual approval, design, construction, furnishing and occupancy;
2. Administrative and budgetary controls of the projects, and
3. Departmental project accounting and reconciliation with business services.

1.14.2

CDAC is responsible for the initial review and approval of the following, which are then forwarded to the governing board for final approval:

1. Conceptual stage approval for capital development projects with a budget greater than $500,000.
2. Selection of, and recommendations for award to architectural or engineering firms for capital development projects with a budget greater than $500,000
3. All intergovernmental agreements (IGA’s) relating to real property, granting of easements, and purchases or sales of real property.
4. All of the following with a value greater than $100,000:
   A. Construction contracts;
   B. Maintenance contracts;
   C. Contract change orders with individual items exceeding $100,000; and
   D. Procurement of furniture, fixtures, and equipment associated with capital development projects with individual items exceeding $100,000.
5. Contract change orders with time extensions exceeding 60 days
6. Capital development programs.

1.14.3

CDAC is responsible for the review and final approval of the following:

1. Purchase orders, contracts, and change orders for capital projects with individual items having a value from $50,000 up to $100,000.
2. Change orders for capital projects with time extensions between 31 and 60 days.
3. The transfer of budget funds between projects within college's or unit’s overall budgets.
4. Policies, procedures and guidelines for the administration and management of capital development projects.
CDAC delegates the following approvals to the director of facilities planning and development in conjunction with the chief procurement officer and the director of finance:

1. Purchase orders, contracts, and change orders for capital projects that have individual items with a value of less than $50,000.

2. Change orders for capital projects with time extensions of 30 days or less.

AMENDED through the Administrative Regulation approval process, December 15, 2004
AMENDED through the Administrative Regulation approval process, January 7, 2002
AMENDED through the Administrative Regulation Approval Process, May 13, 1997

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
Am AMENDED ended Motion No. 8896

Founding Source:
Governing Board Minutes, September 26, 1995, Motion No. 8451
1.15 Authority

Pursuant to ARS §15-1406B, a community college district may establish procedures and amounts for travel for a district purpose by a board member, member-elect, officer or employee. Such procedures and amounts may authorize reimbursement for lodging, subsistence, and travel expenses. The statewide travel policy as issued by the Arizona Department of Administration, is adopted by the MCCCD Governing Board as the principal authority for travel by board members, members-elect, officers and employees. In addition, the MCCCD travel regulation has been designed to qualify as an accountable plan under regulations established by the Internal Revenue Service (IRS).

Funds shall be properly budgeted and total travel amounts shall be specifically approved by the Governing Board at the time of annual budget adoption, or as legally changed during the fiscal year.

1.15.2 Definitions

1. Annual Travel Acknowledgement Form
   A form signed by authorized travelers establishing acknowledgement of the terms and conditions of authorized business travel.

2. Approved Travel Status
   A. For a College/District traveler to be in approved travel status, the person must be conducting official College/District business with authorization as stated in section 1.15.3.
   B. If expenses are to be incurred and/or paid, a travel authorization form must be approved prior to travel. A conference brochure (or equivalent detailed document) should accompany conference-related travel requests. When travel expenses are not incurred or are paid for by another agency or individual, colleges may still require that a travel authorization form be filled out. For in-county travel required for routine District business purposes, a Travel Request Form is not required.

3. Conference Designated Lodging
   The hotel where the conference is being held or the hotel(s) specified in the conference brochure (or equivalent detailed documents). Accommodations at alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s) and may be reimbursed at the actual or conference rate, whichever is less.

4. Commute Miles
   The distance between an individual’s residence and his or her duty post.

5. Duty Post
   A. Employee
      The place an officer or employee spends the largest portion of his or her regular working time or the place to which they return on completion of a special assignment. An employee who has more than one place of work on a regular basis is deemed to have multiple duty posts. A duty post may also be a geographical area, such as, different campuses or teaching locations or where the same routes are traveled frequently on one-day trips.
   B. Others
      The duty post for members of boards, commissions, authorities, councils, and committees who are not full-time employees of the College/District served by the
board, commission, authority, council, or committee shall be deemed to be their place of residence.

6. Governing Authority
   The individual or individuals authorized to approve travel. (See approval section 1.15.3)

7. Group Travel
   Students traveling together for a common event or purpose with at least one MCCCD employee, for which only one travel authorization form is required. A list of employees and students participating in the trip must accompany the travel authorization form for group travel. A group of MCCCD employees in approved travel status at the same location or event is not considered group travel.

8. In-County Trips
   Travel within Maricopa County on official business and between MCCCD locations. Generally, meals and incidental expenses are not reimbursed for in-County travel.

9. In-State Travel
   Travel on official business outside Maricopa County but within the state of Arizona.

10. Ground Transportation
    Tolls, taxi, shuttle bus, limousine, and streetcar use to and from airports, train stations or bus terminals as needed in order to conduct business is classified as local transportation.

11. Meals and Incidental Expenses (M&IE)
    The cost to supplement sustenance as well as any incidental expenses, including gratuity, laundry, tips, etc. while in travel status. Reimbursement is calculated using a per diem rate in accordance with the MCCCD Travel Regulation.

12. Official Function
    An activity or item that appears to be outside of the ordinary and necessary function of MCCCD as a public educational institution, but that provides a tangible benefit and links directly to MCCCD’s educational mission and is reasonable and commensurate in value to the tangible benefit that MCCCD will receive. Expenses incurred by a traveler for activities or events that are an official function must comply with the Official Functions Administrative Regulation (1.16).

13. Out-of-Country Travel
    Travel outside of the parameters of the United States, or its possessions or territories.

14. Out-of-State Travel
    Travel within the parameters of the United States other than Arizona, including possessions of the United States such as Guam and Puerto Rico. Travel outside of Arizona, but still within the parameters of the United States, including U.S. possessions or territories.

15. Per Diem Rate
    The daily amount used to reimburse meals and incidental expenses, established by the state of Arizona and accessible at the following web site: www.gao.az.gov/publications/SAAM/Supp_1_trvrates-012308.pdf.

   Note: the amount allowed for meals is not intended to cover the entire cost of a meal taken while in travel status.
   The amount is calculated to compensate the traveler for the estimated difference between the cost of a meal taken on the road and cost of a meal prepared at home.
16. Professional Development Funds
Money made available by the District to support development activities of its employees. Criteria under which professional development funds are awarded may differ by employee group, and are outside the scope of this Regulation. However, all awards as part of professional development fund initiatives are subject to the regulations and procedures outlined in this policy.

17. Residence
The actual dwelling place of the individual without regard to any other legal or mailing address. Individual(s) required to reside away from their primary residence due to official travel away from their duty post may continue to claim such domicile as their residence if said residence is either inhabited by their dependents, or is held vacant at tangible expense. No reimbursement for lodging or other expenses shall be allowed on the premises of an individual’s residence.

18. Traveler
Every District Governing Board member, employee, non-employee and student of the College/District who is in approved travel status.

19. Valid Receipt
An original proof of payment that includes sufficient detail to identify the services and/or items purchased. For airfare, car rentals, hotels and registration fees, the receipt must be in the traveler’s name.

1.15.3 Approval Authority
Travel for the MCCCD District Governing Board, its employees and representatives must be authorized by the appropriate governing authority or its designee(s). When travel expenses are not incurred or are paid for by another agency or individual, colleges may still require that the Travel Request Form be filled out.

In order for travel to be approved, the Annual Travel Acknowledgement Form must also be on file. All district travelers must complete the Annual Travel Acknowledgement Form. Travel approval is delegated to each College President, and each Vice Chancellor, or their designees, for all employees under their areas of jurisdiction. Travel approval for the Governing Board members, college presidents, Vice Chancellors, in addition to direct staff personnel to the Chancellor, shall be by the Chancellor or his or her designee. A Vice Chancellor will countersign for the Chancellor’s travel.

All out-of-country travel must be pre-approved by the Chancellor, or designee (as expressly identified and named by the Chancellor). Traveler’s expense claims shall be approved by the College/District Fiscal Office. College presidents’ and Vice Chancellors’ expense claims are to be approved by the Chancellor or designee. Vice Presidents’ claims are to be approved by the College President. Governing Board members’ and the Chancellor’s expense claims will be approved by a Vice Chancellor or designee. Reimbursement exceptions may be granted in extenuating circumstances upon review by the Chancellor or Vice Chancellor for Business Services. When an individual is to remain in approved travel status for longer than 30 days, the Governing Board must approve the claiming of lodging and M&IE, which may be less than the maximum established rate.

The Vice Chancellor for Business Services may approve hotel stays for certain conference formats that are held locally. No District obligation exists to reimburse any employee for travel...
costs unless traveler is in an approved travel status prior to trip departure. Trips supported by professional development funds administered by the various MCCCD employee groups are subject to the rules and requirements stated in this policy. In some cases, the professional development fund guidelines may be more restrictive than this regulation. Except for the differences outlined in those programs, this regulation shall be applied consistently to all employee groups and to expenses paid from any source of MCCCD funds. Cases that have restrictive standards, such as external grants, the provisions of the grant shall be followed. Expenses incurred by a traveler for activities or events that are an official function must comply with the Official Functions Administrative Regulation (1.16).

1.15.4 Limitations

Travel out-of-country is prohibited in instances where either the learning or professional growth opportunity exists in the United States or its territories. Reimbursements are limited to those travelers in approved travel status. If expenses are to be incurred and/or paid, a travel authorization form must be approved prior to travel. For group travel, the travel authorization form must include a list of employees and students participating in the trip. For travel involving conferences, a conference brochure (or equivalent detailed documents) must accompany the travel authorization. For travel not involving a conference format, documentation to support estimated costs must accompany the travel authorization form.

Blanket purchase orders for travel agencies should only be used for approved travelers. Travel expenses for companions of employees should not be included in Maricopa funding requests, regardless of intent to reimburse.

Reimbursement is also limited to expense of travel by the most direct and usually traveled route; by the most economical means of transport. When determining the most economical means, both cost and traveler’s time must be considered. That portion of travel that is by indirect route, which is not in the best interest of the College/District, or is for personal business, will not be reimbursed. Excess travel time will be charged to annual leave. Travel reimbursement requests must be submitted within 30 calendar days (or by June 30th of the current fiscal year, whichever comes first), after completion of the trip. If a trip concludes during the last half of June, special efforts must be taken to submit reimbursement requests by June 30th of the fiscal year for which the travel occurred. All reimbursement requests made after this timeframe require approval by the College President or designee and from the funding entity if professional growth funds are used. When the total expense of the trip exceeds the estimated total cost, reimbursement of the additional expense will be at the discretion of the governing authority that approved the Travel Request Form. Mileage reimbursement requests must be submitted within 30 calendar days after the end of each calendar month or by June 30th of the current fiscal year, whichever comes first. Any amounts paid to or on behalf of a traveler that have not been substantiated with an expense claim or required receipts within 60 days of completion of travel will be deducted from the traveler’s wages. Cash advances for travel purposes will be approved only in limited instances. Such instances include academic, group or team travel, i.e., extended stays, class trips, student clubs and organizations, or athletic teams. Supporting documentation that outlines how the advance amount was determined should be included as part of the travel authorization. Every effort should be made to use established travel procedures, i.e., pre-pay known expenses, charge expenses to a Procard or issue purchase orders to vendors who will accept them. Receipts are required for all expenditures greater than $25.00, per expense claim (except M&IE, per diems and mileage), and for expenditures less than $25.00 for purchases of gas for rental car vehicles and communication expenses. All receipts must be valid. When clearing advances, specific expenses for alcoholic beverages will not be allowed. Travel expenses for non-employees that are
serving or acting as agents on behalf of MCCCD are reimbursed according to policies/regulations applicable to MCCCD employees.

1.15.5 Transportation

Allowable expenses are for airfare, privately owned motor vehicle mileage, bridge and road tolls, necessary taxi, shuttle, light-rail, subway, train/railroad, bus or streetcar fares, motor vehicle rental, and necessary parking fees.

Reimbursement will be made only for the method of transportation that is in the best interest of the College/District considering the travel expense as well as the traveler’s time. When more than one traveler uses the same privately owned vehicle, only one claim for mileage reimbursement will be allowed and other travelers should be identified. Reimbursement rates are set by the Arizona Department of Administration and are incorporated by reference.

1. Driver’s License/Insurance
   A. Before any employee of the College/District operates a motor vehicle while engaged in any work phase of their employment, either assigned or implied, they must first possess a valid Arizona driver’s license and have read the MCCCD Administrative Regulation 4.14 for Motor Vehicle Usage.
   B. The operator of a non-District privately-owned motor vehicle shall have in force a personal automobile insurance policy consisting of bodily injury and property damage liability limits which complies with Arizona Revised Statutes. Such personal automobile insurance policy shall provide primary coverage. The District’s insurance program may be considered excess coverage for operators of privately-owned motor vehicles in approved travel status once primary coverage has been exhausted.
   C. The District’s insurance program provides coverage to authorized drivers of College/District vehicles when on official College/District business. Passengers must be on official College/District business. Personal property stolen or damaged in an accident in any vehicle is not covered by the District’s insurance program.

2. College/District-Owned Motor Vehicles
   A. College/District-owned motor vehicles should be used in place of privately-owned motor vehicles whenever possible
   B. The use of College/District motor vehicles for transporting individuals not essential to the purpose for which the vehicle was dispatched is prohibited

3. Privately Owned Motor Vehicle
   A. Travelers are encouraged to first use College/District vehicles. If none are available, mileage may be reimbursed for conducting College/District business. A traveler using a privately-owned motor vehicle for College/District business with supervisory approval and appropriate funding may receive mileage reimbursement regardless of eligibility for lodging or M&IE reimbursement if previously approved on travel authorization.
   B. When the travel begins or ends at the individual’s residence, mileage shall be computed from the residence or the designated duty post, whichever is the shorter distance. Commute mileage is to be based on no more than one round trip to duty post per day.
   C. When an individual is required to report to a duty post outside of normal working hours, reimbursement for mileage from residence to designated duty post and return is allowable. A privately-owned motor vehicle may be used for out-of-state travel with supervisory approval. Reimbursement for mileage is limited to no more than the lowest cost mode of transportation and should be documented prior to travel.
   D. When a privately-owned motor vehicle is authorized for travel, reimbursement will be at the rate set by the Arizona Department of Administration computed by odometer readings or official state highway maps. If map mileage is used, enter “map mileage” in place of odometer readings. Commute miles must be deducted from mileage claim, when applicable. The use of internet mapping programs to determine mileage is permissible.
provided that a printout of the program showing the addresses and the calculation is included with the travel claim.

E. If a traveler driving a privately-owned vehicle is involved in an accident and found to be at fault, his or her personal automobile carrier is responsible to the limits of the policy. If the claim exceeds that coverage, the District’s insurance program will at that time cover the amount over the policy limits if the traveler was acting within the course and scope of his or her employment. If a traveler driving his or her own motor vehicle on College/District business is involved in an accident, regardless of fault, the College/District will not reimburse the traveler for any physical damage to the motor vehicle.

4. Rented Motor Vehicles
   A. Rented motor vehicles may be authorized when other means of travel cannot be used economically. Use of rented automobiles shall be limited to instances where it is to the advantage of the College/District and not for the personal convenience of the traveler. The governing authority is responsible for determining if the advantages of using a rented motor vehicle outweigh the costs of other modes of transportation, as well as the type of vehicle rented. Reimbursement of motor vehicle rentals must be substantiated by a valid receipt.
   B. Travelers using rented vehicles will not be allowed to claim mileage. Reasonable gasoline purchases will be reimbursable if receipts are provided.

5. Airlines
   A. Airfare should be purchased via a purchase order with an approved travel agency, with a valid procurement card, or as a reimbursement after travel has taken place. Reimbursement for commercial airfare may exceed the lowest fare only if seats are unavailable at the lowest fare and travel is imperative. In all cases, the decision to pay a higher fare must take into consideration the best interest of the College/District.
   B. Flight insurance purchased by the traveler is not reimbursable.
   C. If a trip is cancelled, every effort must be made to recover the credit. The following situations describe the factors to consider when reimbursing for cancellations:
      i. When the cancellation of the trip was within the traveler’s control and:
         1. No credit is issued—the traveler must reimburse the District/College for the cost of the ticket.
         2. A credit is issued—the credit must be used for MCCCD business travel or the traveler must reimburse the District/College.
      ii. When the cancellation of the trip was outside of the traveler’s control and:
         1. No credit is issued—the District/College will cover the cost of the ticket.
         2. A credit is issued—the credit must be used for MCCCD business travel or the traveler can “buy” the credit from the District/College for personal use. If the credit can’t be used, the District will absorb the cost of the ticket.

   Change fees can be reimbursed if the change was due to a circumstance or event outside the control of the traveler, or if the change enabled the traveler to decrease the cost of the trip by returning earlier than originally planned. The purpose of the change fee must be clearly documented for it to be reimbursed.

6. Railroads and Buses
   Railroad or bus travel may be used when convenient or economical and if excessive travel time and additional expenses do not result.

7. Ground Transportation
   A. Tolls, taxi, parking, shuttle, limousine, light-rail, subway, train, streetcar and non-airport parking are classified as ground transportation and can be claimed without receipts
up to $25.00 per expense claim form. Amounts claimed above $25.00 require receipts for all amounts claimed. The purpose for the ground transportation claimed must be identified. The most economical means of transportation shall be used in traveling to and from airports, train stations or bus terminals. Ground transportation for personal activities, such as sightseeing or travel to restaurants, is not reimbursable.

B. When traveling to and from airports, train stations or bus terminals, the most economical and reasonable means of transportation shall be used. To determine the most economical means of ground transportation, all factors such as car rental costs, parking, taxi fares, and/or available shuttle or limousine services must be considered. When departing Arizona, storage or parking for privately-owned motor vehicles at airports, train stations or bus terminals is allowed at economy lot rates. If a traveler is dropped off at the airport, no parking is reimbursable. When the traveler is picked up at the airport, up to one hour of parking may be reimbursed. Tips for transportation and baggage handling, as well as storage charges are to be paid from the traveler’s M&IE allowance.

8. International Ground Transportation

Receipts are required for ground transportation amounts claimed above $25.00. When receipts are not available, the destination and expense should be noted on the ground transportation log.

1.15.6 Meals and Incidental Expenses (M&IE)

Each college is responsible for providing direction and information concerning travel to their personnel, subject to the limitation of the travel and expense allowances outlined within this regulation. To be eligible for M&IE the traveler must 1) be away from their residence or duty post substantially longer than an ordinary day’s work; or 2) stop for substantive sleep or rest to properly perform their duties. For purposes of this travel regulation, an employee’s workday encompasses the hours actually worked on a given day, irrespective of his or her normal shift (workdays and travel days are applicable only in the context of interpreting the Travel Regulation and are not to be applied to the calculation of the number of hours worked or for the computation of compensation or benefits).

1. Meal Allowances

Regardless of any circumstance or condition, a traveler may not claim more than three (3) meals in any single calendar day or in any period of twenty-four (24) consecutive hours. Meals and incidental expenses shall not exceed those amounts allowed by Travel Regulation. To claim any meal expense, the traveler must show where and when the trip begins and ends.

A. Rates—for per diem allowances can be found at www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf for domestic travel and www.defensetravel.dod.mil/perdiem/perdiemrates.html for international travel. No receipts are required. Note: the amounts allowed for meals are not intended to cover the entire cost of a meal taken while in travel status. The amounts are calculated to compensate the traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home. The rate used for a meal should be based on the city in which the meal was consumed, and not the traveler’s final destination.

B. Full-Day Allowance—Except as may be otherwise provided, a travel day of fourteen (14) or more hours shall be considered a full day and entitle the traveler to reimbursement for up to three (3) meals. Exceptions include circumstances under which the traveler is by some other means (such as meals served at a conference or on a plane) provided one or more meals during the course of a day. Reimbursement shall not exceed the daily per diem.
C. Partial-Day Allowances—When the travel day is less than a full day as described above, the following guidelines shall be applied to amounts for meals:
   i. Breakfast: when departure is prior to 7:00 a.m. and/or return is after 9:00 a.m.
   ii. Lunch: when departure is prior to 11:30 a.m. and/or return is after 1:30 p.m.
   iii. Dinner: when departure is prior to 5:00 p.m. and/or return is after 7:00 p.m.

Departure and return are measured from the time the traveler leaves and returns to their home and duty post, whichever is closer. Partial day allowances for domestic travel is determined within the rate index, while international travel per diem is reimbursed at percentages consistent with those established by the Arizona Department of Administration.

D. Meals Provided—Whenever meals are provided at no additional cost to the traveler, regardless of the menu or whether the traveler participated in the meal, (including meals on planes, and meals included in conference registration fees and meals reimbursed to another traveler), the traveler shall not be entitled to any per diem for those particular meals. Regardless of menu, continental breakfast is considered a provided meal. A conference brochure (or equivalent detailed document) must be provided for documentation of meals included in conference registration. It is the obligation of the traveler to make any necessary arrangements for special dietary needs.

E. Meals for Group Travel—The applied per diem amount for group travel may be less than the published per diem rate. Whenever an employee (e.g., advisor or coach) receives funding for group or team meals, the meal form must state how the funds are being distributed and be signed when the distribution occurs. If multiple distributions occur, then multiple forms must be signed. The use of prior signed meal forms is prohibited. Valid receipts are also required in instances when funds are not distributed to students, but the meals are paid for the group as a whole, or when all meals are paid from the advance.

F. Meals for a Group of Employees - When a group of MCCCD employees are traveling together and one employee pays the total meal cost, the reimbursement for the meal will be actual cost, not to exceed the number of employees multiplied by the pro-rated per diem amount for the meal. An exception is allowed if the host has an approved “Official Functions Form” that was submitted in advance of the event. The “Official Function” activity will be reimbursed separate from the employee's travel expense. In either case, a valid receipt and list of participants must be submitted to substantiate the cost of the meal. Participating employees who did not pay shall not claim under the per diem rate for this meal. Official Function activity shall be limited to one meal per trip.

2. Incidental Expenses
   A. Incidental expenses include, but are not limited to, gratuities, laundry, baggage handling, and tips.
   B. Allowance will be reimbursed at the per diem rates per meal. No receipts are required. Amounts for incidental expenses are not over and above the partial day meal per diem allowances and are included in the daily per diem rate.

1.15.7 Lodging In-State And Out-of-State

The traveler must be in approved travel status to be reimbursed for lodging costs. Lodging costs incurred will be reimbursed only if traveler is required to be away from his or her residence or duty post substantially longer than an ordinary day's work, and would not be able to return to their home or duty post by 9:00 p.m. Other lodging costs incurred may be reimbursed if an emergency exists and the appropriate governing authority approves as designated in section 1.15.3. The Vice Chancellor for Business Services may approve local hotel stays for certain
conference formats. Reimbursement requires prior approval. Lodging must be at a commercial establishment and the traveler is required to request the lowest available rate (government, commercial, corporate, conference, etc.).

1. Receipts
   A. A valid receipt is required for reimbursement. It is the traveler’s obligation, upon checking into the establishment, to assure that the establishment can provide a receipt containing the required information on the establishment’s letterhead or invoice.

2. Reimbursement Amounts
   A. The reimbursement amount includes room charges and applicable taxes, and should not exceed the Arizona Department of Administration rate index. The rates published in the Arizona Department of Administration rate index are limits for actual expenses and are not meant as a per diem for lodging expenses. If a situation exists that makes compliance with the maximums impractical, and the governing authority approves, actual lodging costs in excess of the Department of Administration’s rate index may be reimbursed.
   B. For conference travel, reimbursements may be made at conference lodging costs. In these instances, the reimbursement amount will be the actual lodging, cost plus tax, of the conference designated hotel. If the traveler chooses to stay in a hotel other than the conference designated hotel, the traveler will be reimbursed the actual lodging cost plus tax, provided the cost (including transport from hotel to conference and back) does not exceed the conference designated hotel cost. A brochure of the conference must accompany the travel request form. If applicable, parking fees assessed by the hotel may be reimbursed if funding is available.
   C. When lodging is shared with another individual on College/District business, reimbursement will be made to the traveler who paid. When lodging is shared with an individual not on College/ District business (such as a spouse) reimbursement shall not exceed the single room rate plus tax.
   D. Reimbursement shall not exceed the actual amount of travel-related expenses.
   E. Travel expenses for non-employees are reimbursed according to policies/regulations applicable to MCCCD employees.
   F. Business communication charges, including telephone, internet access, faxes and copies, are reimbursable. Travelers should note the party to whom business calls were made and/or purpose. Personal phone calls are not reimbursable.

1.15.8 Miscellaneous Travel Issues

1. Out-of-State Use of Equipment
   Any out-of-state use of College/District owned equipment including vehicles, must be specifically approved by the governing authority (as defined in 1.15.3). The guidelines set forth in the Off Premises Property Loan Administrative Regulation 1.11 also apply.

2. Non-Reimbursable Expenses
   The Following Are Not Reimbursable Travel Expenses Under Any Circumstances:
   A. Alcohol
   B. Airline Or Social Club Membership Dues
   C. Babysitting Or Childcare Costs
   D. Car Repairs/Routine Maintenance Or Locksmith Charges
   E. Clothing, Luggage, Briefcases
   F. Credit Card Delinquency Fees/Finance Charges/Annual Fees
   G. Expenses For Travel Companions/Family
H. Frequent Flyer Miles
I. Health Club Facilities, Saunas, Massages
J. Helicopter Services For Airport Transfers
K. Kennel Fees And Pet Care For Pets While On Travel Status
L. Laundry And/Or Dry Cleaning
M. Loss/Theft Of Cash
N. Loss/Theft Of Personal Property (Lost Baggage, Etc.)
O. Magazines, Books, Newspapers, Or Movies
P. Optional Travel Or Baggage Insurance
Q. Parking Or Traffic Violation Tickets
R. Personal Accident Or Property Insurance
S. Personal Entertainment/Grooming/Gifts/Souvenirs
T. Personal Sightseeing/Tourist Activities
U. Trip Cancellation Insurance

3. Other
   Any travel issues that are not specifically addressed within this regulation require review by
   the Vice Chancellor of Business Services and/or the appropriate designee.

1.15.9 Lodging and M&IE Out-of-Country

The appropriate governing authority has authorization to approve out-of-country travel (Section
1.15.3). U.S. Department of State allowances will be used for reimbursement amounts for all travel
out-of-country, including lodging for work study trips. The listed amount includes allowances for
both lodging and M&IE. Links to information regarding reimbursement amounts for foreign areas is
available on the Accounts Payable website: www.maricopa.edu/business/ap/travel.

1. M&IE
   Please reference previous language within section 1.15.6a on allowable M&IE. The
daily total amount available for out-of-country M&IE should be obtained from the U.S.
department of state’s website: (http://www.state.gov/m/a/als/prdm/c16476.htm) and
be allocated between meals, when necessary, using the following percentages (these
percentages include allocating the incidentals that the U.S. DOS identifies separately):
   BREAKFAST  20%
   LUNCH      25%
   DINNER     55%

2. Lodging
   Please reference previous language within section 1.15.7 on allowable lodging expenses.

3. Receipts
   A valid receipt is required for reimbursement. Ground transportation can be claimed without
receipts up to $25.00 per expense claim form. All other expenses above $25.00 require a
receipt, except for allowable M&IE, traveler must identify itemized expenses for receipts
presented in a foreign language and foreign currency should be converted to U.S. dollars.

4. Conversion Rates
   Conversion of foreign exchange should be completed prior to submitting the reimbursement
request. Conversion may take place prior to leaving Arizona or during travel with a receipt
from an official banking establishment specifying the date, conversion rate and amount
converted. Conversion rates may also be calculated using the date each actual expense was
paid from an official conversion web site of the traveler’s choice. Copies of the conversion table should be attached to the travel expense claim form. Information on conversion rates can be obtained by contacting the Treasury, Tax and Audit Department District Business Services or on their website at: www.maricopa.edu/business/treasury/.

5. Ground Transportation
   Please reference previous language within section 1.15.5h on international ground transportation.

1.15.10 Travel and M&IE for Out-of-State Candidates and Finalists for Employment

The Governing Board of the Maricopa County Community College District authorizes the reimbursement of travel and M&IE expenses for out-of-state finalists for employment for Management, Administrative and Technological positions Grade 18 and above; finalists for residential faculty positions; and candidates and finalists for Chancellor’s Executive Council positions under the following circumstances:

1. The Chancellor, appropriate Vice Chancellor or college president verifies the need for an on-site interview and identifies appropriate funds to cover the costs of reimbursement; and

2. Reimbursement will be limited to actual expenses and valid receipts. The most economical means of transportation that is available should also be used.
This regulation covers expenses by MCCCD and its colleges and centers for official functions. Its purpose is to provide fiscal and legal guidelines and standards for making certain expense decisions, and to ensure documentation of such decision-making. It applies to official function expenses regardless of the fund from which they are made. The official function object code should be used for all expenses that fall within the definition of “official function” as specified in this regulation.

DEFINITIONS
The term “official function” means an activity or item that:

1. Does not appear to be, without explanation, an ordinary and necessary function of MCCCD as a public educational institution; and

2. Provides a tangible benefit and links directly to MCCCD’s educational mission; and

3. Is reasonable and commensurate in value to the tangible benefit that MCCCD will receive.

Paragraphs 9 and 10 below contain some examples of activities that are not official functions, and some that may be if properly documented.

GENERAL STANDARDS
1. Before the expense is made, the Chancellor, college presidents or Vice Chancellors must approve any expense for an official function on the “Official Function Form” (Appendix FM-7) or, for certain institutional or individual memberships as described in Paragraph 8, the “Membership Payment Worksheet” (Appendix FM-8). Those officials may delegate this authority only to designated college vice presidents. The person approving the “Official Function Form” or “Membership Payment Worksheet” must be someone other than the person signing the form as the requisitioner. Additionally, the requisitioner must be a full-time MCCCD employee.

2. Approval of an official function expense must be based on a determination that the expense meets the definition of an “official function” specified in this regulation. The determination must be documented on the “Official Function Form” or the “Membership Payment Worksheet.” Higher-dollar or entertainment expenses generally require particular specificity showing the linkage and benefit to MCCCD’s mission.

3. District Office, college or other appropriate fiscal officers must verify and approve the availability of funds under the selected budget account before an expense for an official function is made.

4. The Legal Services Department, the Purchasing Department, or the Accounts Payable Office may request the submission of the “Official Function Form” or “Membership Payment Worksheet” before approving contracts, issuing purchase orders, or paying invoices related to an expense deemed to be an official function.

5. The Fiscal Office of the MCCCD entity completing the “Official Function Form” or “Membership Payment Worksheet” must retain it for 3 years after the expense is made.

6. MCCCD’s Internal Audit & Management Advisory Services staff may annually audit the records of MCCCD entities to ensure compliance with this regulation.
7. Student groups may make modest contributions or donations or purchase items to donate to third parties for charitable purposes but only if they use funds raised by them for that purpose. Other funds may not be used. For such contributions or donations, completion of the “Official Function Form” is at the discretion of the MCCCD entity. Contributions and donations of MCCCD funds or items purchased with MCCCD funds are otherwise prohibited.

8. Expenses for MCCCD or individual memberships in professional organizations that are specifically and directly related to MCCCD’s educational mission or to an employee’s job are considered ordinary and necessary business expenses of MCCCD. Examples of membership expenses that are appropriate without further explanation are:
   A. American Association Of University Women
   B. Cooperative Education Association
   C. National Council For Student Development

9. In each of those examples, the name of the organization demonstrates the connection and MCCCD entities need not complete the “Official Function Form” or the “Membership Payment Worksheet.

   However, the propriety of MCCCD or individual memberships in organizations whose names do not clearly establish that they are professional or academic and are related to public employment or education needs to be documented under this regulation. For those types of memberships, MCCCD employees must complete the worksheet entitled “Membership Payment Worksheet” (Appendix FM-8) and provide it to the college or other appropriate fiscal officer to retain. Colleges or other MCCCD entities may require executive-level approval of memberships.

   Payment of memberships in non-school related civic or community groups is inappropriate. Additionally, payment of individual memberships should be considered only if the organization does not allow an institutional membership, where the organization requires both an institutional membership and individual memberships for MCCCD employees participating in the organization, or where the appropriate fiscal officer determines that an individual membership is the most cost effective.

10. Examples of expenses that don’t meet any of the criterion for the definition of “official function” are charges for alcoholic beverages, charitable contributions or donations (except as described in Paragraph 7), dues for memberships in non-school related civic or community organizations (such as Rotary, Kiwanis) or in discount stores, gifts of any type for personal life events (such as births, deaths, weddings, funerals), and gifts for personal use (such as apparel, jewelry or luggage) in appreciation of an MCCCD employee or officer.

   Examples of expenses that may be official functions if shown to meet the criteria in B. and C. of the definition of “official function” are employee or officer retreats, employee or officer retirements, non-travel restaurant charges, conference banquet or hotel contracts, sponsorships and institutional memberships in chambers of commerce where the MCCCD entity is located (or where it maintains a strong community influence or presence).

ADOPTED through the Administrative Regulation approval process, April 14, 2003
SCOPE OF COVERAGE OF THIS REGULATION

This regulation covers all Maricopa County Community College District (MCCCD) employees or offices (including, but not limited to: all employees – Board-Aproved or part-time, cashiers offices, performing arts centers, athletic facilities, program offices, etc.) that accept payment for any MCCCD services or donations (including, but not limited to: tuition, fees, dues, event tickets, etc.). Cash is defined as coins, currency, checks, money orders, credit cards, electronic funds transfers, and all cash equivalents (including, but not limited to: tokens, gift cards, tuition waivers, parking tickets, stamps).

GENERAL STANDARDS

1. To ensure strong internal controls over cash handling, to safeguard against loss and to meet our obligation to the community as stewards of public resources, the following elements of internal controls must be adhered to:
   A. Proper segregation of duties (i.e., dual controls)
   B. Specific safeguards for handling, transporting and storing cash
   C. Specific safeguards for deposits
   D. Independent reconciliation of deposit documents to receipts
   E. Management oversight and review of cash handling processes and personnel

2. Each college and the District Office are required to establish written procedures for all locations that handle cash. Such procedures shall ensure compliance with all of the required internal control elements identified in A. Such procedures shall address all control elements identified in A by reflecting the space, physical configuration, staff and other particulars of each location.

3. The District’s Business Services division will review such written procedures for potential areas of concern relating to the required internal control elements. Such concerns will be noted and communicated back to the applicable College/District Office for further action.

4. On or about January 1st of each year, each college and the District Office are to review the written procedures relating to cash handling. If significant changes are required, such changes are to be reviewed by the District’s Business Services division as in C. above.

5. The District’s Internal Audit and Management Advisory Services Department may test the written procedures for compliance in accordance with their established audit plan.

6. If inappropriate activity is suspected or determined (i.e., a pattern of cash shortages, forgery or alterations of checks, misapplication of tuition waivers, loss or damage to securities, computer fraud, etc.), the college or District Office staff should immediately notify their appropriate Vice President or Vice Chancellor, who should then notify Risk Management and Internal Audit and Management Advisory Services of any real or potential losses. The notifications stated above are critical as MCCCD has a limited discovery period in which to report such activity to our insurance carrier.

7. If it is suspected that a theft has occurred, the appropriate law enforcement authorities must be notified.

8. Annually, each employee responsible for handling cash will be required to complete an acknowledgement that they have read and agree to abide by established procedures for proper handling of cash.
9. Annually, each Vice President or senior level administrator with supervisory or management responsibility for any and all areas that handle cash and the college President and Vice Chancellors with any and all responsibility for cash shall complete an acknowledgement that they will enforce the established procedures for the proper handling of cash.

10. The Vice Chancellor for Business Services shall develop, make available and has the authority to require training as may be appropriate for any and all persons handling cash or supervising these individuals at the colleges, District Office or any district location.

ADOPTED by the Governing Board on February 27, 2007, Motion No. 9412
This regulation outlines the restrictions for the acceptance of gifts, gratuities and unrelated compensation from vendors and others that are either doing business with or that seek to do business with the officers, employees and others who serve as agents on behalf of the Maricopa County Community College District (MCCCD).

For the purposes of this regulation, MCCCD defines business-related and normal working hours as follows:

- “business-related” means that the event or activity provides a direct and measurable benefit to either the MCCCD or a member institution, and the event is consistent with the job duties of the employee and the mission of the MCCCD.
- “normal working hours” means the time an employee is performing the job hired to do by MCCCD. It is understood that many positions have flexible hours.

1. Gifts

   A. For the purposes of this regulation, MCCCD provides these definitions:

      i. “Employee” means all persons employed by MCCCD; full-time, part-time, adjunct and student worker, regardless whether they are Governing Board approved or not.

      ii. “Gift” means any gratuity, honoraria, favor, entertainment, gift card, lodging, discount, loan or other item having monetary value. It includes services as well as gifts of transportation, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred.

      iii. “Nominal Value” for this regulation, means $50.00 or less.

      iv. “Token of Appreciation” means plaques, candy or similar commonly used inexpensive items given in gratitude.

      v. “Advertising/Promotional Items” – items such as pens, pencils, mugs, tote bags and calendars, key chains, etc. that is given for advertising or promotional purposes.

      vi. “Vendor” means any company or individual in business to provide products or services to others. For purposes of this policy, the definition of vendor is not restricted to those individuals or companies that have already provided products or services to MCCCD.

   B. An employee may accept a gift of nominal value, such as a plaque, pen, or similar memento customarily given as appreciation for providing a service to an entity external to MCCCD.

   C. An employee may not accept, for personal use or ownership, gifts with a value in excess of $50 from a single source in a fiscal year. Likewise, gifts given to an employee’s family member or guest are also considered to have been received by the employee unless there is an independent relationship between the vendor and the employee’s family member or guest.

   D. An employee may accept a gift of perishable food (e.g. fresh fruit basket, cookie assortment, candy, etc.) of nominal value that is not a meal. Such perishable food items shall be shared among the department or division.

   E. An employee may accept a prize awarded through a random drawing or similar means while attending a conference, convention, seminar, institute or similar activity.

   F. An employee shall not accept cash or currency, or any other item of more than nominal value from anyone if it could be interpreted as a bribe or enticement to receive MCCCD business. If an employee receives something of greater than nominal value, the employee shall refuse it or, as soon as possible, disclose the circumstances relating to the acceptance of the item(s) to the Vice President of Administrative Services or Vice Chancellor for Business Services and deliver it to the appropriate college or District designee where it shall become the property of MCCCD.
2. Meals, Beverages and Entertainment
   A. If there is the expectation of future financial benefit for the vendor, then an employee shall not allow any meal, beverage or cost of entertainment to be purchased for the employee or any member of the employee's family by a person whom the employee knows or has reason to know is employed by or in any way associated with a current vendor or contractor of MCCCD. Under this regulation any purchase of meal, beverage or entertainment is prohibited whether the vendor/contractor offers to purchase the meal, beverage or entertainment with his or her personal funds, or with funds from any other source.
   
   B. An employee may allow a meal or beverage to be purchased by a vendor for the employee only if the meal or beverage is served as part of a banquet or dining function offered to participants at a conference, convention or similar activity. Such events would include sponsorships that are part of an educational, technical or professional development conference that is organized by an association and where the meal is included in connection with attendance at the conference. Upon prior review of a written justification and approval by the college’s Vice President of Administrative Services, or at the District Office, the Vice Chancellor for Business Services, an employee may attend product enhancement presentations. The provisions outlined in the regulation related to the acceptance of gifts and items shall still apply.
   
   C. An MCCCD employee who is also employed by another company may have a meal, beverage or the cost of entertainment purchased within the context of the other employment.

3. Travel
   An employee shall not engage in any travel activity where the expenses are paid for by a vendor and where that activity could be interpreted as a bribe or enticement in order to receive MCCCD business. This would include vendor sponsored events that are marketed as a professional development activity, but that instead focus primarily on that vendor’s product, and where the trip includes social activity for the attendees.
   
   A. Non-Business Related Travel
      An employee shall use paid leave for all time spent in travel that is not business-related that occurs during the employee’s normal working hours. For purposes of this regulation, appropriate paid leave for non-business related travel would include pre-approved vacation time, pre-approved banked vacation time or personal time.
   
   B. Business Related Travel
      i. An employee shall not be required to use paid leave for travel in connection with an event or activity that is MCCCD business-related. The employee may accept payment for necessary expenses (such as airfare, lodging, meals) from the entity or professional organization that sponsors the event or activity.
      
      ii. An employee may engage in a business-related travel activity where the expenses are paid for by an educational institution or a non-profit organization, such as a professional association, whose mission is consistent with the mission of MCCCD, provided that there is no expectation that such travel will result in future financial benefit to said educational institution or organization.
      
      iii. An employee may lead a class or group of students enrolled at a member institution in an MCCCD sponsored travel activity.
   
   C. Credit Course
      A travel agency or similar entity that arranges the travel activity may, in connection with a credit course offering, pay the expenses of:
      i. the employee who is leading the class or group,
      ii. a person who is performing supervisory responsibilities over the students at all times throughout the travel, or
      iii. one or more students enrolled in the class or group travel activity.
D. Non-Credit Course

An employee or other person participating in travel with a non-credit class shall not accept payment or reimbursement for any expenses associated with travel from the travel agency or similar entity.

4. Discounts

For purposes of this regulation, a “discount” is a reduction in the cost of goods or services charged by any entity to an MCCCD employee or student by virtue of that person’s employment or enrollment at an MCCCD college or location.

A. The following are acceptable discounts:

i. A discount that is part of an established and recognized program within MCCCD, such as the ‘employee store,’ wellness, or trip reduction programs, and is offered uniformly to all employees of MCCCD or of a member institution of MCCCD.

ii. A discount available pursuant to a policy in continuous effect and a recognized component of a benefits or compensation package that is recognized by the MCCCD Benefits and Compensation Department.

iii. A discount offered by a vendor for employees or students of educational institutions, regardless of whether such a vendor does business with MCCCD, provided that said discount is not in any way consideration or otherwise a factor in any transaction with MCCCD (i.e.: educational discounted software).

B. The following is an unacceptable discount: A discount that is offered to select employees on an ad hoc basis as a result of the employee performing his or her job duties or as an incentive to influence conduct from a person seeking to obtain a contractual or other arrangement with MCCCD.

C. Notice to MCCCD employees of the availability of any discount shall be conveyed in a manner that neither implicitly or expressly endorses nor otherwise speaks to the quality of the goods or services. The use of any MCCCD trademark or logo in connection with providing notice of the availability of a discount shall be limited to notice provided directly by the District Marketing Department.

5. Honoraria and Similar Consideration

A. Non-Business Related

An employee may accept an honorarium, stipend or similar compensation or consideration from an entity external to MCCCD for an activity that is not business-related if:

i. the entire activity occurs outside the employee’s normal working hours; or

ii. the employee uses personal leave or pre-approved vacation hours for the portion of the activity that overlaps the employee’s normal working hours; or

iii. the employee remits the honorarium, stipend, or similar compensation or consideration to the Vice President of Administrative Services at the location where the employee works. The honorarium, wages, similar compensation or consideration shall become the property of MCCCD. The Vice President of Administrative Services may consult with the Legal and Business Services Divisions for guidance on remissions. At the District Office, the employee remits the honorarium, stipend or similar compensation to the Vice Chancellor for Business Services.

B. Business Related

An employee may receive a modest honorarium or stipend for time spent preparing for presentations (keynote addresses, etc.) that are MCCCD business-related. Modest is considered to be limited or moderate in the amount of the honorarium. In addition, activities such as accreditation visits that may be considered MCCCD business-related due to the inherent nature of the event and the professional expertise of
the employee(s), and that involve the offer of an honorarium, stipend or similar compensation or consideration from an entity external to MCCCD, are acceptable under the following conditions:

i. If the activity occurs during work hours, the employee shall submit the honorarium or stipend to the college or foundation; or

ii. if the employee uses personal leave or pre-approved vacation hours for the portion of the activity that overlaps the employee’s normal working hours.

6. Resource Development
To the extent that employees of the MCCCD are engaged in an official capacity with duties that involve resource development and such involvement requires attending local events that are either hosted by or attended by vendors, such participation may be acceptable if it can be established that the event could result in expansion of District or college resources and that participation is disclosed in advance with the Vice Chancellor of Business Services. Attendance at vendor-invited events that would involve travel is not acceptable.

7. College Course Materials – Board Resources 6.5
Section 7 of this regulation has been adopted by the Governing Board and is incorporated here by reference.

In accordance with ARS §15-1891, the MCCCD Governing Board establishes the parameters for employees when ordering course materials from publishers and working with book dealers:
A. No faculty member or employee shall demand or receive any payment, loan, advance, good or deposit of money present or promised for selecting or purchasing specific course materials received for coursework or instruction, except that the faculty member or employee may receive:

i. free review copies, complimentary teacher editions or instructional materials that are not intended to be sold by any faculty, staff or bookstore.

ii. royalties or other compensation from the sale of course materials that include the faculty member’s own writing or work.

iii. honoraria for academic peer review of course materials.

iv. training in the use of course materials and learning technologies.

B. A faculty member or any other employee who is in charge of selecting or adopting course materials shall, prior to selection or adoption of any course materials, make a request for the following written information from the publisher of the course materials:

i. A listing of relevant course materials offered by the publisher and whether each of the course materials are offered in a bundled package or sold separately;

ii. The suggested retail price, the estimated wholesale price or the price that the publisher makes available to the public for the course materials. The publisher may include the time period during which the pricing is available.

iii. The copyright dates of the previous edition if the copyright dates do not appear in the course materials.

iv. A summary of the substantive content differences between the current edition of the course materials and the immediate previous edition.

C. A faculty member or any other employee who is in charge of selecting or adopting course materials shall place orders for such course materials by the date specified and communicated by the College or District bookstore to enable the College or District bookstore or contract managed bookstore to confirm the availability of the requested materials.

D. An unsolicited free review copy, sample copy, or complimentary teacher edition of course materials provided by a publisher at no charge and delivered to the attention of an employee at a college or District location is presumed to be the property of
the Maricopa County Community College District. However, such employee may nevertheless assume ownership of such materials if the materials are, in the judgment of the employee, pertinent to the employee’s academic discipline or professional responsibilities.

As these materials are provided for professional academic use and are not intended by the publisher for sale, an employee should at no time sell or trade them to any person or other entity for personal profit. Appropriate disposition of the materials includes donation to a student or library or other non-profit or charitable organization, or returning the book to the publisher.

E. This policy shall not be construed in a manner that violates academic freedom.

F. For purposes of this policy:
   i. "Book buyer" means any person or entity, including a university or community college district bookstore, engaged in the purchase or sale of course materials.
   ii. "Bundled" means one or more course materials that are packaged together to be sold as course materials for a single price.
   iii. "Complimentary teacher edition" means a book with information that is meant for the exclusive use of faculty members, commonly labeled as an “instructor edition” or “instructor manual” and that contains answers and solutions, test questions and pedagogical techniques.
   iv. “Course materials” means any textbook or other instructional tool published for the purpose of classroom instruction and used for or in conjunction with a course in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of an Arizona community college district.
   v. “Publisher” means any publishing house, firm or company that produces course materials.
   vi. “Sample copy” means any book that is the same as the regular student edition.
   vii. “Substantive content” means portions of a college textbook, including new chapters, additional eras of time, new themes or new subject matter.
   viii. “Written information” means information provided on print material. Written information includes electronic communication or publication on a website.

8. Solicited Course Materials
   A solicited free review copy, sample copy, or complimentary teacher edition of course materials provided by a publisher at no charge and delivered to the attention of an employee at a college or District location is presumed to be the property of the Maricopa County Community College District. However, such employee may nevertheless assume ownership of such materials if the materials are, in the judgment of the employee, pertinent to the employee’s academic discipline or professional responsibilities.

   As these materials are provided for professional academic use and are not intended by the publisher for sale, an employee should at no time sell or trade them to any person or other entity for personal profit. Appropriate disposition of the materials includes donation to a student or library or other non-profit or charitable organization, or returning the book to the publisher.
1. General Statement

Compliance with Policies, Rules and Regulations
Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

*Note: The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.*

The Maricopa County Community College District Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

2. Outcomes Assessment

The mission of the Maricopa Community Colleges is “to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve.” In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

*AMENDED through the Administrative Regulation Process, March 4, 2011*
Admission Policy, Classifications and Procedures

2.2.1 Admission Policy

Persons meeting the admission criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

Admission Classifications

1. Admission of Regular Students
   Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:
   A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
   B. Has a high school certificate of equivalency.
   C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
   D. Is a transfer student in good standing from another college or university.

2. Admission of Students Under 18 Years of Age
   A. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who completes course prerequisites and meets any one of the following requirements:
      i. A composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT).
      ii. A composite score of 930 or more on the Scholastic Aptitude Test (SAT).
      iii. A composite score of twenty-two or more on the American College Test (ACT).
      iv. A passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS).
      v. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.
      vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.
   B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.
   C. Home schooled students are exempt from this sub-section.
   D. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least a specified score on a college entrance examination.

3. Specialized Vocational / Training Program
   Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student’s admission is in the best interest of the student.
4. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) and meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.

5. Admission of F-1 Nonimmigrant Students

Prospective students should contact the Admissions and Records Office/Office of Student Enrollment Services or designated office for the international student application form(s). When completed, the form(s) should be returned to the Admissions and Records Office/Office of Student Enrollment Services or the International Education office with all requested supporting documents. After the file has been reviewed, a notice will be sent to the applicant indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant’s responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

A. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of Admissions and Records of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET, ACCUPLACER, COMPASS or CELSA tests.

B. Admission to an Intensive English Program

Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

i. At least six years of English language instruction as shown by the applicant’s school transcript(s);
ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based test);

iii. An original letter of recommendation from a teacher, school principal or headmaster/ headmistress, or the director of an English language institute attesting to the applicant’s proficiency at the intermediate level;

iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college’s responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.

v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

C. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student’s average expenses for 10 months to be:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$7,690(1)</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>10,140(2)</td>
</tr>
<tr>
<td>Books</td>
<td>1,200(3)</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>1,000(4)</td>
</tr>
<tr>
<td>Total</td>
<td>$20,030(5)</td>
</tr>
</tbody>
</table>

D. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 students (spouse and dependent children) is also required: $5,000 for the first dependent and $2,500 for each additional dependent.

E. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges’ international student health insurance plan. Health insurance coverage for dependents of F-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

Footnotes

(1) Based on 2011-2012 tuition and fee schedule.
(2) Based on estimated living expenses for two (2) semesters (10 months).
(3) Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
(4) Based on the 2009-2010 insurance premium for the mandatory Maricopa Community Colleges’ International Student Health Plan.
(5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

2.2.2 Admission Information

Students must file a Student Information Form with the Admissions and Records Office/Office of Student Enrollment Services at the college of attendance. There is no charge for this service.
1. **Student Status**
   A. Freshman - A student who has completed fewer than 30 credit hours in 100-level courses and above.
   B. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
   C. Unclassified - A student who has an associate degree or higher.

2. **Student Identification Number**
   Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

3. **Residency for Tuition Purposes (Appendix S-1)**
   All students are classified for tuition purposes under one of the following residency classifications:
   A. Maricopa County resident
   B. Out-of-County resident
   C. Out-of-State resident (including F-1 non-immigrant students)

   Residency for tuition purposes is determined in accordance with state law (ARS §15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

   A. **Implementation**
      i. Domicile status must be established before the student registers and pays fees. It is the student’s responsibility to register under the correct domicile status.
      ii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student’s classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
      iii. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

   B. **Definitions**
      i. “Armed Forces of the United States” means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.
      ii. “Continuous attendance” means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students
need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.

iii. “Maricopa County resident” means an individual who has lived in Maricopa County for at least fifty (50) days before the first day of classes of the semester. In-state residency must be established prior to county residency for those moving from other states. Refer to section C for guidelines.

iv. “Domicile” means a person’s true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

v. “Emancipated person” means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

vi. “Full-time student” means one who registers for at least twelve (12) credit hours per semester.

vii. “Part-time student” means one who registers for fewer than twelve (12) credit hours per semester.

viii. “Parent” means a person’s father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

C. Criteria for Determining Residency

i. In-State Student Status

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.

2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

   a. The person’s parent’s domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.

   b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.

   c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person’s family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.

   d. The person’s spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person’s spouse was temporarily out of state for...
educational purposes, but maintained a domicile in this state. If the person
is a non-citizen, the person must be in an eligible visa status pursuant to
federal law to classify as an in-state student for tuition purposes.

3. The domicile of an unemancipated person is that of such person's parent.

4. An unemancipated person who remains in this state when such person's parent,
who had been domiciled in this state, removes from this state is entitled to
classification as an in-state student until attainment of the degree for which
currently enrolled, as long as such person maintains continuous attendance.

5. A person who is a member of the Armed Forces of the United States and who
is stationed in this state pursuant to military orders or who is the spouse or
a dependent child of a person who is a member of the armed forces of the
United States and who is stationed in this state pursuant to military orders is
entitled to classification as an in-state student. The student does not lose in-
state student classification while in continuous attendance toward the degree
for which he or she is currently enrolled.

6. A person who is a member of the armed forces of the United States or the
spouse or a dependent of a member of the armed forces of the United
States is entitled to classification as an in-state student if the member of the
armed forces has claimed this state as the person's state of home record
for at least twelve consecutive months before the member of the armed
forces, spouse or dependent enrolls in a university under the jurisdiction of
the Arizona Board of Regents or a community college under jurisdiction of a
community college district governing board. For purposes of this subsection,
the requirement that a person be domiciled in this state for one year before
enrollment to qualify for in-state student classification does not apply.

7. Beginning in the fall semester of 2011, a person who is honorably discharged
from the armed forces of the United States shall be granted immediate
classification as an in-state student on honorable discharge from the armed
forces and, while in continuous attendance toward the degree for which
currently enrolled, does not lose in-state student classification if the person has
met the following requirements:
   a. Registered to vote in this state.
   b. Demonstrated objective evidence of intent to be a resident of Arizona
      which, for the purposes of this section, include at least one of the following:
      1. An Arizona driver license
      2. Arizona motor vehicle registration
      3. Employment history in Arizona
      4. Transfer of major banking services to Arizona
      5. Change of permanent address on all pertinent records
      6. Other materials of whatever kind or source relevant to domicile or
         residency status

8. A person who is a member of an Indian tribe recognized by the United States
Department of the Interior whose reservation land lies in the state and
extends into another state and who is a resident of the reservation is entitled
to classification as an in-state student.

ii. Alien In-State Student Status
   1. An alien is entitled to classification as an in-state refugee student if such
      person has been granted refugee status in accordance with all applicable laws
      of the United States and has met all other requirements for domicile.
   2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility
      Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen
or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of status is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.

3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
   A Foreign Government Official or Adopted Child of a Permanent Resident
   E Treaty Traders
   G Principal Resident Representative of Recognized Foreign Member Government to International Staff
   K Spouse or Child of Spouse of a U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen
   L Intracompany Transferee, or Spouse or Child
   N6 NATO-6
   V Spouses and Dependent Children of Lawful Permanent Residents

4. Students who hold visas as listed in section 3 above, or who were issued a visa of a type other than those listed in section 3 above and have submitted an I-485 to Citizenship and Immigration Services (CIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the CIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. In the event that an alien student’s parent is domiciled in this state and is allowed to claim the student as an exemption for state or federal tax purposes (3.C.i.2.a), the student’s parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in section 3 above.

iii. Presumptions Relating to Student Status
    Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:
    1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
    2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
    3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person’s presence in any other state or country while a member of the Armed Forces of the United States.
iv. Proof of Residency

When a student's residency is questioned, the following proof will be required.

1. In-State Residency
   a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
   b. Any of the following may be used in determining a student's domicile in Arizona:
      1. Arizona income tax return
      2. Arizona Voter registration
      3. Arizona Motor Vehicle registration
      4. Arizona Driver’s license
      5. Employment history in Arizona
      6. Place of graduation from high school
      7. Source of financial support
      8. Dependency as indicated on federal income tax return
      9. Ownership of real property
      10. Notarized statement of landlord and/or employer
      11. Transfer of major banking services to Arizona
      12. Change of permanent address on all pertinent records
      13. Other relevant information

b. County Residency
   1. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
   2. Any of the following may be used to determine a student's county residency:
      1. Notarized statements of landlord and/or employer
      2. Source of financial support
      3. Place of graduation from high school
      4. Ownership of real property
      5. Bank accounts
      6. Arizona income tax return
      7. Dependency as indicated on a Federal income tax return
      8. Other relevant information


Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.
2.2.3 Other Admission Information

1. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years’ service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal - Appendix S-7)

2. Ability to Benefit—Classifications

Federal guidelines require that students without a high school diploma or certificate of equivalency who are applying for financial aid must demonstrate the ability to benefit. Evaluation during the admission process results in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.

A. “Regular” status, for the purpose of 2.2.3 B, is granted to an individual admitted to the college who is a high school graduate or has a GED certificate. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate or be in an eligible program.

B. “Regular with Provisional Requirements” status, for the purpose of 2.2.3 B, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate or be in an eligible program.

C. “Special” status, for the purpose of 2.2.3 B, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. Transcripts

A. The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be mailed directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. It is the student’s responsibility to ensure that official transcripts have been received and are complete.

B. Students entering as high school graduates may be required to submit high school transcripts. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

4. Educational Assessment

All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7)
2.2.4 Credit for Prior Learning

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit. Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCD colleges for specially approved programs. No more than 20 credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend. For further information on Prior Learning Assessment, contact the Admissions and Records Office/Office of Student Enrollment Services.

1. Credit by Evaluation

   The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation. The number of credits listed in the ACE guide are recommendations only. A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

   A. Educational Experiences in the Armed Services

   The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:

   i. Training parallels a discipline area offered through the Maricopa Community Colleges, and
   ii. Credit meets a program requirement or is used as elective credit.

   Upon request, individuals who have successfully completed Basic Training, four (4) credit hours in Physical Education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

B. College Credit Recommendation Service (CREDIT)

   ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in The National Guide to College Credit for Workforce Training. If a student has received training that appears in the guide, he or she may receive college credit if:

   i. Training parallels a discipline area offered through the Maricopa Community Colleges, and
   ii. Credit meets a program requirement or is used as elective credit.

   iii. Departmental Credit by Evaluation

   Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, and completing applicable paperwork and other requirements of
the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:
i. The evaluation of a course a second time;
ii. The evaluation of a course while currently enrolled in the course;
iii. To establish credit in a previously completed course; and
iv. To establish credit for a lower level of a course in which credit has been received.

Exceptions may be granted at some MCCCD colleges for their unique programs of study. Certain departments have additional requirements that must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of “credit by evaluation,” and the number of credits will appear on the student’s transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

2. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the Guide to Educational Credit By Examination. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Admissions and Records Office/Office of Student Enrollment Services from the specific testing company(s) before credit is awarded. All equivalency is subject to future review and possible catalog change.

A. Advanced Placement Examinations

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit with a score of 3, 4 or 5. Scores must be received directly from CEEB before credit is awarded.

**English AP Recommendation**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit Hours/Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>English-Language and Composition</td>
<td>5 or 4</td>
<td>6 credit hrs/ENG 101, ENG 100, AA, AC, AD, eligible for Honors ENG 102</td>
</tr>
<tr>
<td>English-Literature and Composition</td>
<td>5 or 4</td>
<td>6 credit hrs/ENG 101 ENH 110 eligible for Honors ENG 102</td>
</tr>
</tbody>
</table>

**Math AP Recommendation**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit Hours/Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math-Calculus AB</td>
<td>5, 4, or 3</td>
<td>MAT 220 or MAT 221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>5 or 4</td>
<td>MAT 220 or MAT 221, and MAT 230 or MAT 231, upon completion of MAT 241</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT220 or MAT221</td>
</tr>
<tr>
<td>Computer Science A and AB</td>
<td>4 or 5</td>
<td>CSC 100</td>
</tr>
</tbody>
</table>

B. College Level Examination Program

The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.
• Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.
• Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for the CLEP examinations, contact Rio Salado College or Paradise Valley Community College.

**English Composition**

Students pursuing credit for ENG 101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG 102 through CLEP examination.

**Foreign Languages**

Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges. For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Spanish</th>
<th>French</th>
<th>German</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>50-54</td>
<td>49-53</td>
<td>46-50</td>
<td>8 (101, 102)</td>
</tr>
<tr>
<td>201</td>
<td>55-61</td>
<td>54-62</td>
<td>51-59</td>
<td>12 (101, 102, 201)</td>
</tr>
<tr>
<td>202</td>
<td>62-80</td>
<td>63-80</td>
<td>60-80</td>
<td>16 (101, 102, 201, 202)</td>
</tr>
</tbody>
</table>

At the discretion of the individual college, an oral exam at the 202 level may be administered.

C. Defense Activity for Non-traditional Education Support Examination Program

The Maricopa Community Colleges may award credit for the Defense Activity for Non-Traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. The Assessment Center at Rio Salado College is a national test site. For additional information on registering for DANTES examinations, call (480) 517-8560.

D. American College Testing Proficiency Examination Program

The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned.

E. Departmental Credit By Examination

Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:

i. To challenge a course a second time;
ii. To challenge a course while currently enrolled in the course;
iii. To establish credit in a previously completed course; and
iv. To establish credit for a lower level of a course in which credit has been received.

• Exceptions may be granted at some MCCCD colleges for their unique programs of study.
• Certain departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
• Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student’s transcript. Fees are not refundable after the examination has been administered, regardless of results.
When credit is granted as outlined above, a notation of “credit by examination,” a grade and the number of credits will appear on the student’s transcript. The grade is used in computing the grade point average.

**College Level Examination Program (CLEP)**

NOTE: The changes to English Composition CLEP were agreed upon at their respective Articulation Task Force (ATF) meetings prior to approval by APASC members in April, 2008. These cut scores, which represent equivalencies, were implemented July 1, 2009.

Table Revised August 2010

<table>
<thead>
<tr>
<th>Examination</th>
<th>General</th>
<th>MCCCD</th>
<th>Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>50</td>
<td>With essay qualifies for ENG101</td>
<td></td>
</tr>
<tr>
<td>(Replaced by College Composition)</td>
<td>(July 1, 2001-June 30, 2010), 600 (1986 version), 500 (1978 version)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>50</td>
<td>MAT122</td>
<td></td>
</tr>
<tr>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>Elective Credit*</td>
<td></td>
</tr>
<tr>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting, Principles of</td>
<td>ACE</td>
<td>ACC Elective Credit</td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>Score</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>ACE</td>
<td>POS110</td>
<td></td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>ACE</td>
<td>ENH241, 242</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>ACE</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>Calculus (Previously Calculus with Elem Functions)</td>
<td>ACE</td>
<td>BIO Elective Credit*</td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td>Score</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>(Previously Calculus with Elem Functions)</td>
<td>ACE</td>
<td>MAT221</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>ACE</td>
<td>CHM Elective Credit*</td>
<td></td>
</tr>
<tr>
<td>College Algebra (1993) (Replaces College Algebra [1979])</td>
<td>Score</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>College Algebra – Trigonometry</td>
<td>ACE</td>
<td>MAT152</td>
<td></td>
</tr>
<tr>
<td>College Composition (Replaces English Composition with Essay)</td>
<td>Score</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>ACE</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>French Language, Level 1 (Previously French Language)</td>
<td>50-54</td>
<td>FRE101, 102</td>
<td></td>
</tr>
<tr>
<td>French Language, Level 2 (Previously French Language)</td>
<td>62-65</td>
<td>FRE101, 102, 201</td>
<td></td>
</tr>
<tr>
<td>French Language, Level 2 (Previously French Language)</td>
<td>66-80</td>
<td>FRE101, 201</td>
<td></td>
</tr>
<tr>
<td>German Language, Level 1 (Previously German Language)</td>
<td>39-45</td>
<td>GER101</td>
<td></td>
</tr>
<tr>
<td>German Language, Level 2 (Previously German Language)</td>
<td>51-59</td>
<td>GER101, 102, 201</td>
<td></td>
</tr>
<tr>
<td>German Language, Level 2 (Previously German Language)</td>
<td>51-59</td>
<td>GER101, 102, 201</td>
<td></td>
</tr>
</tbody>
</table>
2.2 admission/registration/enrollment (cont’d)

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>MCCCD</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Growth &amp; Development</td>
<td>ACE Score</td>
<td>0</td>
<td>No Credit</td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>ACE Score</td>
<td>3</td>
<td>CIS Elective Credit</td>
</tr>
<tr>
<td>Intro to Educational Psychology</td>
<td>ACE Score</td>
<td>3</td>
<td>EDU Elective Credit</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>ACE Score</td>
<td>3</td>
<td>GBS Elective Credit</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>ACE Score</td>
<td>3</td>
<td>PSY101</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>ACE Score</td>
<td>3</td>
<td>SOC101</td>
</tr>
<tr>
<td>Macroeconomics, Principles of (Replaces Introductory Macroeconomics)</td>
<td>ACE Score</td>
<td>3</td>
<td>ECN211</td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>ACE Score</td>
<td>3</td>
<td>MGT Elective Credit</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT1271</td>
</tr>
<tr>
<td>Mathematics, College</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT142</td>
</tr>
<tr>
<td>Microeconomics, Principles of (replaces Introductory Microeconomics)</td>
<td>ACE Score</td>
<td>3</td>
<td>ECN212</td>
</tr>
<tr>
<td>Spanish Language, Level 1 (Previously Spanish Language)</td>
<td>50-54</td>
<td>4</td>
<td>SPA101</td>
</tr>
<tr>
<td>(55-65)</td>
<td>8</td>
<td>SPA101, 102</td>
<td></td>
</tr>
<tr>
<td>Spanish Language, Level 2 (Previously Spanish Language)</td>
<td>66-67</td>
<td>12</td>
<td>SPA101, 102, 201</td>
</tr>
<tr>
<td>(68-80)</td>
<td>16</td>
<td>SPA101, 102, 201, 201</td>
<td></td>
</tr>
<tr>
<td>Trigonometry</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT182</td>
</tr>
<tr>
<td>U.S. History I – Early Colonization to 1877</td>
<td>ACE Score</td>
<td>6</td>
<td>HIS103</td>
</tr>
<tr>
<td>U.S. History II – 1865 to the Present</td>
<td>ACE Score</td>
<td>3</td>
<td>HIS104</td>
</tr>
<tr>
<td>Western Civilization I – Ancient Near East to 1648</td>
<td>ACE Score</td>
<td>6</td>
<td>HIS100, 101</td>
</tr>
<tr>
<td>Western Civilization II – 1648 to the Present</td>
<td>ACE Score</td>
<td>3</td>
<td>HIS102</td>
</tr>
</tbody>
</table>

*The general studies requirement in natural sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP*
### Administrative Regulation

#### 2.2 Admission/Registration/Enrollment (Cont’d)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course/Requirement</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus AB (Previously Mathematics – Calculus AB)</td>
<td>5, 4, or 3</td>
<td>MAT220 or MAT221</td>
<td>4 or 5</td>
</tr>
<tr>
<td>Calculus BC (Previously Mathematics – Calculus BC)</td>
<td>5 or 4</td>
<td>MAT220 or MAT221 and MAT 230 or MAT231 upon completion of MAT241 MAT220 or MAT221</td>
<td>8 to 10</td>
</tr>
<tr>
<td>Comparative Government and Politics (Previously Political Science – Comparative Government and Politics)</td>
<td>5 or 4</td>
<td>POS140</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>5 or 4</td>
<td>CSC100</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>5 or 4</td>
<td>CSC100</td>
<td>3</td>
</tr>
<tr>
<td>Economics – Macroeconomics</td>
<td>5 or 4</td>
<td>ECN211</td>
<td>3</td>
</tr>
<tr>
<td>Economics – Microeconomics</td>
<td>5 or 4</td>
<td>ECN212</td>
<td>3</td>
</tr>
<tr>
<td>English – Language &amp; Composition</td>
<td>5 or 4</td>
<td>ENG100AA, AC, AD and ENG101</td>
<td>6</td>
</tr>
<tr>
<td>English – Literature &amp; Composition</td>
<td>5 or 4</td>
<td>ENG101 and ENH110</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>5 or 4</td>
<td>No Credit</td>
<td>3</td>
</tr>
<tr>
<td>European History (Previously History – European)</td>
<td>5 or 4</td>
<td>HIS101, HIS102</td>
<td>6</td>
</tr>
<tr>
<td>French – Language</td>
<td>5, 4, or 3</td>
<td>FRE101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>French – Literature</td>
<td>5, 4, or 3</td>
<td>FRE101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>German – Language</td>
<td>5, 4, or 3</td>
<td>GER101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>German – Literature</td>
<td>5, 4, or 3</td>
<td>GER101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>Japanese Language and Culture (Previously Japanese-Language)</td>
<td>5</td>
<td>JPN 101, 102 and 201</td>
<td>15</td>
</tr>
<tr>
<td>Japanese Language and Culture (Previously Japanese-Language)</td>
<td>4</td>
<td>JPN 101, 102 and 201</td>
<td>15</td>
</tr>
<tr>
<td>Japanese Language and Culture (Previously Japanese-Language)</td>
<td>3</td>
<td>JPN 101 and 102</td>
<td>10</td>
</tr>
<tr>
<td>Latin: Virgil (Previously Latin – Language)</td>
<td>5</td>
<td>LAT101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>Latin: Virgil (Previously Latin – Language)</td>
<td>4</td>
<td>LAT101, 102, 201</td>
<td>12</td>
</tr>
<tr>
<td>Latin: Virgil (Previously Latin – Language)</td>
<td>3</td>
<td>LAT101, 102</td>
<td>8</td>
</tr>
<tr>
<td>Music Theory (Previously Music)</td>
<td>5 or 4</td>
<td>MTC105</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>5 or 4</td>
<td>PHY111, PHY112</td>
<td>8</td>
</tr>
<tr>
<td>Physics B</td>
<td>3</td>
<td>PHY111</td>
<td>4</td>
</tr>
<tr>
<td>Physics C – Electricity &amp; Magnetism</td>
<td>5, 4, or 3</td>
<td>PHY112 with laboratory course work</td>
<td>4</td>
</tr>
<tr>
<td>Physics C – Mechanics</td>
<td>5, 4, or 3</td>
<td>PHY111 with laboratory course work</td>
<td>4</td>
</tr>
<tr>
<td>Psychology</td>
<td>5 or 4</td>
<td>PSY101</td>
<td>3</td>
</tr>
<tr>
<td>Spanish – Language</td>
<td>5, 4, or 3</td>
<td>SPA101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>Spanish – Literature</td>
<td>5, 4, or 3</td>
<td>SPA101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>Statistics</td>
<td>5, 4, or 3</td>
<td>MAT206</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government and Politics (Previously Political Science – American Government)</td>
<td>5 or 4</td>
<td>POS110</td>
<td>3</td>
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<tr>
<td>U.S. History (Previously History – American)</td>
<td>5 or 4</td>
<td>HIS103, HIS104</td>
<td>6</td>
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</tbody>
</table>

#### F. International Baccalaureate Diploma/Certificate

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. MCCCD College grants credit for college-level courses only. Credit is awarded according to the “International Baccalaureate Diploma/Certificate Credit” table.
### International Baccalaureate Diploma/Certificate Credit

**Table Revised August 2010**

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Sem. Hrs.</th>
<th>MCCCD Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>7, 6, or 5</td>
<td>4</td>
<td>BIO181, 182</td>
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<tr>
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<td>7, 6, or 5</td>
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<td>BIO182</td>
</tr>
<tr>
<td>Chemistry</td>
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<td>CHM151, 152</td>
</tr>
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<td></td>
<td>7, 6, or 5</td>
<td>4</td>
<td>CHM151</td>
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<tr>
<td>Economics</td>
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<td>7, 6, or 5</td>
<td>4</td>
<td>ECN211</td>
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<tr>
<td>English A</td>
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<td>ENG101, ENG100AB, AC, AD</td>
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<tr>
<td></td>
<td>7, 6, or 5</td>
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<td>ENG100AB, AC, AD</td>
</tr>
<tr>
<td>English B</td>
<td>No Credit</td>
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<td>None</td>
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<td>7, 6, or 5</td>
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<td>Foreign Language 101</td>
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<td>History</td>
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<td>(Previously History – American)</td>
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<td>History</td>
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<td>HIS101, 102</td>
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<td>(Previously History – European)</td>
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<td>(Previously Human Geography)</td>
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<td>MAT221</td>
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<td>Mathematics SL</td>
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<td>Mathematical Studies SL</td>
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</tr>
<tr>
<td>Further Mathematics SL</td>
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<td>MAT221</td>
</tr>
<tr>
<td>(Previously Mathematics)</td>
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<td>MAT221</td>
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<td></td>
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<tr>
<td>Visual Arts</td>
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<td>(Previously Art/Design)</td>
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<td>ART111</td>
</tr>
</tbody>
</table>

### Health Care Integrated Educational System (HCIES) Credit for Prior Learning

#### National/Regional Credential Recognition

Students who have recognized credentials related to healthcare may request an evaluation for course competency equivalency on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8240 or by e-mail at ican@domail.maricopa.edu. Website: [http://healthcare.maricopa.edu/healthcarecourses.php](http://healthcare.maricopa.edu/healthcarecourses.php). When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

#### Credit by Examination and Credit by Skills Demonstration Assessment

Health care students may apply for credit for prior learning in certain courses. Specific information and required forms can be found on [http://healthcare.maricopa.edu/healthcarecourses.php](http://healthcare.maricopa.edu/healthcarecourses.php). Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining.
the appropriate form(s) in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:
A. To challenge a course a second time;
B. To challenge a course while currently enrolled in the course;
C. To establish credit in a previously completed course; or
D. To establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D, or P, earned as a result of examination or skills assessment will be recorded on the student’s transcript. Fees are not refundable after the examination/skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of “CREDIT BY EXAMINATION,” “CREDIT BY EVALUATION,” or “CREDIT BY SKILLS DEMONSTRATION”, and the number of credits will appear on the student’s transcript. If a grade is assigned, it will be used in computing the grade point average.

4. Transfer Credit

A. Transfer Credit into MCCCD

A student enrolling into one of the Maricopa Community Colleges after having attended another post-secondary institution can have course work evaluated for transfer credit. To be eligible for evaluation, course work must appear on an official transcript from the institution that offered the course work. The official transcript must be mailed directly from the source institution to the Admissions and Records/Enrollment Services Office of the receiving institution. The Admissions and Records/Enrollment Services Office at the receiving institution will complete a course-by-course evaluation for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully applicable toward all Maricopa associate’s degree and certificate requirements. In addition, the age of credit may be considered in applying credit towards degrees and certificate programs. Transfer credit that may be applied to meet associate’s degree and certificate requirements at a Maricopa Community College is not necessarily transferable to other colleges and universities.

The processes and policies that govern the award of transfer credit are as follows:

i. Inter-Institutional: Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges. Credits accepted in transfer from other Maricopa Community Colleges do not necessarily apply to all Maricopa degree and certificate programs.

ii. Maricopa Skill Center and the Southwest Skill Center: The Maricopa Community Colleges have agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the Admissions and Records Office/Office of Student Enrollment Services for specific items related to these agreements.
iii. Arizona Public Community Colleges and Universities: A course that meets general education requirements at any Arizona public community college district or university will be accepted in transfer to meet comparable general education requirements at any of the Maricopa Community Colleges provided the course was completed with a grade of C or higher (2.0 on a 4.0 scale). On an exception basis, P-grades may be allowed in the Arizona General Education Curriculum (AGEC) for credit transferred if documentation collected by the community college indicates that the P-grade is a C or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.

Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.

iv. Domestic Institutions (U.S.): The evaluation and award of community college transfer credit for course work originating at U.S. institutions that are regionally accredited will be based on official transcripts from all institutions previously attended. Regionally accredited institutions of higher education are those that are fully accredited by New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or Western Association of Schools and Colleges. Courses from institutions that have earned candidate status from a regional accrediting association will be reviewed on a case-by-case basis.

The Admissions and Records Office/Office of Student Enrollment Services at the receiving institution will complete a course-by-course evaluation for all submitted transcripts upon student request, and will determine the acceptance and applicability of transfer credit toward associate’s degree and certificate requirements.

v. Foreign Institutions: Credits from foreign institutions will be reviewed for acceptance. It is the student’s responsibility to have all transcripts translated into English and evaluated by an international Credential Evaluation Service before submitting them to the college.

vi. Limitations on the Award of Transfer Credit: Generally, the Maricopa Community Colleges will not award credit for courses completed at institutions not regionally accredited.

B. Transfer Credit from MCCCD

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with private, public, and international baccalaureate degree granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts from all institutions attended. The processes and policies that govern the transfer of credit are as follows:

i. Inter-Institutional: Students who transfer from one Maricopa Community College to another must have transcripts sent to the receiving institution for evaluation. Transcript evaluation will be conducted upon student request. Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges. Credits transferred from one Maricopa Community College to another may not necessarily apply to all Maricopa degree or certificate programs.
ii. Arizona Public Community Colleges and Universities: Maricopa is a participant in the Arizona statewide transfer system. The aztransfer.com website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on the aztransfer.com site is the course equivalency guide (CEG), which shows how courses transfer from Arizona public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate how the course will apply to meet requirements for specific bachelor's degrees. https://www.aztransfer.com/cgi-bin/webobjects/admin_ceg

iii. Domestic Institutions (U.S): The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited. These partnerships are formalized through district-wide articulation agreements and are designed to help students make a smooth transition when transferring from one of the Maricopa Community Colleges to a four-year college or university. To access a list of institutions with which Maricopa has established an articulation agreement, visit: http://www.maricopa.edu/academic/ccta/artic/partner_list.php

iv. Foreign Institutions: The Maricopa Community Colleges have agreements with colleges and universities outside the United States that are approved by the Ministry of Education or other appropriate governmental agency. To access a list of international agreements, visit: http://www.maricopa.edu/academic/ccta/artic/partner_list.php

v. Limitations on the Transfer of Credit: Generally, the following types of courses are not intended for transfer. See an advisor for specific information.
   • Remedial/developmental courses or courses numbered below 100
   • Arizona government university courses
   • Cooperative education
   • Experimental courses
   • Post baccalaureate courses
   • Contractual training for business, industry, and government
   • Some forms of credit for prior learning
   • Non-credit courses

vi. Time Limit for Transfer Coursework: Students should be aware that the receiving institution may have age of credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

5. Servicemen’s Opportunity College

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen’s Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges’ status as a Servicemen’s Opportunity College District is discontinued, it will nonetheless maintain its commitment to students.
previously enrolled. In addition, the option to enter into a “contract for a degree” allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.

### 2.2.5 Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

**EXAMPLE A**

| Admitted & Earned Course Credit at a Public Community College or University | Fall '05 (Active) |
| Contained at a Public Community College | Spring '06, Fall '06 (Active) |
| Transferred to a University | Spring '07 (2005 or Any Subsequent Catalog) |

**EXAMPLE B**

| Admitted & Earned Course Credit at a Public Community College or University | Fall '02 (Active) |
| Enrolled But Earned All Ws, Zs, or Fs | Spring '03 (Inactive) |
| Enrolled in Audit Courses Only | Fall '03 (Inactive) |
| Nonattendance | Spring '04 (Inactive) |
| Transferred to a University | Fall '04 (2004 or Any Subsequent Catalog) |

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

**EXAMPLE A**

| Admitted & Earned Course Credit at a Public Community College or University | Fall '02 (Active) |
| Nonattendance | Spring '03, Fall '03, Spring '04 (Inactive) |
| Readmitted & Earned Course Credit at a Public Community College | Fall '04 (Active) |
| Transferred to a University | Spring '05 (2004 or Any Subsequent Catalog) |
EXAMPLE B

| Admitted & Earned Course Credit at a Public Community College or University Nonattendance | Fall ‘02 (Active) |
| Readmitted & Earned Course Credit at a Public Community College Nonattendance | Spring ‘03 (Inactive) |
| Transferred to a University | Summer ‘03 (Active) |

| | Fall ‘02 (Active) |
| | Fall ‘03, Spring ‘04 (Inactive) |
| | Fall ‘04 (2002 or Any Subsequent Catalog) |

*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE

| Admitted & Earned Course Credit at a Public Community College or University Continued at a Public Community College Nonattendance Readmitted & Earned Course Credit at a Public Community College Transferred to a University | Summer ‘04 (Active) |
| | Fall ‘04, Spring ‘05 (Active) |
| | Fall ‘05 (Inactive) |
| | Spring ‘06 (Active) |
| | Summer ‘06 (2004 or Any Subsequent Catalog) |

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

2.2.6 Academic Advising

1. Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation.

2. The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.

3. The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources and assists students in making use of printed and online materials.

4. Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy-making decisions at all levels of the institutional administration.

With the help of an academic advisor, students will:

1. gain an understanding of their academic abilities and interests

2. be reinforced in their successes
3. be provided information regarding the nature and purpose of higher education
4. be referred to counselors and other resources to explore their interests, skills, abilities, and values
5. define and refine educational goals and objectives and understand the consequences of alternative courses of action
6. consider alternative careers through counselors, workshops, seminars, and other resources
7. make course, certificate, and/or degree selections
8. understand and utilize placement test results
9. be encouraged to be active participants in their educational planning and college life
10. be informed of support services that are available and how to make an appointment, if appropriate
11. be aware of transfer articulation arrangements
12. be informed about research results and general perceptions of student experiences at the institution
13. receive accurate printed materials on academic majors, minors, and other degree and program requirements
14. be encouraged to use the technology, which supports the academic advising process

2.2.7 Student Assessment and Course Placement

The Maricopa Community Colleges are committed to providing students with opportunities for successful academic experiences. Student academic achievement is directly related to the proper initial course placement. Students choosing to enroll will register for the courses indicated by their English, mathematics or reading course placement tests, or in a lower level course. Initial course placement should be discussed with an advisor or counselor who is skilled in assessing the student’s needs and factors that affect student success.

1. Testing for Course Placement
   A. Students will be required to complete a course placement test under any one of the following conditions:
      i. The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
      ii. The student is pursuing a degree and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
      iii. The student does not have a high school diploma or GED, and is applying for federal financial aid.
      iv. The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.
      v. College may determine additional conditions under which students would be required to complete course placement testing. Contact the college for additional conditions.
B. Students will be strongly encouraged to complete a course placement test under any one of the following conditions:
   i. The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.
   ii. The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.
   iii. Students MAY be exempt from a course placement test if at least one of the following conditions apply:
         1. The student has earned an associate or higher degree.
         2. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.
         3. The student has currently valid district approved course placement scores on file.

   Note: Being exempt from taking a course placement test does not exempt the student from fulfilling the minimum graduation requirements.

2. Course Placement
   A. Students choosing to enroll in the courses indicated will be advised and placed into courses based on highest test or retest scores.
   B. Students will be permitted one re-test in English, reading or by math level after at least a 24-hour waiting period. An additional re-test is permitted one year from the date of student’s original or re-test at any course placement testing site.
   C. The vice president of student affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.
   D. Students may request a Course Placement Waiver from the appropriate department/division chair or designee. The waiver will be granted at the chair/designee’s discretion. Additional testing may also be required. The signed waiver will be noted on the student’s electronic record.

3. Implementation of Policy
   To ensure consistency of the course placement process within the Maricopa Community Colleges:
   A. All colleges shall accept the same approved course placement instruments.
   B. All colleges shall adhere to the same approved cut-off scores.
   C. Course placement scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test.

4. Evaluation
   The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy’s effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

2.2.8 Registration

Students must register according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority
registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

2.2.9 Tuition and Fees Policy

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

1. Time of Payment
   All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

2. Tuition and Fees Schedule (Effective July 1, 2010 for fall, spring and summer Sessions)
   Current information can be found at http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.htm.

   The following is a tuition and fees schedule for 2010-2011 and is provided for reference. These tuition and fees are subject to change. Consult the college’s Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See Appendix S-4

3. Outstanding Debts
   Any debt or returned check may revoke a student’s current enrollment and the student’s right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.
The following procedure will be used for the collection of returned checks and other outstanding debts:

A. The designated college official or fiscal officer is responsible for:
   i. Verifying the student’s district wide debt,
   ii. Attempting to notify the student of the debt and
   iii. Attempting to collect the debt.

B. All Maricopa Community College services will be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.

C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
   i. Collection agency, requiring payment of collection fees by the student;
   ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
   iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
   i. MCCCD staff verify that full payment has been made to another College;
   ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
   iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
   iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

4. Discounted Fees and Waivers
   A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
   B. Employees, Dependents and Mandated Groups
      The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special Interest Community Services courses are not waived.
   C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community
      Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

2.2.10 Refund Policy

1. Refund Policy for Credit Classes
   Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by
the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

### Length of Class
- **1-9 calendar days**: Prior to the class start date
- **10-19 calendar days**: 1 calendar day including the class start date
- **20-29 calendar days**: 2 calendar days including the class start date
- **30-39 calendar days**: 3 calendar days including the class start date
- **40-49 calendar days**: 4 calendar days including the class start date
- **50-59 calendar days**: 5 calendar days including the class start date
- **60-69 calendar days**: 6 calendar days including the class start date
- **70+ calendar days**: 7 calendar days including the class start date

*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

2. **Refund Policy for Non-Credit Classes**
   Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

3. **Canceled Classes**
   When a class is canceled by the college, a 100% refund will be made.

4. **Refund Exceptions**
   Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:
   - **A.** A student with a serious illness, verifiable by a doctor’s written statement that the illness prevents the student from attending all classes for the semester. The doctor’s statement must be on file with the college before a refund can be given.
   - **B.** Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse’s/partner’s father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
   - **C.** Death of a student. Appropriate documentation must be provided before a refund can be given.
   - **E.** A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

**Limitation:** Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.
2.2.11 Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additional procedural information on financial assistance is available in Appendix S-5.

AMENDED through the Administrative Regulation Process, May 17, 2011
AMENDED through the Administrative Regulation Process, March 4, 2011
AMENDED through the Administrative Regulation Process, February 23, 2010
AMENDED through the Administrative Regulation Process, March 5, 2009
AMENDED through the Administrative Regulation Process, December 9, 2008, Motion No. 9524
AMENDED through the Administrative Regulation Process, August 18, 2008
AMENDED through the Administrative Regulation Process, June 12, 2008
AMENDED through the Administrative Regulation Process, January 24, 2008
2.3.1 Academic Load

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9-11.9 credit hours. Half-time is 6-8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student’s responsibility to notify the college if he/she will no longer be attending the class (see Appendix S-7 for Withdrawal Procedures).

2.3.2 Attendance

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student’s responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to Appendix S-7 for Withdrawal Procedures.
1. Official Absences
   A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
   B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
   C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student’s ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
   D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. Religious Holidays
   Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

2.3.3 Grading

1. Policy
   It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
</tbody>
</table>
2. Incomplete Grade

A. Students who are doing acceptable work may request an incomplete grade “I” if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.

B. Students must complete the requirements within the time period agreed to—maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

3. Repeating a Course/Improving a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A “W” or “Y” is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) for repeated courses will automatically be excluded from the grade point calculation. All enrollments in a course will appear on the transcript. Check individual courses and programs for exceptions.

4. Credit/No Credit Courses (P/Z)

A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGEC (Arizona General Education Curriculum).

B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See “Important Deadlines for Students.”

C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.

D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.

E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Advisory Note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.
5. Audit Courses
   A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.
   B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the “Important Deadlines for Students”.

6. Important Deadlines for Students (See Appendices, page VI-x)

2.3.4 Academic Probation (Progress)

1. Probation
   A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student’s cumulative grade point average is less than:

<table>
<thead>
<tr>
<th>Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A,B,C,D,F, and Y)</th>
<th>Minimum Grade Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15</td>
<td>1.60</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45</td>
<td>1.90</td>
</tr>
<tr>
<td>46+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

   (Students should also be aware that graduation requires a cumulative minimum grade point average of 2.00).

   Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

2. Continued Probation
   A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours. Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

2.3.5 Instructional Grievance Process - Appendix S-6

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades expires one year from the date the grade was issued. Steps outlining the process are available in Appendix S-6.
2.3.6 Withdrawal

To withdraw from a course or courses from the college, students must follow approved procedures (See Appendix S-7). The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

2.3.7 Academic Renewal

Students who are returning to this college after a separation of five (5) years or more from the Maricopa Community College District, may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office/Office of Student Enrollment Services at the college where the grades were earned.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.

2. Upon approval, all courses taken prior to reenrollment with a grade of “A,” “B,” “C,” “D,” “F,” and “Y” will be annotated as academic renewal on the student’s permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades “A,” “B,” or “C” will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.

3. All course work will remain on the student’s permanent academic record, ensuring a true and accurate academic history.

4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.

5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

2.3.8 Honors Program

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor’s, Foundation’s, and President’s Scholarships.

President’s Honor List

The President’s Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.
2.3.9 General Graduation Requirements

*Note:* Also see “Catalog Under Which a Student Graduates” (AR 2.2.5)

All students are required to complete the degree and/or certificate requirements as approved by the MCCCD Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of “C” or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

3. have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center.

Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

4. have a minimum cumulative grade point average of 2.000 at the college granting the degree.

5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements

Some specific programs have higher grade requirements. It is the student’s responsibility to be aware of these program requirements.
6. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the
record to use those courses toward program completion.

7. have removed any indebtedness to any MCCCD college /center.

8. have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for information on honors designation.

Certificates/Degrees
The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees,
one of which is conferred on each student who has completed a program of study. These
certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified);
(2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate
in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in Transfer
Partnership; (9) Associate in Applied Science (Career Program Specified).

All candidates for a degree and/or certificate must complete the General Graduation
Requirements as approved by the MCCCD Governing Board.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as
possible to determine which program meets their needs and to plan their course of study.

Licensure Disclaimer
Maricopa Community Colleges courses and programs prepare students for entry into a variety
of professions. Many of these professions require that a person hold an occupational license
or certificate in order to work in a particular field. Typically, a person must meet certain legal
requirements before obtaining such a license or certificate. These requirements are established
by county, state or federal agencies, and often are based on a person’s character, or whether the
person has been convicted of a criminal offense. It is possible for a student who has obtained
a degree or certificate from a community college to be denied the right to work in a particular
profession after completing the degree or certificate because of concerns over the student’s
character or criminal background. Any student preparing to enter a field for which a professional
license or certificate is required is strongly advised to consult with the appropriate government
agency that issues such credentials. That agency can provide the student complete information
about any requirements the law imposes for working in a particular occupation.

MCCCD General Education Statement
The general education core of the program of study for an associate degree or a certificate helps
students develop a greater understanding of themselves, of their relationship with others, and of
the richly diverse world in which they live. The general education experience provides students
with opportunities to explore broad areas of commonly held knowledge and prepares them to
contribute to society through personal, social, and professional interactions with others. General
education fosters students’ personal development by opening them to new directions, perspectives,
and processes.

Through its general education requirements, the Maricopa County Community College District is
committed to helping students develop qualities and skills that will serve them throughout their
lives. General education opportunities encourage students to:
• Build self-awareness, self-respect, and self-confidence
• Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
• Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
• Access, evaluate, analyze, synthesize, and use information wisely
• Communicate effectively personally, socially, and professionally
• Think critically, make informed decisions, solve problems, and implement decisions
• Consider the ethical implications of their choices
• Value the learning process throughout their lives
• Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
• Develop a personal sense of aesthetics
• Use technological resources appropriately and productively
• Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:
• Communication
• Arts and Humanities
• Numeracy
• Scientific Inquiry in the Natural and Social Sciences
• Information Literacy
• Problem-Solving and Critical Thinking
• Cultural Diversity

General Education Designations (example: (FYC), [SB], [HU], etc.)
Effective fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

AMENDED February 22, 2011, Motion No. 9781, 9782

2.3.10 Transcripts for Transfer

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy in the Student Rights and Responsibilities section of this manual). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fee Schedule for charges for other official transcripts.
2.3.11 Academic Misconduct

1. Definitions
   A. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive and/or threatening behavior.
   B. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
   C. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

2. Sanctions
   Any student found by a faculty member to have committed academic misconduct maybe subject to the following sanctions: (Note: sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate vice president of academic affairs or designee that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the appropriate vice president of academic affairs or designee.
   A. Warning—A notice in writing to the student that the student has violated the academic code.
   B. Grade Adjustment—Lowering of a score on a test or assignment.
   C. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
   D. Course Failure—Failure of a student from a course where academic misconduct occurs.
   E. Disciplinary Probation—Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
   F. College Suspension—Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
   G. College Expulsion—Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

3. Appeal of Sanctions for Academic Misconduct
   Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process. (AR 2.3.5; Appendix S-6)

2.3.12 Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See Appendix S-8
<table>
<thead>
<tr>
<th>AR</th>
<th>2.3 scholastic standards (cont'd)</th>
</tr>
</thead>
</table>

AMENDED through the Administrative Regulation Process, March 4, 2011
AMENDED through the Administrative Regulation Process, February 23, 2010
AMENDED through the Administrative Regulation Process, March 3, 2009
AMENDED through the Administrative Regulation Process, January 24, 2008
2.4 college environment

2.4.1 General Statement

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

2.4.2 Nondiscrimination

See the EEO/AA Section of the Administrative Regulations.

2.4.3 Equal Opportunity Statement

See the EEO/AA Section of the Administrative Regulations.

2.4.4 Sexual Harassment Policy for Employees and Students

See the EEO/AA Section of the Administrative Regulations.

2.4.5 Copyright Act Compliance

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

1. Copyright Policy
   See the INSTRUCTION Section of the Administrative Regulations.

2. Taping of Faculty Lectures
   See the INSTRUCTION Section of the Administrative Regulations.

3. What Students Should Know About Copyright (www.maricopa.edu/legal/ip/students.htm)

2.4.6 Emissions Control Compliance

Pursuant to ARS §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student’s vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner’s expense.

2.4.7 Abuse-Free Environment

See the AUXILIARY SERVICES Section of the Administrative Regulations for Tobacco-Free Environment.

1. Substance Abuse/Misuse Statement
   Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.
This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student’s needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal “duty to care” responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:

A.  Visibly demonstrate a performance of the Maricopa Community College District “duty to care.”
B.  Comply with requirements for federal funds.
C.  Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
D.  Inform/educate members of the academic community of adverse effects of these substances.
E.  Inform/educate the academic community about the policies concerning substance misuse and abuse.
F.  Discourage illegal drug abuse and legal substance misuse.
G.  Provide individual and group counseling.
H.  Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

A.  Developing and implementing substance misuse/abuse prevention programs.
B.  Providing educational training and prevention programs for the college and community it serves.
C.  Providing timely and accurate information dissemination.
D.  Establishing supportive counseling programs as needed.
E.  Establishing a strong on-going evaluation of services.
F.  Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
G.  Clarifying the college regulations for control of alcohol and drug use.
H.  Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student’s educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of the Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

i. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.

ii. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

iii. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

B. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

i. Drinking or possession of alcoholic beverages on the college campus.

ii. Misuse of narcotics or drugs.

C. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

i. Warning.

ii. Loss of privileges.

iii. Suspension, or

iv. Expulsion.

D. Legal Consequences of Alcohol and Other Drugs

i. Laws Governing Alcohol

The State of Arizona sets twenty-one as the “legal drinking age.” An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

Arizona Revised Statutes, Title 28, Chapter 4, Article 3 prohibit driving while under the influence of intoxicating liquor or drugs (DWI). Drivers arrested for a DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will, on conviction for a first offense, be sentenced to no less than ten
days in jail, pay a fine of not less than $250, pay an additional assessment of $1,000, and may be required to perform community restitution and equip his or her vehicle with a certified ignition interlock device. On conviction of a second offense within 84 months, the person shall have his/her driving privilege revoked for one year. Additionally, this person shall be sentenced to not less than 90 days in jail, pay a fine of not less than $500, pay an assessment of $2,500, and shall be ordered to perform at least 30 hours of community restitution. Additionally, the person may be required to equip his or her vehicle with a certified ignition interlock device for up to twelve months starting on the date that his or her driving privileges are restored.

ii. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
First conviction: Up to one year imprisonment and fined at least $1,000 but not more than $100,000, or both. (21 United States Code §844)

After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least $2,500 but not more than $250,000, or both. (21 United States Code §844)

After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least $5,000 but not more than $250,000, or both. (21 United States Code §844)

Special sentencing provisions for possession of crack cocaine (21 United States Code §844):

Mandatory at least five years in prison, not to exceed twenty years and fined up to $250,000, or both, if:
1. First conviction and the amount of crack possessed exceeds five grams.
2. Second conviction and the amount of crack possessed exceeds three grams.
3. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack) (21 United States Code §853)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. (21 United States Code §853 and 881(a)(4))

Civil fine of up to $10,000 (pending adoption of final regulations). (21 United States Code §884(a))

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. (21 United States Code §862)

Ineligible to receive or purchase a firearm. (21 United States Code §922(g))

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.
iii. State Penalties and Sanctions

Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

1. Marijuana: A first offense for possession or use of marijuana in an amount of less than two pounds constitutes a class 6 felony and carries a possible prison term of one year and a fine of not less than $750. The sale of marijuana in an amount of less than two pounds constitutes a class 3 felony and carries a prison sentence of three and one-half years and a fine of not less than $750. There are other possible penalties as well. (ARS §13-3405)

2. LSD and Methamphetamine: Possession, use and sale are felonies carrying sentences from four to five years and fines of not less than $1,000. There are other possible penalties as well, including a presumptive sentence of ten years for the sale of methamphetamine. (ARS §13-3407)

3. Heroin and Cocaine: Possession, use and sale are felonies carrying sentences up to five years and a fine of not less than $2,000. There are other possible penalties as well. (ARS §13-3408)

3. Use of Alcoholic Beverages

See Section 4.13 of the Administrative Regulations

4. Other Health Concerns

**General Guidelines Concerning AIDS**

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student’s file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.
Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

AMENDED through the Administrative Regulations approval process, October 22, 2008

2.4.8 Petition Signature Solicitation

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.

2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.

3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.

4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in Appendix S-14.

AMENDED through the Administrative Regulation approval process, July 6, 2010
ADOPTED through the Administrative Regulation approval process, July 18, 2002

2.4.9 Solicitation

1. Definitions
   
   A “solicitor” is any non-MCCCD-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

   A “special event” is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event’s theme.

2. Requirements
   
   A. A solicitor must obtain prior approval for solicitation from the designated official at each college or center. A solicitor who would purport to sell any product or service is
responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of $50 per day or $125 per full week.

B. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.

C. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.

D. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.

E. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.

F. A college may waive the fee prescribed in this regulation for any solicitor’s participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college’s students (i.e., non-profits/501(c)3, the armed forces, and educational institutions offering transfer information); the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college’s Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:
   i. Such product or service presents low risk of harm to a potential user;
   ii. The product or service is not food or food-related and;
   iii. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.

G. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

Specific procedures on how to implement the Solicitation regulation can be found in Appendix S-15.

AMENDED through the Administrative Regulation approval process, July 6, 2010
ADOPTED through the Administrative Regulations approval process, July 12, 2001

2.4.10 Children on Campus

Children (younger than 18) may not attend any class unless they are officially registered for the class.
2.4 college environment (cont’d)

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

2.4.11 Crime Awareness and Campus Security Act

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

2.4.12 Workplace Violence Prevention

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

2.4.13 Student Right to Know

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.
2.5 students rights and responsibilities

2.5.1 Disciplinary Standards

1. Disciplinary Probation and Suspension
According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:
A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records
B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions
C. Violation of Arizona statutes, and/or college regulations and policies
D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities

2. Disciplinary Removal from Class
A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member’s recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

2.5.2 Student Conduct Code

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions
The following are definitions of terms or phrases contained within this Code:

1. “Accused student” means any student accused of violating this Student Conduct Code.

2. “Appellate boards” means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board’s determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.

3. “College” means a Maricopa Community College or center.

4. “College premises” means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
5. “College official” means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.

6. “Complainant” means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.

7. “Day” means calendar day at a time when college is in session, and shall exclude weekends and holidays.

8. “Disruptive behavior” means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.

9. “District” means the Maricopa County Community College District.

10. “Faculty member” means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.

11. “May” is used in the permissive sense.

12. “Member of the college community” means any person who is a student, faculty member, college official or any other person employed by the college or center. A person’s status in a particular situation shall be determined by the college president.

13. “Organization” means any number of persons who have complied with the formal requirements for college recognition.

14. “Policy” is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.

15. “Shall” is used in the imperative sense.

16. “Student” means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered “students”.

17. “Student Conduct Administrator” means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.

18. “Student Conduct Board” means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. “Threatening behavior” means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

**Article II: Judicial Authority**

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.

2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.

3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

**Article III: Prohibited Conduct**

1. **Jurisdiction of the College**
   
   The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

2. **Temporary Removal of Student**
   
   Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member’s appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

3. **Conduct - Rules and Regulations**
   
   Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

   A. Acts of dishonesty, including but not limited to the following:
      
      i. Furnishing false information to any college official or office.
      
      ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
      
      iii. Tampering with the election of any college-recognized student organization.
B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member’s recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.B. above.

D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college’s or District’s website.

H. Violation of federal, state or local law.

I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.

J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.

L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
   i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
   ii. Unauthorized transfer of a file
   iii. Unauthorized use of another individual’s identification and/or password
iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
v. Use of technology facilities or resources to send obscene or abusive messages
vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
vii. Use of technology facilities or resources in violation of copyright laws
viii. Any violation of the District's technology resource standards
ix. Use of technology facilities or resources to illegally download files

P. Abuse of the Student Conduct system, including but not limited to:
i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
vii. Failure to comply with the sanctions imposed under this Student Conduct Code
viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

Q. Engaging in irresponsible social conduct.
R. Attempt to bribe a college or District employee.
S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

4. Violation of Law and College Discipline
A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
Article IV: Student Conduct Code Procedures

1. Charges and Student Conduct Board Hearings

   A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.

   B. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

   C. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than five (5) nor more than fifteen (15) days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.

   D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV A.7 below:

   i. Student Conduct Board hearings normally shall be conducted in private.

   ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

   iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.

   iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.

   v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly.
This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

vi. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

vii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

viii. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.

ix. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.

G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

i. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.

ii. Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.

iii. Loss of Privileges - denial of specified privileges for a designated period of time.

iv. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

v. Discretionary Sanctions - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)

vi. College Suspension - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

vii. College Expulsion - permanent separation of the student from all the colleges in the District.

B. More than one of the sanctions listed above may be imposed for any single violation.
C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

D. The following sanctions may be imposed upon groups or organizations:
   i. Those sanctions listed above in Article IV B. 1. a through d.
   ii. Loss of selected rights and privileges for a specified period of time.
   iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.

E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. Emergency Suspension
   If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.
4. Appeals
   A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
   B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
      i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
      ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
      iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
      iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
   C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision
Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

2.5.3 Student Records

1. Definitions
   For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.
   A. “College” includes all colleges, educational centers, skill centers and District office.
   B. “Educational Records” are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
      i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute
      ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment
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iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.

iv. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.

2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. Annual Notification

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

A. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access.

   Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment of the student’s education records that the student believes to be inaccurate or misleading.

   Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

D. The right to file a complaint with the US Department to Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605

5. Student Directory
A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student’s name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

6. Use of Education Records for Advisement Purposes
All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District’s colleges or centers. The institution retains the right to exercise discretion in determining the release of directory information.

7. Disclosure to Parents
In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student’s status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.
2.5.4 Student Employment

1. District Student Employees
   A. Introduction
   Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.
   B. Philosophy and Workload for Student Employees
   i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
   ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
   iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.
   C. Student Employee Benefits
   As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker’s Compensation Insurance.
   D. Student Employment Records
   Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of students affairs.
   E. Student Compensation
   The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.
   F. Employee Contracts and Forms (See Appendix FM-3)
   G. Student Employee Grievance Procedure
   Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12)

2. Student Security Guards
   A. Introduction and Philosophy
   Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.
   B. Workload of Student Security Guards
   i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
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ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

C. Students not in Administration of Justice Program

i. Use of student other than those in Administration of Justice Program:

1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.
2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of students affairs.

ii. Recommended program for students other than those in Administration of Justice program: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:

1. Wearing of the uniform, general appearance, and demeanor
2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
3. Public relations methods used on the campus
4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
7. Basic first aid

D. Student Security Guards Employee Benefits

As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker’s Compensation Insurance.

E. Student Employment Records

The student security guard’s employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of students affairs.

2.5.5 Student Governance

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements
are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

1. Officers/Members
   All reference in this document to positions will designate whether the position is an officer position or a member position.

   Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

   All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

2. Designation
   Colleges with two (2) student governments shall designate the governments as “day” or “evening.” Colleges with one (1) government shall be considered day students, for the purposes of this document.

3. Eligibility for Office
   All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

4. Tenure of Position
   Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

5. Removal from Office
   Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

6. Remuneration Limitations
   A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per
weeks in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
C. The allowance for awarding honoraria or scholarships for executive student officers is a maximum of $200.00.
D. Compensation may be received for both honoraria/scholarships and college employment in the same semester.

7. Amending Student Constitutions
   College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

8. Student Governance Advisors
   College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

   Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

9. Legal/Fiscal/Financial Matters
   Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

10. Final Authority
    In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

2.5.6 Lost or Stolen Records

   The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) established that student records containing personally identifiable information be protected from disclosure. The Chancellor or designee shall develop guidelines that address how employees or agents serving on behalf of the Maricopa County Community College District (MCCCD) will report the loss or theft of student education records, in the event that such loss or theft occurs.

   Any employee, agent of the MCCCD, office or department that experiences the loss or theft of student education records, and/or serves as the custodian for the records, is responsible for notifying the appropriate college/district officials and or other authorities as outlined in Appendix S-11. In addition, departments or divisions that experience a loss or theft of student records shall develop and implement procedures to help avoid the future loss or theft of records.

AMENDED through the Administrative Regulation approval process, March 4, 2011
AMENDED through the Administrative Regulation approval process, February 23, 2010
ADOPTED through the Administrative Regulation approval process, June 24, 2002
The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the MCCCD community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with MCCCD is prohibited.

2. “Hazing” is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
   A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with MCCCD; and
   B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.

3. Any solicitation to engage in hazing is prohibited.

4. Aiding and abetting another person who is engaged in hazing is prohibited.

5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.

6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCD Hazing Prevention Regulation.

7. Hazing activities and situations include, but are not limited to, the following:
   A. Pre-pledging, illegal pledging or underground activities.
   B. Acts of metal and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
   C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
   D. Encouraging or forcing use of alcohol or drugs.
   E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
   F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8
   G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.

I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.

J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.

8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs’ office for investigation by any member of the college community. The vice president of student affairs’ office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCD policies, and local and state laws.

Alleged violations of the MCCCD hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the MCCCD hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs’ office for investigation by any member of the college community. The vice president of student affairs’ office will investigate the complaint in accordance with college and MCCCD policies, and local and state laws.

Any MCCCD faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCD policies, and local and state laws.

10. If the vice president of student affairs’ office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity—where students or student organizations knowingly permitted, authorized or condoned the hazing activity—the college can recommend the following sanctions against student clubs/organizations:

A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs’ office.

B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs’ office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.
C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.

D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The MCCCD hazing prevention regulation is not intended to prohibit or sanction the following conduct:
   A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCD.
   B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the MCCCD hazing prevention regulation:
   “Organization” is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCD, whose membership consists primarily of students enrolled at MCCCD and that may also be classroom-related or co-curricular in nature.

AMENDED through the Administrative Regulation approval process, February 23, 2010
ADOPTED through the Administrative Regulation approval process, June 24, 2002
1. The coordinator of disability services at each college will designate a qualified individual to serve as interpreter coordinator.

2. Any student who is deaf or hard of hearing may request an accommodation by contacting the designated disability services offices at his/her college.

   The interpreter coordinator and student will engage in an interactive process to determine a reasonable accommodation. Within a reasonable time following a request for services, the interpreter coordinator will obtain interpreting services through proper procurement procedures or will obtain an alternate accommodation that allows the student to participate in classes (i.e., real time captioning, c-print, or note taking).

3. When the college has provided interpreting services or another reasonable accommodation and a student cannot attend a class, he/she must attempt in good faith to notify the interpreter coordinator at least twenty-four hours prior to the class. If a student misses three consecutive classes without notifying the interpreter coordinator, the college will cancel his/her services. Upon notifying the interpreter coordinator of the reason for the failure to notify and that he/she desires to return to class, the college will make a good faith effort to reinstate the student’s services within a reasonable period of time.

4. The interpreter coordinator will inform each interpreter of his/her duty to notify the coordinator at least twenty-four hours before missing an assigned class. This will allow the interpreter coordinator time to locate a substitute interpreter.

5. At least once each semester the interpreter coordinator will ask each student to evaluate his/her assigned interpreter. At the beginning of each semester the interpreter coordinator will also provide each student with a complaint form to complete in the event the student is dissatisfied with the services provided.

6. Once each year a certified interpreter will assess non-certified interpreters’ skills in a classroom setting. The assessment will include each interpreter’s ability to sign the vocabulary of the class subject matter.

ADOPTED through the Administrative Regulation approval process, April 14, 2003
2.8.1 Eligibility for Accommodations & Required Disability Documentation

PURPOSE
To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American's with Disabilities Act (42 U.S.C. Chapter 126).

GENERAL ELIGIBILITY REQUIREMENTS
Each applicant with a disability must meet MCCCD-admissions requirements, or be enrolled as an MCCCD student, and must provide disability resource services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

SPECIFIC ELIGIBILITY REQUIREMENTS
Physical Disabilities—Required Documentation
The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

1. ORTHOPEDIC DISABILITY
2. BLIND OR VISUAL IMPAIRMENT
3. DEAF OR HARD-OF-HEARING
4. TRAUMATIC BRAIN INJURY
5. OTHER HEALTH-RELATED/SYSTEMIC DISABILITIES

The Written Diagnostic Report Must Include:
1. A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.
2. The procedures used to diagnose the disability.
3. A description of any medical and/or behavioral symptoms associated with the disability.
4. A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the, student has experienced.
5. A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.
6. A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.
Specific Learning Disabilities—Required Documentation

The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An Appropriate Psycho Educational Evaluation Must Include Comprehensive Measures In Each Of The Following Areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability).

Examples Of Measures
1. Wechsler Adult Intelligence Scale-Revised (WAIS-R)
2. Wechsler Adult Intelligence Scale-Third Edition
3. Stanford Binet Intelligence Scale-Fourth Edition
4. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability
5. Kaufman Adolescent And Adult Intelligence Test

Achievement
1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Achievement (W-Jr)
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

Information Processing
2. Subtests on The Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability

Diagnostic Report
The diagnostic report must include the following information:
1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
2. A list of all instruments used in the test battery.
students
section II

AR 2.8 students with disabilities (cont’d)

3. Discussion of test behavior and specific test results.

4. A diagnostic summary statement with the following information:
   A. A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as “appears,” “suggests,” or “probable” used in the diagnostic summary statement do not support a conclusive diagnosis.
   B. A clear statement specifying the substantial limitations to one or more major life activities.
   C. A psychometric summary of scores.
   D. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEPs) or 504 plans are not adequate documentation; however, they can be included with the required evaluation. Drs reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD)—Required Documentation
The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The Diagnostic Report Must Include:
1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.

2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).

3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.

4. DSM-IV diagnosis (including all five axes)

5. A diagnostic summary statement that includes the following information:
   A. A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as “appears,” “suggests,” or “has problems with” used in the diagnostic summary statement do not support a conclusive diagnosis.
   B. A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
   C. A recommendation regarding medications or medical evaluation(s).
   D. A recommendation for accommodations, including rationale.
Psychological Disabilities—Required Documentation

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual’s current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

The Diagnostic Report Must Include The Following:
1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.
2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.
3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).
4. Discussion of the assessment results.
5. DSM-IV diagnosis (include all five axes).
6. A diagnostic summary statement that includes the following:
   A. A clear statement that a disability does or does not exist. Terms such as “appears,” “probable,” and “suggests” used in the diagnostic summary statement do not support a conclusive diagnosis.
   B. A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
   C. A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation).
   D. A recommendation for essential accommodations relative to the diagnosed disability, including rationale.
   E. The duration for which these accommodations should be provided based on the current assessment.
   F. A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

Temporary Impairments

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.
2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be cancelled.

Special Considerations

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college’s disability services office or designated professional if, in the professional opinion of the responsible college’s disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine...
2.8 students with disabilities
(cont'd)

the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis.

Reasonable accommodation is required for students with known disabilities. MCCCD will make every attempt to provide “preferred” accommodations, however, “the most effective and reasonable” accommodation may be determined to meet sufficient accessibility needs.

AMENDED through the Administrative Regulation approval process, February 24, 2004
ADOPTED through the Administrative Regulation approval process, April 14, 2003

2.8.2 Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional’s certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.

2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.

3. The reduced credit load may result in an adjusted financial aid package. There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.

4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.

5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.

6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process
1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.

2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District’s Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.

3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.

4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.

5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.

6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

AMENDED through the Administrative Regulation approval process, August 18, 2008
AMENDED through the Administrative Regulation approval process, November 16, 2007
ADOPTED through the Administrative Regulation approval process, April 26, 2006
The Maricopa Community Colleges’ veterans’ services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the State of Arizona Department of Veterans’ Services. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student’s approved programs. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran’s educational benefits. Students applying for veteran’s educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

Veteran’s benefits available:
- Chapter 30—Montgomery GI Bill
- Chapter 31—Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32—VEAP Program
- Chapter 35—Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606—Montgomery GI Bill, Selected Reserve

It is the student’s responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran’s educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

Academic Progress Policy for Students Receiving Veteran’s Educational Benefits

<table>
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<tr>
<th>Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)</th>
<th>Minimum Grade Point Average Required</th>
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<td>12-15</td>
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<tr>
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<tr>
<td>31-45</td>
<td>1.90</td>
</tr>
<tr>
<td>46+</td>
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</tr>
</tbody>
</table>

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards (see above) will be placed on probation for a maximum of two (2) consecutive semesters. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

For additional details and information regarding veteran’s educational benefits, contact the office that serves veterans at your campus.
TRAFFIC CONTROL

The College Safety Department at each district/college facility shall be responsible for the safe and orderly movement of traffic, including pedestrian, bicycle and motorized and non-motorized vehicular.

1. INTRODUCTION

The operation and parking of a motorized or non-motorized vehicle on campus is a privilege granted by the District Governing Board and is revocable at any time. The Maricopa County Community College District assumes no responsibility for damage to any vehicle and/or for any loss to any vehicle while it is being operated or parked on college property.

A. College Regulatory: The State of Arizona provides the Governing Board, the authority to adopt rules and regulations for the control of motorized or non-motorized vehicles on college property.

B. Authority of Enforcement: The enforcement of all rules and regulations governing the operation of motorized or non-motorized vehicles shall be carried out by the College Safety Department under the direction of the Director of College Safety.

C. On special occasions and in emergencies, parking limitations and restrictions may be imposed or removed as required. The College Safety Department reserves the right to impose any changes as warranted by a particular situation.

D. Lack of familiarity with these rules and regulations does not constitute a defense for failure to comply. It is the responsibility of the operator and/or that person responsible for the vehicle to operate the vehicle safely in full compliance with these regulations. For college locations that require a parking permit, it shall be presumed that a permit holder has a complete understanding of these regulations.

2. VEHICLE REGISTRATION

A college employee or student who operates or parks a motorized vehicle on college property may be required to register the vehicle and secure and display on the vehicle a current college parking permit for a designated parking area. A college president may choose to issue parking permits to only certain classifications of drivers utilizing the campus.

An out-of-state/out-of-county student or college employee who operates or parks a motor vehicle on college property must sign an affidavit at the time of registration specifying that the vehicle complies with ARS 49-542 relating to vehicle emission testing. Vehicles that do not comply with ARS 49-542 will not be granted a permit.

The college may issue color-coded parking permits on the basis of classifications of the registrant. The color of the parking permit indicates the area in which the vehicle may be parked. The permit does not ensure the availability of a parking space, but grants the privilege of parking in a specified area when space is available. A college president may choose not to designate separate parking for employees and students. Students attending a college with unrestricted parking shall be so notified upon receipt of the parking permit.

The college reserves the right to deny the issuance of a vehicle parking permit to any person who owes money to the college/district until the indebtedness is paid in full. Such person shall be denied the privilege of operating and parking his motor vehicle on college property. The action, however, does not relieve any person of any sanctions contained in this publication.

3. PARKING REGULATIONS

A. Parking may be restricted to vehicles displaying the appropriate permit, seven (7) days a week, twenty-four (24) hours per day.
2.10 parking and traffic (cont’d)

B. An area posted with short-term parking limits from ten to forty-five minutes may be used for the purpose of conducting short-term business in the facility it primarily services.

C. Parking a vehicle in a designated parking space that displays a disabled parking sign, a painted disabled insignia or both, without a current disabled parking permit issued by the State of Arizona is prohibited. These areas are reserved twenty-four (24) hours daily.

D. Red curbs are no-parking zones. Parking in Red zones, entrances to buildings, driveways, in front of garbage dumpsters, barricades, fire lanes and fire hydrants is prohibited.

E. Driving into and parking in any area not designated for use or closed by the use of barricades, chains, or other vehicle control devices is prohibited.

F. Parking a vehicle on or blocking pedestrian paths, sidewalks, crosswalks, striped safety zones, and on bicycle paths is prohibited.

G. Parking a vehicle in such a manner as to impede or obstruct properly parked/moving vehicles is prohibited.

H. Parking a bicycle or motorized cycle in areas other than those designated for such parking is prohibited.

I. Where parking stall lines are marked, operators must park their vehicles within the stall lines. Parking outside such stall lines is prohibited. In diagonal spaces, vehicles must be parked facing the center line. No pulling through or backing into spaces is permitted.

J. Temporary absence of a sign at the entrance of a parking area does not signal the removal of restrictions or reservations upon the area. If reservation hours are altered or restrictions are changed, notices will be posted and the change will be effective immediately.

4. PERMITS

A. Multiple Vehicles: Employees or students who use more than one vehicle must obtain a permit for each vehicle, if permits are issued for the college/location that they are attending.

B. Service Vehicles: College service vehicles are defined as those owned or recognized by the college and properly designated.

i. Service vehicles are restricted to those parking stalls designated by signs. In an extenuating service situation or unavailability of a service parking area, service vehicles may park in any non-reserved parking stall or outside such space as not to obstruct pedestrian walkways or vehicular movement or cause unnecessary damage or destruction of college property (sidewalks, vegetation, etc.). Vendors that park in areas not designated for general parking are responsible for contacting college safety for prior written or verbal approval.

ii. It is prohibited for any college service vehicle to park in or block any disabled access or parking space at any time unless it is on a bona-fide emergency basis.

5. VISITORS

Visitors must park their vehicles in a designated visitor parking area if such parking area is available. Vehicles that bear a valid college permit may not park in visitor parking areas. Employees attending other colleges or the district office for business purposes are not considered to be visitors.

Visitors parking in authorized areas or in an unauthorized manner will be warned or cited regarding their violation. Continued violation may result in the vehicle being towed and impounded and a fee charged for the cost of impoundment and storage.

6. PERMIT DISPLAY

College parking permits, if issued, must be affixed to vehicles in the following manner:

A. Regular Permits:
i. On autos/trucks, all permanently affixed permits shall be placed on either the lower left front windshield (driver’s side) or lower left back windshield (driver’s side). On motorized cycles, the permit shall be affixed where it can be seen without difficulty on the front fender.

B. Temporary Permits:
   i. Temporary permits shall be placed on the dashboard so they may be easily viewed from the outside.

7. REMOVAL/REPLACEMENT/EXCHANGE PERMITS
   A. A parking permit, if issued, must be replaced if the original becomes mutilated or obliterated.
   B. A parking permit is not transferable to another vehicle or another person.
   C. Parking permits must be removed from a motor vehicle under the following conditions:
      i. Change of ownership.
      ii. Termination of association of the owner and college.
      iii. Termination of the period for which permit is issued.
      iv. Receipt of a parking permit superseding a prior one.
      v. Change of vehicle requiring a permit replacement.

8. TRAFFIC REGULATIONS
   A. Except for college service vehicles, driving motor vehicles, motorized cycles, and bicycles on pedestrian paths and sidewalks is prohibited.
   B. The maximum speed limit in all college parking lots is 15 mph.
   C. All accidents involving vehicles that occur on college property must be reported to the College Safety Department office.
   D. All state laws governing the movement and operation of motor vehicles are adopted by the Governing Board for control of vehicles on college property.

9. BICYCLE REGULATIONS
   A. Bicycle parking is restricted to the racks provided.
   B. A bicycle parked on a sidewalk or at an entrance to or in a building, or secured to a tree, light pole, sign post, or any other unauthorized area shall be subject to impoundment.
   C. Bicycles must comply with Arizona traffic laws and campus traffic regulations. Every bicycle used from dusk to dawn must be equipped with a white headlight and a rear reflector (ARS §28-817).

The college maintains the right to cut locks, chains, and/or cables for the purpose of impounding any bicycle parked or stored in violation of these regulations at the owner’s expense.

10. OTHER NON-PEDESTRIAN DEVICE REGULATIONS
    Each college reserves the right to limit or prohibit the use of skateboards, skates, rollerblades, horses or other transportation devices.

11. SANCTIONS
    Parking Fines (Parking fines are adopted as part of the Tuition and Fee Schedule and are incorporated here by reference. Fee amounts are subject to change upon adoption of the schedule for the new fiscal year.)
    Displaying an altered or substituted permit $50.00
    Falsifying information on registration application $50.00
Parking in Fire Lane $50.00
Violating disabled parking stall or access $50.00
Failure to register a vehicle and display a parking permit $30.00
Parking in an unauthorized parking area $25.00
Removing barricade or failure to obey vehicle control device $25.00
Obstructing a properly parked/moving vehicle $15.00
Parking beyond posted time limit $15.00
Parking by a college employee or student in a visitor area $15.00
Parking on or blocking a pedestrian path $15.00
Parking outside stall lines $15.00
Pulling through or backing into an angled parking space $15.00
Expired parking permit $15.00
Improper display of permit (i.e., not affixed to window) $15.00

All fines are doubled if not paid within fifteen (15) working days.

A. Additional Sanctions: Employees and students violating traffic regulations are also subject to institutional discipline, vehicle towing and impoundment, withdrawal or suspension of parking privileges, encumbrances of records, or both, and oral or written reprimand. All fines are doubled if not paid within fifteen (15) working days.

B. Habitual or Aggravated Violations: Habitual or flagrant disregard of vehicle control regulations by students is grounds for suspension or expulsion from the institution. Habitual or flagrant continued disregard of parking regulations by a college employee may affect the individual’s salary and continuation of employment (ARS §15-1449C). If a person fails to respond to a notice of violation of a parking and traffic regulation, a report may be sent to the appropriate Dean or Director for action. A report may also be sent to the Arizona department of revenue debt setoff program and the student or employee’s Arizona tax refund may be garnished.

12. PROCEDURES FOR HEARINGS AND APPEALS
When a notice of violation of the parking and traffic regulations is issued, the recipient shall either pay the penalty directly to the cashier’s office, or file a written appeal with the college safety department.

A. Payment: All monetary penalties shall be paid to the cashier in the college business office. Payment may be made by mail or in person. Mailing instructions and penalties are listed on the citation. No violation will be considered cleared until the correct amount has been paid. If a violator loses the copy of the citation, information concerning the citation must be obtained from the College Safety Department office.

B. Unpaid Citations: A citation unpaid after fifteen (15) working days following the day the notice was issued shall be considered delinquent and doubled, unless a written appeal has been made to the college safety department office within this time period.

The Maricopa County Community College District utilizes a registration hold system to enforce academic and fiscal responsibilities. A hold prevents a student with unpaid citations from registering for classes and from receiving copies of transcripts and records. This hold is released only upon payment of delinquent citations at the college business office. Delinquent citations held by a college employee may affect salary and continued employment (ARS §15-1449C). If a person fails to respond to a notice of violation of a parking and traffic regulation, a report may be sent to the appropriate Dean or Director for action.

All citations issued to a vehicle will be charged against the student, employee, or the registered owner of the vehicle.
C. Appeal: A person who receives a college parking or traffic violation notice may appeal the citation in the following manner:

A party wishing to appeal a citation must do so within 15 working days from the date of the citation, or the citation fine will be doubled and all rights of appeal will be lost.

Step 1: if the party wishes to appeal, the citation or a copy of the citation must be attached to the completed written appeal form. The parking and traffic appeals officer will review all appeals. Appeal forms are available at the college safety department. If the citation is appealed and the citation is upheld, payment must be received within twenty one (21) working days of the appeals letter notification date or doubling of the citation amount will occur.

Step 2: if the party receives an unfavorable decision from the parking and traffic appeals officer and wishes to appeal further to the college appeals board, the written appeal, the appeals officer’s decision, a paid receipt equal to the amount of the penalty, and all enclosures must be returned to the college safety department.

Step 3: appeals board. The above enclosures will be held for the next appeals board. The appeals board is composed of representatives of faculty, staff and students. The parking and traffic appeals officer will schedule a hearing with notice to the party to appear and be heard if he/she so chooses. At the hearing, the board may either approve, reverse or modify the decision of the parking and traffic appeals officer. If the party fails to appear for the hearing, the original decision will stand. A refund of the payment in accordance with the decision will be processed for the party by the college business office.

D. Judicial Review: Any person who has received an unfavorable administrative ruling from the appeals board has the right to have the ruling reviewed by the Maricopa County Superior Court in accordance with the provisions of Title 12, Chapter 7, Article 6 of the Arizona Revised Statutes.

The Maricopa County Community College District reserves the right to amend the regulations at any time to promote and ensure fair and safe usage of the property and facilities under the control and jurisdiction of the college.

Notices of change (s) will be published in the local campus media and effective immediately.

AMENDED September 23, 2008, Motion No. 9510
ADOPTED by the MCCCD Governing Board, March 23, 2004
Purpose
Field studies are educational activities that have been developed to provide participating
students and teachers opportunities to learn and teach through visits to other areas of the state,
the United States and/or foreign countries.

Field studies consist of separately identified credit-bearing courses recommended by the District
and are offered as valid educational experiences with a definite educational goal rather than
as “guided tours.” Well planned and organized field studies courses will provide the students
the unique opportunities to learn the skills and knowledge of a discipline while familiarizing
themselves with the setting in which the event(s) or circumstances have occurred.

Definition of Field Studies
1. Individual credit-bearing courses in which the course material is covered while on the
planned trip, except for limited pre- and post-meetings held at the college.

2. Conducted apart from the college in another part of the state, United States, and/or in a
foreign country.

3. Intended to be self-supporting financially; students will be assessed costs for transportation,
lodging, food, related other expenses and may be required to pay an additional field studies
fee to defray instructor or other expenses. Expenses may be substantial for some field
studies courses.

4. Courses that are distinct from field trips and are separate and apart from travel
opportunities organized by interested parties that do not generate course credit hours after
the completion of the trip.

Approval Authority
The Vice Chancellor for Academic Affairs and Student Development is responsible for approving a
field studies course prior to the course being offered. Student travel outside of the United States
must also be approved by the Vice Chancellor for Academic Affairs and Student Development.
Any expenditure of district resources must be consistent with college/district fiscal office
approval, within the adopted budget, consistent with any applicable administrative regulations
and standard business/procurement procedures.

AMENDED July 12, 2001 per the approved process for Administrative Regulations

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, October 9, 1979, Motion No. 4349

Business/Travel Processes
1. Requirements in the purchasing procedures manual are applicable to field studies programs
after approval by the Vice Chancellor for Academic Affairs and Student Development. To
allow for sufficient time for participant sign-up and to meet deposit deadlines, programs
that require a formal bid process (based on estimated dollar value) require a 6-12 month
lead time to complete the purchasing process.
2. Students shall pay all field studies course fees prior to departure through the college cashier’s office. Students are responsible for any medical expenses incurred resulting from the field studies course. Students must sign an assumption of risk and release of liability form prior to departure of the field studies program (form available at www.dist.maricopa.edu/legal/asumrisk.html).

3. The Maricopa Community College District will refund all deposits as specified in the refund policy in the literature announcing the course.

4. Vice Chancellor approval should be secured prior to being submitted to purchasing.

5. Any district equipment (e.g., computing equipment, lab equipment, office equipment, cameras, musical instruments, audio/visual equipment, etc.) to be used for field study purposes must be authorized and documented consistent with administrative regulations related to check-out or loan of equipment.

AMENDED July 12, 2001 per the approved process for Administrative Regulations

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, October 9, 1979, Motion No. 4349
1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.

2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.

3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.

4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.

5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.

6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright
http://www.maricopa.edu/legal/ip/students.htm

AMENDED through the Administrative Regulation approval process, August 18, 2008

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, December 12, 1989, Motion No. 7144
1. Mission
The primary purpose of academic advising is to assist students in their pursuit of meaningful educational programs that will help them in fulfilling their life goals, including career considerations.

Furthermore, advising assists the institution in program and policy development or modification by providing information gained from the relationship between advisors and students.

2. Program
Services to individual students should include providing accurate information; assisting students in realizing academic capabilities and in developing an educational plan consistent with their life goals and objectives; and when appropriate, making referrals to other institutional or community support services.

Services to the college should include providing information to the institution, college and/or academic department about students, their educational needs, successes, aspirations, and problems in order to strengthen programs and services. Academic advisors will also be an information resource to college faculty and staff regarding programs, policies and procedures.

Each institution will identify delivery methods appropriate to its individual needs.

3. Organization and Administration
Each institution will select, define and administer an academic advisement program/model.

The academic advising system will be fully integrated into other processes of the institution.

4. Human Resources
Each institution will provide adequate leadership and qualified staff to attain the purposes and goals of its academic advising program.

5. Funding
The budget request will address staffing and other costs to ensure that quality advisement services are available to all students. A good faith effort will be made to fund those activities at a reasonable level.

6. Facilities
Adequate facilities will be conveniently located, and geographically and/or technologically accessible to students, faculty and staff. The environment must be conducive to the psychological and physical comfort of both the student and the staff.

7. Ethics
All persons involved in providing advising services must be aware of and comply with the provisions contained in the District Code of Ethics and other Board policies.

8. Facilities
Adequate facilities will be conveniently located, and geographically and/or technologically accessible to students, faculty and staff. The environment must be conducive to the psychological and physical comfort of both the student and the staff.

9. Training
Initial training for all employees who are delivering academic advising services should be uniform and coordinated on a district-wide basis. The training should include components
on requisite advising information, interpersonal aspects of advising, and purpose and intent of advising. Ongoing campus-based updates will be available to advising staff.

10. Evaluation
A systematic program review and evaluation of the academic advising program will be developed and implemented every three years, with periodic reports to the Governing Board. Results of these regular evaluations must be used in revising and improving the program goals and their implementation.

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, September 24, 1991, Motion No. 7655
MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, March 26, 1991, Motion No. 7530
The Governing Board recognizes the need to accommodate students with documented disabilities to the greatest degree possible without compromising the disabled student’s course of study or the integrity of any student’s degree. The Governing Board authorizes the concept of course substitutions as a means of accommodation under limited circumstances and directs the establishment of an ADA Academic Council to be named by the Chancellor or his/her designee for the purpose of considering course substitutions for students with documented disabilities. Further, the Board directs the Chancellor or his/her designee to develop procedures that address the circumstances under which a disabled student may request a course substitution and the process for requesting same.

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, December 13, 1994, Motion No. 8338
The MCCCD strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.

The following items must be included in the course syllabus:

• College name, Campus or Site
• Instructor’s name and contact information for student support
• Course information
• Title, prefix, course number and section number(s)
• Academic term and year, e.g., Fall 2007
• Course description and/or overview
• Course objectives
• Grading standards and practices
• Attendance requirements
• List of required and recommended texts and materials
• Statement of student responsibility for the information in the syllabus.
• Statement of student responsibility for the college policies included in the college catalog and the student handbook
• Information about the availability of services for students that require special accommodations.
• Statement indicating that information included in the syllabus may be subject to change such as: “Students will be notified by the instructor of any changes in course requirements or policies.”

An instructor may choose to include additional information, such as expectations for academic work, required format, due dates, penalties for late/missed work, extra credit, etc., as necessary.

ADOPTED through the Administrative Regulation approval process, December 8, 2006
### Scope of Coverage

This regulation covers all MCCCD colleges, centers, and offices. Enrollment irregularities are enrollment practices that might reflect falsified enrollment or might reflect nepotism. Examples might include residential or adjunct faculty members enrolling in courses they instruct; employees enrolling in multiple courses taught at the same time that are not open-entry/open-exit courses; enrollment in multiple courses taught that overlap in time and that are not open-entry/open-exit courses; employees enrolling in a course taught by a relative; employees enrolling in a course for the sole purpose of making it “go” (i.e., not be canceled).

### General Standards

1. As a steward of public funds, the District must protect against falsified enrollments or questionable enrollments by its employees.

2. Notwithstanding exceptions granted as permitted in this regulation, enrollments that are not permitted by employees include the following: enrollment in a course taught by oneself; enrollment in multiple courses taught at the same time that are not open-entry/open-exit courses; enrollment in multiple courses taught that overlap in time and that are not open-entry/open-exit courses; enrollment in a course taught by a relative; enrollment and subsequent withdrawal for the sole purpose of making a class “go” (i.e., not be canceled); faculty who knowingly teach a relative, whether that person is a District employee or not.

3. When employees are enrolling in a credit or Skill Center course taught at the Maricopa Community Colleges and paying with a Maricopa Community Colleges tuition waiver, employees must submit declarations to the Vice Presidents of Academic Affairs and Student Affairs. The employee declarations shall be submitted in advance of the start of the course. Approval to take the course shall be subject to approval of the Vice Presidents for Academic Affairs and Student Affairs, after consultation with the respective President of the college.

4. The Vice Chancellor for Academic Affairs shall be responsible for establishing processes as appropriate to allow for appeals. The appeal process shall be carried out within a week of the reported enrollment irregularity. In addition, information on any denials to take a course shall be forwarded to the Vice Chancellor for Academic Affairs for the establishment of any other processes as appropriate to review denial decisions.

5. All instructors of credit or Skill Center courses shall submit declarations each semester identifying any potential enrollment irregularities. The instructor declarations must be submitted no later than five days after the start of the class (or the first class, if a late start). Review of potential irregularities shall be conducted by the Vice Presidents for Academic Affairs and Student Affairs, after consultation with the respective President of the college.

6. Information on the college’s review of potential enrollment irregularities shall be forwarded to the Vice Chancellor for Academic Affairs who shall be responsible for reviewing the college decisions to ensure consistent application of this regulation.

7. Standardized written procedures to check that questionable enrollments are not occurring will be developed and adhered to. These procedures shall be submitted to the Chancellor. Procedures shall include reviews by each college each semester of employee and dependent tuition waivers in order to determine that employees and their dependents have not enrolled in courses taught by departmental members.
8. Each college President shall annually submit to the Chancellor a report that documents its written procedures and compliance with the terms of this regulation. The Chancellor shall annually share these reports with the Governing Board. Each college president shall be required to correct weaknesses in their practices within a timeframe set by the Chancellor.

9. Violation of this regulation could lead to disciplinary action, including termination.

10. Notwithstanding section B of this regulation, the Chancellor or his/her designee may allow a student to enroll in a class taught by a relative of the student only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student’s enrollment in the class will nevertheless be maintained.

11. Definitions

   A. “Relative” includes a parent, step-parent, parent-in-law, brother, stepbrother, sister, stepsister, spouse, son, stepson, daughter, stepdaughter, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, great-grandparent, grandchild, great-grandchild, aunt, uncle, cousin, niece and nephew of the employee or the employee’s spouse. A “relative” also includes a domestic partner of an employee, and a relative (as that term is defined herein) of such domestic partner.

   B. “Employee” means a person employed by the Maricopa County Community College District, and includes, but is not limited to, any Governing Board-Approved employee, Skill Center employee, specially funded employee, one-year-only employee, one-semester-only, student employee, and person employed under a Special Services Employment.

ADOPTED by the Governing Board on February 27, 2007, Motion No. 9408
AMENDED by the Governing Board on January 22, 2008, Motion No. 9435
Purpose
The Maricopa County Community College District (MCCCD) strives to be a proactive higher education institution that encourages faculty and staff to engage in research and grant projects that are integral to carrying out the mission of student learning and quality instruction. MCCCD takes seriously the responsibility to safeguard those individuals (students, employees or community) who may be the participants in research projects. MCCCD must also comply with changing federal guidelines for human subjects research, as the district receives considerable funding for programs and projects through federal grant monies. To this end, an MCCCD Institutional Review Board (IRB) administrative regulation will help MCCCD to identify, assess and manage any potential risks associated with conducting research with human subject participants.

Roles and Responsibilities
The Vice Chancellor of Academic Affairs is the responsible agent for oversight of the MCCCD IRB process, and shall establish the appropriate training requirements and procedures to comply with federal regulations. These procedures will be designed to: avert potential harm to students or employees if they are asked to participate in human subjects research; ensure that human subjects research conducted in the district (colleges, district office, skills centers, district) is in compliance with federal regulations; minimize risk to the reputation of those conducting the research/grant project and to that of the district; and, minimize risk for litigation against faculty, staff and district.

The MCCCD IRB will ensure that human subjects research activities conducted under the oversight of the organization will be conducted in accordance with applicable federal law and regulations that include but are not limited to Federal Regulations (45CFR46, 160 and 164, and 21CFR56), applicable Arizona state statutes and regulations, the principles of The Belmont Report, and MCCCD policy and regulations.

The MCCCD IRB will have the authority to:

1. approve or disapprove all human subjects research conducted by individuals within the organization;
2. suspend or terminate research not conducted in accordance with the regulations, statutes and principles or IRB requirements or that has been associated with unexpected, serious harm to subjects.

Research that has been approved by the MCCCD IRB may be subject to further appropriate review and approval or disapproval by officials of the institution. However, those officials may not approve the research if the MCCCD IRB has disapproved it, per federal regulations (45CFR46.112 and 21CFR56.112).

Review Board Composition
The Vice President of Academic Affairs (VPAA) at each college shall identify the chair and co chair of the college research review committee as well as the other committee members. Most colleges will have faculty member and a research director serve as chair/co-chair (a model suggested by the VPAA Council) to provide complementary experience and perspective. It has been recommended that the college committee consist of several people, including instructional, research and administration/staff that have experience and training in conducting research.

The college committee chair will serve as the college rep to the MCCCD IRB. The co-chair will serve as alternate on the IRB in the absence of the college chair.
The Vice Chancellor for Academic Affairs (and staff) will review the recommendations for college chairs to ensure that the MCCCD IRB meet the federal guidelines for IRB composition (e.g., mix of gender, ethnicity, discipline). The IRB also requires an external member.

**Annual Review**
Each year the IRB will provide a report to the CEC and Governing Board that includes a review of the progress and outcomes of the MCCCD IRB and recommendations to improve the process.

AMENDED through the Administrative Regulation approval process on August 18, 2008.
ADOPTED through the Administrative Regulation approval process on June 19, 2007.
Recommendation
To implement a formal administrative regulation that addresses instances where animals are permitted on campus. This item would take the place of language titled “Pet Policy” that presently appears in student handbooks and instead be placed within the INSTRUCTION SECTION of the administrative regulations.

Responsibilities
Animals, including pets, are prohibited on campus with the exception of service animals as defined by the Americans with Disabilities Act (ADA), and service-animals-in-training that are part of a certified or accredited program that is recognized within the service animal industry to train animals in compliance with the Americans with Disabilities Act; animals for instructional purposes as approved by the appropriate district or college authority, and working dogs used by a law enforcement agency for law enforcement purposes. Animals in training must be clearly identified (i.e., wearing a vest) and prior permission of the college’s administration shall be obtained in advance. During work and classroom hours, no more than one service-animal-in-training is permitted on site per employee or student.

The ADA defines service animals as those that are individually trained to provide assistance to any individual with a disability. If animals meet this definition, they are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. This does not include animals for emotional support. Service animals and service animals in training shall be leashed and remain under the owner’s or caretaker’s control at all times.

Animals that are used specifically to further an instructional purpose as part of a college or district program are permitted at the college and may also be kenneled at that location. These animals shall be kenneled and handled in such a way that does not pose a danger to any person on campus. Any injuries resulting from interaction with these animals shall be reported immediately to the College Public Safety Department for documentation. Injuries may also be subject to reporting with the Maricopa County Animal Care and Control

ADOPTED through the Administrative Regulation approval process, September 23, 2008
Purpose
The National Incident Management System (NIMS) sets forth to establish a common set of criteria for disaster/emergency management and business continuity programs. This standard also provides disaster and emergency management and business continuity programs the criteria to assess current programs or to develop, implement, and maintain aspects for prevention, mitigation, preparation, response, and recovery from emergencies.

Under the authority of the Chancellor of the Maricopa County Community College District (MCCCD), the mission of the Maricopa Emergency Management System (MEMS) is to develop, implement and maintain federally compliant, District-wide plans that comply with NIMS.

Background
Upon review of the MCCCD’s emergency operations and business continuity plans, the Chancellor formally charged a group with the task to identify potential actions to be undertaken to improve the disaster/emergency management and business continuity plans, as well as to facilitate the implementation of those measures. This project was named the Maricopa Emergency Management System (MEMS).

Since MEMS’ creation, the MCCCD has been engaged in a comprehensive and systemic effort to improve processes and protocols for the prevention, preparedness, planning, and response to emergencies. Prior to this effort, each college and the District Office handled emergency operations planning independently.

Approach to Emergency Management
MEMS will utilize the “All Hazards Approach” to emergency management. The all hazards approach involves managing the large range of possible effects of risks and emergencies. This concept takes into consideration that a large range of risks can cause similar problems and such measures as warning, evacuation, medical services, and recovery will be required during and following emergencies. Many risks will, however, require specific response and recovery measures and will require specific prevention and mitigation measures.

Responsibilities
The Chancellor shall possess the authority to declare a state of emergency for any site with the Maricopa County Community College District. The Chancellor shall insure compliance with NIMS.

The Chancellor and the Chancellor’s Executive Council shall be charged with the overall responsibility to develop, implement, and maintain a written emergency operations plan and a written business continuity plan for the District Office departments and colleges, respectively.

The plans, which will be prepared using templates created by the MEMS Team, will address all elements and best practices of emergency management including risk assessment, incident prevention, mitigation, resource management and logistics, mutual aid/assistance, planning, incident management, communications and warning, operational procedures, facilities, training, exercises, evaluations, and corrective actions, crisis communication and public information, and finance and administration.

The MEMS team will coordinate and provide guidance to each college and District Office department which will comply with the practices prescribed by the plans. Additionally, the MEMS team will support the plans through training, exercises, and evaluations and will disseminate lessons learned from exercises and events.
Annual Review for Effectiveness

Each college and the District Office shall submit its Emergency Operations Plan and its Business Continuity Plan to the MEMS Team for review and approval by February 1 of every year. Each college and the District Office shall report key performance indicators to the MEMS Team by February 1 of every year. These reports should highlight what the colleges and the District Office are doing, what remains to be done, and what additional assistance and resources are needed.

The MEMS Team shall submit an annual report to the Chancellor and the Chancellor’s Executive Council that summarizes the colleges’ and the District Offices’ progress towards meeting their emergency operations and business continuity program goals and objectives for the previous year as well as goals and objectives for the coming years. This report shall be submitted by April 1 of each year.

ADOPTED May 7, 2010 per the approved process for Administrative Regulations
Regulation Replaced the former Emergency Management Planning and Guide
AMENDED through the Administrative Regulation approval process, August 18, 2008
ADOPTED April 9, 2001 per the approved process for Administrative Regulations
Regulation replaced the former Civil Defense & Planning Guide
Per Arizona Revised Statute §23-403, each employer shall furnish to each of its employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees. Each employer shall comply with occupational safety and health standards and all regulations and orders issued pursuant to this article.

ARS §23-404 requires each employee to comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this article which are applicable to its own actions and conduct.

The Maricopa County Community College District (“District”) places a high priority on the safety and health of its employees, and regards safety and health as a fundamental value of the institution. The District is committed to supporting the safety and health of its employees by instituting and maintaining a program that provides adequate systemic policies, procedures, and practices to protect their employees from, and allow them to recognize, job-related safety and health hazards. To that end:

1. The Chancellor and each College President shall be charged with the overall responsibility to develop, implement, and maintain a written employee safety and health plan for the district office and the colleges, respectively. This plan, which will be prepared using a template created by the district risk manager, shall include the following elements:
   A. Management Commitment and Employee Involvement
   B. Worksite Analysis
   C. Hazard Prevention and Control
   D. Safety and Health Training

2. Each college and the District Office shall submit its plan to the District Risk Manager for review and approval by January 1 of every year.

3. Each college and the District Office shall report key performance indicators to the District Risk Manager by January 1 of every year. These reports should also highlight what the colleges and the District Office are doing, what remains to be done, and what additional assistance and resources are needed.

4. The District Risk Manager shall submit an annual report to the Chancellor and the Chancellor’s Executive Council that summarizes the colleges’ and the District Offices’ progress towards meeting their safety and health program goals and objectives for the previous year as well as goals and objectives for the coming years. This report shall be submitted by March 1 of each year.

AMENDED per the approved process for Administrative Regulations, June 4, 2009
Language replaces the former Occupational Safety and Health Regulation
ADOPTED April 9, 2001 per the approved process for Administrative Regulations
Regulation replaced the former Civil Defense & Planning Guide
1. General Statement

Electronic communications on behalf of the Maricopa County Community College District (MCCCD) should be used to support education, research, scholarly communication, administration and other MCCCD business. MCCCD provides significant technology resources to Governing Board members, employees and students that, among other things, facilitate electronic communications. Electronic communication is not different from any other form of communication. It is subject to a wide range of applicable federal and state laws and regulations, including public records disclosure/retention requirements and copyright mandates.

This regulation enumerates standards for electronic communications through which MCCCD business is conducted. It applies whether the electronic communication uses MCCCD technology resources or not. MCCCD Governing Board members and employees have an obligation under the law to conduct MCCCD business through electronic communications in a manner that permits the communication to be captured for public records and retention requirements. Note that, under the interpretation of the law by Arizona State Library, Archives and Public Records—the state agency tasked with establishing standards for record retention—the individual public official or employee is responsible for preserving MCCCD electronic communications in compliance with state standards. See Administrative Regulation 4.15 “Retrieval, Disclosure and Retention of Records” and Administrative Regulation 4.4 “Technology Resource Standards.”

MCCCD employees using electronic communications should be considerate of the needs of others, and should not impede another employee’s ability to use the electronic services that MCCCD provides. All electronic communications must at least contain the name and electronic mail address of the employee making the information available. E-mail signature cards should reflect the appropriate job title and college or district contact information. Using signature cards to promote or feature logos of vendors is strictly prohibited—No anonymous information may be sent. For electronic communications using MCCCD resources, Administrative Regulation 4.4 “Technology Resource Standards,” also applies.

2. Application of Other Policies

A. In addition to the standards set forth in this administrative regulation, other MCCCD standards are expressly applicable to electronic communications. For instance, standards that apply to the use of MCCCD resources, including use of equipment and time, also apply to electronic communications. Relevant other institutional policies include, but are not limited to:

i. MCCCD Governing Board policies
ii. MCCCD Administrative Regulations
iii. Employee policy manuals
iv. Student Code of Conduct
v. Confidentiality of student records
vi. Sexual harassment policy
vii. Technology Resource Standards

B. The list in Paragraph 2A is not comprehensive. In the event of a conflict between and among standards, the more restrictive standard will govern.

C. MCCCD colleges and operational units may develop additional “conditions of appropriate use” for local computing and network facilities to supplement these electronic communication standards with additional detail, guidelines or restrictions. Such conditions must be consistent with and subordinate to the MCCCD-wide standards.
3. Specifically Acceptable Uses. Examples of acceptable uses of electronic communications are:
   A. Communications with local and foreign educators, students, administrators, researchers and colleagues in connection with instruction or research
   B. Communication and exchange for scholarly development, to maintain currency, or to debate issues in a field of knowledge
   C. Use in applying for or administering grants or contracts for research or instruction, but not for non-Maricopa public relations activities
   D. Announcements of new products or services for use in research, college administration, student services, or instruction but not commercial advertising of any kind
   E. Factual vendor communication relevant to official MCCCD business
   F. Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use
   G. Marketing by MCCCD regarding its educational opportunities, programs and non-commercial radio and television stations
   H. Uses by MCCCD non-commercial radio and television reporters for journalistic purposes
   I. Communications from MCCCD-related entities with which MCCCD has an agreement that exists solely to raise funds for MCCCD programs about the manner in which employees may support those entities, so long as the message to employees does not focus on specific third-party products or services

4. Specifically Unacceptable Uses. The following is a list of some unacceptable uses, but unacceptable uses is not limited to this list:
   A. Using electronic communications for illegal activities
   B. Use for for-profit activities (sales, consulting for pay, and so on) or use by for-profit institutions unless covered by the general principle, or as one of the specifically acceptable uses
   C. Use for private or personal business
   D. Chain letter, or any illegal schemes or activities
   E. Mailings to large numbers of people that contain unwanted solicitations or information; such as “spam” or “letter bomb”
   F. Communication that constitutes harassment
   G. Anonymous communications, or communications that impersonate another individual, except communications to the MCCCD Concernline; the contents of an anonymous communication will not be considered a communication regarding official business or a public record of that business with the exception of the MCCCD Concernline
   H. Allowing anyone else to use your account
   I. Any communication which adversely impacts the communications of MCCCD by overloading the network
   J. Violations of open meeting law requirements
   K. Communicating about MCCCD business without complying with the retention requirements specified under Administrative Regulation 4.15 “Retrieval, Disclosure and Retention of Records”
   L. Use of technology resources to market or conduct other activities on behalf of a third party regarding the “hosting” of an event that is prohibited under MCCCD’s Use of College Facilities administrative regulation

5. Confidentiality
   The confidentiality of electronic communications cannot be assured. Under certain conditions, selected MCCCD employees may have access to them consistent with applicable law or policy including this policy. See Administrative Regulation 4.15, “Retrieval, Disclosure and Retention of Records.” Any confidentiality may also be compromised by unintended
redistribution or the inadequacy of current technologies. Employees, therefore, should exercise extreme caution in using electronic communications to communicate confidential or sensitive matters, and should not assume that their electronic communication is private or confidential. Additionally, employees should not use electronic communications to transmit information that applicable law requires be confidential, such as student education records under the Family Education Rights and Privacy Act of 1974.

6. Complaint Procedures
   Employees experiencing misuse, abuse, harassment or other incidents related to the technologies which they cannot pursue on their own should report the matter through the supervisory chain of command, the College President or to the appropriate Vice Chancellor. If the employee receives an electronic communication from an outside party that is inappropriate, the employee may also wish to contact the authority at the company or service from which the sender is transmitting. Violations of privacy or property involving the technology may be reported, even if the perpetrator is not a member of the college community, if the communication relates to MCCCD business. As specified in Administrative Regulation 4.4 “Technology Resource Standards,” limited incidental use of electronic communications using MCCCD technology resources is permitted. Employees should avoid any incidental use that may result in misuse, abuse, harassment or similar inappropriate communications. This complaint procedure will not generally be available for those types of communications unless there is a threat that may constitute a violation of law.

7. Enforcement of Standards
   Engaging in any activity that violates these electronic communications standards can result in the loss of access privileges or other discipline. Issues related to enforcement of these standards will be addressed according to established processes in job group policy manuals.

8. The Chancellor, the Vice Chancellors, the College Presidents or their designees should take necessary steps to ensure that employees under their supervision have notice of and will comply with this regulation and any protocols of the MCCCD electronic communications network, as issued by the Vice Chancellor of Information Technology, a College President or designee.

AMENDED through the Administrative Regulation approval process, June 27, 2011
AMENDED through the Administrative Regulation approval process, January 10, 2011
AMENDED through the Administrative Regulations approval process on December 14, 2004
Introduction
The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible.

Arizona constitutional and statutory mandates requires that MCCCD resources, including technology, be used only for the public’s business, and not for private purposes. Those mandates apply to all MCCCD public officials—employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws—both federal and state—also dictates the need for standards for the use of MCCCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCD’s own standards, such as the directive that all persons within the MCCCD community be treated in a manner that is humane, fair and dignified.

This administrative regulations established standards for the use of MCCCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as Administrative Regulation 4.3 “Electronic Communications.”

General Responsibilities
Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic devices and information) of the MCCCD are available to MCCCD Governing Board members, employees, students and, in a limited number of cases, MCCCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCD computer exhibits on starting up advises users of these Standards and requires an acknowledgment before the user may proceed to the next screen. Additionally, all MCCCD employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCD technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCD-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Use of Non-MCCCD Technology
Under Arizona’s public records law, MCCCD is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent. Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCD records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Libaray, Archives and Public Records—the state agency tasked with setting standards for record retention. Therefore, an employee’s or Governing Board member’s use of non-MCCCD technology resources for communication of any type of MCCCD business is heavily discouraged because those records are less capable of being managed according to...
Administrative Regulations IV-8

**AR 4.4 technology resource standards**

MCCCD’s process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 “Retrieval, Disclosure and Retention of Records.”

Additionally, an MCCCD employee who receives a communication allegedly from another MCCCD employee using a non-MCCCD e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

**Acceptable Use**

Use of MCCCD’s technology resources, including websites created by MCCCD employees and students, is limited to educational, research, service, operational and management purposes of the MCCCD and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCD’s technology resources are limited to the same purposes.

Frequently, access to MCCCD’s technology resources can be obtained only through use of a password known exclusively to the MCCCD employees, Governing Board members or students. It is those users’ responsibility to keep a password confidential. While MCCCD takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCD community. Moreover, it cannot guarantee employees, Governing Board members and students protection against reasonable failures. Finally, under certain limited circumstances defined in Administrative Regulation 4.15 “Retrieval, Disclosure and Retention of Records,” certain MCCCD employees are authorized to access information on an MCCCD technology device.

It is not Maricopa’s practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa’s technology resources. The maintenance, operation and security of Maricopa’s technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. Any other review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user’s privacy will be honored. Nevertheless, that privacy is subject to Arizona’s public records laws and other applicable state and federal laws, as well as policies of Maricopa’s Governing Board all of which may supersede a user’s interests in maintaining privacy in information contained in Maricopa’s technology resources.

**Incidental Computer and Technology Usage**

Limited incidental personal use of MCCCD technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under “Prohibited Conduct.” MCCCD employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges’ consistent local guidelines and MCCCD ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee’s outside business. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges (Appendix AS-8) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges (Appendix AS-9).
Prohibited Conduct
The following is prohibited conduct in the use of MCCCD’s technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCD contracts
2. Unauthorized attempts to monitor another user’s password protected data or electronic communication, or delete another user’s password protected data, electronic communications or software, without that person’s permission
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of MCCCD’s Governing Board, including, but not limited to, MCCCD’s non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCD’s technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee’s main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the “hosting” of an event that is prohibited under MCCCD’s Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCD hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCD devise in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.
Review and Approval of Alternate E-Mail Account Systems

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCD e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, “Retrieval, Disclosure and Retention of Records.”

2. Any proposed changes to an MCCCD’s entity’s e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, “Retrieval, Disclosure and Retention of Records.”

Disclaimer

The home page of an MCCCD web site must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa’s technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

Information Accuracy and Marketing Standards

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa’s articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, MCCCD may unilaterally delete any violative content and terminate the user’s access to MCCCD’s technology resources. It is the user’s responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through MCCCD’s grievance procedures or resolution of controversy.

AMENDED through the Administrative Regulations approval process, June 27, 2011
AMENDED through the Administrative Regulations approval process, January 10, 2011
AMENDED through the Administrative Regulations approval process, February 24, 2010
AMENDED through the Administrative Regulations approval process, November 3, 2008
AMENDED through the Administrative Regulations approval process, December 15, 2004
APPROVED, March 2, 1999
Statement on Computer Software

Just as there has been shared responsibility in the development of this regulation, so should there be shared responsibility for the resolution of the problems inherent in providing and securing good educational software. Educators have a valid need for quality software and reasonable prices. Hardware developers and/or vendors also must share in the effort to enable educators to make maximum cost-effective use of that equipment. Software authors, developers and vendors are entitled to a fair return on their investment.

1. Educators’ Responsibilities

Educators need to face the legal and ethical issues involved in copyright laws and publisher license agreements and must accept the responsibility for enforcing adherence to these laws and agreements. Budget constraints do not excuse illegal use of software.

Educators should be prepared to provide software developers or their agents with the written Software Policy Statement approved by the Maricopa County Community College District including as a minimum:

A. A clear requirement that copyright laws and publisher license agreements be observed;
B. A statement making employees who use Maricopa County Community College District equipment responsible for taking all reasonable precautions to prevent copying or the use of unauthorized copies on Maricopa County Community College District equipment;
C. An explanation of the steps taken to prevent unauthorized copying or the use of unauthorized copies on Maricopa County Community College District equipment;
D. A designation that the Vice Chancellor for Business Services or Designee are the only parties authorized to sign software license agreements for the Maricopa County Community College District;
E. A designation at the campus site level of who is responsible for enforcing the terms of the Maricopa County Community College District regulation and terms of licensing agreements.

2. Hardware Vendor’s Responsibilities

Hardware vendors should assist educators in making maximum cost effective use of the hardware and help in enforcing software copyright laws and license agreements. They should as a minimum:

A. Make efforts to see that illegal copies of programs are not being distributed by their employees and agents;
B. Work cooperatively with interested software developers to provide an encryption process that avoids inflexibility but discourages theft.

3. Software Developer’s and Vendor’s Responsibilities

Software developers and their agents can share responsibility for helping educators observe copyright laws and publishers license agreements by developing sales and pricing policies. Software developers and vendors should as a minimum:

A. Provide for all software a copy to be used for back-up purposes, to be included with every purchase;
B. Provide for on-approval purchases to allow Maricopa County Community College District to preview the software to ensure that it meets the needs and expectations of the educational institution;
C. Work in cooperation with hardware vendors to provide an encryption process that avoids inflexibility but discourages theft;
D. Provide for, and note in advertisements, multiple-copy pricing for Maricopa County Community College District sites with several machines and recognize that multiple copies do not necessarily call for multiple documentation;
AR 4.5 computer software (cont’d)

E. Provide for, and note in advertisements, network compatible versions of software with pricing structures that recognize the extra costs of development to secure compatibility and recognize the buyer’s need for only a single copy of the software.

4. Software Policy Statement

It is the intent of the Maricopa County Community College District to adhere to the provisions of copyright laws in the area of computer programs. Though there continues to be controversy regarding interpretation of those copyright laws, the following procedures represent a sincere effort to operate legally. We recognize that computer software piracy is a major problem for the industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the development of good educational software. All of these results are detrimental to the development of effective educational uses of microcomputers. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities the following apply:

A. Maricopa County Community College District employees will be expected to adhere to the provisions of Public Law 96-517, Section 10(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that “...it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:

   i. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or

   ii. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.”

B. When software is to be used on a disk sharing system, efforts will be made to secure this software from copying.

C. Illegal copies of copyrighted programs may not be made or used on Maricopa County Community College District equipment.

D. The Vice Chancellor for Business Services, or designee, of the Maricopa County Community College District is designated as the only individual who may sign license agreements for software.

E. The president of each college of the Maricopa County Community College District is responsible for establishing practices that will enforce this regulation at the college level.

It is the policy of the Maricopa County Community College District that no person shall use or cause to be used in the Maricopa County Community College District’s computer laboratories any software that does not fall into one of the following categories:

1. It is in the public domain.

2. It is covered by a licensing agreement with the software author, authors, vendor or developer, whichever is applicable.

3. It has been donated to the Maricopa County Community College District and a written record of a bona fide contribution exists.

4. It has been purchased by the Maricopa County Community College District and a record of a bona fide purchase exists.
5. It has been purchased by the user and a record of a bona fide purchase exists.

6. It is being reviewed or demonstrated by the users in order to reach a decision about possible future purchase or request for contribution or licensing.

7. It has been written or developed by a Maricopa County Community College District employee for the specific purpose of being used for district purpose.

It is also the policy of the Maricopa County Community College District that there be no copying of copyrighted or proprietary programs on computers belonging to the Maricopa County Community Colleges District.

AMENDED through the Administrative Regulations approval process, August 18, 2008
AMENDED through the Administrative Regulations approval process, July 12, 2001

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, December 11, 1984, Motion No. 5816
Except as noted in paragraph 1 below, all persons who attend classes, are employed by the District/college, are visiting the District/campus or who otherwise have business within MCCCD, are prohibited from carrying concealed weapons on their person or concealed within their immediate control. The above persons are also prohibited from carrying or possessing any type of deadly weapon, edged weapon, dangerous instrument or martial arts weapon, as defined in ARS §§13-105.11, 13-105.13, 13-105.17 and 13-3101.7. Except as noted in paragraph 2 below, pursuant to ARS §12-781, this policy shall not prohibit a person from lawfully transporting or lawfully storing any firearm that is both locked in the person’s privately owned vehicle or in a locked compartment on the person’s privately owned motorcycle, and not visible from the outside of the motor vehicle or motorcycle.

These items include, but are not limited to: all firearms, sheath knives, boot knives, swords, pocket knives or folding knives with a blade length greater than three (3) inches, crossbows, long bows, compound bows, sling shots, any instrument under the circumstances of use that could cause death or serious injury, nunchaku (numbchucks), throwing stars, darts, throwing knives and related martial arts weapons.

The above listed persons are also prohibited from carrying or possessing any type of explosive or explosive devices as defined in ARS §§13-3101.3 and 13-3101.7a, f through h. This section also prohibits the possession of all ammunition and ammunition components.

1. Persons excluded from this policy:
   A. Any certified peace officer, currently employed by a law enforcement agency
   B. Upon the approval of the Chancellor/or appropriate college president or president’s designee, any person possessing a weapon for the purpose of teaching firearm safety, hunter safety, martial arts, law enforcement procedures or related course
   C. Upon approval of the Chancellor/or appropriate college president or president’s designee, any person possessing a weapon for the purpose of demonstrating, for educational purposes, any of the above stated weapons
   D. Any person, otherwise approved by the Chancellor/or appropriate college president or president’s designee

2. Locations where non-exempt persons are prohibited from concealed or open carry in vehicles, as well as on their person or in their immediate control:
   A. The property owner, tenant, public or private employer or business entity is a current United States Department of Defense contractor and the property is located in whole or in part on a United States military base or United States military installation
   B. The property owner is a Tribal Sovereign Nation

3. Sanctions for Violations: Failure to comply with this policy, may result in, but is not limited to:
   A. Removal or ejection from the properties of the institution at which the violation occurs by peace officers and/or authorized representatives of the concerned institution;
   B. Criminal prosecution;
   C. Suspension or expulsion from the concerned institution and/or all institutions within the MCCCD, and civil and/or criminal prosecution
   D. Any other sanction authorized by law, MCCCD policy or administrative regulation
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AR  4.6 weapons policy

ADOPTED into Governance, September 24, 1996
AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source:
Governing Board Minutes, October 25, 1994, Motion No. 8314
Language deleted per adoption of Public Safety Policy Motion No. 9447, October 23, 2007.
In order to promote and enhance the visual art environment of our buildings and grounds, funds may be identified and allocated for this purpose.

The Chancellor is directed to establish guidelines to accomplish this needed enhancement of the quality of life at our colleges, centers, and District Office. (Guidelines are available as Appendix AS-1)

Periodic reports will be submitted to the Governing Board to monitor the accomplishments of this regulation.

Amended April 9, 2001 per the approved process for Administrative Regulations

Adopted into Governance, September 24, 1996
Amended Motion No. 8894
Amended Motion No. 8895
Amended Motion No. 8896

Founding Source:
Governing Board Minutes, November 28, 1995, Motion No. 8480
1. Plaques commemorating the use of Federal Higher Education Facilities Funds, when appropriate, or the completion and dedication of new buildings may be placed either as a cornerstone or at the main entrance to the building.

2. This will not hold true for any projects already in existence.

3. The Director, Department of Facilities Planning and Development will establish and maintain procedures for the installation of building plaques. [A copy of the procedures may be obtained by calling the Department of Facilities Planning and Development at 480-731-8230.]

Amended through the Administrative Regulation Approval Process on November 30, 1999

Adopted into Governance, September 24, 1996
Amended Motion No. 8894
Amended Motion No. 8895
Amended Motion No. 8896

Founding Source: Governing Board Minutes, February 12, 1973, Motion No. 2118
Purpose
The Maricopa Community Colleges District is proud to recognize individuals, organizations and corporations that support its mission. That support can be manifested in a number of ways - through long and distinguished service as volunteers or employees, or monetary contributions to scholarship funds, endowments, special programs, or capital projects. This administrative regulation is intended to establish guidelines and processes for naming facilities and academic entities at The Maricopa County Community Colleges District.

Authority
The authority for naming facilities and academic entities (as defined in this administrative regulation) rests with The Maricopa County Community College District Governing Board. No commitment shall be made regarding the naming of facilities or academic entities to any person or party without appropriate, prior approval as specified in this administrative regulation. The Board also reserves the right to accept or reject naming proposals submitted through the District Chancellor.

The Chancellor shall be the Governing Board's principal representative under this administrative regulation and may act with or without the assistance of an advisory committee he/she may choose to appoint. Nothing in this administrative regulation shall prohibit the Chancellor, the College Presidents, District Vice Chancellors, members of the Governing Board or the Governing Board as a whole, or the Board of Directors of the Maricopa County Community College District Foundation as a whole, from initiating action for the naming of District facilities or academic entities. Others, including District faculty, administrators, staff and members of the District’s service area community also may initiate consideration of a naming request either through the appropriate College President, if the naming request is for a facility or academic entity at a college, or through the Chancellor, or through a member of the Foundation.

Definitions
Facility (including facility components and outside facilities) – colleges, satellite centers, buildings, building additions, wings, halls, laboratories, libraries, conference areas, dining facilities, parks, plazas, recreational fields, parking lots and roadways.

Academic Entities – divisions, departments, centers, institutes, programs, and endowed chairs.

Exceptions - classrooms, seminar rooms, reading rooms, fountains, furniture, and bricks, plaques, walls and other commemorative installations are not covered under this administrative regulation and may be named at the discretion of the College Presidents, Vice Chancellors, and President/CEO of the Maricopa Community College Foundation with the concurrence of the Chancellor.

Naming Guidelines and Criteria
The District, its Colleges and the Maricopa Community Colleges Foundation frequently and enthusiastically recognize outstanding supporters, volunteers, faculty and staff in special publications, at events, receptions and awards ceremonies, through named endowments and other named funds, or through a variety of permanent, public installations that honor distinguished service and generous donors.

A facility or academic entity named in honor of a person or persons, organization or corporation is an exceptional form of recognition - perhaps the most prestigious and prominent recognition the District can bestow. Naming opportunities are limited and a very high standard should be applied in the selection of honorees. Therefore, nominations based on professional achievements and/or long service that while unusual and laudable also are shared by significant numbers of
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4.10 naming of facilities and academic entities (cont’d)

other employees or volunteers should be recognized in some other, more appropriate way. The following examples shall be used as minimum criteria in determining whether an individual, organization or corporation qualifies for nomination:

• While serving the District in an academic capacity, the individual has long demonstrated high scholarly distinction resulting in significant recognition within his/her discipline and earning a regional or national reputation.

• While serving the District in an administrative or staff capacity, the individual has rendered long and distinguished service resulting in significant, measurable benefits to the welfare of the District resulting in recognition from professional groups or other regional/national organizations.

• While serving the district, community, state or nation in an elected or appointed position, the individual has rendered long and distinguished service which demonstrably benefited the purpose and mission of the District.

• An individual or individuals, organization or corporation which has donated or pledged to donate funds or other resources and support for the benefit of the District, the amount of which shall determine the facility or academic entity that may be named.

When an individual or individuals are recommended for naming rights the following additional criteria also shall apply:

• No naming in honor of an individual who has served the District in an academic, administrative or staff capacity may be considered until two years after retirement, separation, or death if the person had not yet retired or separated from the District.

• A naming in honor of an individual who has retired from the District but has been recalled to full or part time employment may be considered based on the earlier of the first two criteria.

• No naming in honor of an individual who has served the District, community, state or nation in an elected or appointed position until two years after retirement or separation from the elected or appointed office.

Nominating Process
All proposals to name facilities or academic entities shall be submitted in writing either to the Chancellor or the President of the College at which the naming would take place. At a minimum, all written proposals will address each of the applicable sections of the nomination form provided in Appendix AS-10, and shall be in conformance with all of the applicable guidelines and criteria set forth herein.

After appropriate review and consultation the Chancellor shall recommend and submit those nominations which he/she determines have met the guidelines and criteria set forth in this administrative regulation and merit further consideration to the District Governing Board for approval.

Confidentiality
Authority for granting naming rights is reserved to the Governing Board and their action in this regard must be taken in public session. To the greatest extent possible, however, and out of respect for the individual or individuals, organizations or corporations who may be recommended for naming rights, the nominating process and deliberations of the naming rights advisory committee, should one be appointed, shall be held in confidence until such time as the Chancellor presents a recommendation for naming rights approval to the Governing Board.
Due Diligence

All nominations for naming rights shall be reviewed by the District’s General Counsel or designee. All nominations based in whole or in part on a donation or a pledge to donate funds or other resources for the benefit of the District also shall be reviewed by the President/CEO of the Maricopa County Community College District Foundation or designee.

A thorough financial review shall be undertaken by the Vice Chancellor for Business Services or designee with emphasis on the costs associated with granting naming rights including necessary legal or insurance expenses, building preparation and maintenance expenses, the cost of manufacturing, installing and maintaining new signage, etc. Whenever possible, even when naming rights are recommended for long and meritorious service, efforts should be undertaken to raise gifts sufficient to at least offset associated expense to the District/College. In cases where a naming right is recommended and in any proposal to name an academic or non-academic program for a donor, consideration should be given to ensure that any associated endowment will be sufficient to sustain the program, if applicable.

In all cases, special care shall be exercised when a naming opportunity involves facilities currently financed with tax-exempt bonds. The Vice Chancellor for Business Services and the District’s General Counsel shall be consulted as early as possible in this process to ensure that tax-exempt bond status is not jeopardized.

Upon approval by the Governing Board, the District’s Chief Legal Counsel and, in cases where a gift or pledge is involved, the President/CEO of the Maricopa County Community College District Foundation or their designees shall cause to be executed with the honoree or their appropriate representatives, an agreement documenting the naming rights granted and their terms and conditions.

Duration of Naming Rights

When a facility is named either in honor of distinguished service or in recognition of a donor, the naming right will generally be effective for the useful life of the facility. If a facility must be replaced or substantially renovated the facility may be renamed, subject to the specific terms and conditions set forth in any gift or other naming right agreement related to the prior naming action.

If the decision to name a facility, either to honor distinguished service or to recognize a donation, is directly related to the function of that facility, and if that function is later transferred to another facility, the naming right will not automatically be transferred to the new facility. However consideration may be given to such a transfer subject to the terms and conditions of any agreement related to the original naming action.

When an academic entity is named, that naming right also will generally be effective for the existence of the entity, once again subject to the terms and conditions of any agreement related to the original naming action.

In the case of any decision affecting previously granted naming rights, the appropriate District or Foundation representative(s) shall make a timely and good faith effort to inform the original donor(s), honoree(s) or their heirs, assigns, or representatives.

Changing Circumstances

If at any time following the approval of a naming, circumstances change substantially so that the continued use of that name may compromise the public trust, the Chancellor will consult with the District’s Chief Legal Counsel and if appropriate with the President and CEO of the Maricopa Community Colleges Foundation regarding future action. The District reserves the right...
4.10 naming of facilities and academic entities (cont’d)

to remove any name that would not reflect positively on the District or would conflict with its purpose or mission.

A naming conferred in recognition of a pledged gift is contingent upon fulfillment of that pledge and shall be approved on that condition. After appropriate review and consultation with the Chief Legal Counsel and Foundation President and CEO, the District may remove any name granted in honor of a pledge that is not substantially fulfilled.

**Renaming/ Addition of Second Name**

Any proposal to rename or to add a second name to a facility or academic entity shall follow all guidelines, criteria and processes set forth in the administrative regulation herein. If not otherwise required in this administrative regulation, a review of all prior agreements and documents pertaining to the original gift or naming agreement also shall be conducted.

**Naming Related to Gifts – Additional Considerations**

In the case of a naming right nomination based primarily or solely upon a proposed gift, consideration shall be given to the following:

Ideally, the gift shall: (1) fund the total cost of the project to be named; (2) provide substantial funding for that portion of the total cost that would not have been available from another source (such as federal or state loans or appropriations, student fees, or bond issues); (3) constitute a significant portion of the total cost of the project to be named, or (4) otherwise be sufficient to clearly justify the public recognition involved.

In fact, the appropriate contribution value for which naming rights may be granted is likely to be highly variable and dependent on factors of location, prominence and function and also may be impacted by economic fluctuations.

The District’s Office of Facilities Planning and Development and the Maricopa County Community College District Foundation shall work collaboratively to develop and periodically update a table of estimated values and value ranges for various types of facilities. And these estimates should be re-evaluated periodically. If possible, this collaboration also should attempt to establish minimum acceptable contribution levels to guide discussions with potential donors. Similarly, the Vice Chancellor for Academic Affairs and the President/CEO of the Maricopa County Community College District Foundation shall collaborate to develop and periodically update a table of values and value ranges and minimum acceptable contribution levels for naming academic entities.

The final decision regarding appropriate contribution values shall be left to the District Chancellor as part of his deliberations and recommendations to the Governing Board. **(Note: While items 1 through 3 in paragraph two of the “Naming Related to Gifts” section, relate to the actual costs of a project or projects for which naming rights may be conferred, the funds received from naming rights gifts need not necessarily be used to pay for those project costs, even in cases where a gift is received before completion of the project. The Maricopa County Community College District and the Maricopa Community College District Foundation reserve the right to negotiate the use of such gifts with a prospective donor.)**

AMENDED through the Administrative Regulation Approval process, August 25, 2009, Motion No. 9595
(Replaces former text and title “Naming of Facilities for Individuals and Organizations”)
AMENDED through the Administrative Regulation Approval process, September 23, 1999
ADOPTED into Governance, September 24, 1996
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4.10 naming of facilities and academic entities (cont'd)

AMENDED Motion No. 8894
AMENDED Motion No. 8895
AMENDED Motion No. 8896

Founding Source: Governing Board Minutes, January 13, 1981, Motion No. 4714
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AR 4.11 Distribution of Commercial Products

Generally, the distribution of free materials shall be avoided; however, the distribution of any commercial products, for sale or give away, to students through the bookstore, registration lines, or elsewhere on campus, shall be subject to prior review and approval by the president of the college or designee.

Adopted into Governance, September 24, 1996
Amended Motion No. 8894
Amended Motion No. 8895
Amended Motion No. 8896

Founding Source: Governing Board Minutes, May 20, 1980, Motion No. 4556
The District is dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors. Toward that end, the District’s Governing Board adopted a resolution on March 26, 1991 that established the parameters for smoking on District property.

In November 2006, the citizens of Arizona voted into law Proposition 201, the Smoke-free Arizona Act (Arizona Revised Statutes §36-601.01-M) does not repeal the District’s more restrictive regulation and authorizes the District to enact policies that are more restrictive than the act should it desire to do so. (See ARS §36-601.01-M)

1. Definition—for purposes of this regulation, “smoking” will mean all uses of tobacco.

2. Prohibitions
   A. Smoking is prohibited in enclosed district/college/center buildings and within twenty-five (25) feet of any building entrance or exit.
   B. Smoking is prohibited in any areas where flammable gases, liquids or any other volatile materials are located or stored or in which a fire or safety hazard may exist.
   C. Smoking is prohibited in all district/college center vehicles.
   D. The sale of cigarettes or other tobacco items is prohibited at all sites within the Maricopa District.

3. Enforcement—The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees and students share in the responsibility for adhering to and enforcing the regulation. Any problems should be brought to the attention of the appropriate supervisor and handled through normal channels.

4. Support—Signs will be posted at the entrance to and throughout buildings and in vehicles as reminders of the no smoking regulation.

Amended through the Administrative Regulation Approval process on October 22, 2008.
Amended through the Administrative Regulation Approval process on August 11, 1998.

Adopted into Governance, September 24, 1996
Amended Motion No. 8894
Amended Motion No. 8895
Amended Motion No. 8896

Founding Source:
Governing Board Minutes, March 26, 1991, Motion No. 7531
This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District’s culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District’s actions stay within the boundaries of state law and the District’s insurance coverage. Therefore, strict compliance with this regulation is essential.

1. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District’s culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCD except as provided in Paragraph 8.

2. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs 3 and 7.

3. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor’s approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph 5. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.

4. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor’s approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: AS-6 - Notice of Intent to Serve Beer and Wine. On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCD Risk Manager no later than 10 business days before the event.

5. **Service restrictions required by law.** An event approved under Paragraph 4 must, by law, comply with the all of the following restrictions:
   A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
   B. The gathering must be by invitation only, and not open to the public;
   C. The gathering may not exceed 300;
   D. Invitees may not be charged any fee for either the event or the beer or wine; and
   E. The consumption may only take place between noon and 10:00 p.m.
   Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph 6. The
contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District’s Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

6. Culinary Institutes. The Chancellor may sponsor or approve an event at one of the District’s culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph 5. Any student serving those beverages must, by law, be 19 years or older.

7. Third-Party Event. The Maricopa County Community College District foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona’s alcoholic beverages laws. Additionally, they must comply with the following steps:

A. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
B. The entity completes the form available at AS-7–Request to Serve Beer and Wine-Third Party. And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;
C. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
D. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
E. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
F. The contractor provides all of the beverages served and well as the servers or bartenders;
G. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District’s Risk Manager and that adds the District as an additional insured; and
H. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

8. Receipt of beverages; storage. It is not permissible to store wine or beer on premises owned, leased or rented by MCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district’s culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:

A. Wine and beer to be served may only be brought to MCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
B. Once the wine and beer arrives on MCCCD property, the Director the culinary program shall assign an MCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.
9. Compliance with law. In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).

10. Residential Housing. Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.

11. Personal Responsibility. The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

12. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.
1. Each college president shall designate an official at his/her respective college who shall ensure that any employee at that college who is authorized to operate a college or district-owned motor vehicle or vehicle rented, borrowed or leased for college or district purposes:
   A. has completed a driver training program approved by the district Risk Manager; and
   B. has been the subject of an authorized motor vehicle record review conducted on behalf of the college.

   The Vice Chancellor for Human Resources shall designate an official at the district office to ensure that any employee at the district office who is authorized to operate a college or district-owned, -rented, or -borrowed motor vehicle has completed such training program and been the subject of a motor vehicle record review. The training and motor vehicle record review shall be completed for an employee before that employee is permitted to operate a motor vehicle. The District Risk Manager shall coordinate the training program and processes for motor vehicle record review required under this regulation.

2. A college or District-owned, -rented or -borrowed motor vehicle may be operated only by an employee of the Maricopa County Community College District. A Maricopa Community Colleges student may operate such a motor vehicle only in the event of an emergency as determined at the time of the emergency by a responsible college or district employee.

3. A college or district driver shall report to his/her supervisor and the manager responsible for authorizing the use of college vehicles within 48 hours any conviction for driving under the influence of alcohol or drugs, moving traffic violations, license suspension, or license revocation that occurs regardless of whether or not the driver was operating a college or district-owned, rented or borrowed vehicle. The driver’s supervisor shall immediately forward this information to the district Risk Manager. Failure to report information as required under this paragraph may result in disciplinary action and the loss of authority to operate a vehicle in the performance of employment responsibilities.

4. The driver of a college or District-owned, -rented or -borrowed motor vehicle shall not use a cellular telephone or similar communication device while operating the vehicle.

ADOPTED through the Administrative Regulation approval process, August 7, 2003

Note: The training component of this regulation will be administered through a web-based program that will allow employees to complete training on-line. Implementation of this regulation is expected to begin October 1, 2003.
Introduction

The Maricopa County Community College District (MCCCD) is subject to the State’s broad public records law, obligating it to produce records under a public records request and to retain those records in a consistent manner throughout MCCCD.

That same expectation of consistency in public records production, retention and disposal applies to records that are requested through a subpoena, warrant, judicial or administrative order, litigation discovery document or as part of an MCCCD grievance, investigation or review. So, while MCCCD is composed of 10 colleges, two skill centers, several centers and the District Office, its ability to retrieve, disclose and retain public records must be subject to a single set of standards and one process.

Centralized Authority

Under this administrative regulation, the authority to manage MCCCD public records is centralized in the Manager of the Office of Public Stewardship (Manager). This authority extends to responding to or overseeing the response to public records requests in compliance with State law and establishing standards for the retention, retrieval, disclosure and disposal of public records.

The authority also extends to having access to the electronic records of an MCCCD employee or a Governing Board member under the procedures and narrow circumstances specified in this regulation. Under those circumstances and procedures, the Manager and the Vice Chancellor of Information Technology or his designee/supervisee are authorized to access those electronic records using third-party technology tools that MCCCD has purchased. The Vice Chancellor may, after conferring with the Manager and General Counsel, authorize access on a case-by-case basis to a non-District Office information technology employee on the request of the College President who supervises that employee justifying the need for access, the scope of the access, and the duration that access is needed.

Public Records Generally

Under Arizona’s public records law, MCCCD must make records in its custody open for public inspection by any person, and to provide any person with copies on request. That mandate includes records that reside in electronic form. MCCCD also must preserve those records according to the standardized retention and disposition schedules approved by the Arizona State Library, Archives and Public Records applicable to Arizona Community Colleges and Districts (Retention Schedule). See Arizona Revised Statutes §§39-121 et seq.

MCCCD employees and Governing Board members should presume that all work-related records that they produce during work hours as well as communications and attachments sent or received electronically in the performance of duties relating to MCCCD (whether through an MCCCD technology resource or other technology resource) are public records. The MCCCD General Counsel and the Manager will make the final determination of whether something is a public record or not under the law.

Individual Employees’ and Governing Board Members’ Responsibility to Comply

Arizona State Library, Archives and Public Records places the responsibility to manage public records in compliance with the law on the individual MCCCD employee or Governing Board member. It does not matter whether the record is in paper or electronic form. The responsibility is the same—on the individual.

Where a record is only in electronic form and resides within MCCCD’s technology resources, an electronic record that an employee deletes may still be retained through the normal operation of
those resources. However, the law as interpreted by the Arizona State Library, Archives and Public
Records does not place primary responsibility for retention of those records on MCCCD technology
resources. The primary responsibility for managing each individual employee's or Governing
Board member's electronic records is squarely on that employee or member. The Arizona State
Library, Archives and Public Records has made that clear despite potential practical barriers to easy
compliance, such as a limitations on memory within an MCCCD employee's computer.

Note that it is a violation of MCCCD's Administrative Regulation 4.4, "Technology Resource
Standards," for an employee to delete or alter an electronic public record in violation of public
records retention requirements, or in anticipation of receiving or after receipt of a public records
request, subpoena, a request for records as part of an MCCCD grievance, investigation or review,
or other lawful request for the record.

The standards for retaining and disposing of records are discussed in more detail under the next
section of this regulation.

Understanding and Applying Record Retention and Disposal Standards
The official Retention Schedule is available at:

The Arizona State Library, Archives and Public Records' "rule of thumb" places public records into
four categories based on their content: administrative, legal, fiscal research, or historical. Records
of historical value must be retained permanently. For records in the other three categories, the
length of time that the record must be maintained and then disposed of varies. Additionally,
the description of the types of records in the Retention Schedule is by general subject matter
(such as "EEO/Affirmative Action" or "Fiscal/Business Operations"), and not by the descriptor
“administrative,” “legal” or “fiscal research." A single record may have content that places
it under more than one category with differing retention requirements. In those cases, the
employee or Governing Board member should keep it for the longest duration specified in the
Retention Schedule.

The Retention Schedule requires public employees and officers to maintain electronic records
in their original form. A paper copy of the electronic record does not comply with the standards
in the Retention Schedule. All public employees and governing board members, including those
for MCCCD, have an obligation to retain electronic records even when they are leaving public
employment or as a member of a public governing board.

Information is available on MCCCD's Public Records website to assist employees and Governing
Board members in making retention determinations. See http://www.maricopa.edu/
publicstewardship/pr/schedule.php. If an employee or Governing Board member has questions
about the time period for which a record should be retained, he or she may contact the Manager
for assistance.

The policy of Maricopa is to use its best efforts to comply with the Retention Schedule in a consistent
and systematic manner. Compliance requires cooperation and diligence, particularly when it comes
to retention of electronic records. The daily volume of electronic records produced, the speed in
which they are created and sent, and the storage limitations on MCCCD servers make adhering to the
Retention Schedule complicated.

For electronic records, this administrative regulation recommends a general retention/disposal
standard for employees and Governing Board members of one year from the creation or receipt
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Section IV

4.15 Retrieval, Disclosure and Retention of Records (cont’d)

of the record. During that time, the employee or Governing Board member is encouraged to review the Retention Schedule to determine if a shorter or longer period of time is required. If the employee or Governing Board member believes that retention beyond a year is required, he or she may forward the electronic record to the following website: [URL to be inserted].

Finally, MCCCD employees and Governing Board members are reminded not to retain records beyond the period of time that the Retention Schedule requires.

District Office and College Records Officers

To implement the standards specified in this administrative regulation, each College President shall appoint a Records Officer from among the College’s Vice Presidents to coordinate public records requests, subpoenas, warrants, judicial or administrative orders, litigation discovery documents, or records as part of a grievance, investigation or review (collectively, “requests”) with the Manager. The Records Officer shall notify the Manager of records requests made directly to the College and be responsible for preparing a response plan for records residing at the College. The plan should include determining the possible location of the records, College staff to assist with the search and retrieval of the records, the scope of the search, the need for search confidentiality and a projected completion date for the search. For records requests that are initiated through the Manager’s office or that seek records at more than one College, the Records Officer shall develop the plan with the Manager. The Manager shall serve as the Records Officer for the District Office.

The Manager will maintain a list of records requests. Either the Manager or the Records Officer shall, to the extent practicable, keep a copy of the entire set of records produced pursuant to a request.

MCCCD employees or Governing Board members who seek access to MCCCD public records for reasons other than MCCCD business shall be required to submit a public records request as though they are an outside party.

Timeliness of Request Response

Arizona’s Public Records Law states that “[t]he custodian of [public] records shall promptly furnish such copies . . . .” See Arizona Revised Statutes §39-121.01-D-1. The Records Officer and, where applicable, the Manager shall be responsible for determining a reasonable date by which the search and copying of documents should be complete, based on criteria such as the size and scope of the request and the availability of staff to conduct those activities. However, it is the policy of MCCCD to proceed with due diligence to accommodate requests as quickly as circumstances permit and, in the case of public records requests, subpoenas, warrants and discovery documents, to comply with the time standards specified in the law, by law enforcement, by judicial order, or by rules of court. An MCCCD employee or Governing Board member who believes that a timeline established by the Records Officer and the Manager is unreasonable shall immediately advise them in writing of the reasons and recommend an alternative plan for review by the Records Officer and the Manager.

Record Holds

The Chancellor, Manager or General Counsel may direct that some or all MCCCD employees and Governing Board members place a hold on deleting records relating to particular subjects or issues. Once the Chancellor issues that directive, employees and Governing Board members are prohibited from deleting or altering the records that are subject to the hold until the Chancellor, Manager or General Counsel advises that the hold is lifted. Situations in which holds are likely to occur include but are not limited to litigation involving MCCCD and law enforcement investigations.
Access to Electronic Records

Investigative Access. There are circumstances under which the General Counsel, the Manager or a College President needs to have access to an employee’s e-mail communications or other electronic records without advising the employee. Those situations generally occur when: MCCCD is served with a subpoena, a warrant, or judicial order that requires confidentiality; confidentiality is directed by a law enforcement agency; or the employee is subject of an MCCCD grievance, investigation or review that the Manager determines, after initial review, requires access.

If a College President believes that he or she needs access to an employee’s e-mail communications or other electronic records, the President shall discuss the matter with the Manager. Only the Manager may request, and only the General Counsel or an Assistant General Counsel acting in the General Counsel’s absence may authorize, access to an employee’s e-mail and electronic records for investigative purposes. Authorization shall be in writing and define the scope of the access required to conduct the review. As specified in the section of this administrative regulation entitled “Standard for Search Capabilities Regarding Electronic Records,” each College’s e-mail system shall authorize the Manager and the Vice Chancellor of Information Technology or his or her designee/supervisee to have direct access to conduct a search without the need to rely on the information technology staff of the College. The standards for search capabilities shall apply regardless of the centralized ability of the Manager and the Vice Chancellor to conduct a search as described in the section under this administrative regulation entitled “Centralized Authority.”

If the requirement for confidentiality is removed, the Manager may but is not obligated to advise the employee that his or her e-mails or other electronic records were accessed. An employee who believes that his or her e-mail or electronic records were illegally accessed shall notify the General Counsel in writing of the reasons. The General Counsel’s determination regarding the legality of access shall be conclusive.

Operational Access. There may be operational circumstances that require access to an MCCCD employee’s electronic records in the absence of the employee, such as when the employee is on vacation or ill. Like paper documents on an employee’s desk or files, electronic records belong to MCCCD and need to be available for business purposes. In those instances, the College President or the Chancellor shall complete the form available at Appendix ____ and submit it for approval to the Vice Chancellor for Information Technology or his or her designee for approval. The College President shall provide a copy of the approved form to the employee whose electronic records were accessed.

Access to Former Employees’ Records. All records should be maintained according to value and the respective retention schedule. An employee who resigns or retires from his or her position at MCCCD shall contact his/her direct supervisor about preserving his or her electronic records before his or her departure. Those records shall be transferred to a storage device and provided to the supervisor.

Standard for Search Capabilities Regarding Electronic Records

All electronic records systems serving Maricopa shall be capable of doing the following, which are minimum standards for access:

- Automated archival process for messages and documents sent and received with the capability of implementing different archiving standards by type of record as specified in the retention and disposition schedules approved by the Arizona State Library, Archives and Public Records.
• Destruction according to that same retention schedule (life cycle of item per schedule)
• Capability to search for words or terms within headers and message or document text, and to
• Assurance that messages and other records cannot be changed or deleted (message integrity)
• Access to the Manager and the District Office’s Information Technology Department to search, retrieve and delete under the circumstances specified in this administrative regulation
• Audit to determine who logs in, searches, retrieves, deletes
• Capacity, longevity, security, recovery
• Ability of MCCCD to maintain ownership of the records
• Ability to place holds on records subject to a request
• Pull records within a reasonable period of time after the initiation of the search command
• Restore records in their original format and to the individual level, with restoration occurring _____ minutes of the initiation of the restore command
• Preservation of past records and well as new ones when switching to a different communications system

The Chancellor or the Chancellor’s designee shall have the authority to approve an electronic records system that does not have one or several of the capabilities specified above when the unique needs of a Maricopa entity require use of that system, and safeguards are in place to assure that use of the system will permit the recording and retrieval of records as required by law.

Requests for Copies
A Maricopa employee may request that electronic communications created by him or her or written directly to him or her be restored from backup in the case of a hardware or system failure where the electronic record has passed through the District Office’s server. All such requests must be reviewed and authorized by the General Counsel.

After review and authorization by the General Counsel, requests for copies of electronic communications will be forwarded to ITS security services. ITS security services will comply with the request and coordinate retrieval of the information within seven business days.
PURPOSE
The Maricopa County Community College District (MCCCD) endeavors to be an innovative, flexible higher education institution that encourages risk assessment and management as an integral process for carrying out our mission to promote and enhance student learning and success. MCCCD also embraces a comprehensive approach to risk management that promotes broad strategic thinking and analysis, while fundamentally integrating our institution's vision, mission, and values. To this end, risk management will provide our institution with the superior capabilities to identify, assess, and manage the full spectrum of risks and opportunities and to enable management, faculty and staff at all levels to better understand and manage risk.

BACKGROUND
In March 2000, the Maricopa County Community College District Governing Board, with support from the Chancellor’s Executive Council (CEC), approved an initiative to embed ongoing risk assessment and management into MCCCD’s daily operations and culture. The CEC has reaffirmed its support and commitment in July 2003, August 2004, and September 2005 and will reaffirm its support annually thereafter. This initiative is called the Maricopa Integrated Risk Assessment (MIRA) project and it extends beyond traditional risk management to embrace a wider view of risk management called Enterprise Risk Management (ERM). While traditional risk management focuses on insurable and hazard risks, enterprise risk management is a process and management tool to address all sources of risk that would threaten strategic objectives.

APPROACH TO RISK MANAGEMENT
MIRA shall be collaboratively integrated into existing management processes and daily operations. To ensure that we achieve our strategy, MIRA provides our employees with the tools and capabilities to overcome barriers that arise in striving to exceed expectations. By realizing that risk management is everyone’s job, our management, faculty, and staff shall proactively identify risk while delivering high quality education to our students in a more efficient and cost effective manner. MIRA allows our employees to view issues from various angles to identify not only the risk mitigation activities, but also to seek out and act on potential opportunities—therefore challenging conventional wisdom to create better solutions.

EMPLOYEE RESPONSIBILITIES
It is the responsibility of every employee to identify, assess, and manage risks and opportunities individually, throughout our organization, and to collaboratively strive for continuous quality improvement and the efficient and effective use of our resources. All management, faculty and staff are expected to demonstrate appropriate standards of behavior in the development of strategy and pursuit of expected outcomes. All Board-Approved employees shall be required to participate in training that focuses on risk identification, assessment, and management, and this training shall be rigorous, practical, and application-based. Board-Approved employees includes those who have or could attain permanent status, one year onlys, one semester onlys, Skill Center and specially funded employees. Newly hired Board-Approved employees shall be required to participate in training during their probationary period or within one year of their hire date and every three years thereafter. This training shall be incorporated into other mandatory training and/or shall be stand-alone training. Existing Board-Approved employees shall be required to participate in training within two years after the adoption of this administrative regulation and every three years thereafter. The District shall consider ways of training temporary employees once initial training of Board-Approved employees is complete.
GENERAL EXPECTED OUTCOMES

Expected outcomes include:

- Increased overall effectiveness and accountability
- Sound business processes; greater assurance of business continuity
- Clear demonstrated compliance with applicable laws and regulations
- Enhanced employee empowerment and pride
- Reinforcement of the strong MCCCD cultural identity
- Enhanced competitive advantage

The MIRA project shall establish a philosophy of fostering continued evaluation of effectiveness and efficiency of organizational leadership, systems, and strategies. Ultimately, accountability for resources—human, financial, intellectual, physical, and technical—will be impacted at every level of MCCCD.

ANNUAL REVIEW FOR EFFECTIVENESS

Each year the MIRA project committee shall measure progress and monitor results. This information will be presented in an annual report to the Governing Board and the CEC. This report will be submitted by August 31 of each fiscal year.

AMENDED through the Administrative Regulation Approval Process (technical correction), December 5, 2007
AMENDED by the Governing Board on November 27, 2007, Motion No. 9454
ADOPTED by the Governing Board on February 27, 2007, Motion No. 9416
1. Voluntary payroll deductions may be made for reputable charitable organizations and programs approved by MCCCD including, but not limited to, employee association dues, gifts to The Maricopa Community Colleges Foundation, US Savings Bonds, tax-shelter annuities, Sun Sounds, KJZZ, and KBAQ, and others. Prior to deductions being made for a particular organization or program, the Vice Chancellor for Human Resources, on behalf of MCCCD, shall first approve written requests for deductions in accordance with this regulation and Governing Board Policy. No consideration for approval will be given if the charitable organization exists under the umbrella of a larger fund-raising group. (See Appendix AS-4 – Voluntary Payroll Deduction Procedures)

2. Any organization or program for which voluntary payroll deductions may be approved shall meet the following requirements:
   A. Principals on behalf of the organization or program shall submit a written request per published procedures to the Vice Chancellor for Human Resources for approval to receive voluntary payroll deductions.
   B. No fewer than one hundred (100) MCCCD full-time Governing Board approved employees shall have expressed interest in directing payroll deductions to the organization or program.
   C. Principals on behalf of the organization or program seeking approval shall have secured the expression of interest of 100 MCCCD full-time Governing Board approved employees as required in this regulation.
   D. Principals on behalf of the organization or program seeking approval shall provide the Vice Chancellor for Human Resources sufficient information about the program in order for a determination to be made in accordance with this regulation.
   E. After review by committee and upon approval by the Vice Chancellor for Human Resources, the principals shall submit a request to the Payroll Department to establish a new deduction code at least 6 months before deductions are anticipated to begin. Deductions will be implemented commencing on January 1 and July 1. The request for a new deduction code should be submitted along with a sample form that will be used by participants when making requests for the deduction to begin. The form shall include at least the following information: employee name, location, employee ID, dollar amount to be deducted per payroll, requested date for deduction to start, language authorizing MCCCD to make the deduction, and the employee's signature and date the form was signed.

3. In determining whether to approve voluntary payroll deductions for a particular organization or program, the Vice Chancellor for Human Resources and committee shall consider the following factors:
   A. the similarity between the important characteristics of the program and those of a program previously approved for receipt of voluntary payroll deductions;
   B. the proportion of contributions received by the program that are devoted to administrative costs and expenses, in relation to amounts received by the ultimate beneficiary;
   C. the degree to which amounts received from voluntary payroll deductions directly benefit residents of Maricopa County;
   D. the degree to which the program advances the interests of MCCCD employees;
   E. program consistency with MCCCD Vision, Mission and Values.

4. The Vice Chancellor for Human Resources and committee shall consider requests for approval of programs to receive voluntary payroll deductions.

5. Any voluntary payroll deduction issues that are not specifically addressed in this regulation require review by the Vice Chancellor for Human Resources and/or the appropriate designee.
6. As of the date of adoption of this Administrative Regulation, “active” voluntary payroll deduction programs shall be exempted; however, prior programs considered to be “inactive” shall meet the established thresholds and standards outlined in this Regulation to be eligible for reinstatement.

APPROVED through the Administrative Regulation approval process, June 19, 2007
1. General
   The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

   In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

A. Definitions
   i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
   ii. An employee is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
   iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
   iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
   v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.

B. Prohibited Conduct
   i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
   ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee’s effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.
2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
   i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
   ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
   iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
   iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
   i. The faculty member shall counsel and advise the student not to enroll in his or her course.
   ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
   iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student’s enrollment in the class will nevertheless be maintained.

3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process at www.maricopa.edu/disclosure/.

4. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

APPROVED through the Administrative Regulation approval process, February 25, 2009
1. Background
The Maricopa County Community College District owns and controls its name and the names of its colleges as well as names that have become associated with them such as the “Maricopa Community Colleges,” and all logos, insignia, mascot designs and other marks that the District or its colleges uses (collectively called “Marks”). The District has registered many of these with the United States Patent and Trademark Office.

The purpose of this licensing regulation is to protect the integrity of the District’s Marks and to enhance the positive image of the District and its colleges through approval of the use of the Mark by licensees who adhere to District standards.

This regulation provides guidance on permissible use, as well as restrictions on the use, of the Marks. It also designates responsibility for granting permission through written license agreements. An outside party’s use of the Marks without a license as required under this regulation is prohibited and may constitute trademark infringement, trademark dilution and unfair competition in violation of federal and state laws.

2. Who Should Use This Regulation
This regulation applies to outside entities such as educational service providers or collaborators, suppliers or manufacturers of commercial and non-commercial products or services wishing to be associated with the Marks. It also applies to any person, regardless of whether or not they are an employee, student, or alumni of the District, who wishes to use the Marks for something other than a District-sponsored activity. Finally, it applies to Faculty, staff, students, academic departments, ad hoc campus groups, administrative divisions/departments, alumni organizations and student organizations.

3. Approval of and Monitoring the Use of the Marks
The District Director of Strategic Business Support Services in conjunction with the Legal Services Department on legal issues and the District Director of Marketing on design and marketing issues, is responsible for approving the use of the Marks under this regulation.

4. General Guidelines for Use of the Marks
The Marks are intended to be a positive image of the District. They may not be altered in any way from the graphic specifications approved by the District’s Marketing Department, relating to the use of the Maricopa Community Colleges Marks, or, for the Colleges, by each College’s Marketing Director. Additionally, the Marks may not be used in the name of a business, in a logo or design, in promoting services or products, or on a product in a way that states or implies an endorsement by the District.

The Marks may not be used in any way that discriminates or implies discrimination against any persons or groups based on age, ancestry, belief, color, creed disability, national origin, race, religion, sex, sexual orientation of veteran status, or in any other way that would be a violation of the District’s anti-discrimination policies.

The use of the Marks in conjunction with the following types of products, services or designs will not normally be approved:

- Products that could be used to injure or kill
- Alcohol and alcohol-related products
- Tobacco and tobacco-related products
- Sexually suggestive products or designs
- Legally controlled substances
4.19 Use of MCCCD Marks (cont’d)

- Religious affiliated products, services or designs
- Political products, services or design
- Products or services that present an unacceptable risk of liability
- Products or services that are inimical to the mission or image of the District or that aren’t, in the sole discretion of the District, in good taste.

5. Commercial Use
Use of a Mark in connection with any commercial or for-profit purpose, including on the web, requires a license agreement with the District and the payment of royalties. Royalties will be directed to the accounts of the College or other District entity whose Marks are being used. The Legal Services Department may approve contract provisions in which a third party requests that it be permitted to use a Mark to identify that the District or its Colleges are customers, but only if the provision states that the District Director of Strategic Business Support Services must approve the use in advance and that the use cannot suggest in any way that the District or its Colleges endorses the third party's products or services.

6. Non-Commercial or Non-Profit Use
Faculty, staff, students academic departments, ad hoc campus groups, administrative divisions/departments, alumni organizations and student organizations may use the Marks for District-sponsored or co-sponsored activities and events so long as the use adheres to the graphic standards set forth in Paragraph 4. Any other non-commercial or non-profit use of the Marks requires permission. Additionally, payment of a royalty may be required, depending on the non-profit use for which the license for the Marks has been requested.

APPROVED through the Administrative Regulation approval process, January 25, 2010
It is the policy of the Maricopa District (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, and South Mountain Community College) to:

1. Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination, against any applicant or employee on the basis of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information.

2. All HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will continue to be administered without regard to race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information.

3. Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.

APPROVED through the Administrative Regulation approval process, February 25, 2009
Maricopa’s Equal Employment Opportunity (EEO) Policy Statement or EEO Clause appears in all major publications distributed to employees, students, and applicants. Copies of these documents are available at each of the colleges, at the District Employee Services Office, and at the EEO/Affirmative Action (AA) Office, as well as the web site: http://www.maricopa.edu/eeo/.
It is the policy of Maricopa to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information. Additionally, it is the policy of Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual’s race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information.
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As required by federal regulations, the EEO Policy Statement or EEO Clause MUST appear in all major publications distributed to employees, students, and applicants throughout Maricopa’s system. These publications include, but are not limited to, catalogs, handbooks, schedules, policy manuals, recruitment publications, advertisements (internal and external), and application forms (employee and student).

Additionally, the EEO Policy Statement or EEO Clause MUST be included in all purchase orders and contracts.
The Policy Statements Declaration, which is an exhibit to this regulation, is a one-page document of Maricopa’s policies that is to be posted on bulletin boards throughout the entire District. It clearly defines Maricopa’s firm commitment to EEO/AA and to a workplace that is free from harassment.
The District Office and each Maricopa location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), using the format below:

- ADA/504/Title IX Coordinator
- Address
- Phone #
- E-mail address

Additionally, each college/center must publish the above information in student handbooks and catalogs.

Under the ADA and Section 504, Maricopa recognizes the obligation to provide overall program accessibility throughout its locations for disabled individuals. The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

In accordance with all applicable federal, state, and local regulations, Maricopa will maintain and update its Affirmative Action Plans (AAPs) on an annual basis. Copies of the AAP will be distributed to the Governing Board and CEC members by December 31st of each year. They include the AAP for Minorities and Females, the AAP for Individuals with Disabilities, and the AAP for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
(Maricopa) Policy Statements Declaration

EEO Clause
The Maricopa County Community College District is an EEO/AA institution.

EEO Policy Statement
It is the policy of Maricopa County Community College District (consisting of the District Support Services Center, Chandler-Gilbert Community College, Estrella Mountain Community College, Glendale Community College, GateWay Community College, Maricopa Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information. Additionally, it is the policy of Maricopa County Community College District to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information.

Affirmative Action Policy Statement for Individuals with Disabilities
In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa County Community College District will not discriminate, nor tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position.
for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

**Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans**

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250 (k), Maricopa County Community College District will not discriminate, nor tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days’ duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.
The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Sexual harassment by and between, employees; students; employees and students; and campus visitors and students or employees, is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students; and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCCD EEO/Affirmative Action Office.
It shall be a violation of MCCCD’s Sexual Harassment Policy for any employee, student or campus visitor to:

1. Make unwelcome sexual advances to another employee, student or campus visitor;

2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;

3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual’s submission to, or rejection of, the sexual advances will in any way:
   A. Influence any personnel decision regarding that person’s employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
   B. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;

4. Engage in verbal or physical conduct of a sexual nature that:
   A. Has the purpose or effect of substantially interfering with an employee’s ability to do his or her job; or with a student’s ability to learn or participate in a class; or
   B. Which creates an intimidating, hostile or offensive work or academic environment;

5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;

6. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);

7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual’s body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.
Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.
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Employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.
1. Employees
Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee’s supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

2. Students
Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the vice president of student affairs or designee at each individual campus. A student may also contact the MCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

3. General—Applicable to Both Employees and Students
   A. Complaints will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained in the college president’s office, Office of the Vice President of Student Affairs and the MCCCD EEO/AA Office.
   B. The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.
   C. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.
Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCC’s legal obligation to investigate and resolve issues of sexual harassment.
An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCD policy. Disciplinary action by MCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.
Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.
Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

AMENDED March 23, 2010, Motion No. 9669
AMENDED by the Administrative Regulations approval process, February 25, 2009
AMENDED by the Administrative Regulations approval process, August 18, 2008
1. The Vice Chancellor for Human Resources may place an employee on paid administrative leave of absence. The Vice Chancellor for Human Resources may place the employee on paid administrative leave of absence only upon recommendation of the appropriate college president (in the case of a college employee) or appropriate Vice Chancellor (in the case of a District office employee) or only with concurrence of another Vice Chancellor (in the case of a District office Human Resources employee). An employee may be placed on paid administrative leave of absence pursuant to this policy only under either of the following circumstances:
   A. an investigation into conduct that would be grounds for discipline, up to and including termination from employment, is pending and the Vice Chancellor for Human Resources has determined that such paid administrative leave of absence is in the best interests of the employee or in the best interests of other employees or students of Maricopa; or
   B. the Chancellor has recommended to the Governing Board that the employee be terminated from employment and the Vice Chancellor for Human Resources has determined that, pending final consideration of such recommendation by the Governing Board, keeping the employee on the job would pose a significant hazard.

2. The Vice Chancellor for Human Resources or designee shall present personally to the employee, or mail via certified mail to the employee’s current address of record with Maricopa, a letter notifying the employee that he or she has been placed on paid administrative leave of absence and shall continue on such status until further notice. The letter shall inform the employee that he or she will remain an employee of Maricopa while on paid administrative leave of absence, must continue to observe all policies and regulations regarding the conduct of Maricopa employees, and will continue to accrue all rights and benefits as an employee. The letter shall further inform the employee that during the duration of the paid administrative leave of absence the employee must contact his or her supervisor each work day, be available to provide information or services as required, and inform the employee’s supervisor of all locations and phone numbers at which the employee can be contacted during each work day.

3. This policy shall not apply to any employee whose employee policy manual specially provides for paid administrative leave of absence.

AMENDED February 22, 2011, Motion No. 9781, 9782
AMENDED November 27, 2001 (for inclusion in Board Auxiliary Policy Type only)
ADOPTED January 23, 2001, Motion No. 9014
1. Definitions
   A. “Employee” or “School employee” means any employee, agent, student financial aid contractor, director, officer or trustee of the Maricopa County Community College District (“Maricopa”). For purposes of the Code provisions relating to gifts and stock ownership, this term includes family members of the Employee. For purposes of Paragraph 2 of this Code, this term includes family members living in the same household as the Employee.
   B. “College” means all colleges, skills centers, campuses, departments or other components of the Maricopa County Community College District, including alumni associations.
   C. “Student loan lender” or “lender” means any entity involved in making, holding, consolidating, originating, servicing or guaranteeing any loan to students or parents to finance higher education expenses. This includes lenders who provide private educational loans as well as lenders who provide loans that are made, insured or guaranteed by the U.S. Department of Education, except loans under the William D. Ford Direct Loan Program.

2. Employee Compensation Prohibition
   No employee or Maricopa or “school-affiliated organization” (as defined in 34 CFR §682.200(b)(5)(i)(A)(8)) shall accept or solicit anything of other than nominal value from a student loan lender.

   “Nominal value” means a total retail value of not more than ten dollars ($10.00) as calculated over a 12-month period, or as defined by a Maricopa policy consistent with applicable federal and state law. This paragraph shall not prohibit Maricopa employees from conducting non-student lending business with any lender or accepting or soliciting anything of other than nominal value in any activity unrelated to student loans.

3. Lender Advisory Board Restrictions
   A Maricopa employee shall not accept any remuneration or reimbursement of expenses for serving as a member of or otherwise participating on a student loan lender’s advisory board or committee, consistent with applicable federal student loan requirements.

4. Financial Relationship Prohibitions
   A person employed in the financial aid office of a College, or who otherwise has direct responsibilities with respect to educational loans or other financial aid, shall:
   A. avoid any equity or other interest in any student loan lender other than a remote interest (a remote interest is ownership of less than three per cent of the shares of a corporation for profit, provided the total annual income from dividends, including the value of stock dividends, from the corporation does not exceed five per cent of the total annual income of such officer or employee and any other payments made to him by the corporation do not exceed five per cent of his or her total annual income.)
   B. avoid consulting or similar financial relationships with student loan lenders, and
   C. comply with Maricopa’s Conflict of Interest Policies & Procedures.

5. Institutional Compensation Prohibition
   A College will not accept anything of value from a student loan lender in exchange for any advantage or consideration provided to the lender related to its education loan activity. This prohibition shall include, but not be limited to: (1) the College’s receipt from any lender of any computer hardware for which the College pays below market prices, (2) preferential rates for, or access to, a lender’s other financial products and (3) printing costs or services. Notwithstanding anything else in the paragraph, the College may accept assistance as contemplated by 34 CFR §682.200(b).
B. A College shall not engage in revenue sharing with a student loan lender. “Revenue sharing” means any arrangement under which a student loan lender pays a higher education institution or an affiliated entity or organization a certain sum, fee or percentage calculated in relationship to the volume of loans received by the lender from students of the institution.

6. Preferred Lender List Requirements
   A. Best Interest of Students Paramount. If a College decides to develop and/or publish any list of suggested, recommended or preferred student loan lenders (“preferred lender list” or “lender list”), the College shall develop and maintain any lender list based solely on the best interests of students and parents borrowers.
   B. Required Disclosures. A College shall prominently disclose on all publications of a preferred lender list:
      i. the process and criteria by which the list was assembled;
      ii. comparative information regarding interest rates and other benefits offered by the lenders; and
      iii. that borrowers have the right and ability to select lenders not included on the list.
   C. Prompt Certification of Loans from Any Lender. A College will timely certify any loan from any lender selected by the borrower that offers the loan, to the extent consistent with applicable federal student loan requirements. The College will not cause unnecessary certification delays for borrowers who use a lender that has not been recommended or suggested by the School.
   D. Minimum Number of Lenders Required. A College shall ensure that there are at least three (3) student loan lenders names on each preferred lender list which are not “affiliates” of each other, as described in 34 CFR §682.212(h)(3).
   E. Review and Update of Preferred Lender Lists. Preferred lender lists must be reviewed and updated at least once a year. When publishing preferred lender lists, a College shall either rotate or randomize the list of lenders or list them alphabetically.
   F. Loan Resale. A College shall require that all lenders on a preferred lender list commit in writing to disclose to the borrower before a loan agreement is signed whether there is an existing agreement to sell loans to another lender, and if so, the contact information for the lender who will be purchasing the borrower’s loan. The College shall inform student and parent borrowers that lenders can, and do, sell student loans, and encourage borrowers to contact their lenders for more information. Further, the College may remove a lender from its preferred lender list if that lender sells loans without ensuring that the advertised loan terms and benefits are honored with the new lender.
   G. Different Types of Loans. The College shall not include a student loan lender on a preferred list for one type of loan in exchange for benefits provided by the lender with respect to a different type of loan.

7. Promotion of Preferred Lenders Prohibited
   A College shall not allow a lender included on a preferred list to use the name, emblem, mascot or logo of either a College or Maricopa or other words, pictures or symbols readily identified with either the College or Maricopa in the marketing of private educational loans to the students attending the College that implies the College or Maricopa endorses the private educational loans offered by the lender.

8. Master Promissory Note
   A College shall inform borrowers of the procedure(s) for completing the Master Promissory Note or other loan agreement with the lender of the borrower’s choice, whether or not the lender appears on the College’s preferred lender list.
9. Lender Restriction Prohibition
A College shall not restrict borrowers to any particular type of lender (e.g., those that process loans electronically).

10. School as Lender
If a College participates in the School as Lender program under 20 U.S.C. §1085(d)(1)(E) and has an agreement to sell student loans to another lender, it must (a) disclose the existence of the agreement to the borrowers and provide contact information for the lender who will be purchasing the borrower’s loan and (b) require that any lender to whom the loans are sold honors the loan terms and benefits the College advertised to borrowers.

11. Private Loans a Last Resort
A College shall not certify student eligibility for a private educational loan without first informing the borrower that (a) federal financial assistance (including grants and loans under Title IV) may be available and (b) federal loans may provide more advantageous terms to the borrower than private loans.

12. Opportunity Loans
A. A College shall not enter into an opportunity loan agreement with a student loan lender under which the College provides concessions or promises to the lender that prejudice other borrowers. An “opportunity” loan means a student loan provided to borrowers with poor or no credit history, or who otherwise would not meet the student loan lender’s eligibility criteria.
B. A College shall not certify student eligibility for an opportunity loan made available pursuant to an agreement between the College and a lender unless (a) the agreement includes the options of short term or partial loans not to exceed one year and (b) the College informs the borrower of the short term or partial loan option, so the borrower can consider different or less expensive financing if the borrower’s financial condition improves.

13. Staffing Assistance from Lenders
A College shall not request or accept from any lender any assistance with call center or financial aid office staffing, including in-person school-required initial or exit counseling, except as permitted by applicable federal student loan requirements. The College shall ensure that any lender employees on campus are accurately represented as such and not misidentified as College agents or employees. While lenders may provide professional development training to financial aid administrators and participate in financial literacy outreach activities, lender employees must clearly disclose the name of the entity preparing any written materials and may not promote the lender’s products.

14. Implementation
A. Maricopa shall publish the Arizona Student Loan Code of Conduct prominently on a Maricopa website within ten business days of its adoption by the Governing Board.
B. All employees with direct responsibilities relating to student loans shall obtain training concerning the Arizona Student Loan Code of Conduct, applicable federal and state student loan laws and regulations and related Maricopa policies and procedures within 90 days of the date of hire. Each College shall adopt procedures to ensure these employees maintain current knowledge of the Code and applicable regulations.

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED October 28, 2008, Motion No. 9516
1. Upon recommendation by the Chancellor, the Governing Board may award emeritus distinction to any full-time residential faculty, chancellor, vice-chancellor, college president, or college vice president who retires from the Maricopa County Community College District.

2. The Chancellor may recommend, and the Governing Board may award, emeritus distinction to a candidate only following a determination that the candidate has:
   A. at least twenty years of full-time service in the Maricopa District with ten of the years in the position for which emeritus distinction is recommended;
   B. demonstrated satisfactory performance;
   C. not been the object of an adverse personnel decision; and
   D. fulfilled all terms and conditions of employment.

3. The Governing Board may upon, recommendation by the Chancellor, award emeritus distinction to a candidate that does not meet the criteria in subsection (2), upon sufficient showing that the candidate has:
   A. Contributed significantly to his or her respective field or discipline:
   B. Performed service throughout the candidate's employment in the Maricopa District that have been of direct benefit to students; and
   C. Contributed to the creation of innovative programs or initiatives within the Maricopa district.
   D. At least ten years of full time service in the Maricopa District.

4. The awarding of emeritus distinction will mean that the candidate's name and title, followed by emeritus distinction, will be placed in the appropriate college catalog or district publication. Awarding of emeritus distinction shall not entitle the holder to remuneration or other benefit in addition to any provided under this policy.

5. The Chancellor shall consider, for recommendation to the Governing Board, every employee eligible for emeritus distinction following the employee's retirement. This policy shall be applied retroactively to any eligible employee who has retired prior to the effective date of this policy provided that a written petition for emeritus distinction is submitted on the employee's behalf to the Chancellor and the Chancellor is provided sufficient written documentation to justify the awarding of emeritus distinction. Emeritus distinction may be awarded posthumously.
1. The Vice Chancellor for Human Resources shall create and implement a process of background checks concerning persons selected for employment or for volunteer or internship service in various positions, and concerning current employees who assume employment responsibilities that warrant such checks. Whether a background check is performed concerning a person shall be determined solely by pre-established aspects of the employment or service that would justify a background check, as identified by the Vice Chancellor. Performance of a background check shall not be based on the unique characteristics of a particular person.

2. A background check performed pursuant to this administrative regulation may inquire only into a person’s previous employment or service; prior acts or circumstances relevant to financial or other valuable assets; and criminal activity. A criminal conviction shall not serve as an absolute bar to employment or service.

3. The process of background checks shall be designated to ensure that all background check information be maintained in a confidential manner and shared with only those persons who possess a clear need to know such information. Employees of the Maricopa Community Colleges with decision-making authority in any hiring process shall facilitate hiring decisions in accordance with the process.

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED March 27, 2007, Motion No. 9418
In accordance with ARS §15-1891, the MCCCD Governing Board establishes the parameters for employees when ordering course materials from publishers and working with book dealers:

1. No faculty member or employee shall demand or receive any payment, loan, advance, good or deposit of money present or promised for selecting or purchasing specific course materials received for coursework or instruction, except that the faculty member or employee may receive:
   A. free review copies, complimentary teacher editions or instructional materials that are not intended to be sold by any faculty, staff or bookstore.
   B. royalties or other compensation from the sale of course materials that include the faculty member’s own writing or work.
   C. honoraria for academic peer review of course materials.
   D. training in the use of course materials and learning technologies.

2. A faculty member or any other employee who is in charge of selecting or adopting course materials shall, prior to selection or adoption of any course materials, make a request for the following written information from the publisher of the course materials:
   A. A listing of relevant course materials offered by the publisher and whether each of the course materials are offered in a bundled package or sold separately;
   B. The suggested retail price, the estimated wholesale price or the price that the publisher makes available to the public for the course materials. The publisher may include the time period during which the pricing is available.
   C. The copyright dates of the previous edition if the copyright dates do not appear in the course materials.
   D. A summary of the substantive content differences between the current edition of the course materials and the immediate previous edition.

3. A faculty member or any other employee who is in charge of selecting or adopting course materials shall place orders for such course materials by the date specified and communicated by the College or District bookstore to enable the College or District bookstore or contract managed bookstore to confirm the availability of the requested materials.

4. An unsolicited free review copy, sample copy, or complimentary teacher edition of course materials provided by a publisher at no charge and delivered to the attention of an employee at a college or District location is presumed to be the property of the Maricopa County Community College District. However, such employee may nevertheless assume ownership of such materials if the materials are, in the judgment of the employee, pertinent to the employee’s academic discipline or professional responsibilities.

   As these materials are provided for professional academic use and are not intended by the publisher for sale, an employee should at no time sell or trade them to any person or other entity for personal profit. Appropriate disposition of the materials includes donation to a student or library or other non-profit or charitable organization, or returning the book to the publisher.

5. This policy shall not be construed in a manner that violates academic freedom.

6. For purposes of this policy:
   A. “Book buyer” means any person or entity, including a university or community college district bookstore, engaged in the purchase or sale of course materials.
   B. “Bundled” means one or more course materials that are packaged together to be sold as course materials for a single price.
C. “Complimentary teacher edition” means a book with information that is meant for the exclusive use of faculty members, commonly labeled as an “instructor edition” or “instructor manual” and that contains answers and solutions, test questions and pedagogical techniques.

D. “Course materials” means any textbook or other instructional tool published for the purpose of classroom instruction and used for or in conjunction with a course in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of an Arizona community college district.

E. “Publisher” means any publishing house, firm or company that produces course materials.

F. “Sample copy” means any book that is the same as the regular student edition.

G. “Substantive content” means portions of a college textbook, including new chapters, additional eras of time, new themes or new subject matter.

H. “Written information” means information provided on print material. Written information includes electronic communication or publication on a website.

AMENDED February 22, 2011, Motion No. 9781, 9782
AMENDED June 22, 2010, Motion No. 9714
ADOPTED November 25, 2008, Motion No. 9520
With respect to data assets and information technology resources, the Chancellor will pursue policies and practices that are consistent with the treatment of data and information as a valuable enterprise asset.

Accordingly, he shall:

1. Ensure that all enterprise data are secure from unauthorized access.
2. Ensure that employees with a legitimate, work-related requirement to access enterprise data have the ability to do so.
3. Ensure that policies are in place, along with appropriate training, to ensure appropriate confidentiality of enterprise data and information.
4. Promote the use of Maricopa’s enterprise data assets for evidence-based decision making.

**MONITORING Method and Frequency**
Method (Items 1-4): Internal
Frequency (Minimum): Once a Year

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED January 22, 2008, Motion No. 9467
The following constitutes grounds for disciplinary action, up to and including termination of any Maricopa County Community College District (MCCCD) employee as outlined by the respective policy manuals:

1. Willful and intentional violation of any state or federal law, applicable ordinance, MCCCD Governing Board policy, or MCCCD administrative regulation that affects the employee’s ability to perform his or her job.

2. Making a false statement of or failing to disclose a material fact in the course of seeking employment or re-assignment of position at MCCCD.

3. Willful and intentional failure to perform job duties that have first been communicated to an employee and are within the employee’s scope of employment.

4. Willful and intentional commitment of acts of fraud, theft, embezzlement, misappropriation, falsification of records or misuse of MCCCD funds, goods, property, services, technology or other resources.

5. Conviction of a felony or misdemeanor that adversely affects an employee’s ability to perform job duties or has an adverse effect on MCCCD if employment is continued.

6. Fighting with a fellow employee, visitor, or student, except in self-defense. Committing acts of intimidation, harassment or violence, including (but not limited to) oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

7. Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCD premises, while conducting MCCCD business, or at any time which would interfere with the effective conduct of the employee’s work for the MCCCD; the use of illegal drugs; or testing positive for illegal drugs. The exception would include the consumption of alcohol at a reception or similar event at which the employee’s presence is clearly within the scope of employment.

8. Possessing firearms or other weapons on MCCCD property, except as may be required by the job or as otherwise permitted by law.

9. Abandonment of one’s position.

10. Intentional destruction or threat of destruction of MCCCD property, with malicious intent.

11. Performing acts or executing job responsibilities in a reckless manner that pose a threat to the physical safety of the employee or another person.

12. Failure by the College President, Vice Chancellor, Chancellor or other senior level administrators to notify appropriate law enforcement authorities of any potential theft of District funds or assets.

The Vice Chancellor for Human Resources is responsible for reviewing documented violations of employment standards, establishing procedures for the review of recommended disciplinary action to be taken, and determining whether the recommended disciplinary action is consistent with the documented violations of the employment standards. The Vice Chancellor for Human Resources shall have final authority to recommend disciplinary action under this policy and shall document
board resources
section VI

AR 6.7 employment standards
(cont'd)

the rationale for all decisions. To the extent that the recommendation for disciplinary action by the Vice Chancellor for Human Resources differs from the recommendation of the employee’s College President or Vice Chancellor or other Chancellor’s Executive Council Member, the Chancellor shall be consulted and shall make the final recommendation on disciplinary action. The Vice Chancellor for Human Resources shall make recommendations that involve the Chancellor.

Quarterly, a summary report shall be submitted to the Governing Board on disciplinary actions taken pursuant to this policy.

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED February 27, 2007, Motion No. 9407
With respect to enrollment management, the Chancellor will promote practices that result in well and efficiently managed college enrollments, and shall establish enrollment goals that are appropriate to each college.

Accordingly, he shall:

1. Ensure that each college has a regularly updated enrollment management plan.

2. Ensure that appropriate data are available to colleges for the development of enrollment management plans.

3. Require regular progress reports on college enrollment management plans.

**MONITORING Method and Frequency**
Method (Items 1-3): Internal
Frequency (Minimum): Once a Year

*AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED January 22, 2008, Motion No. 9467*
As a multi-college district, the Governing Board recognizes the operational and administrative relationship between the Chancellor and the College Presidents. Consistent with Governing Board policies, including those for Public Stewardship and Ethics and Emergency Executive Succession, the Chancellor shall perform an annual review of the members of his executive council to include an examination of the College Presidents in the following areas:

1. Progress toward the Governing Board Outcomes

2. Progress toward College Goals including:
   A. Enrollment Management
   B. College Climate
   C. Diversity

3. The Accomplishment of Personal Goals including:
   A. Executive Team Contributions
   B. Community and Professional Contributions
   C. Personal Improvement

4. Demonstration of Public Stewardship and Ethics

5. Progress toward Resource Development

6. Accomplishments and Challenges

**MONITORING Method and Frequency**
Method (Items 1-6): Internal
Frequency (Minimum): Once a Year

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED May 27, 2008, Motion No. 9488
With respect to the setting of fees for the one-time or limited use of facilities that are owned and operated by the Maricopa Community Colleges, the Chancellor shall direct that rental rates reflect fair rates based upon supply and demand throughout the district, the availability of other facilities near the colleges and peak/low times of facilities/classroom usage at each college. Rates that fall within these parameters may be implemented without specific Governing Board approval. Any rates or charges that involve the use of facilities that do not conform to these parameters must be approved by the Governing Board before the fee is assessed.

Accordingly the Chancellor shall:

1. Develop and implement a rate structure for the use of college/district facilities;
2. Develop and implement charges for related expenses including equipment and personnel services;
3. Develop and implement charges for utilities;
4. Develop and implement a rate structure related to the taxation of rental income.

MONITORING Method and Frequency
Method: Internal
Frequency (Minimum): Ongoing/Matter of Practice

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED December 14, 2004, Motion No. 9286
1. Purpose

In accordance with the provisions outlined in the Federal Trade Commission’s Red Flag Rule, which implements Section 114 of the Fair and Accurate Transactions Act (FACTA) of 2003, the Maricopa County Community College District shall implement a program for Identity Theft Prevention. The purpose of the program is to provide information that will assist individuals in detecting, preventing and mitigating identity theft in connection with the opening of a “covered account” or any existing “covered account” or who believe that a security incident has occurred, and to provide information for the reporting of a security incident.

2. Definitions

A. Covered Account – is a consumer account that involves multiple payments or transactions in arrears such as a loan that is billed or payable monthly. This includes accounts where payments are deferred and made by a borrower periodically over time such as with a tuition or fee installment payment plan.

B. Creditor – is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal or continuation of credit. Examples of activities that would indicate a Maricopa college or the District as a creditor would include:
   i. Participation in the Federal Perkins Loan program;
   ii. Participation as a school lender in the Federal Family Education Loan Program;
   iii. Offering institutional loans to students, faculty or staff;
   iv. Offering a plan for payment of tuition or fees throughout the semester, rather than requiring full payment at the beginning of the semester;
   v. Emergency loans.

C. Personal Information – specific information that represents a legal or personal identity or that could result in public impersonation of identity or identity theft if such information were stolen or compromised. This would also consist of using information in combination with one or more data elements when either the name or elements are not encrypted or redacted. Sensitive personal information includes but may not be limited to the following:
   i. Legal name (first, last, middle)
   ii. Full date of birth
   iii. SSN
   iv. Driver’s License Number
   v. Enterprise ID
   vi. Financial account number
   vii. Password
   viii. Home address
   ix. Gender
   x. Race
   xi. Medical information
   xii. Payroll information

D. Red Flag – a pattern, practice or specific activity that indicates the existence of identity theft or possible attempted fraud via identity theft on covered accounts.

E. Security Incident – a collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

3. Identification of Red Flags

In order to identify relevant red flags, the MCCCD considers the types of accounts that it offers and maintains, the methods provided to open accounts, the methods provided
to access accounts, as well as previous experiences with identity theft. The following categories are identified as red flags:

A. Alerts, notifications or warnings from a consumer reporting agency including fraud alerts, credit freezes or official notice of address discrepancies.

B. The presentation of suspicious documents such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application that appears to have been cut up, reassembled and photocopied.

C. The presentation of suspicious personal identifying information such as a photograph or physical description on the identification that is not consistent with the appearance of the student presenting the identification; discrepancies is address, Social Security Number, Student ID, or other information on file; an address that is a mail-drop, a prison, or is invalid, a phone number that is likely to be a pager or answering service; and/or failure to provide all required information.

D. Unusual use or suspicious account activity that would include material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges;

E. A request to mail something to an address that is not on file.

F. Notice received from students, victims of identity theft, law enforcement, other persons regarding possible identity theft in connection with covered accounts.

4. Detection of Red Flags
   The detection of red flags in connection with the opening of covered accounts and the processing of existing accounts can be made through internal controls such as:
   A. Obtaining and verifying the identity of a person opening and using an account
   B. Authenticating customers
   C. Monitoring transactions
   D. Verifying the validity of change of address requests for existing covered accounts

5. Response to Red Flags
   Maricopa's Identity Theft Prevention Program shall provide for appropriate responses to detected red flags in order to prevent and mitigate identity theft. This would include:
   A. Monitoring covered accounts for evidence of identity theft;
   B. Denying access to a covered account until other information is available to eliminate the identified red flag, or close the existing covered account;
   C. Notify the customer;
   D. Change any passwords, security codes or other security devices that permit access to a covered account;
   E. Close an existing account;
   F. Reopen a covered account with a new account number;
   G. Notify law enforcement if suspected illegal activity;
   H. Determine if no response is warranted given the particular circumstances.

6. Security Incident Reporting
   An employee who believes that a security incident has occurred shall immediately notify their appropriate supervisor and the Program Manager. After normal business hours, notification shall be made to the college public safety office.

7. Service Providers Oversight
   The Maricopa County Community College District remains responsible for compliance with the Red Flag Rules even in instances where services are outsourced to a third party. The written agreement between the MCCCD and the third party service provider shall require
the third party to have reasonable policies and procedures designed to detect relevant Red Flags that may arise in the performance of their service activities. The written agreement must also indicate whether the service provider is responsible for notifying the MCCCD of the detection of a Red Flag or if the service provider is responsible for implementing appropriate steps to prevent or mitigate identity theft.

8. Program Oversight
The Chancellor shall designate a program administrator. The Program Administrator shall exercise appropriate and effective oversight over the Program and shall report regularly to the Governing Board and the Chancellor on the Program. The program administrator shall be responsible for developing, implementing and updating the Program throughout the Maricopa district. The Program Administrator shall be responsible for ensuring the appropriate training of college and district employees, reviewing staff reports regarding the detection of Red Flags and implementing steps to identify, prevent and mitigate identity theft.

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED September 22, 2009, Motion. No. 9606
While the Board has identified the Chancellor as the single official link to the operating organization, under the Maricopa Governance structure within this multi-college district, the Chancellor shall also direct management to operate within a system of internal control.

1. Definition:
The term “management” means members of the following employee groups: the Chancellor’s Executive Council (CEC), and Management, Administrative & Technological (MAT) as well as any other employee groups (excluding faculty except as defined herein) that may subsequently be created in which employees are exempt from the Fair Labor Standards Act. Additionally, this policy applies to faculty members who serve as division chairs and department chairs and therefore serve in a supervisory or decision-making capacity for a division or department, faculty members or other employees who serve as a director or coordinator of a program, service, institute or other initiative.

2. Management Responsibility
MCCCD management is charged with the responsibility for establishing a system of internal controls, risk management and organizational processes over the operations of MCCCD in a manner which provides the MCCCD Governing Board reasonable assurance that:
A. Risks are appropriately identified and managed.
B. Interaction with the various organizational groups occurs as needed.
C. Significant financial, managerial, operational information is accurate, reliable and timely.
D. Employees’ actions are in compliance with policies, standards, procedures and applicable laws and regulations.
E. Resources are acquired economically, used efficiently and protected.
F. Programs, plans and objectives are achieved.
G. Significant legislative or regulatory issues impacting MCCCD are recognized and addressed appropriately.

The system of internal controls over the operations is a function of management and is an integral part of the overall process of managing operations. As such, it is the responsibility of managers at all levels of the organization to:

A. Identify and evaluate the exposures to loss which relate to their operations.
B. Specify and establish plans and operating standards, procedures, systems, and other disciplines to be used to minimize, mitigate and/or limit the risks associated with the exposures identified.
C. Establish practical systems of internal control processes that require and encourage employees to carry out their duties and responsibilities in a manner that achieves the seven (7) control objectives outlined in the preceding paragraph.
D. Maintain the effectiveness of the systems of internal control processes that they are responsible for.

3. Audit and Finance Committee
The Audit & Finance Committee’s purpose is to assist the MCCCD Governing Board’s broad oversight and monitoring responsibilities for:
A. The reliability, integrity and transparency of financial reporting and disclosure, and other financial information.
B. The establishment and ongoing monitoring processes to assure adequate functioning of the systems of internal control.
C. The establishment and ongoing monitoring processes of the MCCCD ethics initiative; compliance with applicable laws and regulations and MCCCD policies; including the results of ethics violations and violations of laws, regulations and MCCCD policies.
D. The risk management policies and processes and ongoing monitoring efforts.

E. The independence and performance of the internal and external auditors.

F. The Audit and Finance Committee shall be chaired by a member of the community serving on the committee and the vice chair shall be a Maricopa Community Colleges Governing Board Member who serves on the committee. The community member shall be a financial expert.

G. At least annually, the Audit and Finance Committee shall meet in executive session with the external auditor and or Internal Audit Director. Executive sessions shall exclude those committee members who are directly employed by the Maricopa Community Colleges, except the Internal Audit Director.

4. Internal Audit Responsibility

MCCCD’s Internal Audit and Management Advisory Services Department (IAMAS) is charged with the responsibility for ascertaining that MCCCD’s systems of internal controls, risk management, and organizational processes, as designed and represented by management, are adequate and functioning. IAMAS is also responsible for reporting to management and the Audit and Finance Committee of the Governing Board on the adequacy and effectiveness of the organization’s systems of internal control, together with ideas, counsel, and recommendations to improve the systems.

5. Review and Approval of Statement

The policy statement on Internal Control was reviewed and approved by all of those defined herein as management, as well as the chair of the Audit and Finance Committee. The District may elect to use an electronic form to collect these approvals/acknowledgements. The District may additionally engage in or require training of employees on this statement as may be necessary.

Approved by: Chair of the Audit & Finance Committee, Chancellor, Director of Internal Audit, College Presidents (CGCC, EMCC, GWCC, GCC, MCC, PVCC, PC, RSC, SCC, SMCC), Vice Chancellors (Business Services, Human Resources, Academic and Student Affairs), Other Chancellor’s Executive Council Member(s) (CEC), All Other Persons Defined in this Policy

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED February 27, 2007, Motion No. 9410
1. The MCCCD Governing Board acknowledges that the Maricopa Community Colleges are committed to international and intercultural education and globalization efforts. The Maricopa Community Colleges include global education as an integral component of the District’s mission, and seek to create an environment where teaching and learning is augmented and enhanced by international study and work opportunities for faculty and by student-centered educational opportunities that prepare students for successful participation in the global community. International travel is just one of the ways in which the MCCCD mission for global education is accomplished.

2. All international travel is subject to the rules and requirements stated in the existing travel regulations (Administrative Regulation 1.15 --Travel).

3. The Chancellor of the Maricopa Community Colleges has final approval of all international travel, regardless of funding source or destination. College Presidents have first line of authority for all international travel involving students, faculty, and staff at their colleges. Vice Chancellors have first line of authority for all international travel involving staff in their divisions. The Vice Chancellor for Academic Affairs has authority to recommend for Chancellor’s approval any proposed student education abroad and faculty exchange or curriculum development initiative or reject the proposals because outcomes are not clear, criteria are not met, or program is not rigorous enough.

4. Student education abroad and faculty exchange and curriculum development programs are considered mission critical and will be approved as long as the proposed programs meet the following criteria:
   A. Student Education Abroad
      All courses offered as part of student education abroad must be approved MCCCD courses and must meet academic standards. All courses taught abroad will be equal to or surpass the same academic quality and excellence of a course offered locally at any of the MCCCD colleges. The course competencies and content outline must be the ones that are officially approved for the course and published in the MCCCD course bank. The courses must meet the MCCCD rules concerning the length of time a course must meet. The proposed study abroad program will not be approved if courses are offered for recreational or travel purposes only.

      The proposal for a study abroad program should include at a minimum:
      i. Title of the course(s), course description, number of credits, course competencies, and course content outline.
      ii. Daily schedule of events, locally and abroad, indicating all of the activities of the course where contact hours are earned, including pre and post-trip class meetings. The total number of contact hours awarded must be exactly that which is officially required for the course (1 credit requires at least 15 hours of classroom or other supervised instruction). Contact hours cannot be awarded for a “visit” or a “tour” unless those activities include a lecture, discussion, or other instructional activity.
      iii. Justification, indicating why it is important for the course to be offered at the proposed destination and how the location supports the specific goals, objectives, and learning outcomes of the program as well as the mission of the Maricopa Community Colleges.

After the program occurs, the faculty sponsor will submit a full written report to the District Vice Chancellor for Academic Affairs and college administration, including his/her evaluation of the program and evaluations from all student participants. The report
will be used to evaluate the program and ensure it continues to serve the needs of the students and the colleges. This evaluation will serve as the basis for continued support of the program and future funding. This information will also be used to prepare an annual report for the Chancellor and the Governing Board.

All multi-year student education abroad programs that were approved for implementation before January 2007 will be re-evaluated to ensure that they meet the criteria specified above.

B. Faculty exchanges and curriculum development programs:
Each faculty member interested in participating in a faculty exchange or curriculum development program will develop a proposal indicating how she/he will apply in his/her job what was learned by participation in the program. The proposal should address at a minimum the following:

i. How the objectives of the proposed project relate to the purpose of the program;

ii. How the proposed project contributes to international learning outcomes and global competence;

iii. A clear description of expected outcomes and benefits to the students and the colleges. For example:
1. Curriculum changes; e.g., modifications to an existing course, creation of a new course, development of a new program or certificate and/or
2. Potential partnerships; e.g., development of a new study abroad program.

iv. Description of how faculty member intends to share the learning with a broader audience:
1. Preparation of a report to be shared with District and college administrators documenting the experience and resulting contributions to the District and the college and/or
2. Participation in activities to make the learning public; e.g., presentations at the college and/or District-wide, presentation at conference, publication of articles in newsletters and other venues, etc. And/or
3. Development of curriculum models that can be shared with other faculty for their use.

At the conclusion of the program, each participating faculty will submit a written report to the District and college administration, including his/her evaluation of the program and a plan of action to apply what was learned. The report will be used to evaluate the program and ensure it continues to serve the needs of the students and the colleges. This evaluation will also serve as the basis for continued support of the program and future funding. This information will also be used to prepare an annual report for the Chancellor and the Governing Board. At the end of the following academic year, each faculty member will be asked to submit a status report that describes progress made meeting the expected outcomes outlined in the proposal.

5. The Chancellor may consider requests on a case-by-case basis for participation in exceptional opportunities that are not considered mission critical. Other types of international travel (e.g., conferences, seminars, institutes, or board meetings sponsored by a professional organization or association) may be considered for approval by the Chancellor if the following criteria are met:

The event presents a unique opportunity for the individual and the institution and the learning or professional opportunity does not exist in the United States or its territories, or if
the individual has a commitment to participate as a representative of Maricopa on a board, council, or committee of a professional association or organization. Individuals will submit a proposal to address at a minimum the following:
A. How the proposed travel is linked to the individual’s job responsibilities.
B. Whether or not the opportunity, or a similar one, is available in the United States or its territories.
C. What role the individual will play: keynote speaker, conference presenter, session/meeting facilitator, trainer, conference participant, board member, etc.
D. How participation in the event or meeting benefits the institution.
E. How the learning will be shared with others at MCCCD.

Participants will submit a written report describing the activities in which they engaged, what outcomes were achieved, and how the learning will be shared with others at MCCCD. This information will also be used to prepare an annual report for the Chancellor and the Governing Board.

6. Quarterly, each College President and each Vice Chancellor shall submit a detailed report to the Chancellor of all international travel including, but not limited to, name of traveler, destination, dates of travel, amount of funding, source(s) of funding, purpose and benefit to the institution, achieved outcomes, and plan to disseminate information learned or resulting products.

7. Quarterly, the Chancellor shall submit a summary report to the Governing Board on all international travel.

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED February 27, 2007, Motion No. 9414
With respect to the setting of charges for non-credit courses offered by the Maricopa Community Colleges, the Chancellor shall follow the parameters for setting non-credit private course offering and non-credit public course offerings, as applicable to the course and individuals taking the course. Courses that have charges that fall within these parameters are considered to be a "safe harbor charge" and may be implemented without specific governing board approval. Any charges that do not conform to these parameters must be specifically approved by the Governing Board before the non-credit course is offered.

Accordingly, the Chancellor shall:

1. Develop and implement charges for non-credit private course offerings. Private course offerings are for customized training for individual businesses or public agencies. Course pricing is market based and negotiated with each individual business or public agency. Such pricing is considered to be a "safe harbor charge," which shall be calculated to recover, at a minimum, total estimated direct costs.

2. Develop and implement charges for public non-credit course offerings. Non-credit public course offerings are for customized personal interest instruction. Enrollment is open to all individuals. Each individual is personally responsible for payment of all course charges. Such pricing is considered to be a "safe harbor charge" and shall be developed based upon estimated enrollment to recover total estimated direct costs, but not exceed total estimated direct costs plus 75% for other charges associated with course offerings. Pricing may be developed based on aggregate costs for all non credit public offerings by a college to allow for cost and revenue sharing to offer the broadest mix of courses possible.

3. Develop charges using the definition for direct costs, as appropriate. Direct costs are for services and products directly associated with providing a course. These may include salaries and benefits, supplies, capital equipment, travel, transportation, lodging, facility or equipment rental, postage, marketing, bank credit card charges, and admission charges.

4. Develop charges using the definition for other charges associated with course offerings, as appropriate. Other charges are for shared services and products that support non-credit course offerings but are not directly associated with a specific course. These may include direct and indirect administrative overhead (administrative salaries and benefits, supplies, postage, marketing, travel, memberships), and charges for future development of new courses.

MONITORING Method and Frequency
Method: Internal
Frequency (Minimum): Ongoing/Matter of Practice

AMENDED February 22, 2011, Motion No. 9781, 9782
AMENDED December 13, 2005, Motion No. 9349
ADOPTED March 25, 2003, Motion No. 9152
The mission of the Department of Public Safety at each college or center is to provide assistance, safety and security for people on campus, protection of District and personal property, traffic control, visitor assistance, lost and found property, loss prevention and loss reporting, identification of safety hazards and training and orientation of employees and students.

Certification pursuant to ARS §15-1444(10), the Governing Board appoints as police officers all eligible certified chiefs of security and certified safety personnel. These police officers shall have the authority and power of peace officers.

The Chancellor shall maintain a safe learning and working environment. Accordingly, he or she: shall be charged with designing and implementing the means to maintain college environments that are safe for students, employees and the community at large. This includes identifying and outlining District versus college authority over public safety matters through administrative regulations and establishing district standards of practice for the Department of Public Safety at each college. The Governing Board recognizes that the college safety officers that are certified pursuant to ARS §15-1444A(10) have the authority and power of peace officers. The Governing Board authorizes and requires its certified safety directors and officers to be armed with District issued firearms and other such weapons as may be required by the District. The arming of officers shall be pursuant to Arizona state law, annual or other required firearms qualification by Arizona peace officers standards and training (AzPost) as well as training or other requirements established by the Maricopa Community College District except as otherwise may be prohibited by law or other restrictions such as prohibitions on the carrying of firearms on tribal property.

1. When on-duty and on campus, sworn officers shall:
   A. Be armed with their assigned firearm at all times (except as may be prohibited by law or other restrictions such as prohibitions on the carrying of firearms on tribal property), and
   B. If not in uniform and on-campus, display their badge in such a manner that the officer is easily identifiable as an officer.

2. When off-duty, sworn officers may carry their District issued firearm, subject to the following limitations:
   A. Officers will not carry firearms while consuming alcohol, or where the reputation of the department would suffer.
   B. If an officer carries his/her District firearm off-duty, the officer must also carry his/her badge, college or District identity card, a second loaded magazine, and handcuffs.
   C. Officers who carry their weapon off-duty are subject to the same policies, rules and procedures as those which govern actions on-duty.

3. Officers who are off-duty and not acting in a policy capacity, who desire to engage in firearms practice/training with a District owned firearm at other than a police range will:
   A. Use only commercially produced factory new or factory reload ammunition.
   B. Immediately notify an on-duty supervisor in the event of an accidental discharge involving injury or property damage.
   C. Be governed by, and subject to, all provisions of policy, procedure and protocols relating to the use and handling of firearms.

4. The District Director of Public Safety, with the approval of the College President and in consultation with the Vice Chancellor for Human Resources and General Counsel, may require an officer to surrender the officer’s District owned firearm, and prohibit the officer from carrying a firearm, as follows:
6.15 public safety (cont’d)

A. When the peace officer is relieved of the peace officer’s duties and is under a criminal or administrative investigation.

B. When the peace officer exhibits any impairment, including any physical or mental impairment that would cause concern for the well-being and safety of the officer, the officer’s law enforcement agency, law enforcement agency employees or the community.

C. As provided by law.

The surrender and prohibition shall remain in place until the right to carry the firearm is reinstated by the District Director of Public Safety, with the agreement of the College President.

Adoption of this policy has the effect of eliminating Administrative Regulation 4.7 (Security Regulation).

MONITORING Method and Frequency

Method: Internal
Frequency (Minimum): Ongoing/Matter of Practice

AMENDED February 22, 2011, Motion No. 9781, 9782
AMENDED September 23, 2008, Motion Nos. 9510 & 9511
AMENDED October 23, 2007, Motion No. 9447
ADOPTED October 24, 2006, Motion No. 9385
The Governing Board of the Maricopa Community College District recognizes the responsibility to demonstrate ethical and professional conduct. In order to demonstrate this commitment to public trust and accountability to the communities that we serve, all Governing Board Members and all employees shall be required to participate in training that focuses on public stewardship and institutional ethics. Such training shall be rigorous, practical and application based. Newly hired Board-Approved employees shall be required to participate in training during their probationary period or within one year of their hire and every three years thereafter, with subsequent training to focus on updates or changes in course content. Existing Board-Approved employees shall be required to participate in training within two years of the adoption of this policy and every three years thereafter. Board-Approved employees includes those who have or could attain permanent status, one year onlys, one semester onlys, skill center and specially funded employees. The District also shall consider ways of training temporary employees once initial training of Governing Board Members and Governing Board-Approved employees is complete. Temporary employees shall be required to participate in training every three years after initial training. The delivery of training to temporaries may differ from that of regular employees, in recognition of the fact that they may work on a part-time or seasonal basis.

AMENDED February 22, 2011, Motion No. 9781, 9782
AMENDED November 27, 2007, Motion No. 9451
ADOPTED February 27, 2007, Motion No. 9403
As a political subdivision of the state of Arizona, the Maricopa County Community College District is subject to applicable laws related to the inspection and production of public records. A public record entails any record, either paper or electronic, made by a public officer (including members of the Governing Board, faculty, staff and administrators) and kept as a memorial of an official transaction.

All official reports and documents that are not exempt from disclosure will be made available for public access for inspection and copying upon a written request that reasonably describes an identifiable record or records. An appropriate fee may be charged for copying records, including a reasonable amount for the cost of equipment and personnel used in producing copies, but not for the cost of searching for records. The Chancellor shall establish administrative regulations that are necessary to outline the appropriate procedures and fees related to the inspection and production of public records.

Requests for documents will receive a response within a reasonable period of time. The Office of General Counsel must review information that is requested by lawfully issued administrative summons or judicial orders, including search warrants or subpoenas.

For the review of personnel files, the Governing Board of the Maricopa County Community College District establishes that the following information be disclosed regarding present or former employees:

1. Name
2. Titles or positions (including academic degrees and honors received)
3. Fact of past or present employment
4. Dates of employment
5. Salaries or rates of pay
6. Name of employee’s current or last known supervisor
7. Disciplinary Records
8. Self-Evaluations
9. Performance Reviews

Personnel records that are works in progress or part of the deliberative process are not subject to release. Access to personal records or disclosure of other personnel information may be provided in compelling circumstances affecting the immediate health or safety of the individual and others.

AMENDED February 22, 2011, Motion No. 9781, 9782
AMENDED March 23, 2010, Motion No. 9668
ADOPTED October 28, 2003, Motion No. 9204
1. Limited, temporary special services employments allowing for additional compensation to Management, Administrative & Technological (MAT) or Residential Faculty employees for work beyond their normal hours of employment may be made upon the recommendation of a College President or, for the District Office, a Vice Chancellor, and the approval of a Vice Chancellor for Human Resources where one of the following conditions exists. Additionally, the terms of this policy apply to any and all other individuals having special services employments:
   A. The employee possesses specialized knowledge or skills needed by an operating unit of the District which is not the employee’s regular place of employment, and where the employee’s workload does not permit “loaning” of services to the other unit during regular work hours; or
   B. The employee is part of a special project or contract between the District or a college and a corporate or government client and the client requests a temporary change of schedule to accommodate a special need; or
   C. The employee is part of a highly specialized program and possesses special skills which are not readily available elsewhere, the employer has additional assignments which are critical to the further development or maintenance of the specialized program, and the special assignment is not sufficient to warrant a full-time employee and requires skills that cannot be readily acquired on less than a full-time basis.

2. Every special services employment created pursuant to this policy shall be for a specified term, which shall not exceed twelve months. Work performed under such a special services employment shall be performed outside the employee’s normal work hours or hours of accountability, and shall not be within the scope of the employee’s normal full-time employment.

3. Employees and supervisors proposing special services employments are required to provide specific, detailed information about the scope of work, objectives and outcomes of the employment and the person and title of person for whom the work is performed. Falsification of special services employments can lead to employee discipline, including termination, for all parties involved.

4. Supervisors are required to verify all existing special services employments to determine that the employee reasonably can perform their normal work responsibilities as well as work to be performed under special services employments. The Vice Chancellor for Human Resources may set forth certain limits on the number of hours of work performed under special services employments in order to ensure that work can reasonably be performed and employees and supervisors shall observe these limits when establishing special services employments.

5. Special services employments shall not be put into effect on a retroactive basis.

6. Supervisors will be required to submit in writing a statement detailing how the employee met the objectives of the employment; this is to be administered pursuant to guidelines established by the Vice Chancellor for Human Resources. Employees who fail to meet the objectives of the employment may be ineligible for future special services assignments and/or subject to disciplinary or other appropriate action.

7. Paragraphs 11.4 (regarding shift differentials) and 19.3 (regarding overtime pay and/or compensatory time) of the MAT policy manual shall not apply to the calculation of compensation for a special services employment under this policy.

8. This policy shall in no way diminish the rights of residential faculty regarding assignments beyond the regular contract as provided under the Residential Faculty policy manual.
The Vice Chancellor for Human Resources, Vice Chancellors or College Presidents may delegate their responsibilities under this policy. Delegations shall be in writing and may not be delegated below the dean level or, for the District office, the director level.

AMENDED February 22, 2011, Motion No. 9781, 9782
AMENDED April 28, 2009, Motion No. 9552
AMENDED February 27, 2007, Motion No. 9406
AMENDED February 27, 2003, Motion No. 9148
AMENDED November 27, 2001 (for inclusion in Board Auxiliary Policy Type only)
ADOPTED July 24, 2001, Motion No. 9049
The Chancellor shall implement guidelines that are adopted by the Governing Board for Maricopa County Community College District (MCCCD) Public Safety Officers on the use of force in the performance of their duties.

**POLICY**

MCCCD Public Safety Officers will use only the force necessary to accomplish lawful objectives while protecting the lives of the Officer and others. The Control Options Response Chart serves as a guide for the escalation and de-escalation of force. Violation of this policy may result in sanctions as prescribed by MCCCD policy. Additionally, violation of Arizona state law may result in criminal and/or civil penalties in a court of law.

Since use of force decisions are made under exceedingly varied scenarios and often on a split-second basis, all Officers must be provided with the necessary knowledge and training upon which to make such decisions. Officers must also attain and maintain proficiency with firearms, impact weapons, oleoresin capsicum sprays or approved chemical agents, tasers, less-lethal weapons, handcuffs, and other equipment that may be used in the line-of-duty.

A written report will be submitted whenever an Officer discharges a firearm, intentionally or accidentally, for other than training or sporting purposes. An Officer must also submit a written report if he or she applies physical force through the use of any lethal or less-lethal weapon, and/or takes an action that results in or is alleged to have resulted in injury or death of another person.

The District Director of Public Safety will ensure that both criminal and administrative investigations into all incidents involving the use of lethal force are conducted promptly and in accordance with the prescribed policy. Incidents involving complaints about other uses of force, e.g., voice commands, pain compliance, etc., will be handled according to MCCCD procedures.

The affected college will temporarily remove from a line-duty assignment, pending administrative review, any Officer whose actions or use of force results in a death or serious physical injury. During this period, provisions for post-incident debriefing and psychological counseling for the involved Officer will be made available.

**DEFINITIONS**

1. **Reasonable Belief:**
   An Officer’s belief or action is reasonable if the facts or circumstances the Officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances. The reasonableness of a particular use of force must be judged from the perspective of a reasonable Officer on the scene, in light of the facts and circumstances confronting him or her, rather than with the 20/20 vision of hindsight. Allowances must be made for the fact that Officers often must make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving.

2. **Serious Physical Injury:**
   Serious physical injury includes physical injury which creates a reasonable risk of death, or which causes serious and permanent disfigurement, serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb.

3. **Less-Lethal Force:**
   Less-lethal force is defined as the use of a technique, weapon, or equipment to stun, temporarily incapacitate, or cause temporary discomfort to a person’s body. Less-lethal force is any use of force other than that which is considered lethal force.
4. Subject’s Actions

A. Passive Resistance
   Physical actions that do not prevent an Officer’s attempt at control but may include verbal responses.

B. Psychological Intimidation
   i. A combination of physical signs on the part of the subject who is ignoring verbal commands that indicate the subject is making mental/physical preparations before a fight begins.
   ii. A combination of physical signs which may include, but are not limited to: clenching/unclenching of fists, setting of the jaw, accelerated breathing, verbal statements, and/or aggressive facial expressions.

C. Defensive Resistance
   i. Physical actions on the part of a subject, who is ignoring verbal commands, which attempt to prevent the Officer’s control, but do not constitute an assault.
   ii. Examples include ignoring the Officer’s verbal commands and pulling away, hiding behind/under objects, pinning arms under the body, thrashing around, body going rigid, assuming a fighting stance.

D. Danger to Self
   Physical actions on the part of the subject resulting in self-inflicted injuries or that indicate intent to harm one or commit suicide.

E. Active Aggression
   Assault with non-deadly physical force.

F. Aggravated Active Aggression
   Assault with force which is capable of creating a substantial risk of causing death or serious physical injury.

G. Dangerous Fleeing Felon
   The Officer reasonably believes that it is necessary to prevent the escape of a fleeing subject and the Officer reasonably believes that:
   i. The subject has committed a felony involving the infliction or threatened infliction of serious physical injury or death.
   ii. The escape of the subject would pose an imminent danger of death or serious physical injury to the Officer or another person.

5. Force Options (see Control Options Response Chart)

A. Display of Force
   i. Officer Presence.
   ii. Verbal Commands.

B. Subject Control
   i. Techniques that have a minimal chance of injury. Examples: empty hand escort controls, pressure points, etc.
   ii. For deployment guidelines refer to policy.

C. Chemical Agents
   i. Oleoresin Capsicum (OC) pepper spray. For deployment guidelines refer to policy.
   ii. Hand held or weapon-deployed gas/smoke. For deployment guidelines refer to policy.

D. Intermediate Force Options
   i. Hard hands techniques (pain compliance) applied to primary target areas. Examples: nerve endings and muscle groups, which have a minimal chance of injury.
   ii. Taser deployment guidelines/requirements refer to policy.
6.19 use of force (cont’d)

E. Hard Hand Control
   i. Techniques that have more than a minimal chance of injury. Examples: kicks; elbow, palm, or knee strikes; punches to secondary targets such as joints, tendons, ligaments, and skeletal structure.

F. Impact Weapons
   i. Includes those weapons authorized for use by MCCCD.
   ii. For deployment guidelines/requirements, refer to MCCCD policy.

G. Lethal Force
   Force that is capable of creating substantial risk of death or serious physical injury.

TRAINING

Officer will demonstrate knowledge of Arizona Revised Statutes (ARS) and MCCCD’s use of force policy. Prior to initial duties, each officer will receive refresher training on Arizona State law and MCCCD use of force policy.

At least once a year, Officers will receive refresher training on use of force law, relevant case law, and MCCCD polices to include a written assessment component. This training will be developed, coordinated and managed by the District Director of Public Safety. A minimum score of 80% must be attained on the assessment. Failure to achieve a minimum score will subject the Officer to remedial training and reevaluation.

Proficiency skills and continuing education training records will be maintained by the District Director of Public Safety’s Office. The District Director will disseminate periodic reports to the College Directors of Public Safety on Officers and other employees of their Public Safety College Departments. An annual training report will be provided to the Vice Chancellor of Business Services by January 30th of each year on training conducted during the preceding calendar year.

CONTROL OPTIONS RESPONSE CHART AS A GUIDE

The use of any force is usually reactionary in that the Officer is responding to the subject’s initial or potential actions. The Officer’s use of force is then constantly changing in response to the subject’s actions. The goal in any use of force is to stop the subject’s resistance or assault, using only the amount of force that is reasonable and necessary.

The Control Options Response Chart is a guide to assist Officers in choosing the appropriate level of force to be used to affect the arrest or maintain control over the situation. An Officer’s choice in the level of force may take into account many variables, including, but not limited to:

1. Officer to suspect: size, gender, age, fitness level, combat skills, presence of multiple subjects, and proximity of backup.
2. Environmental conditions: lighting, weather, clothing, and high danger area.
3. Totality of circumstances: suspect’s danger to self or others, drug and alcohol influences, injury or exhaustion of Officer, Officer on the ground, mental state of the suspect, and prior knowledge about the suspect.

CONTROL OPTIONS CHART – ("X" indicates an authorized option)
Note: Progression of control options will normally proceed from left to right on this chart. However, Officers may immediately use any authorized option, if justified.
HANDLING SUSPECTS AFTER USE OF FORCE DEPLOYMENT

1. Observe persons subjected to force options for “High Risk Indicators” of Sudden In-custody death. High risk indicators include:
   A. Bizarre/violent behavior (prior to, during, and after arrest).
   B. Obesity.
   C. Drug or alcohol use.
   D. Ineffectiveness of OC.
   E. Use of physical restraint techniques.

2. Medical personnel should be summoned whenever the use of force creates a visible injury, complaint of injury or a suspected injury.

3. Do not allow subjects to remain face down. Once restrained, sit subject upright and monitor their condition. Transport in upright, seated position.

4. Persons who have been subjected to chemical agents will, as soon as is practical, after they are under police control, be afforded means of decontaminating to lessen discomfort.

USE OF FORCE REPORTING

1. A Use of Force Supplement form will be prepared and submitted along with an original incident report in the following instances:
   A. When a firearm is discharged for other than training or legitimate recreational or sporting purposes.
   B. Anytime an Officer uses a pain compliance technique on a subject if it results in alleged or actual physical injury or death.
   C. When a less-lethal or lethal weapon is used on a person.
   D. When a taser has been deployed, whether contact is made with a subject or not.
   E. When action results or is alleged to have resulted in injury or death.

2. A supervisor will be immediately summoned to the scene and will comply with investigative procedures as required by MCCCD in the following situations:
   A. When a firearm is discharged in the line-of-duty.
   B. When a use of force results in death, serious injury, or suspected injury.
   C. When a subject complains that an injury has been inflicted.
   D. When misconduct is alleged or suspected.

OFFICER AND DEPARTMENTAL RESPONSE

1. Involved Officer
   A. When an Officer discharges his/her weapon either accidentally or officially, the Officer will immediately:
      i. Determine physical condition of any injured person, when the incident is under control, and render first aid.
      ii. Request paramedics.
      iii. Notify dispatch of the incident and location.
      iv. Notify his/her supervisor.
      v. Protect his/her weapon for examination and submit the weapon to the scene investigator. The weapon will be kept in the condition found after the incident. The only exception is for the Officer to “check” the safety if necessary. The Officer will be issued a replacement weapon as soon after the incident as possible.
      vi. Refrain from discussing the incident with anyone except for appropriate MCCCD supervisory personnel and investigating personnel.
vii. Prepare a detailed report of the incident unless directed otherwise by the investigating supervisor.

2. Dispatcher
   A. The involved dispatcher(s) will:
      i. Notify the nearest agency of the situation and request back-up if needed.
      ii. Dispatch responding units if the situation is still continuing.
      iii. Notify paramedics and ambulance personnel; get direction from the Officer in Charge (OIC) where to stage medical personnel.
      iv. Notify the Officer’s supervisor.

3. College Director of Public Safety
   A. The College Director of Public Safety will:
      i. Respond immediately to the scene.
      ii. Establish control of the scene.
      iii. Secure the perimeter area.
      iv. Direct Officers present at the scene, and evaluate the need for additional support.
      v. Notify the necessary personnel.
      vi. Ensure all principal(s) and witnesses are located and kept in separate locations pending interviews. If more than one Officer is involved, they should also be separated.
      vii. Brief appropriate college officials and District Director of Public Safety, and investigators about the incident.
      viii. Assist all involved employees. Determine if a debriefing or support group is needed and make arrangements for them to respond.
      ix. Ensure a detailed log of the incident to include dates, times, personnel involved in the investigation, and assignments are made.
      x. Notify outside agencies for assistance if needed.

4. Responsibility for the investigation rests with the District Director of Public Safety
   A. The District Director of Public Safety or designee may call upon the assistance of an outside agency to assist in the investigation.
   B. Ensure that a thorough investigation is conducted whenever an Officer discharges a duty weapon for other than training purposes.
   C. Assigned investigators:
      i. Proceed immediately to the scene upon being notified.
      ii. The assigned investigator highest in rank will be responsible for the crime scene.
      iii. When a death or serious physical injury is involved a representative from the appropriate County Attorney’s office or agency with jurisdiction will be notified.
      iv. Weapons of the Officer(s) involved in the shooting will be turned over for examination.
      v. All witnesses will be interviewed.
      vi. The scene will be processed by the assigned investigative team.
      vii. Pre-interviews of witness employees at the scene will be conducted as a fact finding mission. Separate interviews will be conducted for each person involved.
      viii. Initiate an area canvas to locate additional witnesses who have pertinent information regarding the shooting.
   D. Witness employee(s) will be interviewed prior to pre-interviewing the involved Officer(s), unless exigent circumstances exist.
   E. If deemed necessary by MCCCD supervisory personnel on the scene, the involved Officer(s) may be interviewed first.
   F. Conduct an on scene critique with the investigators and the County Attorney to discuss the facts and circumstances of the case.
G. Prior to a formal interview with the involved Officer(s), a review should be made to
determine whether an admonition of Miranda warnings is appropriate. The decision to
read Miranda rights will be based on the totality of the circumstances, and information
available at the time of the investigation. Consultation with the County Attorney’s
Office should occur prior to the admonition of rights.

5. Where an Officer’s use of force causes death or serious physical injury, the significantly
involved Officer(s) will be placed on administrative leave until cleared to return to work by a
MCCCD contracted psychologist.

6. The affected college, upon recommendation of the District Director of Public Safety, may remove
any Officer from line-duty, pending review, for any excessive or inappropriate use of force. All
reviews will be completed within 30 days, unless extended.

7. Internal investigations of an Officer involved shooting or other incidents will be conducted
by an agency designated by MCCCD for the following purposes:
   A. To access the scene to gather information for a later internal administrative report.
   B. To monitor interviews of witnesses, including witness officers and employees.
   C. Internal investigators will not participate in or be present during the criminal investigation
      interview of the Officer(s) who is/are the subject of the investigation.

MONITORING Method and Frequency
1. Once a Use of Force Supplement is completed and reviewed, the approving college Director
   of Public Safety will forward the original incident report and Use of Force Supplement to the
   appropriate college administrator and a copy to the District Director of Public Safety for review.
2. The District Director of Public Safety in consultation with the affected college president
   will determine if there are any policy, training, weapon/equipment and/or discipline issues
   which should be addressed.
3. Within two weeks, the District Director of Public Safety will forward the reports and review
   to the Vice Chancellor of Business Services.
4. An annual analysis will be completed at the end of each calendar year by the District Director
   of Public Safety and submitted to the Vice Chancellor for Business Services.

Method: Internal
Frequency (Minimum): Ongoing/Matter of Practice

REFERENCES
ARS 13-105.34, “Serious Physical Injury”
ARS 13-409, “Justification; Use of Physical Force in Law Enforcement”
ARS 13-410, “Justification; Use of Deadly Physical Force in Law Enforcement”

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED October 23, 2007, Motion No. 9448
In response to a legislative directive, the Governing Board has adopted the following policy:

1. Pursuant to ARS §38-532, no adverse personnel action will be taken against an employee of the Maricopa County Community College District in retaliation or reprisal for written disclosure of information of a public concern to a public body concerning an alleged violation of law, mismanagement, gross waste of monies or abuse of authority (collectively referred to herein as “alleged wrongful conduct”).

2. “Public Body” is defined as the Arizona Attorney General, the Arizona Legislature, the Governor of Arizona, the Maricopa County Attorney, a federal, state or local law enforcement agency, or the Maricopa County Community College District Governing Board.

3. It is prohibited personnel practice for an employee who has control over personnel actions, to knowingly take an adverse personnel action against an employee in retaliation for disclosing alleged wrongful conduct to a public body. Any District employee found to have so retaliated is subject to dismissal subject to termination procedures as set forth in District policy and a civil penalty of up to five thousand dollars ($5,000).

4. This policy may not be used as a defense by an employee who is being or has been disciplined for legitimate reasons or cause under District policy, and it shall not be a violation of this policy to take an adverse personnel action towards an employee whose conduct or performance warrants discipline.

5. Any District employee who knowingly makes false allegations of alleged wrongful conduct to a public body shall be subject to discipline, up to and including termination of employment subject to termination procedures as set forth in District policy and a civil penalty of up to twenty-five thousand dollars ($25,000).

6. An adverse personnel action under this policy is defined as one of the following if the reason for the action was prior disclosure of alleged wrongful conduct to a public body:
   A. Termination of employment
   B. Demotion with salary reduction
   C. Imposition of suspension without pay
   D. Receipt of written reprimand
   E. Failure to appoint, promote or reemploy
   F. Negative performance evaluation
   G. Withholding of appropriate salary adjustments
   H. Involuntary transfer or reassignment
   I. Elimination of the employee’s position absent a reduction in force, reorganization or by reason of a decrease or lack of sufficient funding, monies or workload
   J. Significant changes in duties or responsibilities which is inconsistent with the employee’s salary or grade level

7. An employee or former employee (an employee who has been dismissed) who believes he or she has been subjected to an adverse personnel action based on prior disclosure of alleged wrongful conduct may protest the action by filing a claim of retaliation and having it considered in accordance with the following procedures:
   A. A written complaint setting forth the basis for the claim or retaliation must be filed with the Chancellor or designee within 10 days of the effective date of the action taken against him/her.
B. The Chancellor or his/her designee shall name within five working days after receipt of a complaint described in paragraph (a), a Whistleblower Hearing Committee to hear the complaint.

C. The committee shall be composed of three persons not associated with the incident or allegations. The make-up of the committee shall be as follows: one College President from a college not related to the alleged violation to be named by the Chancellor; one District employee named by the complainant; one District employee named by the individual who is accused of committing a prohibited personnel practice.

D. The committee shall make an initial determination of jurisdiction over the subject matter within 10 working days after receipt of the complaint by the Chancellor. This means that, based upon the contents of the written complaint and any additional information the parties desire to submit, the committee will decide whether (1) the complainant did, in fact, disclose information to a public body as defined by the law and policy and (2) whether an adverse personnel action as set forth in Paragraph 6 took place. If the answer to either (1) or (2) is “no,” no further action will take place.

E. If the answers to (1) and (2) in Paragraph 7 (d) are yes, the committee will accept jurisdiction and set a hearing date no later than 30 calendar days after receipt of the complaint by the Chancellor.

F. At the hearing, a determination of whether the adverse personnel action was retaliation for the disclosure or whether it was based upon other supportable reasons will be determined. Also, the issue of whether the complainant knowingly made false allegations to a public agency as described in Paragraph 5 will be decided if raised.

G. All parties at the hearing may be represented by counsel.

H. The hearing will be open to the public except where the complainant requests a confidential hearing. The hearing will not be subject to the technical rules of evidence except the rule of privilege recognized by the court. Each side will have the opportunity to call witnesses, present evidence, and cross-examine the other party’s witnesses. The hearing will be recorded and transcribed upon the request of either party. The requesting party will bear the cost of transcription.

I. The committee will issue findings of fact within 15 days after the conclusion of the hearing. The committee’s findings are final. These findings will be forwarded to the Governing Board along with the committee’s recommendation for appropriate discipline, if applicable. The Governing Board shall make the final decision with regard to imposition of discipline or fine.

J. Complaints against the Governing Board or an appeal of the decisions made in accordance with this policy must be filed in Superior Court.

8. The District shall have Ombudsperson Services that are available to the external (non-employees) community and internal employee community to address complaints and concerns relative to the operations of the Maricopa County Community College District. These services may be staffed by District employees or may be contracted or both. The District shall also maintain a 24-hour hotline for the submission of complaints and concerns (anonymous or otherwise). These services are not considered to be services of the “public body” as defined in section 2 of this policy; persons seeking whistleblower protection may avail the services of the public body as defined in section 2.

9. Among the concerns or complaints that may be reviewed by the Ombudsperson are unsolicited, derogatory and anonymous complaints or concerns about employees. These shall not be reviewed separately by the Governing Board.
10. Quarterly, the Chancellor shall submit to the Governing Board and District Audit and Finance Committee summary information on the number of Ombuds and 24-Hour Hotline complaints in the District. Such report shall protect the identity of Ombuds and 24-Hour Hotline reporters. Quarterly, the Chancellor also shall submit to the Governing Board and District Audit and Finance Committee summary information on complaints and concerns submitted to the external and internal Ombudsperson Services. Identities shall be protected.

AMENDED February 22, 2011, Motion No. 9781, 9782
AMENDED November 27, 2007, Motion No. 9455
AMENDED February 27, 2007, Motion No. 9409
AMENDED December 13, 2005, Motion No. 9349
AMENDED November 27, 2001 (for inclusion in Board Auxiliary Policy Type only)
ADOPTED October 23, 1990, Motion No. 7424
It is the policy of the Maricopa County Community College District to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

AMENDED February 22, 2011, Motion No. 9781, 9782
ADOPTED March 26, 2002, Motion No. 9097
Internal Audit & Management Advisory Services Department Charter

MISSION
The mission of the Internal Audit & Management Advisory Services (IAMAS) Department is twofold: to support the vision, mission and values of the Maricopa County Community College District (MCCCD) and its colleges and centers by providing independent, objective assurance and consulting services designed to add value and improve the organization’s operations; and to help ensure the efficient and effective use of resources, program operations, and stewardship over assets. The IAMAS department helps the MCCCD accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

SCOPE OF WORK
The scope of work of IAMAS is to determine whether the organization’s network of risk management, control and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable and timely.
- Employees’ actions are in compliance with policies, standards, procedures and applicable laws and regulations.
- Resources are acquired economically, are used efficiently and are adequately protected.
- Programs, plans and objectives are achieved.
- Quality and continuous improvement are fostered in MCCCD’s control process.
- Significant legislative or regulatory issues impacting the organization are recognized and addressed properly.

ACCOUNTABILITY
The Director of IAMAS, in the discharge of his/her duties, shall be accountable to management and the Audit & Finance Committee to:

- Provide annually an assessment on the adequacy and effectiveness of MCCCD’s processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
- Report significant issues related to the processes for controlling the activities of the MCCCD, including potential improvements to those processes, and provide information concerning such issues through resolution. This would include informing and advising the Audit & Finance Committee of the Governing Board and management on the areas examined, and discharging the responsibilities in a manner that is consistent with the Institute of Internal Auditors (IIA) code of ethics.
- Provide copies of completed audits to the Audit & Finance Committee and Governing Board Members. The Audit Director and staff will lead the discussion on audit reports with the...
Audit & Finance Committee. The Audit & Finance Committee may choose to send a letter to the auditee requesting the status and corrective action taken on significant findings. Audits with significant findings will be referred to the appropriate Vice Chancellor for follow-up with the auditee. This is in addition to the Iamas follow up that will occur three months after the audit is completed. This will serve to ensure timely implementation of findings. If progress on findings is unclear as to a plan of action to address the findings within six months, the Audit & Finance Committee will require the auditee to attend the next Audit & Finance committee meeting to review the status of the audit findings. If the Audit & Finance Committee does not find that the auditee’s response is adequate, it will so notify the Chancellor and Governing Board.

REPORTING RELATIONSHIPS AND INDEPENDENCE
Reporting relationships will be maintained in a manner that supports departmental independence and promotes comprehensive audit coverage. To provide for the independence of Iamas, its personnel report to the Director of Iamas, who reports administratively to the Vice Chancellor for Business Services while operating under the direction of the Audit & Finance Committee. The Director of Iamas will periodically report to the Audit & Finance Committee in a manner outlined in the section on accountability. Periodically, it will include as part of its reports to the Audit & Finance Committee a regular report on Internal Audit personnel. The Audit Director will meet regularly with the Maricopa Community Colleges’ Chancellor to discuss the status of the audit plan and matters of concern.

THE DIRECTOR OF IAMAS HAS RESPONSIBILITY TO:

- Develop a flexible annual audit plan using appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the Audit & Finance Committee for review and approval. The audit plan is approved at the beginning of each fiscal year. Annually, the Audit & Finance Committee formally authorizes the three-year audit plan. This plan is used in planning and budgeting audit assignments and is annually re-evaluated using a risk assessment process. Input obtained from the District Office, college administrators, and the Auditor General’s Office is instrumental in developing this plan. The audit plan is considered a guide to distribute internal audit coverage across MCCCD but remain flexible enough to accommodate unexpected changes.

- Implement the annual audit plan, as approved, including, and as appropriate, any special reviews or projects requested by members of the Chancellor’s Executive Council (CEC) and the Governing Board. An audit intake form will be completed by a CEC or Governing Board Member and submitted to Iamas for review. In consultation with the Vice Chancellor for Business Services, the Director of Iamas will schedule special reviews requested during the year provided that sufficient resources are available to meet the request and not have an adverse impact on the audit plan. Otherwise, the Director of Iamas, the Chancellor and Vice Chancellor for Business Services will review these requests and submit their recommendations to the Audit & Finance Committee for authorization. The Audit & Finance Committee shall determine if an audit should be conducted or another referral shall be made. If an audit will be conducted, the Audit & Finance Committee shall make a determination of the impact on the audit plan and necessary adjustments in this plan.

- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.

- Establish a quality assurance program by which the director of Iamas assures the operations of internal auditing activities.

- Perform consulting services, beyond Iamas’ assurance services, to assist management in meeting its objectives. Examples may include facilitation, process design, training and advisory services.
• Evaluate and assess significant new functions, changing services, processes, operations and control processes coincident with their development, implementation and/or expansion.

• Issue periodic reports to the Audit & Finance Committee and management summarizing results of audit activities.

• Keep the Audit & Finance Committee informed of emerging trends and successful practices in internal auditing.

• Provide a list of significant measurement goals and results to the Audit & Finance Committee.

• Assist in the investigation of significant suspected fraudulent activities within the organization and notify management and the Audit & Finance Committee of the results.

• Consider the scope of work of the Auditor General’s Office and regulators, as appropriate, for the purpose of providing optimal audit coverage to the MCCCD at a reasonable overall cost.

STANDARDS OF AUDIT PRACTICE
The IAMAS department recognizes the mandatory nature of the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing of The Institute of Internal Auditors.

Note: below is a formal sign-off of the Internal Audit Charter by the Audit & Finance Committee Chair, Chancellor, Vice Chancellor for Business Services and the Director of Internal Audit.

________________________________  ____________________________  
Chair of the Audit & Finance Committee  Date

________________________________  ____________________________  
Chancellor  Date

________________________________  ____________________________  
Vice Chancellor for Business Services  Date

________________________________  ____________________________  
Director of Internal Audit  Date

AMENDED through the Administrative Regulation approval process, May 4, 2010
AMENDED through the Administrative Regulation approval process, January 23, 2009
AMENDED through the Administrative Regulation approval process, August 30, 2006
AMENDED by the Governing Board, February 27, 2007, Motion No. 9411
Guidelines for Competition

1. Purchasing transactions from $10,000 TO $50,000 require a minimum of three written quotations.

2. Purchasing transactions greater than $2,500 to less than $10,000 will be made with as much competition as is practical, and may include written or oral quotations approved by the Purchasing Department.

3. Purchasing transactions up to and including $2,500 are considered to be at the non-competitive or limited purchase order (LPO) level.

4. Purchasing transactions are not to be artificially divided or fragmented in order to meet the lesser requirements of lower dollar transactions.

5. Sole source determinations will be approved by the Chief Procurement Officer or Purchasing Manager after review of supporting documentation with the Buyer.

6. The Vice Chancellor for Business Services or designee, shall develop procedures for the establishment of a multi-year capital procurement plan which shall be updated annually in conjunction with the annual budget adoption process. The Vice Chancellor for Business Services shall also be responsible for reporting to the Governing Board both planned and actual capital equipment procurement.

7. Insurance coverages shall be competed and contracted for according to the Arizona Administrative Code 7-1-805.

AMENDED through the Administrative Regulation approval process, January 7, 2002
AMENDED through the Administrative Regulation approval process, July 12, 2001
Student Employee Contracts and Forms

1. Each student seeking employment shall contact the placement office and fill out the “student employment placement form”. The immediate supervisor requesting student help shall fill in the hours to be worked and outline the specific duties and requirements for the position.

2. Each student employee shall be required to sign an agreement form furnished by the Financial Aid office. This form is entitled “Office of Financial Aid and Placement Agreement” and shall be signed by the department head and the immediate supervisor.

3. After the “Placement Order Form” and the contract (agreement form) have been signed, the student and immediate supervisor are responsible for properly signing and submitting time cards. When changes in work schedules are necessary or a student is transferred or terminated, the immediate supervisor will contact the Financial Aid office and complete the necessary paperwork for the changes.
Procedures For Prior Year Commitments

Prior year commitments (PYC) are obligations for goods and services provided to MCCCD by vendors or employees in the prior fiscal year for which expenditure accruals were not recorded in the prior fiscal year and for which invoices from vendors or payroll personnel action documents or timecards were not received in Accounts Payable or Payroll for payment processing until the current fiscal year. Because current year budgets are charged for PYCs, appropriate review and approvals are necessary in order to demonstrate compliance with Governing Board Policy under policy type Executive Duties & Responsibilities and policy title Financial Condition which reads:

> With respect to the actual, ongoing condition of the District’s financial health, the Chancellor shall avoid fiscal jeopardy and material deviation of actual expenditures from Board Goals priorities. Accordingly, he or she shall:

1. Avoid expending in any fund more than has been received and carried forward in the fiscal year.

2. Avoid in any fiscal year expending funds or indebting the District in an amount that reduces the ending General Fund balance to less than eight percent of General Fund revenues recognized during the fiscal year.

Monitoring method and minimum frequency are internal, twice a year. Accordingly, the following procedures will be followed for any PYC received in Accounts Payable or Payroll at the District Office for payment processing.

Accounts Payable or Payroll PYC Less than $100,000

1. In the month of July each year, any PYC may be processed for payment with fiscal agent approval. A detailed listing of PYCs paid will be provided by Accounts Payable and Payroll to the Director of Financial Services/Controller immediately following the month-end closing of July books of record. Please note that for Payroll timecard PYCs, it is assumed that all colleges submit documents to the District Office Payroll Department after review by the college fiscal office. Accordingly, fiscal agent approval is assumed once received by Payroll. For other Payroll personnel actions and Accounts Payable PYCs, OGF, e-mail, or written fiscal agent approval is required.

2. After August 1 each year, the appropriate functional supervisor must also approve a detailed listing of any PYC PRIOR to payment processing. Specifically, the Accounts Payable supervisor will formally approve all accounts payable PYCs; the payroll supervisor will formally approve all payroll PYCs. The listing will include an explanation of why the item was submitted after the close of the prior fiscal year.

3. After October 1 each year, any PYC for $10,000 OR LESS EACH must also be approved by the appropriate College President (or Vice Chancellor for District Office), or designee, PRIOR to submission to the District Office. A detailed listing of PYCs along with an explanation of why the items were submitted after the close of the prior fiscal year must be approved by the Director of Financial Services/Controller PRIOR to payment processing.

4. After October 1 each year, any PYC for MORE THAN $10,000 EACH must also be approved by the appropriate College President (or Vice Chancellor for District Office) PRIOR to submission.
5. Semiannually (as of December 31 and June 30), the Director of Financial Services/Controller will submit to the Vice Chancellor for Business Services a monitoring report of the total number and dollars, by fund and college, of Accounts Payable and Payroll PYCs approved and processed for payment fiscal-year-to-date. The Vice Chancellor for Business Services will advise the Chancellor of any unusual or extraordinary items.

Accounts Payable or Payroll PYC $100,000 or Greater

Regardless of when received at the District Office for payment processing, PYCs $100,000 or greater must be approved by the Fiscal/Financial Officer, College President or Vice Chancellor, Vice Chancellor for Business Services, and the Director of Financial Services/Controller PRIOR to payment processing. The Vice Chancellor for Business Services will advise the Chancellor of any unusual or extraordinary items.

Please note that approval of PYCs by individuals serving in an official acting capacity in the absence of another is acceptable. Designees for PYCs less than $10,000 after October 1, however, must be specifically designated by the College President or Vice Chancellor. Please contact the Director of Financial Services/Controller at 480-731-8571 with any questions.

<table>
<thead>
<tr>
<th>Date Received At D.O.</th>
<th>Approval Required Prior to Payment Less than $100,000</th>
<th>Approval Required Prior to Payment $100,000 or Greater</th>
<th>Documentation Required</th>
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</thead>
<tbody>
<tr>
<td>Month of July</td>
<td>Fiscal/Financial Officer</td>
<td>Fiscal/Financial Officer College President/VC for Business Services/Controller</td>
<td>Detailed listing of amounts paid by Fund and College with explanation</td>
</tr>
<tr>
<td>August 1+</td>
<td>Fiscal/Financial Officer Account Payable or Payroll Supervisor, as appropriate</td>
<td>Fiscal/Financial Officer College President/VC for Business Services/Controller</td>
<td>Detailed listing of amounts paid by Fund and College with explanation</td>
</tr>
<tr>
<td>October 1+ $10,000 or less</td>
<td>Fiscal/Financial Officer College President/VC or Designee Director of Financial Services/Controller</td>
<td>Fiscal/Financial Officer College President/VC for Business Services/Controller</td>
<td>Detailed listing of amounts paid by Fund and College with explanation</td>
</tr>
<tr>
<td>October 1+ Greater than $10,000</td>
<td>Fiscal/Financial Officer College President/VC Director of Financial Services/Controller</td>
<td>Fiscal/Financial Officer College President/VC for Business Services/Controller</td>
<td>Detailed listing of amounts paid by Fund and College with explanation</td>
</tr>
</tbody>
</table>

AMENDED through the Administrative Regulation Approval process, March 11, 2002
APPENDIX FM-5
MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

PROPERTY LOAN AGREEMENT

Name: ____________________________  MCCCD agrees to loan to:

Home Address: _____________________  City: ______________ State: ________ Zip: __________ Phone: __________________

Hereinafter referred to as LENDEE for a period from ____________ To ____________  (Not to Exceed June 30 of Current Fiscal Year)

purpose(s) of __________________________

PROPERTY IDENTIFICATION (to be completed by Lending Department)

<table>
<thead>
<tr>
<th>Tag Numbers</th>
<th>Description of Item</th>
<th>Date Added to CSS</th>
<th>Serial Number</th>
<th>Check-Out Condition of Property (Circle one)</th>
<th>Date Checked Out</th>
<th>Check-In Condition of Property (Circle one)</th>
<th>Date Returned</th>
<th>Check-In Signature</th>
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<td>Fair / Damaged</td>
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LENDEE acknowledges receipt of property and agrees to the Terms and Conditions as listed on the other side of this form.

REQUEST: SIGNATURES FOR APPROVAL UPON RETURN OF ALL EQUIPMENT

Lendee: ____________________________  Date: __________________

Dean/Director (or Designee): ____________________________  Date: __________________

President/Vice Chancellor (Designee): ____________________________  (If over 30 days)  Date: __________________

PROPERTY RETURNED: SIGNATURE

Dean / Director (or Designee): ____________________________  Date: __________________

(COMPLETE OTHER SIDE OF FORM)
Maricopa Community Colleges Use of MCCCD Facilities Rental Rate Guidelines

All use of MCCCD facilities and rental rates must be consistent with state law, MCCCD governance goals, policies, and administrative regulations.

These rental rate guidelines are applicable only to Facilities Rentals whereby facilities will be used one time, or for a limited period of time and the user will not have exclusive use of the portion of the facility being rented. These guidelines may be used for licenses (non-exclusive use for a significant period of time) or leases (exclusive use for a significant period of time) of MCCCD facilities.

The MCCCD Legal Services Department must review and approve all leases and licenses. All leases must be approved by the Governing Board. Licenses must be approved by the Governing Board if they meet any one of the following criteria: rent is reduced or waived for the licensee using MCCCD’s property; or the licensee will engage in an activity that is commercial, or one that substantially increases the potential liability of MCCCD, or one that may impair the District’s bonding capacity.

Rental rates are determined by each college and reflect fair market rentals based on supply/demand throughout the district, availability of other facilities near the colleges, and peak/low times of facilities/classroom use at each campus. Annually, each college must submit a schedule of rental rates for review and approval by the Vice Chancellor for Business Services.

At a minimum, rental rates should be stated on an hourly basis for the following categories:

1. Facilities
   A. Classrooms/Lecture Halls/Labs
   B. Conference/Meeting Rooms
   C. Dining Facilities
   D. Performing Arts Facilities
   E. Athletic Facilities
   F. Parking Lots

2. Equipment
   A. Audio Visual Computers

3. Personal Personnel Services
   A. Maintenance/Custodial
   B. Security
   C. Technical Support (AV or Computer Technicians)

4. Utilities
   Taxation Issues Related to Facilities Rental Income Include:
   A. State facilities rental tax (.5%) must be multiplied by the rental amount for facilities, equipment and personal services and added to the total amount charged to the user.
   B. Unrelated Business Income Tax (UBIT) may have to be paid by the College/District on certain rental income net of related expenses. UBIT may be avoided or minimized as follows:
      i. Rentals of facilities/utilities, equipment, or personal services for activities related to MCCCD’s exempt purpose or mission of education and training are exempt from UBIT.
      ii. Rentals of facilities only are exempt from UBIT whether the activities are related or unrelated to MCCCD’s exempt purpose or mission.
iii. Mixed rentals of facilities and equipment for unrelated activities are exempt from UBIT if the equipment rental is less than 10% of the total rental.

iv. The equipment rental portion only of mixed rentals of facilities and equipment for unrelated activities is subject to UBIT if the equipment rental is less than 50% of the total rental. Otherwise, the total rental is subject to UBIT.

v. Provide no personal services as part of rentals for unrelated activities.

vi. Identify expenses incurred by the College/District related to the facility rental (e.g., utility costs, wages for personal service providers, depreciation on equipment, overhead).

**NOTE**: The ordinary provision of security and routine janitorial services in order to protect and maintain district property does not necessarily result in a taxable event.

Upon approval by the Chancellor or appropriate Vice Chancellor/College President, or designee, rental rates may be reduced or waived under either of the following conditions:

1. Facilities use is by an employee or Governing Board member responsible for and/OR participating in an activity or event for a professional organization whose objectives directly relate to the employee's or Governing Board member’s MCCCD responsibilities.

2. Facilities use is by an organization/entity whose activity/event meets the following requirements:
   A. It directly relates to MCCCD’s mission of education and training.
   B. MCCCD receives a specific public benefit from the activity/event and the value or benefit that MCCCD receives from the activity/event is substantially equivalent to the amount of rent foregone or waived.

AMENDED by the Governing Board on February 27, 2007, Motion No. 9415
AMENDED through the Administrative Regulation approval process, January 7, 2002
Official Function Form

INSTRUCTIONS FOR COMPLETING THE OFFICIAL FUNCTION FORM
MCCCD is required to spend its resources only for things that tangibly and directly benefit its educational mission and objectives. Some expenses by their nature aren’t appropriate. Others require an explanation to meet that requirement.

Examples of expenses that are not official functions are charges for alcoholic beverages, memberships in non-school related civic organizations, and gifts and decorations for parties for births, deaths or weddings. Examples of expenses that may be official functions are employee retreats and conference banquet or hotel contracts.

Here are the procedures and guidelines for filling out the Official Functions Form. They apply regardless of the source of funds being used for the expense.

1. The description in Item 4 must be specific. Vague or overly subjective descriptions won’t satisfy the documentation requirement.

Examples of descriptions that are insufficient are:
A. Scheduling this particular employee-only event at “X” location will significantly increase attendance.
B. Participation as a sponsor in the specified event will provide the college with visibility in the community.

Examples of descriptions that may be adequate are:
A. The day-long employee training to be provided at the specific event will directly address the development of some of the core skills that are identified in the employee manual as essential to the performance of the MCCCD employees who attend.
B. The persons attending the event for which MCCCD intends to be a sponsor are those that MCCCD has targeted for outreach as potential students, specifically high school seniors. Attendance is expected to be 25. MCCCD’s participation will provide advertising and marketing opportunities within that population. The expense is within the range for other MCCCD marketing or advertising efforts.

2. Likewise, the description provided in Item 5 must be precise and identify specific activities or objectives of MCCCD. Vague descriptors are insufficient as are statements showing a benefit to the public generally. The benefit also needs to equate to or exceed the expense that MCCCD is incurring. So, while the benefit doesn’t have to be described in dollars, it must be identified specifically in terms that “paint” a clear picture that the values exchanged are about the same. Higher-dollar expenses require answers with greater specificity.

Examples of descriptions that are insufficient are:
A. Participation in the event will provide prestige to MCCCD.
B. The particular event will boost employee morale.

Examples of descriptions that may, depending on the expense, be sufficient are:
A. The agenda for the MAT employee retreat consists of sessions on essential management skills. The cost per employee trained at the retreat is $40, which is significantly less than market training fees for the same management training.
8. MCCCD's sponsorship of the event will provide advertising and marketing opportunities among targeted high school seniors. The expense of $X is within the range for other MCCCD marketing or advertising efforts.

3. If the expense is under a grant or similar restricted fund, the person initiating it must make sure that it is allowable.

4. A separate form must be completed for each activity, even if the expenses are recurring in nature, or are encumbered under the umbrella of a blanket purchase order.
Membership Payment Worksheet

INSTRUCTIONS FOR COMPLETING THE MEMBERSHIP PAYMENT WORKSHEET

1. If the name of the organization clearly establishes that it is professional or academic in nature and relates to public employment or education, this Worksheet does not need to be completed and submitted for approval.

Examples of memberships that, by virtue of the names of the organizations, don’t require completion of the Worksheet are the American Association of University Women, the Cooperative Education Association, and the National Council for Student Development.

2. For all other memberships, the Worksheet must be thoroughly completed and the required approvals obtained before the expense is incurred.

An example of a membership that may be appropriate but for which the Worksheet needs to be completed is the Chamber of Commerce.

3. Individual memberships are appropriate only:
   A. if the organization does not allow an institutional membership,
   B. where the organization requires that MCCCD hold an institutional membership, and participating MCCCD employees hold individual memberships; or
   C. where the appropriate fiscal officer determines that an individual membership is the most cost effective.

   For an individual membership, the employee must be full-time.

4. The descriptions provided in Items 3 and 4 must be specific. Vague or overly subjective descriptions won’t satisfy the documentation requirement.

   Examples of descriptions that are insufficient are:
   A. Membership will provide the college with visibility in the community.
   B. Membership will be prestigious.

   Examples of descriptions that may be sufficient are:
   A. The organization consists of a significant number of employers within the county - a key constituency in developing an appropriate workforce. Some employer-members are significantly involved in the college's workforce development program, such as ____.
   B. This organization is the leading association for registered nurses and plays a significant role in the certification requirements in various states. MCCCD gains significant insights about curriculum needs for the nursing program from participating in this organization.

5. Likewise, the description on the Worksheet in Item 5 must be precise. It must identify specific activities or objectives of MCCCD that are satisfied. The benefit that MCCCD receives also needs to equate to or exceed the expense incurred. So, while the benefit doesn’t have to be described in dollars, it must be identified specifically in terms that “paint” a clear picture that the values exchanged are about the same. Higher-dollar expenses require more specificity.
An example of a description that fails meet those requirements is:
A. The membership provides me with collegial opportunities.

An example of a description that is sufficient is:
A. Membership allows my students access to special collections not viewable by the public. During the preceding year, I escorted 24 students on three separate field studies that included access to the special collections, for a value in excess of the $300 membership.
section VII
fiscal management

appendix number
fm-9

Annual Travel Acknowledgement Form

Paper form is no longer in use, please refer to the Annual Disclosure Web at:

www.maricopa.edu/disclosure
section VII
fiscal management

appendix number

fm-10

Payroll Deductions

Language deleted per adoption of Board Policy Staff Compensation and Benefits, Motion No. 9395, January 23, 2007.

Please see Appendix AS-4 MCCCD Voluntary Payroll Deduction Procedures for more information on the procedures and requirements of establishing a payroll deduction program.
Sample of Form

APPENDIX FM-11
Maricopa Community Colleges
International Travel Proposal

- Please complete and attach the standard District Travel Authorization Form to this proposal before submission. Use as much space as is needed to complete form.

<table>
<thead>
<tr>
<th>PROPOSAL INFORMATION</th>
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<tbody>
<tr>
<td>Name/s of Participant/s:</td>
</tr>
<tr>
<td>Program Title:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Dates of Program:</td>
</tr>
<tr>
<td>Sponsoring College:</td>
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<tr>
<td>Sponsoring Department/s:</td>
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<tr>
<td>Program Coordinator, E-mail and Phone Number (if applicable):</td>
</tr>
<tr>
<td>Host Institution (if applicable):</td>
</tr>
<tr>
<td>Country Host Contact Name, E-mail and Phone Number (if applicable):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL DATES</th>
<th>BUSINESS TRAVEL*</th>
<th>PERSONAL TRAVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific dates for conference, seminar, education abroad or exchange program, meeting or other Maricopa business. List all dates:</td>
<td></td>
<td></td>
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<tr>
<td>Date of Departure:</td>
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<tr>
<td>Out of Country Event Dates:</td>
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<td>Date of Return:</td>
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</table>

*For the purposes of this form, business travel is defined as the official purpose of and reason for the travel and would generally include, but not be limited to, conferences, seminars, meetings, education abroad, exchange programs, international student recruitment, or other official purposes.
Administrative Regulations

Maricopa Governance

section VII
fiscal management

appendix number

fm-12

Sample of Form

Appendix FM-12
Maricopa County Community College District
Internal Audit & Management Advisory Services
Audit Intake Form

Requested by: ___________________________ (must be CEC or Board member)
Day Phone: ( ) ___________________________
Cell Phone: ( ) ___________________________

What is the Issue? (Please provide a detailed description with the reason for and nature of your concern)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What type of service is needed?
☐ Review of a department's significant operating processes and associated internal controls for potential risks. (Internal Control Review – we give recommendations for managing and mitigating the risks. The review will also include compliance review and may incorporate some testing).
☐ Investigate possible fraud or misappropriation, or alleged violations of laws or policies and procedures that could result in prosecution or disciplinary action. (Special Request – theft, misappropriation of assets, and conflicts of interest are examples of reasons for Special Requests).
☐ Address the internal control environment of information systems and how people use those systems (Information Systems Audits – we give recommendations to ensure the adequacy and reliability of the controls and to ensure the integrity of data processing).
☐ Other: _______ (See reverse side for other types of services).

Please describe and explain the level of urgency:

________________________________________________________________________

Audit Contact(s):
Day phone: ( ) ___________________________
Cell phone: ( ) ___________________________

Other Issues or Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Disposition: Audit? Yes ☐ No ☐
Type: ___________________________
Auditor: ___________________________
Date Started: ___________________________
Date Closed: ___________________________

VI-201
Sample of Form

Appendix FM-13
Maricopa County Community College District
Employee Return of Property and Assets Procedures

Employee Property/Asset Assignment, and Separation Checklist

Employee Name ____________________________ Employee ID# _________________

Site/Department ________________________________ Date ___________________

Inventory of Property and Assets:

<table>
<thead>
<tr>
<th>Specify item</th>
<th>Date Assigned / Initials</th>
<th>Date Returned / Initials</th>
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I acknowledge the use and required return of property and assets listed above, and if not returned by me, the replacement value may be withheld from my wages.

Employee’s Signature ____________________________ Date _________________

Supervisor’s Signature ____________________________ Date _________________

The employee and supervisor will initial and date each time property and assets are assigned and/or returned throughout the period of employment. Upon transfer to another budget area, or upon termination, resignation, or retirement, collection of all property and assets is to be recorded, signed and dated by both. Submit this form and the employee’s contact address and phone number to Employee Relations Dept., District Human Resources when completed.
The Administrative Regulation on Use of College Facilities authorizes the Vice Chancellor of Business Services to establish guidelines for the use by certain professional organizations of MCCCD facilities. Under Paragraph 1.5.3-2 of the regulation, an MCCCD employee or Governing Board member may use facilities for an event without complying with the rent or insurance requirements of the regulation where the event meets the following limited conditions:

- The employee or Governing Board member actively participates in the event and is responsible for managing it; and
- The event is for a professional organization in which the employee or Governing Board member actively participates, and whose objectives directly relate to the employee’s work at MCCCD or to the Governing Board member’s MCCCD responsibilities.

These guidelines describe the organizations and circumstances under which Paragraph 1.5.3-2 applies. Note that the exemption applies only to rental fees and insurance requirements. If the event requires MCCCD to incur other costs, for instance, such as the assistance of MCCCD maintenance or technology staff, those charges should be paid by the organization sponsoring the event.

**Types of Professional Organizations**

The exemption is intended to encompass solely those organizations whose membership consists of persons with the same or similar jobs at other public or higher educational institutions. In other words, the organization’s mission should be directed at increasing the knowledge and skills required for the MCCCD employee-member to perform his or her specific job at MCCCD. It is not intended, for instance, to permit an art instructor who is a member of an Arizona artists society (that is, not an organization of higher-education art instructors) to have an art show or meeting using MCCCD facilities for free.

**Qualifying Events**

Events that qualify for the exemption must meet two requirements.

- First, the employee-member of the organization must actively participate in the event. That means more than just attending it. The employee must be a key part of the planning and management of the event.
- Additionally, it means generally a one-time small event, and not an entire conference that might require the commitment of several rooms over a period of days. However, short monthly meetings, for instance, of the executive board of an association of governmental accountants so long as the employee-member is on that board and the use of the space doesn’t interfere with MCCCD's need for the space.
Maricopa County Community College District
International Travel Ground Transportation Documentation Log

Per the Administrative Regulations on travel, receipts are required for ground transportation when more than $25 is expended. In the event that receipts are not available for ground transportation while traveling abroad, the International Travel Ground Transportation Documentation Log must be completed.

NOTE: This form does not replace the receipt requirement, rather it is a tool to support expenses for which the traveler is unable to secure appropriate proof of payment documentation.

Name of Traveler: Travel Authorization T#: Travel Destination: Purpose of Travel:

<table>
<thead>
<tr>
<th>Date (MMDDYY)</th>
<th>Transport from:</th>
<th>Transport to:</th>
<th>Fare Paid (List in foreign currency and USD conversion)</th>
<th>Purpose for Ground Transport</th>
<th>Does fare include transport for other travelers? Please identify</th>
<th>Receipt Attached? (Y or N)</th>
<th>Additional Comments</th>
</tr>
</thead>
</table>

All items of expense included in this log were necessary in discharging the official business of the Maricopa Community College District; the transportation identified have actually been used on the dates specified and the expenses have been paid by me.

I declare under the penalties of perjury that this log has been completed by me and to the best of my knowledge and belief is a true, correct, and valid claim.

__________________________________ (Signature/Claimant)
Residency for Tuition Purposes

All students are classified for tuition purposes under one of the following residency classifications:
1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§ 15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Implementation

1. Domicile status must be established before the student registers and pays fees. It is the student’s responsibility to register under the correct domicile status.

2. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student’s classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.

3. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

Definitions

1. “Armed Forces of the United States” means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.

2. “Continuous attendance” means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.

3. “County resident” means an individual who has lived in the county for at least fifty (50) days before the first day of classes of the semester.

4. “Domicile” means a person’s true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
5. “Emancipated person” means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

6. “Full-time student” means one who registers for at least twelve (12) credit hours per semester.

7. “Part-time student” means one who registers for fewer than twelve (12) credit hours per semester.

8. “Parent” means a person’s father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

**In-State Student Status**

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.

2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
   A. The person’s parent’s domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
   B. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
   C. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person’s family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
   D. The person’s spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person’s spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

3. The domicile of an unemancipated person is that of such person’s parent.

4. An unemancipated person who remains in this state when such person’s parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.

5. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.

6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification...
as an in-state student if the member of the armed forces has claimed this state as the person’s state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

7. Beginning in the fall semester of 2011, a person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:
   A. Registered to vote in this state.
   B. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
      i. An Arizona driver license
      ii. Arizona motor vehicle registration
      iii. Employment history in Arizona
      iv. Transfer of major banking services to Arizona
      v. Change of permanent address on all pertinent records
      vi. Other materials of whatever kind or source relevant to domicile or residency status

8. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student

Alien In-State Student Status
1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of status is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.

3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
   A. Foreign Government Official or Adopted Child of a Permanent Resident
   E. Treaty Traders
   G. Principal Resident Representative of Recognized Foreign Member Government to International Staff
   K. Spouse or Child of Spouse of a U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen
   L. Intracompany Transferee, or Spouse or Child
   N6 NATO-6
   V. Spouses and Dependent Children of Lawful Permanent Residents
4. Students who hold visas as listed in section 3 above, or who were issued a visa of a type other than those listed in section 3 above and have submitted an I-485 to Citizenship and Immigration Services (CIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the CIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. In the event that an alien student’s parent is domiciled in this state and is allowed to claim the student as an exemption for state or federal tax purposes (3.c.i.2.a), the student’s parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in section 3 above.

Presumptions Relating to Student Status
Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.

2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person’s presence in any other state or country while a member of the Armed Forces of the United States.

Proof of Residency
When a student’s residency is questioned, the following proof will be required.

1. In-State Residency
   A. An affidavit signed by the student must be filed with the person responsible for verifying residency.
   B. Any of the following may be used in determining a student’s domicile in Arizona:
      i. Arizona income tax return
      ii. Arizona Voter registration
      iii. Arizona Motor Vehicle registration
      iv. Arizona Driver’s license
      v. Employment history in Arizona
      vi. Place of graduation from high school
      vii. Source of financial support
      viii. Dependency as indicated on federal income tax return
      ix. Ownership of real property
      x. Notarized statement of landlord and/or employer
      xi. Transfer of major banking services to Arizona
      xii. Change of permanent address on all pertinent records
      xiii. Other relevant information

2. County Residency
   A. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
   B. Any of the following may be used to determine a student’s county residency:
      i. Notarized statements of landlord and/or employer
      ii. Source of financial support
iii. Place of graduation from high school
iv. Ownership of real property
v. Bank accounts
vi. Arizona income tax return
vii. Dependency as indicated on a Federal income tax return
viii. Other relevant information

AMENDED through the Administrative Regulation Process, May 17, 2011
AMENDED March 22, 2011, Motion Nos. 9791, 9792, 9793
AMENDED through the Administrative Regulation Process, March 4, 2011
AMENDED by the Administrative Regulation approval process, August 18, 2008
Transfer Articulation Guidelines

Detail removed from the appendices on February 23, 2010 as part of the Catalog Common Pages review process. See AR 2.2.4 Item 4 for current information regarding transfer articulation guidelines.

AMENDED by the Administrative Regulation approval process, February 23, 2010
Concurrent Enrollment in Arizona Public Institutions of Higher Education

It is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions.

Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.
Tuition & Fee Schedule

The most current Tuition and Fee Schedule will be posted at:

www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.php

The following rates are effective July 1, 2011 for fall, spring and summer sessions.

The following is a tuition and fees schedule for 2011-2012 and is provided for reference. These tuition and fees are subject to change. Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register.

Student Status

<table>
<thead>
<tr>
<th>2011-2012</th>
<th>Maricopa County Resident (In County)</th>
<th>Out of County Resident</th>
<th>Non-Resident Living in Arizona</th>
<th>Non-Resident Study Abroad Program</th>
<th>Non-Resident Distance Learning</th>
<th>Western Undergraduate Exchange (WUE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IN-STATE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Hours</td>
<td>A</td>
<td>B*</td>
<td>C**</td>
<td>D</td>
<td>E***/+</td>
<td>F</td>
</tr>
<tr>
<td>1</td>
<td>76.00</td>
<td>300.00</td>
<td>317.00</td>
<td>196.00</td>
<td>215.00</td>
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<td>2</td>
<td>152.00</td>
<td>600.00</td>
<td>634.00</td>
<td>392.00</td>
<td>430.00</td>
<td>228.00</td>
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<td>3</td>
<td>228.00</td>
<td>900.00</td>
<td>951.00</td>
<td>588.00</td>
<td>645.00</td>
<td>342.00</td>
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<td>4</td>
<td>304.00</td>
<td>1,200.00</td>
<td>1,268.00</td>
<td>784.00</td>
<td>860.00</td>
<td>456.00</td>
</tr>
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<td>5</td>
<td>380.00</td>
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<td>1,585.00</td>
<td>980.00</td>
<td>1,075.00</td>
<td>570.00</td>
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<td>1,372.00</td>
<td>1,505.00</td>
<td>798.00</td>
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<td>11</td>
<td>836.00</td>
<td>3,300.00</td>
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<td>1,254.00</td>
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<td>12</td>
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<td>3,600.00</td>
<td>3,804.00</td>
<td>2,352.00</td>
<td>2,580.00</td>
<td>1,368.00</td>
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<tr>
<td>13</td>
<td>988.00</td>
<td>3,900.00</td>
<td>4,121.00</td>
<td>2,548.00</td>
<td>2,795.00</td>
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<td>1,064.00</td>
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<td>3,010.00</td>
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<td>4,500.00</td>
<td>4,755.00</td>
<td>2,940.00</td>
<td>3,225.00</td>
<td>1,710.00</td>
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<tr>
<td>16</td>
<td>1,216.00</td>
<td>4,800.00</td>
<td>5,072.00</td>
<td>3,136.00</td>
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<td>5,400.00</td>
<td>5,706.00</td>
<td>3,528.00</td>
<td>3,870.00</td>
<td>2,052.00</td>
</tr>
</tbody>
</table>

* Students from any other county in Arizona are considered Maricopa County residents (in county) due to a reciprocal arrangement with that county. Reciprocal agreements allow for in-county tuition rates for residents of all Arizona counties except Apache or Greenlee counties without an Out-of-County Residence Affidavit.

** According to ARS §15-1802F, “A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.” Therefore, unclassified and out-of-state surcharges do not apply to such students.

*** According to ARS §15-1470, community college districts may offer credit and noncredit courses and services outside of this state. A district is not entitled to state aid payments for students who are provided courses and services outside of this state.

+ This rate applies to out-of-state students who are taking distance learning courses or students who are taking classroom-based credit courses through a contract agreement between MCCCD and the company they work for. This rate does not apply to Study Abroad Programs as there is a separately calculated rate for those students.
1. **Determine Student Residency Status**
   Refer to admissions information (AR 2.2.2) of the college catalog for residency information and to review the requirements for classification as a Maricopa county resident. Contact the Admissions and Records Office/Office of Student Enrollment Services if you have questions about residency requirements.

2. **Use the Chart to Locate Tuition Charges**
   Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

3. **Add Any Additional Fees**
   A. A one-time, per semester $15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.
   B. There may also be additional course fees for classes, please refer to the college schedule for course fees.
   C. If you choose to audit a class, add an additional fee of $25 per credit hour.
   D. Additional course fees may apply for specific courses. Check with the college’s Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.

4. **Pay Your Fees**
   Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.

   **NOTE:** If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.

### Skill Center Tuition Rates

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
<td>$5.00 per contact hour</td>
</tr>
<tr>
<td></td>
<td>Nursing Assistant</td>
<td>$6.00 per contact hour</td>
</tr>
<tr>
<td></td>
<td>Practical Nursing</td>
<td>$6.00 per contact hour</td>
</tr>
</tbody>
</table>

### Credit by Examination & Credit by Evaluation (excludes Allied Health courses)

|                      | Regular Rate         | $74.00 per credit hour |
|                      | Contract Rate        | $37.00 per credit hour |

### Special Fees

The following fees are in addition to applicable tuition and fees:

<table>
<thead>
<tr>
<th>Check Returned from Bank</th>
<th>All colleges</th>
<th>15.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Fees (per clock hour)</td>
<td>GCC</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>GCC</td>
<td>Drop-in</td>
</tr>
<tr>
<td></td>
<td>GCC</td>
<td>Registration per semester (students)</td>
</tr>
<tr>
<td></td>
<td>GCC</td>
<td>For each 15 minutes of late pickup</td>
</tr>
<tr>
<td></td>
<td>GWCC</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>GWCC</td>
<td>Staff &amp; Faculty</td>
</tr>
<tr>
<td></td>
<td>GWCC</td>
<td>Registration per semester</td>
</tr>
<tr>
<td></td>
<td>GWCC</td>
<td>For each minute of late pick-up</td>
</tr>
<tr>
<td></td>
<td>MCC</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>MCC</td>
<td>Faculty &amp; Staff</td>
</tr>
<tr>
<td></td>
<td>MCC</td>
<td>Drop-in</td>
</tr>
<tr>
<td></td>
<td>MCC</td>
<td>Registration per semester (students)</td>
</tr>
<tr>
<td></td>
<td>MCC</td>
<td>Registration per semester (Staff &amp; Faculty)</td>
</tr>
<tr>
<td></td>
<td>MCC</td>
<td>For each 15 minutes of late pickup</td>
</tr>
<tr>
<td></td>
<td>MCC</td>
<td>For every week payment is late</td>
</tr>
<tr>
<td></td>
<td>PC</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>PC</td>
<td>For each 15 minutes of late pickup</td>
</tr>
<tr>
<td></td>
<td>PVCC</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>PVCC</td>
<td>Registration per semester</td>
</tr>
<tr>
<td></td>
<td>PVCC</td>
<td>Supply fees</td>
</tr>
<tr>
<td></td>
<td>SMCL</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>SMCL</td>
<td>From 9 am to 12 pm Preschool per week</td>
</tr>
<tr>
<td></td>
<td>SMCL</td>
<td>Staff &amp; Faculty</td>
</tr>
<tr>
<td></td>
<td>SMCC (cont’d)</td>
<td>From 9 am to 12 pm per week</td>
</tr>
<tr>
<td></td>
<td>SMCC (cont’d)</td>
<td>Registration per semester</td>
</tr>
</tbody>
</table>
administrative regulation appendices

section VII

students

appendix number

s-4 (cont’d)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>-For each 15 minutes of late pick-up</td>
<td>1.00</td>
</tr>
<tr>
<td>-For late child care payment</td>
<td>5.00</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP)</td>
<td>15.00</td>
</tr>
<tr>
<td>Dental Hygiene Skills Enhancement (Rio)</td>
<td>160.00</td>
</tr>
<tr>
<td>4-hour block</td>
<td>160.00</td>
</tr>
<tr>
<td>8-hour block</td>
<td>320.00</td>
</tr>
<tr>
<td>Electronic Health Record Student Access Fee</td>
<td>actual cost</td>
</tr>
<tr>
<td>Emergency Medical Technology (EMT)</td>
<td>Actual cost, not to exceed 400.00</td>
</tr>
<tr>
<td>EMT104 Practicum Assessment Fee (NREMT Skill)</td>
<td>50.00</td>
</tr>
<tr>
<td>Excessive Laboratory Breakage</td>
<td>actual cost</td>
</tr>
<tr>
<td>Field Studies</td>
<td>actual cost</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>20.00</td>
</tr>
<tr>
<td>GED - First Test</td>
<td>based on State DOE</td>
</tr>
<tr>
<td>-Test repeat (per section)</td>
<td>based on State DOE</td>
</tr>
<tr>
<td>-Administration Fee</td>
<td>15.00</td>
</tr>
<tr>
<td>Graduation Fees</td>
<td>0.00</td>
</tr>
<tr>
<td>-Application/Recording/issuance Fee (Degrees/Certificates—25 or more credits and Skill Center clock hours certificate programs) [fee eliminated March 2006]</td>
<td>0.00</td>
</tr>
<tr>
<td>-Commencement Fee (one-time fee refundable up to two weeks prior to graduation)</td>
<td>25.00</td>
</tr>
<tr>
<td>HCES Skills Demonstration</td>
<td>actual cost</td>
</tr>
<tr>
<td>HESI-PN (Health Educ System)</td>
<td>actual cost</td>
</tr>
<tr>
<td>Library Fines—lost materials</td>
<td>(List price) + 5.00</td>
</tr>
<tr>
<td>NET – Nursing Entrance Test</td>
<td>actual cost</td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>NUR 102 Nursing Process Transition</td>
<td>30.00</td>
</tr>
<tr>
<td>NUR 103 Nursing Science Transition</td>
<td>40.00</td>
</tr>
<tr>
<td>NUR 151 Nursing Theory &amp; Science I</td>
<td>100.00</td>
</tr>
<tr>
<td>NUR 152 Nursing Assistant</td>
<td>30.00</td>
</tr>
<tr>
<td>NUR 171 Nursing Theory &amp; Science II</td>
<td>100.00</td>
</tr>
<tr>
<td>NUR 251 Nursing Theory &amp; Science III</td>
<td>100.00</td>
</tr>
<tr>
<td>NUR 271 Nursing Theory &amp; Science IV</td>
<td>100.00</td>
</tr>
<tr>
<td>NUR 291 Nursing Clinical Capstone</td>
<td>190.00</td>
</tr>
<tr>
<td>PED Special Course Charge</td>
<td>actual cost</td>
</tr>
<tr>
<td>Parking Fines</td>
<td>Fees are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact College Safety or visit: <a href="http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_10.php">http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_10.php</a></td>
</tr>
<tr>
<td>All fines are doubled if not paid within 15 working days.</td>
<td></td>
</tr>
<tr>
<td>-Displaying an altered or substituted permit</td>
<td>50.00</td>
</tr>
<tr>
<td>-Failure to register a vehicle and display a parking permit</td>
<td>30.00</td>
</tr>
<tr>
<td>-Falsifying information on vehicle registration application</td>
<td>50.00</td>
</tr>
<tr>
<td>-Improper display of parking permit (i.e., not affixed to window)</td>
<td>15.00</td>
</tr>
<tr>
<td>-Obstructing a properly parked/moving vehicle</td>
<td>15.00</td>
</tr>
<tr>
<td>-Parking in an unauthorized parking area</td>
<td>25.00</td>
</tr>
<tr>
<td>-Parking by a college employee or student in a visitor area</td>
<td>15.00</td>
</tr>
<tr>
<td>-Parking in a Fire Lane</td>
<td>50.00</td>
</tr>
<tr>
<td>-Parking on or blocking a pedestrian path</td>
<td>15.00</td>
</tr>
<tr>
<td>-Parking outside stall lines</td>
<td>15.00</td>
</tr>
<tr>
<td>-Parking beyond posted time limit</td>
<td>15.00</td>
</tr>
<tr>
<td>-Removing a barricade or failure to obey vehicle control device</td>
<td>25.00</td>
</tr>
<tr>
<td>-Violating disabled parking stall or access</td>
<td>50.00</td>
</tr>
<tr>
<td>PED Special Course Charge</td>
<td>actual cost</td>
</tr>
<tr>
<td>Private Music Lessons</td>
<td></td>
</tr>
<tr>
<td>Music Majors</td>
<td></td>
</tr>
<tr>
<td>-First 1/2 hr per wk/per semester</td>
<td>0.00</td>
</tr>
<tr>
<td>-Each additional 1/2 hr per wk/per semester</td>
<td>115.00</td>
</tr>
<tr>
<td>Non-Music Majors</td>
<td></td>
</tr>
<tr>
<td>-First 1/2 hr per wk/per semester</td>
<td>360.00</td>
</tr>
<tr>
<td>-Each additional 1/2 hr per wk/per semester</td>
<td>360.00</td>
</tr>
<tr>
<td>Registration Processing Fee (assessed on a per student, per semester, per college basis)</td>
<td>Refundable only if the student drops all credit classes at a particular college during the 100% refund period</td>
</tr>
<tr>
<td>-Skill Centers Material Fee – see schedule</td>
<td>see schedule</td>
</tr>
<tr>
<td>*Specific clothing and headwear issued to students – prorated for course of program less than 21 days</td>
<td></td>
</tr>
<tr>
<td>Student Teaching Lab</td>
<td>Schedule change/cancellation 100.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>5.00</td>
</tr>
<tr>
<td>Identification Card Replacement</td>
<td></td>
</tr>
<tr>
<td>Basic Card</td>
<td>5.00</td>
</tr>
<tr>
<td>Magstripe/Smartcard</td>
<td>Actual Cost</td>
</tr>
<tr>
<td>Spanish for Industry</td>
<td>Per course for industry specific instructional materials 50.00</td>
</tr>
</tbody>
</table>
*Skill Centers Material Fee*

The Skill Centers do not operate bookstores. Instead, a standard Books/Lab/Materials Fee of $250 per section covers all books/lab cost, materials, and job-specific clothing and headwear issued to students. The standard $250 fee is prorated for students enrolled in a course of program less than 21 days long. The average training length of 5-7 months includes many courses in which the first $250 fee covers all books and materials. The additional assessment of the $250 fee for courses with high books and material costs is assessed as students pass into advance sections with new books and materials. It is also prorated when the cost are less than $250. Due to open-entry/open-exit scheduling and the changing costs of textbooks, the individual course totals for books/lab/materials are listed in campus and program-specific materials.

**College Specific Fees**

Please check with your College Admissions and Records Office/Office of Student Enrollment Services or Cashier’s Office.

Students may incur expenses beyond the established fees in certain courses.

**Non-Credit Courses/Seminars/Workshops/Community Services**

Fees for these courses are determined by the length and type of each course and will cover total costs.
Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements.

How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web at http://www.fafsa.ed.gov/. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at www.maricopa.edu/foundation/apply/index.php or by calling 480-731-8400.

Distribution of Aid

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

Rights and Responsibilities

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

Satisfactory Academic Progress

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following Standards of Satisfactory Academic Progress. Specific information is available at the college Office of Student Financial Aid.

Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

Evaluation Period

Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session.

Standards of Satisfactory Academic Progress

Standards of Satisfactory Academic Progress (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid. Note: Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.
Grade Point Measurement: Students must meet the following credit hour/cumulative grade point average (CGPA).

<table>
<thead>
<tr>
<th>Total Credits Attempted*</th>
<th>Min CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 15.75</td>
<td>1.60</td>
</tr>
<tr>
<td>16-30.75</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45.75</td>
<td>1.90</td>
</tr>
<tr>
<td>46 +</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*for which grade points are computed

Progress Measurement: Students must successfully complete 2/3 (66.67%) of all attempted course work.

Maximum Time Frame Measurement: Students have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

Coursework Treatment in SAP Calculation
Course work taken during the semester also included in the evaluation:
- Courses funded through a consortium agreement
- All attempted remedial credits
- Repeated course work

Course work included in the Maximum Time Frame evaluation:
- All of those included in the semester evaluation
- All evaluated transfer credits
- Any Associates degree or higher earned will be considered to have exhausted maximum timeframe eligibility

Course work not included in SAP evaluation:
- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)
- Academic Renewal Process

Ineligibility Determination Appeal
Any student who has lost financial aid eligibility due to extenuating circumstances may appeal. Appeal must:
- Be in writing and submitted to the Financial Aid Office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.

Students will be notified of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of financial aid eligibility.

Regaining Eligibility
A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Course work taken at other colleges will not be considered for reinstatement purposes.

Terminology and Information Pertaining to this Policy
- Summer Sessions - Enrollment in any or all Summer Sessions within the same calendar year will be considered one term.
• Non-Standard Session - Sessions that do not follow the traditional start and end dates for the semester.
• Attempted Credit – Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, X, Y, or Z is received and courses not yet graded.
• Appeal – “A process by which a student who is not meeting the institution’s satisfactory academic progress standards petitions the institution for reconsideration of the student’s eligibility for Title IV, HEA program assistance.”
• Extenuating Circumstance – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
• Supporting Documentation – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
• Financial Aid Warning – “A status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period” (semester).
• Financial Aid Probation - “A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.” A student in this status “may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.”
• Academic Plan – A plan developed through the SAP Appeal Process which will lead a student to qualify for further Title IV, HEA program funds.
• Financial Aid Suspension – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive Title IV, HEA assistance.

For more information, please contact the college Financial Aid Office.

Refunds and Repayments
In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student’s ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see Appendix S-7 for Withdrawal procedures.

Award Amount and Level of Enrollment
Award amount is determined, in part, on the level of enrollment. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

If you are receiving federal financial aid it is important to read the information below prior to making a decision to withdraw.

Treatment of Title IV Aid When a Student Withdraws
The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.
The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, OR
2. the entire amount of excess funds. The school must return this amount even if it didn’t keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at www.maricopa.edu/publicstewardship/governance/adminregs/students/2_2.php

TECHNICAL REVISIONS, approved by the Executive Vice Chancellor and Provost, June 22, 2011
AMENDED through the Administrative Regulation approval process, March 4, 2011
AMENDED through the Administrative Regulation approval process, March 5, 2009
AMENDED through the Administrative Regulation approval process, August 18, 2008
Section VII

Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, should discuss the issue first with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, national origin, gender, age, disability, veteran status, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for Students to Follow

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.

2. Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.

Note: The appeal process for grades expires one year from the date the grade was issued.
Withdrawal Procedures

STUDENT WITHDRAWAL PROCEDURES

1. Withdrawal from Specific Courses
   A student may officially withdraw from specific courses in the following ways:
   
   A. Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
   
   B. After the 7th week*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing—not computed in the grade point average) or Y (withdrawn, failing—computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.
   
   C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

   *The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

2. Complete Withdrawal from College
   Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks* before the end of the last class meeting and may be required to file a written request.

   A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

   *The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

3. Withdrawal of Financial Aid Students
   In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student’s ability to receive Financial Aid in the future at any school.

FACULTY WITHDRAWAL PROCEDURES

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member’s attendance policy in the course syllabus (see AR 2.3.2). Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th
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week*. After the 7th week*, a grade of W or Y will be assigned. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code.

*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

AMENDED through the Administrative Regulation approval process, February 23, 2010
AMENDED through the Administrative Regulation approval process, March 5, 2009
AMENDED through the Administrative Regulation approval process, August 18, 2008
Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.

3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.

4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the or appropriate college/center dean and/or associate dean, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.

5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.
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appendix number

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Teacher Education Options Available To Students

Information deleted through Administrative Regulation approval process on February 23, 2010.
Application Process for Reduced Course Loads

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.

2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District’s Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.

3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.

4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.

5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form, which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.

6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.
Disability Resources & Services
Reduced Course Load Approval Form

I, ___________________________________ __________________________
(Student Name)     (Student ID Number)
am requesting permission to take a reduced course load while maintaining full-time status. By signing below, I am
acknowledging compliance with and consent to the following conditions:

1. I understand that I must register for at least 6 credit hours (based on DRS approval) during the regular
fall and spring semesters. It is recommended that I register for at least three (3) credit hours during the
summer session to offset the impact of financial aid eligibility.

2. I understand that I must maintain satisfactory academic progress standards as defined by the College
catalog.

3. I understand that my reduced course load will result in an adjusted financial aid package. I am responsible
for discussing the impact of this status with the College Financial Aid personnel.

4. I understand that requirements for continuation of funding through Vocational Rehabilitation may differ. If
applicable, I am responsible for contacting my VR counselor to determine how a reduced course load will
impact my funding.

5. I understand that the National Junior College Athletic Association (NJCAA) has published standards in
regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws.
If applicable, I am responsible for discussing this process with my coach.

6. I understand there may be additional ramifications due to taking a reduced course load (e.g., extra
time to complete college, veteran benefits, etc.)

7. I understand that if I am enrolled in an occupational and/or academic program with a specific block format I
will not be considered for a reduced course load.

8. I understand that continuation of this status is not automatic and is approved for the ______________
semester. My eligibility for this accommodation will be re-evaluated at the end of this semester.

_____________________________________  _______________________
(Student’s Signature)      (Date)

_____________________________________  _______________________
(Director-DRS Signature)     (Date)

DRS signature signifies APPROVAL

Reduced Course Load Request

Fall ___ Spring ___ Sum ___ Year ___
Part A: To be completed by Student

Name: ____________________________  Student ID: ______________
Phone: ____________________________  Date of Birth: ____________
Credit Load Requested: _________  Disability: ____________________
Rationale: _________________________________________________
__________________________________________________________
Student Signature: ________________________ Date: _____________

Part B: To be completed by student and DRS Personnel

1. Discuss obligations such as work schedules, childcare, responsibilities, etc.

Where employed: ________________ Hours/week ________________

2. Discuss future ramifications: ______ Extra time to complete degree
*Including, but not limited to the following list.

_____ Insurance coverage
_____ Notice from DRS does not guarantee coverage
_____ Financial Aid
_____ Vocational Rehabilitation Funding
_____ Graduation requirements
_____ Athletics
_____ Visa requirements
_____ Veteran benefits

Student Initials: __________  ______ Occupational/academic block programs
_____ Other:

__________________________

Part C: To be completed by DRS Personnel

1. Does documentation support request?  Yes _____  No _____
If yes: Rationale ____________________________________________
__________________________________________________________
__________________________________________________________

Credits Requested: ______  Approved:  ______  Yes _____  No _____

DRS Signature: _____________________  Date: ________________

Review each semester: ______  Continue upon request: ______
Procedures for Lost or Stolen Student Records

In accordance with the administrative regulation for Lost or Stolen Student Records, reporting procedures have been outlined for either lost or stolen paper records that contain personally identifiable student information (as outlined in the federal Family Educational Rights and Privacy Act of 1974). Additional procedures related to the care and management of data may also apply. In the event of a loss or theft of records, any employee or agent acting on behalf of the Maricopa County Community College District, or any office or department that is reporting the loss shall:

1. Within two days of either a loss or theft, notify the college Office of Admissions and Records, District Legal Services, college Vice President of Student Affairs, and the department/and or division chair or supervisor.

2. File a police report with the appropriate jurisdiction and an incident report with College Safety, if an actual theft has occurred.

3. Within five days, notify all affected students by letter. Include the following in the notification summary of what occurred:
   A. police report number (if theft occurred)
   B. advice to monitor any suspicious activity involving possible misuse of information to establish unauthorized credit
   C. the U.S. government’s central website maintained by the Federal Trade Commission (FTC) for information about identity theft—http://www.ftc.gov/bcp/edu/microsites/idtheft/
   D. Social Security Administration fraud telephone number, if applicable (800/269-0271)
   E. Credit bureau numbers, if applicable (Equifax 800/525-6285; Experian 888/397-3742; Trans Union 800/680-7289)

4. Within ten days, obtain and submit the Lost or Stolen Student Records form to the Office of Admissions and Records and District Legal Services including the following:
   A. a copy of the correspondence that was sent to the student(s)
   B. list of all affected students
   C. plan indicating proactive steps to be implemented to prevent future loss or theft of record

The Office of Admissions and Records shall:
1. Confirm by receipt of the Lost or Stolen Student Records form and supporting documents that the student(s) and District Legal Services have been notified. File documentation in FERPA file.

2. Provide assistance to individual students involved upon request.

3. Consult with department on prevention strategies as needed.
Lost or Stolen Student Records Form

Name: ___________________________  Title: _________________________

College: _______________  Phone: ____________  E-mail: ________________

Records were: □ lost  □ stolen. Date loss or theft occurred: ____________

Briefly explain the situation regarding lost or stolen student records:

________________________________________________________________
________________________________________________________________
________________________________________________________________

Enter the date the following action was taken and complete requested information.

DATE

Appropriate police department notified if theft:

Police report number: _________________________________

College Office of Admissions and Records Notified: ____________

College Safety Office Notified:

Vice President of Student Affairs Notified: _____________________

Department Chair or Supervisor Notified:

Students were notified by letter.

Students advised to monitor any suspicious activity involving possible misuse of information to establish unauthorized credit.

Social Security Administration fraud telephone number provided to students, if applicable.

Credit bureau numbers provided to students, if applicable.

U.S. government's web site for identity theft information provided to students.

List the processes or procedures that will be implemented to prevent future loss or theft of records.

________________________________________________________________
________________________________________________________________
________________________________________________________________

Submit this form to the college Office of Admissions and Records and a copy to the District Legal Services office. Include a copy of the correspondence provided to students and a list of the student names.

By submitting and signing this form, I avow that I followed procedures as outlined in A.R. 2.5.6, Lost or Stolen Student Records.

Employee Signature: ____________________________  Date: ____________
<table>
<thead>
<tr>
<th>Class Length</th>
<th>Deadline for Students to Withdraw with Guaranteed Grade of W</th>
<th>Deadline for Students to Withdraw From a Course (Instructor Signature Required)</th>
<th>Deadline for Students to Request Complete Withdrawal</th>
<th>Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)</th>
<th>Deadline to Change from Credit Grade to Audit Grade</th>
<th>Deadline to Change from Audit Grade to Credit Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Week or less (1 to 7 days)</td>
<td>1st Day of Class</td>
<td>1st Day of Class or Prior to the Last Day of Class</td>
<td>1st Day of Class or Prior to the Last Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
</tr>
<tr>
<td>Two Weeks (8 to 14 days)</td>
<td>3rd Calendar Day</td>
<td>6th Calendar Day</td>
<td>6th Calendar Day</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>3rd Calendar Day</td>
</tr>
<tr>
<td>Three Weeks (15 to 21 days)</td>
<td>6th Calendar Day</td>
<td>12th Calendar Day</td>
<td>12th Calendar Day</td>
<td>2nd Calendar Day</td>
<td>1st Day of Class</td>
<td>5th Calendar Day</td>
</tr>
<tr>
<td>Four Weeks (22 to 28 days)</td>
<td>9th Calendar Day</td>
<td>17th Calendar Day</td>
<td>17th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>2nd Calendar Day</td>
<td>7th Calendar Day</td>
</tr>
<tr>
<td>Five Weeks (29 to 35 days)</td>
<td>12th Calendar Day</td>
<td>23rd Calendar Day</td>
<td>23rd Calendar Day</td>
<td>4th Calendar Day</td>
<td>2nd Calendar Day</td>
<td>9th Calendar Day</td>
</tr>
<tr>
<td>Six Weeks (36 to 42 days)</td>
<td>14th Calendar Day</td>
<td>29th Calendar Day</td>
<td>29th Calendar Day</td>
<td>5th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>11th Calendar Day</td>
</tr>
<tr>
<td>Seven Weeks (43 to 49 days)</td>
<td>17th Calendar Day</td>
<td>35th Calendar Day</td>
<td>35th Calendar Day</td>
<td>5th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>12th Calendar Day</td>
</tr>
<tr>
<td>Eight Weeks (50 to 56 days)</td>
<td>20th Calendar Day</td>
<td>41st Calendar Day</td>
<td>41st Calendar Day</td>
<td>6th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>15th Calendar Day</td>
</tr>
<tr>
<td>Nine Weeks (57 to 63 days)</td>
<td>23rd Calendar Day</td>
<td>46th Calendar Day</td>
<td>46th Calendar Day</td>
<td>7th Calendar Day</td>
<td>4th Calendar Day</td>
<td>17th Calendar Day</td>
</tr>
<tr>
<td>Ten Weeks (64 to 70 days)</td>
<td>26th Calendar Day</td>
<td>52nd Calendar Day</td>
<td>52nd Calendar Day</td>
<td>8th Calendar Day</td>
<td>4th Calendar Day</td>
<td>19th Calendar Day</td>
</tr>
<tr>
<td>Eleven Weeks (71 to 77 days)</td>
<td>29th Calendar Day</td>
<td>58th Calendar Day</td>
<td>58th Calendar Day</td>
<td>9th Calendar Day</td>
<td>5th Calendar Day</td>
<td>21st Calendar Day</td>
</tr>
<tr>
<td>Twelve Weeks (78 to 84 days)</td>
<td>32nd Calendar Day</td>
<td>63rd Calendar Day</td>
<td>63rd Calendar Day</td>
<td>10th Calendar Day</td>
<td>5th Calendar Day</td>
<td>23rd Calendar Day</td>
</tr>
<tr>
<td>Thirteen Weeks (85 to 91 days)</td>
<td>35th Calendar Day</td>
<td>70th Calendar Day</td>
<td>70th Calendar Day</td>
<td>10th Calendar Day</td>
<td>5th Calendar Day</td>
<td>25th Calendar Day</td>
</tr>
<tr>
<td>Fourteen Weeks (92 to 98 days)</td>
<td>38th Calendar Day</td>
<td>76th Calendar Day</td>
<td>76th Calendar Day</td>
<td>11th Calendar Day</td>
<td>6th Calendar Day</td>
<td>27th Calendar Day</td>
</tr>
<tr>
<td>Fifteen Weeks (99 to 105 days)</td>
<td>41st Calendar Day</td>
<td>82nd Calendar Day</td>
<td>82nd Calendar Day</td>
<td>12th Calendar Day</td>
<td>6th Calendar Day</td>
<td>28th Calendar Day</td>
</tr>
<tr>
<td>Sixteen Weeks or more (106 or more days)</td>
<td>End of the seventh week</td>
<td>Two weeks before the last class period</td>
<td>Two weeks before the last class period</td>
<td>Within 14 days including the first class period</td>
<td>Within first week of class</td>
<td>Within first five weeks</td>
</tr>
</tbody>
</table>

Deadlines are based on calendar days and begin with the first day of class. Deadlines that fall on a weekend or holiday advance to the next college work day.
The Maricopa Community Colleges Allied Health or Nursing Program

In collaboration and partnership with the health care community and its response to the dynamic changes occurring in the health care arena and health care practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All allied health or nursing program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various allied health or nursing program pathways will meet the community’s demand for a flexible, multi-skilled health care workforce that meets employer and consumer needs. Refer to individual college catalogs for specific health care program pathways.

For further information, healthcare.maricopa.edu is a comprehensive information source.

Allied Health or Nursing Program Pathways

LEVEL I—Common Competencies  2.0 Credits

ALL Health Care Students must satisfactorily achieve the Level I Competencies found in the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130AA</td>
<td>Health Care Today</td>
<td>.5</td>
</tr>
<tr>
<td>HCC130AB</td>
<td>Workplace Behavior in Health Care</td>
<td>.5</td>
</tr>
<tr>
<td>HCC130AC</td>
<td>Personal Wellness and Safety</td>
<td>.5</td>
</tr>
<tr>
<td>HCC130AD</td>
<td>Communication and Teamwork in Health Care Organizations</td>
<td>.5</td>
</tr>
</tbody>
</table>

LEVEL II—Common Competencies  Credits Vary

ALL Health Care Students must satisfactorily achieve the Level II Common Competencies. See your advisor to determine which Medical Terminology course satisfies your pathway’s course requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130AE</td>
<td>Legal and Ethical Issues in Health Care</td>
<td>.5</td>
</tr>
<tr>
<td>HCC130AF</td>
<td>Decision Making in the Health Care Setting</td>
<td>.5</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
<tr>
<td>HCC145AB</td>
<td>Medical Terminology for Health Care Workers II</td>
<td>1</td>
</tr>
<tr>
<td>HCC145AC</td>
<td>Medical Terminology for Health Care Workers III</td>
<td>1</td>
</tr>
</tbody>
</table>

LEVEL II—Shared and Program Competencies  Credits Vary

Required of only certain health occupations program pathways. Refer to specific program pathway requirements, or check with a program advisor. Shared Competencies are shared by several health program pathways. Program Competencies are specific to individual health occupations program pathways.

LEVEL III—Shared and Program Competencies*  Credits Vary

Shared Competencies are shared by several Health Care Pathways. Program Competencies are specific to individual Health Care Pathways. These are required for certain Health Occupations Program Pathways. Refer to specific program pathway requirements, or check with an advisor.

*Certain Health Care Pathways require satisfactory achievement of all Level I and Level II Common Competencies prior to being admitted and registering for courses in Level III. Admission into Level III Health Care Pathways is based on meeting additional requirements and involves a separate admissions process. See your advisor for more information.
## Examples of Level II Health Care Pathways**

<table>
<thead>
<tr>
<th>Example</th>
<th>College(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Research Coordinating</td>
<td>GWCC</td>
</tr>
<tr>
<td>Community Health Advocate for Diabetes</td>
<td>MCC</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>MC, PC, RSC</td>
</tr>
<tr>
<td>Dental Office Management</td>
<td>PC</td>
</tr>
<tr>
<td>Nurse Assisting</td>
<td>GCC, MCC, PC, SCC, GWCC, MSC, PVCC, SWSC/EMCC</td>
</tr>
<tr>
<td>Diagnostic Medical Ultrasound</td>
<td>GWCC</td>
</tr>
<tr>
<td>Direct Care Practice</td>
<td>MCC</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>PC</td>
</tr>
<tr>
<td>Health Unit Coordinating</td>
<td>GWCC</td>
</tr>
<tr>
<td>Hospital Central Service</td>
<td>GWCC</td>
</tr>
<tr>
<td>Laboratory Assisting</td>
<td>PC</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>MSC, PC, SWSC/EMCC</td>
</tr>
<tr>
<td>Medical Billing</td>
<td>PC</td>
</tr>
<tr>
<td>Medical Coding: Physician or Hospital Based</td>
<td>PC</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>GWCC, SWSC/EMCC</td>
</tr>
<tr>
<td>Nuclear Medicine Technology</td>
<td>GWCC</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>PC</td>
</tr>
<tr>
<td>Perioperative Nursing</td>
<td>GWCC</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>PC</td>
</tr>
<tr>
<td>Surgical Technician First Assistant</td>
<td>GWCC</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>GWCC</td>
</tr>
<tr>
<td>Teaching Healing Meditation and Stress Management</td>
<td>PVCC</td>
</tr>
<tr>
<td>Therapeutic Massage</td>
<td>CGCC, PC</td>
</tr>
</tbody>
</table>

## Examples of Level III Health Care Pathways**

<table>
<thead>
<tr>
<th>Example</th>
<th>College(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygiene</td>
<td>MC, PC, RSC</td>
</tr>
<tr>
<td>Dental Office Management</td>
<td>PC</td>
</tr>
<tr>
<td>Diagnostic Medical Ultrasound</td>
<td>GWCC</td>
</tr>
<tr>
<td>Direct Care Practice</td>
<td>MCC</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>PC</td>
</tr>
<tr>
<td>Health Services Management</td>
<td>GWCC</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>MSC, PC, SWSC/EMCC</td>
</tr>
<tr>
<td>Medical Radiography</td>
<td>GWCC</td>
</tr>
<tr>
<td>Nuclear Medicine Technology</td>
<td>GWCC</td>
</tr>
<tr>
<td>Nursing</td>
<td>GCC, GWCC, MCC, MSC, PC, SCC, SWSC/EMCC</td>
</tr>
<tr>
<td>Physical Therapist Assisting</td>
<td>GWCC</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>GCC, GWCC, MCC, MSC, PC, SCC, SWSC/EMCC</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>GWCC</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>GWCC</td>
</tr>
<tr>
<td>Therapeutic Massage</td>
<td>CGCC, PC</td>
</tr>
</tbody>
</table>

**subject to change

Chandler-Gilbert (CGCC), Estrella Mountain (EMCC), GateWay (GWCC), Glendale (GCC), Mesa (MCC), Phoenix (PC), Paradise Valley (PVCC), Rio Salado (RSC), Scottsdale (SCC), South Mountain (SMCC), and the Maricopa Skill Center (MSC) and the Southwest Skills Center at EMCC (SWSC/EMCC) offer health care courses. Not all courses are offered at all sites. Please contact the specific colleges for more information regarding the availability of courses and course schedule information.

### Notes:

1. Students are responsible for completing General Education coursework required for their particular Health Care Pathway.
2. All students must successfully demonstrate required reading, writing, and mathematics competencies. Academic remediation is available.
3. It may be possible for some students to meet Health Care Competency requirements for Level I and Level II common competencies through assessment of prior experience and/or education.
4. Completion of Level I and Level II does not guarantee admission into Level III Health Care Pathways.
Allied Health or Nursing Assumption of Risk/Release of Liability
Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

Use of Confidential Information
Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Allied Health or Nursing Program College Attendance
As the allied health or nursing programs are integrated across the Maricopa Community Colleges, college of attendance requirements for the completion of the healthcare program pathways can be met through the completion of coursework taken at all Maricopa Community Colleges and Skills Centers.

Requirement of Background Check
Students enrolled in an allied health or nursing program will be in clinical learning experiences, working with children, elderly persons, and other vulnerable populations. Healthcare agency policies require evidence of background clearance prior to entering such learning experiences. The background clearance will consist of a fingerprint clearance, verification of social security number, and a periodic query of the Office of the Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) List. ARS §15-1881 provides the Department of Public Safety the authority to conduct background checks and issue clearance cards to healthcare students for the purpose of meeting the requirements for clinical training. Students seeking enrollment into health programs will be required to provide a current clearance card provided by DPS as evidence of an independent background check that meets healthcare industry standards. Individual programs will establish program policy regarding when the background check needs to be completed, either at the time of application to or enrollment in clinical courses. Evidence of a completed background clearance must be maintained for the duration of time of program enrollment. It is advised that students carry proof of the background clearance at all times during any agency learning experience. Any change in status that would affect the background clearance of a healthcare student may result in the interruption of student progress or dismissal from the program.

Note: Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

Duty to Report
All students enrolled in health programs holding or receiving certification or licensure as a healthcare professional from a US state or territory must remain in good standing with that agency. Students receiving any disciplinary action against their certification and/or license must notify the program director within five (5) business days. Any student who is placed on the Office of the Inspector General (OIG) List of Excluded Individuals/Entities List must notify their program director within five (5) business days. Any student who has his/her fingerprint clearance card revoked, suspended, or modified in any way must notify the program director within five (5) business days. The program director reserves the right to restrict the student’s participation in clinical experience and involvement in patient care until the certificate or license is valid and unrestricted as determined by the agency who issued the disciplinary action; the student is removed from the OIG Exclusion List; and/or the fingerprint card is valid and unrestricted.

Waiver of Licensure/Certificate Guarantee
Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required
Prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

**HCIES Credit for Prior Learning National/Regional Credential Recognition**

**National/Regional Credential Recognition**

Students who have recognized credential related to healthcare may request an evaluation for course competency equivalence on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information, contact the ICAN office at 480-731-8240 or by e-mail at ican@domail.maricopa.edu or visit the website at healthcare.maricopa.edu/healthcarecourses.php

When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation requirements for the identified courses through Credit by Evaluation.

**Credit by Examination and Credit by Skills Demonstration**

Students may apply for credit for prior learning in certain courses. Specific information and required forms can be found online at: healthcare.maricopa.edu/healthcarecourses.php

Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advance Placement in certain courses by obtaining form(s) in the Office of Admissions and Records, paying required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college.

See fee schedule for related fees. Fees are not refundable if a student fails to obtain credit.

Students may not request:
1. to challenge a course a second time;
2. to challenge a course while currently enrolled in the course;
3. to establish credit in a previously completed course; or
4. to establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements that must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D or P earned as a result of examination or skills assessment will be recorded on the student’s transcript. Fees are not refundable after the examination/skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of “Credit by examination,” “Credit by evaluation,” or “Credit by skills demonstration,” a grade, and the number of credits will appear on the student’s transcript. The grade is used in computing the grade point average with the exception of courses graded P/Z.

AMENDED through the Administrative Regulation Process on February 23, 2010
Sample of Form

[Insert college logo and web site]

[Insert College Name]  
Procedure for Petition Signature Solicitation

AR 2.4.8
1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation. (*MCCCD Administrative Regulation 2.4.8*)

For more information go to [www.maricopa.edu/publicstewardship/governance/index.php](http://www.maricopa.edu/publicstewardship/governance/index.php)

College Procedures
1. Prior notice must be provided to [the Director of Student Life & Leadership, or other appropriate college designee], no fewer than three (3) days before soliciting signatures. Representative must provide company name, supervisor and contact information, and may also be asked to provide pertinent information on the initiative(s) such as purpose/candidate and anticipated election date. Representative will receive a copy of the Petition Signature Solicitation Administrative Regulation (AR 2.4.8) and provide his/her signature at time of check-in to demonstrate agreement to abide by this regulation.
2. Representative must check-in and show a personal form of legal identification at [the Office of Student Life & Leadership] each day on campus prior to soliciting any signatures. Representative will wear a badge provided by the office throughout the duration of his/her time on campus.
3. Representative must check-out and return badge each day on campus prior to leaving.
4. Representative is welcome on campus [Tuesday, Wednesday and Thursday from 10:00 AM to 6:00 PM], so long as time on campus does not exceed two (2) days per month. Additional time may be requested and will be granted by [the Director of Student Life & Leadership] as space is available. No petition signature solicitors will be welcome on campus during the first and last week of classes.
5. Representative will be directed to [a college-designated area] and be provided a table and chairs, unless otherwise specified by the college for a special event. Due to space limitations, no more than three (3) representative(s) will be permitted on campus at any one time. No more than two (2) people may occupy any one space. Concurrent representation of like initiatives or ballots will not be permitted. Space is allocated on a first-come, first-served basis.
6. Representative must remain within a five (5) foot radius of the above designated location. Representative will not in any way stop the flow of traffic, approach students or employees or disrupt the college environment. Students and employees may approach the representative of their own accord.
7. Representative may place banners or signs on the table to encourage interest. Banners and signs may not be adhered to any surface.

*Failure to comply with MCCCD policies and administrative regulations could result in the termination of petition signature solicitation privileges on any or all college campuses. If you have any questions about MCCCD policies and administrative regulations, contact the Office of Public Stewardship at (480) 731-8880 or visit [www.maricopa.edu/publicstewardship](http://www.maricopa.edu/publicstewardship). The MCCCD is an EEO/AA institution.*
MCCCD’s Online Policy Governance Manual can be found at
www.maricopa.edu/publicstewardship/governance/index.php

General Information
Solicitor: A “solicitor” is any non-MCCCD-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

Special Event: A “special event” is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event’s theme. (Excerpt from MCCCD Administrative Regulation 2.4.9)

Logistics
Days & Times: Solicitors are welcome on campus [Tuesday, Wednesday and Thursday from 10:00 AM to 6:00 PM] so long as time on campus does not exceed fifty (50) hours per term. Additional time may be requested and will be granted by [the Director of Student Life & Leadership, or other appropriate college designee], as space is available. Set-up can begin no earlier than [9:45 AM] and vendors must be off campus by [6:15 PM]. Requests are granted on a first-come, first-served basis, once all required documentation has been submitted and approved.

Location: Solicitors will be directed to [a college-designated area] and be provided a table and chairs, unless otherwise specified by the college for a special event (see Planning, below). Due to space limitations, no more than three (3) solicitor(s) will be permitted on campus at any one time. No more than two (2) people may occupy any one space. Solicitors must remain within a five (5) foot radius of the above designated location. Solicitors will not in any way stop the flow of traffic, approach students or employees or disrupt the college environment. Students and employees may approach the solicitor of their own accord.

Cost: $50 per day or $125 per week (a week is defined as Tuesday, Wednesday and Thursday), non-refundable, and made payable to the college. This amount is due in [the Office of Student Life & Leadership, or other college designated area], on a company or bank-issued cashier’s check or money order at least five (5) business days prior to the scheduled campus visit. Some colleges also accept payment in the form of a corporate credit card.

Parking: A decal is not needed for the lots. Driving is permitted on campus with specific permission.

Required Documents
The following documents must be approved and on file with [the Office of Student Life & Leadership, or other college designated area].

At least 14 days in advance of your visit:
1. **Facility Reservation OR SOLICITATION Request Form.** Additional documents may be required or document names may vary, depending on the college location. Copies of the appropriate form(s) can be requested from [X].
2. **Proof of Insurance:** A certificate of insurance displaying appropriate insurance coverage ($1M General Liability, $1M Auto Liability*, $500K Workers Comp*), naming Maricopa County Community College District (MCCCD), 2411 W. 14th Street, Tempe, AZ 85281, as additional insured. (*where applicable)
At least five (5) days in advance of your visit:

**Campus Visit Fee:** Make $50 per day or $125 per week non-refundable payment on a company or bank-issued cashier’s check or money order, made payable to the college, or via corporate credit card.

**Planning**

Remember, the following steps need to be taken before your campus visit can take place.

1. **Contact** [the Office of Student Life & Leadership, or other college designated area], to request a reservation.
2. Obtain and complete a **Facility Reservation OR SOLICITATION Request Form** and submit it to [X].
3. Supply **Proof of Insurance** certificate to [X].
4. Pay your **Campus Visit Fee** of $50/day or $125/week at [the Office of Student Life & Leadership, or other college designated area].

One table and two chairs may be provided to each solicitor. Solicitors may place banners or signs on the table to encourage interest. Banners and signs may not be adhered to any surface. Note that availability of college provided table and chairs may vary by location/scheduled events.

**Special Requests and Considerations**

The availability of electricity, canopies and amplification varies among colleges. Please check with [the Office of Student Life & Leadership, or other college designated area], for related inquiries.

Failure to comply with MCCCD policies and administrative regulations could result in the termination of solicitor privileges on any or all college campuses. If you have any questions about MCCCD policies and administrative regulations, contact the Office of Public Stewardship at (480) 731-8880 or visit [www.maricopa.edu/publicstewardship](http://www.maricopa.edu/publicstewardship). The MCCCD is an EEO/AA institution.
Frequently Asked Questions Regarding College Course Materials

The following FAQ was prepared in order to help answer questions about the Governing Board policy on College Course Materials.

1. What does the new Arizona Revised Statute (§ARS 15-1891) mean to me as a faculty member? Faculty members or employees in charge of selecting or adopting course materials will need to place orders with sufficient lead time to enable the college bookstore to confirm the availability of the requested materials. **Deadlines:** Summer, March 15; Fall, April 1; Spring, October 15.

   Additionally, faculty members or employees in charge of selecting or adopting course materials need to request the following information from the publisher of course materials:
   - listing of relevant course materials offered by the publisher and whether each of the course materials are offered in a bundled package or sold separately.
   - The suggested retail price, the estimated wholesale price, or the price that the publisher makes available to the public for the course materials. The publisher may include the time period during which the pricing is applicable.
   - The copyright dates of each previous edition if the copyright dates do not appear in the course materials.
   - A summary of substantive content differences between the current edition of the course materials and the immediate previous edition.

   No faculty member or employee of the college shall demand or receive payment, loan, advance, good, or deposit of money present or promised for selecting or purchasing specific course materials required for coursework or instruction, except:
   - Faculty may receive free review copies, complimentary teacher editions, or instructional materials that are not intended to be sold by any faculty, staff, or bookstore;
   - Faculty may receive royalties or other compensation from the sale of course materials that include the faculty member’s own writing or work;
   - Faculty may receive honoraria for academic peer review of course materials;
   - Faculty may receive training in the use of course materials or learning technologies.

   A book buyer or vendor of course materials shall not solicit a faculty member or employee for the purpose of selling or trading a free sample copy or complimentary teacher editions provided at no charge by a publisher to a faculty member or employee.

2. What is a “book buyer?”
   A “book buyer” means any person or entity, including a university or college bookstore, engaged in the purchase or sale of course materials.

3. What does “bundled” mean?
   “Bundled” means one or more course materials that are packaged together to be sold as course materials for a single price.

4. What is a “complimentary teacher edition?”
   “Complimentary teacher editions” means a book with information that is meant for the exclusive use of faculty members, commonly labeled as an “instructor edition” or “instruction manual” and that contains answers and solutions, test questions, and pedagogical techniques.

5. What are “course materials?”
   “Course materials” means any textbook or other instructional tool published for the purpose of classroom instruction and used for or in conjunction with a course.
6. What does “publisher” mean?
“Publisher” means any publishing house, firm, or company that produces course materials.

7. What does “sample copy” mean?
“Sample copy” means any book that is the same as the regular student edition.

8. What does “substantive content” mean?
“Substantive content” means portions of a college textbook, including new chapters, additional eras of time, new themes, or new subject matter.

9. What does “written information” mean?
“Written information” means information provided on print material. Written information included electronic communication or publication on a website.

10. What does the new Governing Board policy on College Course Materials mean to me as a faculty member?
In compliance with §ARS 15-1891, Maricopa faculty and employees who place orders for course materials shall comply with all of the above (see question #1).

11. To whom do unsolicited textbooks sent directly to a faculty member (or other employee) belong to?
An unsolicited free review copy, sample copy, or complimentary teacher edition of course materials provided by a publisher at no charge and delivered to the attention of an employee at a college or district location is presumed to be the property of MCCCD. However, the employee may nevertheless assume ownership of such materials if the following conditions are met: (1) the materials are, in the judgment of the employee, pertinent to the employee’s academic discipline or professional responsibilities; and (2) the employee keeps the materials in his or her possession for professional academic use over a period of not less than one year.

12. To whom do examination copies of textbooks being considered for classroom use belong to?
Examination copies of textbooks considered for classroom use are the property of MCCCD. (See question 11.)

13. I have heard there are a number of Federal court decisions clarifying that any unsolicited materials sent to an individual belong to that individual ... how can Maricopa stipulate that unsolicited textbooks sent to Maricopa faculty or employees belong to MCCCD?
It is presumed publishers provide free examination copies to Maricopa employees as a direct result of their role as an employee of the Maricopa Community Colleges. As such, any unsolicited free review copy, sample copy, or complimentary teacher edition of course materials provided by a publisher at no charge and delivered to the attention of an employee at a college or district location is presumed to be the property of MCCCD. However, the employee may nevertheless assume ownership of such materials if the following conditions are met: (1) the materials are, in the judgment of the employee, pertinent to the employee’s academic discipline or professional responsibilities; and (2) the employee keeps the materials in his or her possession for professional academic use over a period of not less than one year.

14. Can unsolicited and examination copies be sold to book sellers?
No. As these materials are provided for professional academic use and are not intended by the publisher for sale, an employee should at no time sell or trade them to any person or other entity for personal profit. Additionally, the ARS statute says a book buyer or vendor of course materials shall not solicit a faculty member or employee for the purpose of selling or trading a free sample copy or complimentary teacher editions provided at no charge by a publisher to a faculty member or employee.
15. Can unsolicited and examination copies be traded?
When evaluation copies of textbooks are no longer needed by the employee, the following can be done:
- Return them to the publisher or publisher’s representative at their expense;
- Check with the college library to see if they want to add the textbook to their collection;
- Add the textbook to the department’s lending library for students (if one is maintained); or
- Transfer the textbook to Surplus Property for proper disposal. An inventory shall be made of all books transferred to Surplus Property.

16. How should evaluation copies of textbooks be disposed of?
When evaluation copies of textbooks are no longer needed by the employee, the following can be done:
- Return them to the publisher or publisher’s representative at their expense;
- Check with the college library to see if they want to add the textbook to their collection;
- Add the textbook to the department’s lending library for students (if one is maintained); or
- Transfer the textbook to Surplus Property for proper disposal. An inventory shall be made of all books transferred to Surplus Property.

17. Is textbook review really within the scope of a faculty member’s employment?
Review of a textbook for evaluation for course use is within the scope of a faculty member’s employment. Peer review of academic materials, not being evaluated for course use, can be considered outside the scope of a faculty member’s employment and faculty may be compensated for such.

18. What does “peer review” mean?
Peer review (also known as refereeing) is the process of subjecting an author’s scholarly work, research, or ideas to the scrutiny of others who are experts in the same field. Peer review requires a community of experts in a given field, who are qualified and able to perform impartial review.

19. When does this policy become adopted?
The Governing Board approved the adoption of this policy on November 25, 2008, Motion No. 9520. This policy instructs faculty members or any other employees who are in charge of adopting course materials to make their requests for information from publishers as detailed in §ARS 15-1891 (see question #1).

20. Who enforces these policies?
These policies shall be enforced by each employee of the MCCCD.

To report any concerns regarding possible abuse of Governing Board policy, administrative regulation or employment standards, contact the Maricopa Concernline at 1-800-447-9819 (www.concernline.maricopa.edu) or the Employee Ombudsperson at 480-731-8084.
Art in Public Places Guidelines

1. Objectives

The primary objective of the Art in Public Places Program is to provide visual art works at the colleges, centers and district office. This art will be displayed in space accessible to the college staff and students and the general community as they participate in their daily activities.

The artworks provided under this program will contribute to the aesthetic quality of our buildings and grounds and to the sense of identity of each institution and its community. The artworks should enhance the quality of life at each institution and in the district as a whole.

2. Definitions

A. “Art in Public Places” refers to a particular program that receives an allocation specifically identified for this purpose, and/or through a district bond initiative. The administration of other art projects created by the colleges or centers and funded by them or through their own fundraising efforts is separate and distinct from the “Art in Public Places” program.

B. “Works of art” are all forms of original creations of visual art, including, but not limited to:
   i. Painting in all media, including both portable and permanently affixed works, such as murals;
   ii. Sculpture which may be in the round, bas-relief, high relief, mobile, fountain, kinetic, electronic, etc., in any material or combination of materials;
   iii. Other visual media including, but not limited to, prints, drawings, stained glass, calligraphy, mosaics, photography, clay, fiber and textiles, wood, metals, plastics, or other materials or combinations of materials; or crafts or artifacts.
   iv. The hours expended and the materials and equipment used by an artist for the design of a work of art while collaborating with architects, engineers, other consultants, and/or staff during the design and planning stages of a construction or landscaping project.
   v. The hours expended and the materials and equipment used by an artist for the creation, construction, and/or installation of a work of art during the construction of a building and/or landscaping project.

C. “Artist” is a practitioner in the visual arts, generally recognized by critics and peers as a professional of serious intent and recognized ability who produces Works of Art and is not a member of the architectural firm doing the building.

3. Institutional Process for Selecting Public Art Works

A. Institutional Organization

Each institution is responsible for developing a process for expending the funds for Art in Public Places. Among ways that an institution may organize for this are:
   i. A broad-based committee, with representation from all employee groups and the community.
   ii. A small committee of art experts (faculty and students) from the institution and/or the community.
   iii. One (or two) art expert(s) from the institution or community.

B. Institutional Reporting

Each institution will submit to the Capital Development Advisory Council (CDAC) a yearly informational report no later than June 30th. The report will include:
   i. the organizational pattern (individual or committee) for the institution, including the names of committee or art expert(s);
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ii. the expenditures from the fund and what they purchased;
iii. the placement of art works;
iv. any controversies that have arisen over art works, and the resolution of those controversies.

C. Responsibilities of Institutional Committee/or Art Expert(s)
Each of the institutions will be responsible for:
i. developing an overall plan for the institution so that the purchasing or commissioning of public art takes place within a well thought-out, coherent plan for enhancing the aesthetic environment of the institution;
ii. developing a procedure for selecting projects/works under the Art in Public Places program;
iii. determining the amount to be spent on each art project;
iv. determining the placement of each artwork or project;
v. determining the method or methods of selecting or commissioning artists for artwork(s) or art project(s);
vi. recommending jury nominations to the president, when a jury selection process is used;
vii. recommending payment for artwork(s) or art project(s) to the president, provost or chancellor;
viii. developing and overseeing a maintenance plan and budget for the artworks/projects of the institution;
ix. developing guidelines for accepting and receiving works of art on behalf of the institutions. Works must be accepted by the appropriate president, provost, or the chancellor and then forwarded for approval to the Governing Board.
x. developing guidelines for the de-acquisition of art works;
xii. publicizing the work of the Art in Public Places Committee so that the institution and general community will become aware of the Committee’s plans, procedures, and selections.

When the guidelines and policies have been developed, they will be forwarded to the president, provost or chancellor for approval.

4. Art in Public Places Projects
Four types of Art in Public Places projects are recommended. They are listed below, in order of priority:

A. Inclusion of an artist on the design team. When the funds for a public art project can be applied to a construction project immediately after the architects and/or engineers are hired, but before design development, an artist can be selected to become one of the team of designers to integrate the artworks into the building design.

B. Artworks integrated into construction. When the public art program enters the construction project following design development, an artist can be selected to work with the architects or engineers to identify portions of the construction project that can be “pulled out” of the plans. These portions can then be designed and/or fabricated by an artist. This may include doors, windows, ceilings, floors, seating, walls, etc.

C. Artworks created by an artist-in-residence. When an artist can be selected early enough in the process, that artist could be given a contract that would include residency on the campus during the creation of the artwork. The artist in residence will not be a residential faculty member at the institution.

D. Artworks commissioned or purchased after construction. When the public art program enters the construction project during or after construction has begun, artworks will be commissioned or purchased for placement with the project after construction is complete. This will include wall-hung work, collections of objects for display, free-standing sculpture, etc. Most purchases at existing colleges will be in this mode.

Note: If an institution wishes to expend Art in Public Places funds for projects other than those outlined above, CDAC will review the proposal and determine whether to approve the expenditures.
5. Methods for Selection of Artists
The Institutional Committee or art expert(s) need(s) to designate the method of selecting the artists for each project. The most common methods of selection are:
A. Open-entry: any professional artist is eligible to enter.
B. Limited entry or invitational: the institutional committee/or art expert or a jury or consultant selected by the institutional committee invites a limited number of artists to enter. The names of the artists will be publicly announced upon receipt of written acceptance from the artists.
C. Direct selection of the artist(s) or completed work by the Institutional Committee or art expert.

6. Review of Art Works
There are many reasons that an institution may find it necessary to initiate a review of the selection, placement or continued holding of an artwork. The review process should involve careful consideration of questions of public trust, freedom of artistic expression, censorship, contractual obligations, copyright compliance, and the integrity of the artwork. Listed below are some of the most common reasons for initiating a review.
A. Reasons for Review
   i. The condition or security of the artwork cannot be reasonably guaranteed;
   ii. The artwork requires excessive maintenance or has faults of design or workmanship and repair or remedy is impractical or unfeasible;
   iii. The artwork has been damaged and repair is impractical or unfeasible;
   iv. The artwork endangers public safety;
   v. No suitable site is available, or significant changes in the use, character or design of the site have occurred which affect the integrity of the work;
   vi. The college, center, or district office wishes to replace the artwork with more appropriate work by the same artist;
   vii. The quality of the artwork is called in question;
   viii. There is significant adverse public reaction over an extended period of time.

   Note: It is recommended that an artwork remain in place for at least one year and preferably two before a review is undertaken. The institution should try to ensure the ongoing presence and integrity of the work at the site for which it was created or for which it was acquired, in accordance with the artist’s intention. Review of the status of a public artwork should be undertaken cautiously so that the institution’s decisions do not become subjected to fluctuations of taste and the immediate pressures of public reaction.

B. Institutional Review Process
The president, provost or chancellor initiates the review process by requesting the institutional committee/Art Expert(s) to review an artwork.

After receiving the request, the Institutional Committee/Art Expert(s) will:
   i. Review the concerns that have been forwarded to it and prepare a brief synopsis of the concerns;
   ii. Review written correspondence, press and other evidence of public debate;
   iii. Review the artist’s contract and other agreements that may be obtained;
   iv. Inform the artist that the review is in process;
   v. Solicit the opinions of more than one independent professional qualified to recommend on the concern prompting the review (conservators, engineers, architects, critics, art historians, safety experts, etc.)
   vi. Select a process for reviewing the concerns. Among the processes that might be selected are:
      1. The Institutional Committee/Art Expert(s) reviews the concerns and recommends a resolution to the president, provost or chancellor;
      2. The Institutional Committee/Art Expert(s) selects a panel or consultant to review the concerns and recommend a resolution to the committee, which
vii. If the decision by the president, provost or chancellor calls for relocation of the artwork, the new site will be consistent with the artist’s intention and the integrity of the work. Generally, the artist’s assistance should be requested in choosing a new site.

viii. If the decision by the president, provost or chancellor calls for removing the artwork from the collection by sale, extended loan, trade or gift, the following process will be followed:

1. At least two independent professional appraisals of the fair market value of the work will be received;
2. If feasible, the artist will be given first option on purchase;
3. Sale may be through auction, gallery resale or direct bidding by individuals;
4. Trade may be through artist, gallery, museum or other institutions;
5. Proceeds from the sale of the artwork shall be deposited in an account to be used for future public art projects;
6. If sale, trade, gift, extended loan or relocation are not feasible, the work will be destroyed.

Note: This will be undertaken only in extreme circumstances, and primarily when the condition of the art work makes conservation impossible for technical or financial reason.
Placement of Dedication Plaques

1. An appropriately worded and design dedication plaque may be placed either as a cornerstone or at the main entrance to the building (interior or exterior), giving the names and pertinent information. The following information should be included on the plaque.
   A. Building Name
   B. Chancellor’s Name and Title
   C. College President’s Name and Title
   D. Governing Board Members’ Names and Positions (President, Secretary, or Member)
   E. Consultant Name
   F. Contractor Name
   G. Year of Occupancy
   H. Option to include a graphic of either the campus logo or other theme/symbol/shape that is used in the building signage
   I. College Name, either as a separate line or as part of the president’s name (Dr. Jane Doe, President, <Name> Commnity College, “Maricopa County Community College District”), along with the current District logo

2. The plaque size should be determined by the building team in response to the location, materials, visibility and other signage on the project or campus.

3. Names and titles should be as they are at the time of building occupancy. In the case of an interim or temporary position holder at the time of occupancy, the name of that position should revert to the individual holding the full-time or permanent position at the time design or construction began.
Complaint Process

Supplement to the Technology Resources Administrative Regulation

Complaints alleging violation of the Technology Resource Standards shall be filed in writing, under signature of the complainant, with the Maricopa Community Colleges Office of Information Technology Services. The complaint shall state with particularity the content or activity believed to be in violation.

Within five working days of its receipt by the Office of Information Technology Services, a copy of the complaint in its entirety shall be sent to the user alleged to be responsible for the content or conduct at issue. The user shall have five working days from the date of receipt of the complaint to voluntarily remove or amend the content at issue or cease the conduct complained of.

If the user voluntarily removes or amends the content at issue or ceases the conduct complained of, no further review shall be undertaken.

1. Initial Assessment—Per Se Violations

Within five working days of receipt of the complaint, the Office of Information Technology Services, in consultation with the MCCCD General Counsel's Office, will conduct an Initial Assessment and render an opinion as to whether the alleged use of technology resources constitutes a per se violation of any law, Maricopa policy or administrative regulation. Upon determination of such a violation, including a violation of any law, the General Counsel's Office will issue a written finding to the user, the College President, or the Vice Chancellor of Information Technology indicating with specificity the nature of the alleged violation and recommending the action to be taken. Pending further review pursuant to this regulation, the College President or the Vice Chancellor of Information Technology shall have the authority to remove any content found to be in violation or to prohibit access by the user to any MCCCD resource being used to facilitate the conduct found to be in violation.

In the event the Office of Information Technology Services does not find the complained of conduct to be in violation of MCCCD policy or the Technology Resource Administrative Regulation; or the Office of General Counsel does not find the conduct to be violation of law, the complaint will be forwarded for full review pursuant to this regulation for the purpose of determining if the conduct is an appropriate use of public resources.

Due to the dynamic and changing nature of technological resources, complaints that do not constitute a per se violation will be referred for full review pursuant to this regulation.

2. Full Review—Committee Composition; Default; Notification

Within five working days of the conclusion of the Initial Assessment, the Office of Information Technology Services shall provide written notice of the complaint, which has been forwarded for Full Review. The notice shall be provided to the user, with copies forwarded to the appropriate employee group president, appropriate instructional council chair (if applicable), appropriate college president or vice chancellor, and the chancellor. Appropriate designations as outlined in this section must be made and the Office of Information Technology Services advised of the same within 10 working days of the notice.

If the user who is the subject of the complaint is a residential faculty member, the Full Review committee shall consist of: The current faculty senate president at the college to which the faculty member is assigned; the chair of the instructional council for the faculty
member’s assigned discipline as listed with Human Resources; a designee of the college’s president, a designee of the chancellor, and a designee of the user. All designees must be board-approved, permanent employees. The faculty senate president shall chair the committee. In the event that the chair of the instructional council is unwilling or unable to serve, the president of the college’s faculty association shall select an alternate member. In the event that the user fails to make a designation, the college president shall be authorized to have the content removed or to prohibit access by the user to any MCCCD resource being used to facilitate the violation.

If the user who is the subject of the complaint is an employee other than a residential faculty member, the Full Review committee shall consist of: The current president or recognized leader for employee policy negotiations of the user’s employee policy group; a peer of the user from an MCCCD site other than that of the user who shall be chosen by the current president of the user’s employee policy group; a designee of the college’s president or a vice chancellor; a designee of the chancellor, and a designee of the user. All designees must be board-approved, permanent employees. The employee group president/leader shall chair the committee. In the event that the user fails to make a designation, the user will be deemed to have conceded that a violation occurred and the college president or vice chancellor shall be authorized to have the content removed or to prohibit access by the user to any MCCCD resource being used to facilitate the violation.

If the user who is the subject of the complaint is a student, and the complaint involves the use of resources related to a course, student club or organization, the Full Review would be conducted by the instructor and Vice President of Academic Affairs, or the club advisor and Vice President of Student Affairs, as appropriate.

3. **Full Review—Process**

Within ten working days of the committee’s composition being forwarded to the Office of Information Technology Services, the committee chair, in consultation with the user named in the complaint and the other committee members, shall establish a time to meet and consider the complaint, and notify the Office of Information Technology Services of the same. The Office of Information Technology Services shall provide written notice to the user and committee members of the meeting time. The date shall be no more than 15 working days from the date the Office of Information Technology Services was notified of the committee composition.

At the time set for the committee to consider the complaint, the user shall be afforded the opportunity to provide written or oral testimony relevant to the defense of the content or conduct complained of.

The committee may meet subsequently for private deliberations if deemed necessary.

All meetings of the committee shall be conducted at the site of the user named in the complaint.

At the conclusion of its review and deliberations, the Evaluation Team shall determine by simple majority vote whether there is clear and convincing evidence that the content or conduct complained of is contrary to the reasonable exercise of academic freedom, or to the advancement of the educational, research, service, operational, or management purposes of Maricopa, and therefore a violation of the MCCCD Technology Resource Administrative Regulation. The committee shall make its determination no later than 20 working days from the date of its initial meeting to review and consider the complaint.

The committee chair shall communicate the committee’s determination to the user, the Office of Information Technology Services, and the college president or vice chancellor. If the committee determines that no violation occurred the user shall not be required to remove the content or cease the conduct complained of. If the committee determined that a violation did occur the college president or vice chancellor shall be authorized to have the
content removed or to prohibit access by the user to any MCCCD resource being used to facilitate the violation.

The user may contest the action of the college president, vice chancellor or designee through established grievance or resolution of controversy procedures.

Decisions rendered under this process are considered final.

ADOPTED into Governance, August 2, 2005

Sample of Form

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

TECHNOLOGY RESOURCE STANDARDS
COMPLAINT FORM

Complaints alleging violation of the Technology Resource Standards Administrative Regulation shall be filed in writing, under signature of the complainant, with the Maricopa Community Colleges Office of Information Technology Services. Technology resources include, but are not limited to: desktop and laptop systems, printers, central computing facilities, district-wide or college-wide networks, access to the Internet, electronic mail or similar electronic information.

I. Description of alleged violation:
The complaint shall state with particularity the content or activity believed to be in violation.

II. Location of alleged violation:
Location: [Checkboxes for CGCC, GWCC, PVCC, SCC, DO, GCC, PC, Skill Center, EMCC, MCC, RSC, SMCC, Other]
URL or Other Resource

III. Complainant Information:
Name: ________________________________ Date: ________________________________
Contact Number: ________________________________
Signature: ________________________________

IV. Initial Assessment:
Within five (5) working days of its receipt by the Office of Information Technology Services, a copy of the complaint in its entirety shall be sent to the User alleged to be responsible for the content or conduct at issue. The Office of Information Technology Services, in consultation with MCCCD’s General Counsel will conduct an Initial Assessment as to whether the alleged use constitutes a per se violation.

A. Violation Determined:
☐ Yes ☐ No
Date: ________________________________
Explanation: ________________________________

The User shall have five working days from the date of receipt of the complaint to voluntarily remove or amend the content at issue or cease the conduct complained of. If the User voluntarily removes or amends the content at issue or ceases the conduct complained of, no further review shall be undertaken.
MCCCD Voluntary Payroll Deduction Procedures

All requests to establish a voluntary payroll deduction will be subject to a development period. Requests approved by June 30 will be implemented January 1. Requests approved by December 31 will be implemented July 1.

1. Requirements for Approval to Establish a Voluntary Payroll Deduction:
   A. Program or organization must be consistent with MCCCD Vision, Mission and Values.
   B. Program or organization must demonstrate benefit to MCCCD employees, or to the community.
   C. At least 100 MCCCD Governing Board approved employees must indicate intention to participate.
   D. MCCCD assumes that payroll-deducted donations will be continued by employees over time.
   E. If for charitable purposes, administrative costs of any external charitable program may not exceed 30% of revenues.
   F. No consideration for approval will be given if the charitable organization exists under the umbrella of a larger fund-raising group.
   G. After committee consideration and determination, a written response will be issued by the VC of HR. The committee will be comprised of:
      i. Vice Chancellor of Human Resources (chair)
      ii. Vice Chancellor of Business Services
      iii. Assistant Legal Counsel
      iv. MCCCD Governing Board approved employee (selected by VC of HR)

2. Requirement to Retain a Voluntary Payroll Deduction Program:
   A roster (participants and deducted amounts for each) will be generated with every payroll and supplied to the organization/program for regular on-going audit, and for processing by MCCCD Accounts Payable Dept. Should fewer than 90 continuing payroll deduction participants be regularly identified, the VC of HR [or his/her designee] may discontinue the payroll deduction process for the organization or program.

3. Making the Request to Establish a Voluntary Payroll Deduction
   A written request to establish a voluntary payroll deduction must be submitted to the VC of HR by a principal on behalf of the organization seeking approval, or by an MCCCD Governing Board approved employee on behalf of the MCCCD program seeking approval.

4. Written Request
   The written request must include:
   A. A roster with a minimum of 100 MCCCD Governing Board approved employee names and ID #s prepared to endorse regular payroll deductions, and total amount of contribution (each) intended during first year.
   B. Organization or program information demonstrating the value to MCCCD employees, MCCCD students, or the community.
   C. Charitable organization’s financial reports from the previous three (3) fiscal years clarifying the ratio of administrative costs to the dollar amounts directly benefiting intended recipients.
   D. Organization’s articles of incorporation, showing 501(c)3 charitable status, if applicable.
5. Consideration of request will be made by committee, comprised of:
   A. Vice Chancellor of Human Resources (chair)
   B. Vice Chancellor of Business Services
   C. Assistant Legal Counsel
   D. MCCCD Governing Board approved employee (selected by VC of HR)

6. Written Response
   One of three written responses will be issued by the VC of HR within 10 working days of receipt of the request:
   A. Approval to Establish A Voluntary Payroll Deduction (in the name of the program/organization)
   B. Request Denial
   C. Continuance: additional information required to continue consideration of the request

7. If approved, the following must be submitted to the MCCCD Payroll Dept.:
   A. Request to establish a new payroll deduction fiscal code and to develop related payroll programming.
   B. A copy of the written approval issued by the Vice Chancellor of Human Resources.
   C. The roster of participants (employee name, MCCCD Empl ID#, anticipated annual contribution).
   D. A sample participant sign-up form, including fields for each of the following:
      i. Name
      ii. Work location
      iii. Employee ID #
      iv. Dollar amount to be deducted per pay period [in whole dollar amounts only, e.g. $7.00, not $7.50]; and, anticipated annual contribution
      v. Start date
      vi. Language authorizing MCCCD to make the deduction
      vii. Employee signature and date

8. Exemption and Reinstatement:
   A. All voluntary payroll deduction programs that are active as of the adoption date of this Administrative Regulation are exempted from meeting the criteria included in the Regulation.
   B. Any voluntary payroll deduction program considered to be inactive must meet the established thresholds and standards outlined in this Regulation to be eligible for reinstatement.

APPROVED through the Administrative Regulation approval process, June 19, 2007
Acceptable Standards for District-Wide Message Posting

The MCCCD e-mail system was established to link our community of 10 colleges, centers and the District Office. Presently, we have over 18,000 members on the distribution lists that are used to post messages district-wide. The lists are provided as a courtesy for communicating essential messages related to college or district operations. Further, the e-mail system is considered to be a public resource that requires exercising responsible stewardship for its use. Thus, Standards of Practice have been established by the Chancellor to authorize college-identified designees to post messages and general announcements to the following distribution lists: DL-MARICOPA-BUSINESS and DL-MARICOPA-ANNOUNCEMENTS.

Each college will identify designees who will act as authorized senders on behalf of a program, process, group, or department officially sanctioned to post messages for their college-approved function. Although this group of persons may act as their own review, the Standards of Practice herein still apply. An example of persons that may be appropriate for this group are division chairs, marketing directors, theater directors, training development managers, diversity coordinators, policy group campus representatives, or other individuals whose official function regularly includes both planned or unplanned communication to the entire MCCCD community.

Additionally, each college shall identify designees who may or may not be members of the authorized senders described above, who will review messages sent on behalf of a college program or activity prior to posting. Parties that seek to have a message posted district-wide to either list must submit the message to the appropriate designee.

The Standards serve to supplement, but not replace the existing administrative regulations for Electronic Communications and Technology Resources and are as follows:

1. Neither distribution list shall serve as a discussion forum for personal exchange, but instead shall be used to post messages that are applicable and necessary to carry out district or college operations.

2. The DL-MARICOPA-BUSINESS list was established for the exclusive purpose of notifying all employees of matters that are essential to conduct the administrative, academic and functional operations of the Maricopa County Community College District. Posting messages to this list is strictly limited and the messages should have applicability to all employees. Electronic messages, links and attachments that are appropriate to post to this distribution list include system-wide instructional and curricular issues, human resources matters (i.e., employment postings from the employment department that are posted on behalf of all locations, compensation and benefits), mandatory employee training, Governing Board meeting dates and agendas, safety alerts, legal or statutory compliance, internal policies and regulations, functional operations (i.e., system outages, virus alerts) and Chancellor communications to the employee community.

3. Messages that are otherwise related to general announcements for college or district sponsored events and activities or other student-organized events should be posted to the DL-MARICOPA-ANNOUNCEMENTS distribution list. Examples include: course offerings, temporary work assignments, theater productions and college newsletters.

4. A sponsorship includes activity where an employee is acting or serving as an agent on behalf of the MCCCD and within the course and scope of his or her employment as the organizer of
the activity, or where MCCCD as an entity is actively involved in the planning and managing of the event.

5. Messages will be reviewed by authorized senders/designees according to their applicability for posting to either the DL-Maricopa-Business or DL-Maricopa-Announcements list.

6. Messages that serve the purpose of announcing a college activity or event shall contain the following: College location, name of department, division, department or employee organization sponsoring the activity, point of contact.

7. Messages on behalf of external organizations that have requested that an event or activity be announced require review by the appropriate college or district designee to establish the institutional linkage. For organizations that are located on site at a college or affiliated as a formal partner, the partnership or affiliation should be noted within the message (either as a footnote or within the text of the message). An example would be an agency where a college or district has a formal partnership but is not considered to be a sponsor of the activity or a service learning project. Examples of this are the Boomerz program at SCC and the Girls for a Change program at GWC.

8. Messages of a commercial or personal nature (i.e., personal ticket sales, general holiday style greetings, last name changes) should not be posted to either distribution. Likewise, courses or workshops for an external institution where an employee serves as the instructor and will be paid for teaching the course are also prohibited. With respect to name changes, parties may send notice on a limited basis to those individuals that they work directly with.

9. Targeted Messages—in all instances, employees are first encouraged to identify the target audience for the information being shared. Some messages may be appropriate to send to limited distribution lists—such as notices for conferences or professional growth opportunities. In these cases, the Maricopa Directory can be used to identify established distribution lists according to department or discipline. For more detail on using the advanced search features of the Maricopa Directory, please consult the help information at https://memo.maricopa.edu/help/AT/index.html under “Using the Maricopa Directory” on the left-side menu list.

10. Often in determining the applicability of posting a message to a broad audience, or whether or not the item is considered “Maricopa Business”, the “photo copy” test is used. Is this an activity that we would use monetary funds to photo copy and distribute via inter-campus mail? If not, the message should not be distributed electronically.

11. Parties seeking to have a message posted should submit the item to the appropriate college designee as early as two weeks prior to either the event, but otherwise in a reasonable time prior to the event to facilitate an adequate review of their proposed content.

12. Frequency—Any individual message should be sent a minimal number of times to both have a reasonable opportunity to achieve a desired aim, but not so frequent as to become an annoyance. While no specific limit is in place, senders may consider twice as a reasonable limit.

13. Images and Links—Images and links that are contained in messages are limited to acceptable use standards that are outlined in the Technology Resource Standards administrative regulation. Likewise style and documentation guidelines shall be utilized when incorporating images and links within an outgoing message. While no formal directives exist regarding message format, size or style, the limit imposed by the MEMO system for maximum message size is 800KB. Also, any imbedded links should be relevant to the approved content, or education related, or district/college sponsored or district/college affiliated web sites or material. Links that are presented for reference purposes should be evaluated as to whether the source follows internet research guidelines. Guidelines for evaluating whether a link may
be transmitted include but are not limited to: accuracy & legitimacy (is the source considered scholarship or propaganda), currency, neutrality, verifiability, presentation of alternate views, descriptions of the limitations of the data or research.

14. In all instances, messages should adhere to the guidelines established in the Electronic Communications and Technology Resource Standards administrative regulations that are featured in the Blue Book and online at www.maricopa.edu/publicstewardship/adminregs/adminregs_toc.htm

15. The standards apply regardless if the posting to a distribution list is initiated from a computer located on or off campus. Likewise, combining individual distribution lists to all employee groups (i.e., DL-MAT, DL-PSA, DL-FEC, etc.) for the purpose of submitting messages to all e-mail users, or circumventing the DL-MARICOPA-BUSINESS or DL-MARICOPA-ANNOUNCEMENTS lists is considered to be an action that is subject to these standards.

16. Matters that relate to concerns about the organization itself should be vetted through appropriate channels which include employee group leadership, the employee ombudsperson, College Presidents, Vice Chancellors, the Chancellor and the Governing Board as necessary.

17. The practices outlined within these standards are meant to address the protocol for posting messages district-wide to all locations and all employees. Employee and constituency groups are encouraged to develop their own standards that direct the appropriate posting of messages to their self-maintained distribution lists.

18. Enforcement—Consistent with the Electronic Communications administrative regulation, supervisors, college presidents or their designees should take necessary steps to ensure that employees under their supervision have notice of, and will comply with the regulations and any protocols of the MCCCD electronic communications network, as issued by the associate Vice Chancellor of Information Technology, college president or designee. Issues related to enforcement of policy will be addressed in accordance with established processes in job group policy manuals.

19. Questions related to the Standards or guidance in evaluating a message prior to posting, may be directed to either Darrel Huish or Teresa Toney at the District Office.

### AS-5.1 Commonly Used Distribution List Addresses

<table>
<thead>
<tr>
<th>Description of List</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Council (DAAC)</td>
<td><a href="mailto:dl-daac@memo.maricopa.edu">dl-daac@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>Achieving a College Education (ACE) Program</td>
<td><a href="mailto:dl-ace-directors@memo.maricopa.edu">dl-ace-directors@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>Directors</td>
<td><a href="mailto:dl-afapgr@memo.maricopa.edu">dl-afapgr@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>Adjunct Faculty Professional Growth Campus</td>
<td><a href="mailto:dl-fa-music-adj@memo.maricopa.edu">dl-fa-music-adj@memo.maricopa.edu</a></td>
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<tr>
<td>Representatives</td>
<td><a href="mailto:dl-asc@memo.maricopa.edu">dl-asc@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>All - Mathfac</td>
<td><a href="mailto:dl-all-mathfac@memo.maricopa.edu">dl-all-mathfac@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>All Adjunct Faculty Members</td>
<td><a href="mailto:dl-afa-members@memo.maricopa.edu">dl-afa-members@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>All College VP’s for Administrative Services</td>
<td><a href="mailto:dl-vpas@memo.maricopa.edu">dl-vpas@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>All Counselors at MCCD</td>
<td><a href="mailto:dl-allcouns@memo.maricopa.edu">dl-allcouns@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>All Fine Arts Faculty</td>
<td><a href="mailto:dl-fa@memo.maricopa.edu">dl-fa@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>All Librarians</td>
<td><a href="mailto:dl-librarians@memo.maricopa.edu">dl-librarians@memo.maricopa.edu</a></td>
</tr>
<tr>
<td>All MAT Employees</td>
<td><a href="mailto:dl-mat-all@memo.maricopa.edu">dl-mat-all@memo.maricopa.edu</a></td>
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### administrative regulation appendices

### section VII

#### auxiliary services

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<td>as-5 (cont'd)</td>
<td>Art department chairs or division chairs that supervise art programs, depending upon the structure of each college</td>
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<tr>
<td></td>
<td>(Employees) Association</td>
<td><a href="mailto:dl-apiamembers@memo.maricopa.edu">dl-apiamembers@memo.maricopa.edu</a></td>
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<tr>
<td></td>
<td>Associate Deans of Student Services</td>
<td><a href="mailto:dl-assoc-dss@memo.maricopa.edu">dl-assoc-dss@memo.maricopa.edu</a></td>
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<td></td>
<td>Athletic Eligibility Clerk</td>
<td><a href="mailto:dl-athletic-eligibility-kl@memo.maricopa.edu">dl-athletic-eligibility-kl@memo.maricopa.edu</a></td>
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<tr>
<td></td>
<td>Audit and Finance Committee</td>
<td><a href="mailto:dl-afc@memo.maricopa.edu">dl-afc@memo.maricopa.edu</a></td>
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<tr>
<td></td>
<td>Capital Dev. Advisory Council</td>
<td><a href="mailto:dl-cdac@memo.maricopa.edu">dl-cdac@memo.maricopa.edu</a></td>
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<td></td>
<td>Chancellors Fin. Adv. Council</td>
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<td></td>
<td>Collaborative Policy Development</td>
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<tr>
<td></td>
<td>College Cashier Officers</td>
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<td></td>
<td>College Presidents</td>
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<td>Directors of Admissions &amp; Recs</td>
<td><a href="mailto:dl-dar@memo.maricopa.edu">dl-dar@memo.maricopa.edu</a></td>
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<tr>
<td></td>
<td>Directors of Buildings and Grounds</td>
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<tr>
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<td>District Athletic Committee</td>
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<tr>
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<td>District Student Academic Achievement Assessment Committee</td>
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<td>District Wide List of Nursing Directors and Campus Deans</td>
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<tr>
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<td>Marketing &amp; Public Relations Personnel</td>
<td><a href="mailto:dl-marketing@memo.maricopa.edu">dl-marketing@memo.maricopa.edu</a></td>
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<td>Marketing Staff</td>
<td><a href="mailto:dl-prc@memo.maricopa.edu">dl-prc@memo.maricopa.edu</a></td>
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<tr>
<td></td>
<td>Members of AFA Board</td>
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<td>Professional Staff Association</td>
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<td>Safety Directors - Chiefs</td>
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<td></td>
<td>Vice Presidents of Academic Affairs</td>
<td><a href="mailto:dl-vpaa@memo.maricopa.edu">dl-vpaa@memo.maricopa.edu</a></td>
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VP’s Student Affairs  dl-dsac@memo.maricopa.edu
Wellness Coordinators  dl-wellness-coord@memo.maricopa.edu

For assistance in updating a distribution list, please contact your local IT Department.

**AS-5.2 Directory Search Instructions**

Open your internet browser to memo.maricopa.edu/addressbook.html

1. Under the “Basic Search” category in the “Name” box, enter a descriptor: “dl-(descriptor for the dl you’re looking for)”. For example, if you are looking for the dl for faculty, then type in “dl-fac”. This will produce results for all dl’s containing “fac” in the addresses. Various employee groups and councils can be identified via the use of this tool.

2. Once you find the distribution list that you are looking for in the search results, highlight the address and select the “Show Properties” box. This will bring up a new window with a detailed list of all the members along with a description of the list.

**AS-5.3 College Designees List**

See current list at: www.maricopa.edu/publicstewardship/governance/adminregs/appendices/print/AS-5%20E-mail%20Designees.pdf
Sample of Form

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

APPENDIX I – FORM TO SUPPLEMENT REGULATION
NOTICE OF INTENT TO SERVE BEER AND WINE AT DISTRICT-SPONSORED EVENT ON DISTRICT PROPERTY

MCCCD’s Administrative Regulation Paragraph 4.13 permits the Chancellor to approve the service, but not the sale or distribution, of wine and beer on District property under strict conditions, in compliance with applicable State of Arizona law and the District’s insurance coverage. Therefore, strict compliance with that regulation is mandatory.

Once the Requestor has completed this form, he or she should submit a copy each to the Chancellor’s Office and to the MCCCD Risk Manager. The Chancellor is responsible for approving the event and the Risk Manager is responsible for ensuring that all of the requirements relating to the event have been met. Approval of the event requires the signatures of both the Chancellor and the Risk Manager.

Ruth Unks
MCCCD Risk Management
2411 West 14th Street
Tempe, Arizona 85281
480-731-8879
480-731-8890 (Fax)

Linda Back
Administrative Assistant to the Chancellor
2411 West 14th Street
Tempe, Arizona 85281
480-731-8108
480-731-8120 (Fax)

1. Identification of Requestor:
   ■ Chancellor  ■ College President  ■ Vice Chancellor

2. Name of Requestor:

3. Date of Event:

4. Name of Event:

5. Purpose of Event:

6. Start Time:  End Time: (Times must be between noon and 10:00 p.m.)

7. Location at MCCCD of Event:

8. Estimated Attendance: (Attendance must be by invitation only, and may not exceed 300. Additionally, attendees may not be charged either for the event or for the wine or beer.)

9. Name of Beverage Service Contractor: (District funds may not be used to pay the service contractor for its services. Contractor must enter into a written contract with the District and provide the District with an insurance certificate before the event may proceed.)

10. Name of Person or Entity Paying for the Beverage Service Contractor:

11. Name of Person or Entity Donating or Purchasing Wine and Beer for the Event: (District funds may not be used to pay for the beer or wine. Additionally, the wine and beer may not be stored on District property before or after the event.)

12. Who will check identification before service to person appearing to be under 21 years of age?
   Affiliation and Job Title:

13. ALL OF THE FOLLOWING RESTRICTIONS APPLY TO THE SERVICE OF WINE AND BEER AT THE EVENT:
   ● MCCCD employees, officers or volunteers may not serve the alcoholic beverages. They must be served by a licensed beverage service contractor;
APPENDIX II – FORM TO SUPPLEMENT REGULATION

REQUEST TO SERVE BEER AND WINE AT EVENT SPONSORED BY THIRD PARTY ON DISTRICT PROPERTY

MCACC’s Administrative Regulation Paragraph 4.13 permits the Chancellor to approve certain third parties to serve wine and beer on District property under strict conditions, in compliance with applicable State of Arizona law and the District’s insurance coverage. Therefore, strict compliance with that regulation is mandatory.

Once the Requestor has completed this form, he or she should submit a copy each to the Chancellor’s Office and to the MCCCD Risk Manager. The Chancellor is responsible for approving the event and the Risk Manager is responsible for ensuring that all of the requirements relating to the event have been met. Approval of the event requires the signatures of both the Chancellor and the Risk Manager.

Ruth Unks
MCCCD Risk Management
2411 West 14th Street
Tempe, Arizona 85281
480-731-8879
480-731-8890 (Fax)

Linda Back
Administrative Assistant to the Chancellor
2411 West 14th Street
Tempe, Arizona 85281
480-731-8108
480-731-8120 (Fax)

1. Identification of Third Party: ☐ MCCCD Foundation ☐ Friends of Public Radio Arizona ☐ City of Phoenix/Friends of the Phoenix Public Library

2. Name of Requestor and Title: ____________________________

3. Date of Event: _____________ (The date of the event must be 30 days or more from the date that the requestor submits this form, unless a shorter time is approved by the Chancellor.)

4. Name of Event: ____________________________

5. Purpose of Event: ____________________________


7. Location at MCCCD of Event: ____________________________

8. Estimated Attendance: ____________________________

Attendees ☐ will ☐ will not be charged an entrance fee for the event.

9. Name of Beverage Service Contractor: ____________________________ (Contractor must enter into a written contract with the third party that indemnifies MCCCD. Contractor must also provide an insurance certificate to the District that adds the District as an additional insured for the event. The Requestor must provide copies of those to the MCCCD Risk Manager at the address below no later than 10 days before the event.)

Attendees ☐ will ☐ will not be charged for beverages.

10. Name of Person or Entity Donating or Purchasing Wine and Beer for the Event: ____________________________

11. Who will check identification before service to person appearing to be under 21 years of age? ____________________________

Affiliation and Job Title: ____________________________
Guidelines for Incidental Computer Usage for the Maricopa Community Colleges

The Maricopa Community Colleges are committed to the continuous improvement of its employees through training, tuition waivers and reimbursement as well as professional growth. Maricopa also supports a productive friendly work environment for employees. Since Maricopa has been updating computer usage policies, it is important to help clearly define and identify some acceptable, though incidental, uses of Maricopa technology in relation to these goals.

These guidelines have been written to specifically address two different but broad employee incidental usage scenarios. The first is the employee usage, outside their normal hours of accountability, of Maricopa technology resources to improve their educational experiences. The second is the practice of having inconsequential personal information, such as pictures or music on their local computer to promote a productive friendly work environment.

In relation to expanding one's educational experience, whether the employee is working on professional growth activities or homework for an educational program, using Maricopa technology in support of these efforts has an inconsequential impact on Maricopa’s technical infrastructure. This type of usage, outside one’s hours of accountability, is considered acceptable incidental computer usage of Maricopa’s technology resources.

Another illustration of incidental computer usage is the placement of personal pictures or music, owned by the employee, on their local computer. In a normal work environment having a picture of ones family as a background image or screen saver or privately listening to music has no impact on Maricopa technical resources but helps promote a positive work environment.

The following are examples of incidental computer usage. These examples do not supersede any expanded local college guidelines that might prohibit such use:

1. Employees that are working on a course for their bachelor’s degree stay after work to use their computer to do research for their course. They search the internet, local library resources, and other online resources to gather material for their research paper. They use their local computer word processing program to write and prepare their paper. When completed, the employees save their work on portable media (thumb drive, floppy, etc.) and take it home for printing and/or review.

2. An employee places pictures of their family and uses one as their desktop background picture and saves the rest into a pictures folder used by the operating system screen saver program.
   A. At no time would the employee download any special screen saver application software and install it on their local computer.

3. An employee plays personally owned music stored on a mobile device (example: CD, Thumb Drive, etc.) on their local computer at work. An employee shall not copy personally owned music to server disk space and will comply with applicable copyright law. It is important to note that while playing personally owned music is listed as an example of incidental computer usage, this activity is subject to the appropriateness of the work environment as well as a supervisor’s discretion.

Note: In all cases, local college and Maricopa policies and regulations supersede these guidelines.
Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges

The Maricopa Community Colleges are committed to the continuous improvement of its employees through training, tuition waivers and reimbursement as well as professional growth. Maricopa also supports a productive friendly work environment for employees. Since Maricopa has been updating telephone usage policies, it is important to help clearly define and identify some acceptable, though incidental, uses of Maricopa technology in relation to these goals.

Incidental telephone usage refers to those calls which are unrelated to the conduct of official Maricopa business, but are authorized if they:

1. Do not adversely affect the performance of the duties of the employee or the employee’s department; and
2. Are not for commercial purposes, for-profit activities unrelated to Maricopa, or in support of other outside employment or business activity (e.g. consulting for pay, sales or administration of business transactions, sales or supply of goods or services).
3. Are of a reasonable duration and frequency; and
4. Could not reasonably have been made at another time; and
5. Do not result in additional charges to Maricopa (e.g. long distance, toll calls, 900#). Note that employees who are participating in the accountable plan may utilize a cell phone for incidental use, but must reimburse the district for those charges.

The following are examples of incidental telephone usage. These examples do not supersede any expanded local college guidelines that might prohibit such use:

1. Calls to notify family members and/or physician in case of an emergency.
2. Calls to notify family members of work schedule changes, delays or changes in travel plans.
3. Brief local calls to an employee’s residence, family member, child’s school, child care provider, or elder-care provider.
4. Brief calls to local businesses (including government agencies, physicians or auto and home repair) that can only be reached during normal work hours.

Note: In all cases, local college and Maricopa policies and regulations supersede these guidelines.
## Naming Rights Nomination Form

**Note:** This form should be filled out completely, signed and submitted to:
- The Chancellor of the Maricopa County Community College District
- The President of the Maricopa Community College at which the naming is being requested
- The President/CEO of the Maricopa County Community College District Foundation

<table>
<thead>
<tr>
<th>Name of Originator:</th>
<th>__________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Division:</td>
<td>__________________________________________________________</td>
</tr>
<tr>
<td>(If originator is an employee)</td>
<td></td>
</tr>
<tr>
<td>Originator’s Address:</td>
<td>__________________________________________________________</td>
</tr>
<tr>
<td>(If originator is not an employee)</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Email:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Honoree’s Name:</th>
<th>__________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honoree’s Affiliation:</td>
<td>(Corporation/Foundation/Organization)</td>
</tr>
<tr>
<td>Address of Honoree/Affiliation:</td>
<td>__________________________________________________________</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Secondary Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the proposed honoree deceased?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to College/District:</td>
<td>__________________________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

| Object (building, classroom, plaza, etc.) to be named and its location: | __________________________________________________________ |

<table>
<thead>
<tr>
<th>Category for Which the Honoree is Nominated:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ For distinguished service</td>
</tr>
<tr>
<td>☐ For a donation</td>
</tr>
</tbody>
</table>

*Please attach materials as appropriate to support the nomination and as evidence that all criteria for this honor, as detailed in Administrative Regulation 4.10 have been met.*

<table>
<thead>
<tr>
<th>Signature of Originator:</th>
<th>Date:</th>
</tr>
</thead>
</table>

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Maricopa Community Colleges | 2411 West 14th Street | Tempe, AZ 85281
Discrimination Complaint Procedures for MCCCD Employees

Internal Filing
The internal discrimination complaint procedures is a process for resolving claims/allegations by MCCCD employees (regular and part-time) who have been discriminated against by their college/center, or MCCCD employees or students.

Complaints may be brought under these procedures for discrimination based on race; color; religion; national origin; gender (including pregnancy discrimination, sexual harassment); physical or mental disability; age (40 or older); veteran status; sexual orientation; or retaliation for expressing concerns about prohibited discrimination, participating in a discrimination investigation, and/or the filing a discrimination complaint.

MCCCD employees who are experiencing discrimination may use either the informal or formal discrimination complaint process.

Informal Resolution of Discrimination Complaints
An employee (“complainant”) who has been subjected to prohibited discrimination may attempt to resolve the problem before the issue(s) escalate or require more formal attention. S/he may report (either orally or in writing) the discriminatory act(s) to any or all of the following within 90 calendar days of the last occurrence of the act:
1. The academic or administrative official(s) responsible for the unit or department involved (i.e., department chair, department manager);
2. The appropriate vice president or designee at each campus; or
3. The MCCCD Equal Employment Opportunity (EEO) Office (located at 2411 West 14th Street, Tempe, AZ 85281, 480-731-8832).

Once the complainant contacts one of the administrative officials listed above, the administrative official should schedule a meeting with the person who allegedly engaged in the discriminatory behavior (“respondent”) within 10 working days of the receipt of the complaint. (Before having this meeting, all administrative officials must consult with the MCCCD EEO Office).

At the meeting, the administrator will inform the respondent of the alleged discriminatory behavior and seek the respondent’s response to the allegations.

If the respondent admits to discriminatory act:
1. Provide the individual with a copy of MCCCD’s Non-Discrimination Policy.
2. Require the individual to stop the behavior or face more formal sanctions.
3. Discuss acceptable workplace behavior.
4. Encourage attendance at MCCCD’s workshops to expand the individual’s understanding of appropriate behavior in the workplace or understanding differences among employees.
5. Encourage greater awareness of behaviors which may lead to perceptions of discrimination.

If the respondent denies the discriminatory act:
1. Ask the respondent why s/he believes the complainant would make a false complaint and what other persons or documents might support this.
2. Let the complainant know the respondent denied the behaviors and ask the complainant if s/he would like to file a formal complaint with the MCCCD EEO Office for further investigation or if the complainant would like to work on some type of mediation or resolution between the two parties.
3. If mediation/resolution is the choice, work with MCCCD resources to accomplish this.
If the complaint is informally resolved, a summary of the allegations of the report and the outcome of the meeting will be forwarded to the MCCCD EEO Office within 7 working days of the meeting.

If the complaint cannot be informally resolved to the satisfaction of the complainant, s/he may proceed with filing a formal complaint to the MCCCD EEO Office or with any of the appropriate state/federal offices.

**Formal Discrimination Complaint**

An employee (“complainant”) who has been subjected to prohibited discrimination may begin the formal in-house complaint process by contacting the MCCCD Equal Employment Opportunity (EEO) Office within 180 calendar days of the last occurrence of the alleged discriminatory event:

Maricopa County Community College District
EEO Office
2411 West 14th Street
Tempe, Arizona 85281
Tel: 480-731-8832

The employee must complete and sign the form provided by the MCCCD EEO Office.

The complaint must identify the action/decision/conduct that the employee believes is discriminatory on the basis of race, color, religion, gender, sexual orientation, national origin, age (40 or older), disability, veteran status, or retaliation.

The MCCCD EEO Office will investigate the matter. The EEO Office serves as a neutral, fact-finding party. The EEO office will review its role and the complaint process with both the complainant and person(s) who performed the alleged discriminatory act (the “respondent”).

1. Upon receipt of a complaint, the EEO Office will notify the appropriate college president/vice chancellor of the complaint. Other administrators may also be notified as appropriate.

2. A summary of the allegations will be provided to the respondent in advance of the initiation of the investigation. The respondent, and other appropriate parties, will be reminded that retaliatory actions against the complainant are prohibited and may result in disciplinary action being taken against the perpetrator.

3. The respondent will be given the opportunity to provide a written response to the complaint. However, the response must be provided to the MCCCD EEO Office within seven (7) working days of his/her receipt of the complaint.

4. After accepting a complaint, the MCCCD EEO Office will conduct a fact-finding investigation. Upon request, the EEO Office may apprise the appropriate college and/or district official(s) of the status of the complaint without disclosing any matters that may be confidential.

5. Within 90 days of accepting the complaint, the EEO Office will issue a letter of findings to the complainant, respondent and college president/vice chancellor. This letter will indicate whether there was/was not sufficient evidence or testimony to support the allegations. If either party is dissatisfied with the findings, they may submit a request for an administrative review (see below).

6. If the evidence supports the allegation of discrimination, a report of the findings will recommend remedial action.

7. The college president/vice chancellor will accept, reject, or modify these recommendations and will provide a written notification of his/her action to the parties within 15 working days of receiving the EEO Office’s findings.
Appropriate corrective action is managed at the college level with the exception of demotion, suspension without pay, or termination which will need to be reviewed with the vice chancellor for human resources.

Evidence gathered during the investigation may be used in subsequent grievance/disciplinary procedures or performance reviews.

**Timeframes for Investigation**

The timeframes for complaint investigation and response may be extended for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties to the complaint. Extensions will be confirmed in writing with the complainant and the respondent.

**MCCCD Administrative Review Process: Request for Reconsideration**

If any party is dissatisfied with the finding, s/he may submit a written request for administrative review to the Vice Chancellor for Human Resources. The request must be submitted within 10 working days of the date of receipt of the findings.

The request for administrative review must state specific reasons why the party believes the findings were improper.

The Vice Chancellor for Human Resources will review the findings and respond to the request within 10 working days from receipt of the request.

If the Vice Chancellor determines that the findings were not supported by the evidence, the case file will be reopened and reassigned for further investigation.

If the Vice Chancellor determines that the investigation is supported by the evidence, s/he will deny the request for reconsideration. There is no appeal of the Vice Chancellor’s determination.

**Retention of Documentation**

Documentation resulting from the investigation at each level in the complaint procedure will be maintained according to applicable records retention laws in the MCCCD EEO Office and is not considered part of an employee’s personnel file. Documentation regarding corrective action will be made part of the employee’s personnel file. The documentation shall be maintained in the MCCCD EEO Office.

**Confidentiality of Proceedings**

Every effort shall be made by the college and MCCCD to protect the confidentiality of the parties and records (to the extent permitted by law) during the processing of complaints under this procedure subject to law.

**Retaliation Prohibited**

An employer may not fire, demote, harass or otherwise retaliate against an individual for filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination.

Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action up to and including termination of employment.

**External Filing**

While MCCCD encourages individuals to use the MCCCD Internal Complaint Procedure for resolution of discrimination concerns, individuals also do have the right to file civil rights
complaints with appropriate external agencies in addition to their internal complaint. No retaliation shall be taken against a person for filing a complaint with an external agency. The following agencies accept and investigate complaints of unlawful employment discrimination:

**Office of the Attorney General**  
Civil Rights Division (ACRD)  
1275 West Washington Street  
Phoenix, Arizona 85007  
Phone: 602-542-5263  
http://www.azag.gov/civil_rights/

**U.S. Equal Employment Opportunity Commission (EEOC)**  
Phoenix District Office  
3300 N. Central Ave., Suite 690  
Phoenix, Arizona 85012  
Phone: 602-640-5000  
http://eeoc.gov/

**Office of Federal Contract Compliance Programs (OFCCP)**  
Department Of Labor  
230 North First Avenue, Room 503  
Phoenix, AZ 85003  
Phone: 602-514-7033  
http://www.dol.gov/esa/ofccp/

**Office for Civil Rights, Region VIII (OCR)**  
Denver Office  
U.S. Department of Education  
Federal Building  
1244 Speer Boulevard, Suite 310  
Denver, Colorado 80204-3582  
Phone: 303-844-5695  
Fax: 303-844-4303  
E-mail: OCR_Denver@ed.gov  
http://www.hhs.gov/ocr/

To file a complaint, please download the Internal Discrimination Complaint Form for Employees at www.maricopa.edu/legal/eeo/filrep.php (bottom of page).

The Maricopa County Community College District is an EEO/AA institution.
Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may utilize the Report process (as described below) in addition to the Informal and Formal Resolution processes.

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD’s Discrimination Complaint Procedure for Students is also available from the Office of General Counsel at 480-731-8876.

Informal Resolution of Discrimination Complaints
Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person’s supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 300 days of the most recent alleged discriminatory act and to proceed under formal resolution procedures.

Formal Resolution of Discrimination Complaints
A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college
or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant’s race, color, religion, sex, sexual orientation, national origin, citizenship, age disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.

Upon receipt of a complaint, the Vice President of Student Affairs will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted.

Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs the investigator’s written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator’s written findings and the Vice President’s recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

**MCCCD Administrative Review Process**

**Request for Reconsideration**

A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation
Complaint Process
Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

Maintenance of Documentation
Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student’s record.

Right to Assistance
A complainant or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

Confidentiality of Proceedings
Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited
Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

False Statements Prohibited
Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

Filing a Report of Sexual Harassment
A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCD policy may Report (either orally or in writing) the harassment to the Vice President of
Student Affairs at each college or center. The Report should be made within 180 calendar days of the most recent alleged incident of sexual harassment.

Upon receipt of the Report, the Vice President of Student Affairs or designee will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the Report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel's Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the Report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the Report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the Report.

**External Filing of Discrimination Complaint**

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

**Office for Civil Rights, Region VIII (OCR)**

Denver Office  
U.S. Department of Education  
Federal Building  
1244 Speer Boulevard, Suite 310  
Denver, Colorado 80204-3582  
Phone: 303-844-5695  
Fax: 303-844-4303  
TDD: 303-844-3417  
E-mail: OCR_Denver@ed.gov