

## Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following

- Students seeking access to their own records
- Parties to whom directory information is released
- Parties for whom written consent has been executed by the student
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student, the Chief Admissions and Records Officer or his/her designee, and to the Controller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

## Changes in the Catalog

Any regulation adopted by the administration of Imperial Valley College shall have the same force as a printed regulation in the catalog and shall supersede, upon appropriate public announcement, any ruling on the same subject which may appear in the printed catalog or official bulletins of the college.

### Catalog Rights

Graduation requirements are listed in the catalog. Each catalog covers an academic year that reflects enrollments beginning with the fall term and includes subsequent winter, spring and summer terms. Having "catalog rights" means students are held to the graduation requirements listed in the catalog at the time enrollment begins. Students may choose to use catalog rights for any subsequent year of continuous enrollment.

### Continuous Enrollment

Continuous enrollment is defined as attendance in at least one term—Fall, Winter, Spring or Summer—within an academic year. Attendance is required through the third week of instruction for semester length classes or twenty percent—20%—of summer or winter terms.

### Academic Year

The academic year at Imperial Valley College begins with the Fall term and continues through Winter, Spring and Summer terms.

## Campus Regulations

A speed of 10 mph on campus must be strictly observed. All non-district, self-propelled and/or any motor driven means of movement, other than wheelchairs, are prohibited from using campus sidewalks and playing courts.

Imperial Valley College is a tobacco and smoke-free campus. This includes the parking lots.

## Courseload Limits

An average courseload of 15 units each semester or term is necessary for a student to graduate within a two-year period. Students may carry a maximum of 12 units without restriction—12 units during the Summer or Winter Sessions—. A student who wishes to exceed the 12-unit maximum limit must file a petition for "Overload" form. Petitions are available in the Hector Room.

Student Services Center, Building 100, and must be submitted to the Admissions and Records Office.

The Imperial Community College District does not specify a minimum load except when the student must meet certain eligibility requirements for financial aid, student employment, Social Security certification, veterans enrollment certification, insurance eligibility, international student status, athletic eligibility, or other special programs. Eligibility for veteran's benefits requires enrollment in the required units for each week of the certification period. The load requirement is as follows

**Full-time: 12 or more units**

**Three-quarter time: 9-11.5 units**

**One-half time: 6-8.5 units**

### Basic Skills Coursework Limit

Courses in the basic skills category include those courses that are non-degree applicable in writing, special services, and mathematics. In most cases students may not enroll in more than 10 semester units of basic skills coursework.

The following courses are exempted from this limitation

1. English as a Second Language
2. Certain DS courses associated with Learning Disabilities

The college may grant a waiver to the 10-unit basic skills course limitation to any student who demonstrates significant and measurable progress toward the development of the skills needed for successful enrollment in college level courses. If granted a Basic Skills Waiver grants one additional semester beyond the 10 unit cap. Students who have exhausted the unit limitation will be referred to appropriate noncredit education programs. For waivers or further information regarding this policy, students should contact the Admissions and Records Office.

## Class Attendance

An instructor will drop students who fail to attend the first meeting of any class for which they have officially enrolled unless prior arrangements have been made with the instructor. Instructors may also drop a student from a class for excessive absences, defined as the number of continuous, unexcused absences exceeding the number of hours the class meets per week. Be aware, it is always the student's responsibility to withdraw officially from classes. In no case should students presume they have been dropped by the instructor.

## Open Enrollment

*Reference: Title 5 Section 51006*

The policy of Imperial Valley College District is that, unless specifically exempted by statute or regulation, every course, course selection, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 5.5 commencing with Section 55000 of Subchapter 1 of Chapter 5, of Division 5, of title 5 of the California Code of Regulations.