



Catalog 2014–2015

Addendum No.2

The following new or modified curriculum and information was approved by the Chancellor's Office after the printing of the 2014-2015 Catalog. Please attach this addendum to your current catalog.

ACADEMIC POLICIES AND REGULATIONS

UNLAWFUL DISCRIMINATION

The District is committed to providing an academic and work environment free of unlawful discrimination. "Unlawful discrimination" is defined as discrimination, including harassment, based on age, ancestry, color, ethnic group identification, national origin, religion, race, gender, sexual orientation, physical or mental disability, veteran status or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The definition of "sexual harassment" and other terms are set forth below. This procedure describes the process for the investigation and resolution of complaints of unlawful discrimination by or against any employee or student within the District.

Failure to report harassment and discrimination impedes the District's ability to stop discriminatory behavior; the District strongly encourages employees and students who believe they are being harassed or discriminated against to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be reviewed promptly, delay in filing impedes the District's ability to investigate and remediate. The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District is legally obligated to investigate when it discovers the possibility that discrimination, including harassment, is, or may be occurring, regardless of whether a complaint is filed. The Vice President for Human Resources is charged with receiving complaints of discrimination or harassment, and coordinating their investigation. The actual investigation of complaints may be assigned by the Vice President for Human Resources to other staff or to outside persons or organizations under contract with the District. Such assignment shall occur whenever the Vice President for Human Resources is named in the complaint or implicated by the allegations in the complaint. All employees shall cooperate with a District investigation into allegations of harassment or discrimination.

District Policy and Procedure No. 3430, "Prohibition of Harassment & Discrimination," will be available to all students and employees in hard copy and electronic format. Beginning January 1, 2010, new employees shall be required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt will be placed in each new

employee's personnel file. In addition, these policies and procedures shall be incorporated into the District's course catalogs and orientation materials for new students.

For more information, see Prohibition of Harassment & Discrimination (Policy No. 3430 AP).

NEW PROGRAMS

Certificate of Achievement

Intersegmental General Education Transfer Curriculum

Transfer Preparation * (Major Code: 00065)

Students who complete the Intersegmental General Education Transfer (IGETC) Requirements, commonly referred to as the "yellow sheet," may be awarded a Certificate of Achievement. Completion of the IGETC requirements satisfies the lower-division general education requirements for the California State University (CSU) and the University of California (UC) systems.

Although this certificate recognizes completion of the lower-division general education requirements, it does not guarantee admission into the CSU or UC systems. For a list of the approved courses for this program, please refer to the CSU General Education Breadth Requirements in the Catalog or the "yellow sheet" of course listings.

Please contact a counselor with questions or for additional information.

Program Requirements

<i>Area 1: English Communication</i>	7 - 11
<i>Area 2: Mathematical Concepts and Quantitative Reasoning</i>	3
<i>Area 3: Arts and Humanities</i>	9
<i>Area 4: Social and Behavioral Sciences</i>	9
<i>Area 5: Physical and Biological Sciences</i>	7 - 9
<i>Area 6: Language Other Than English - UC Requirement Only</i>	0 - 5
Total units	35-46

Certificate of Achievement

California State University General Education Breadth

Transfer Preparation * (Major Code: 00055)

Students who complete the California State University General Education (CSUGE) Breadth Requirements, commonly referred to at Southwestern as the "pink sheet," may be awarded a Certificate of Achievement.

Completion of the CSUGE requirements satisfies the lower-division general education requirements for the CSU system.

Although this certificate recognizes completion of the lower-division general education requirements, it does not guarantee admission into the CSU system.

For a list of the approved courses for this program, please refer to the California State University General Education Breadth Requirements in the Catalog or the "pink sheet" of course listings.

Please Contact a counselor with questions or for additional information.

Program Requirements

<i>Area A: English Language Communication and Critical Thinking</i>	<i>10 - 11</i>
<i>Area B: Scientific Inquiry and Quantitative Reasoning</i>	<i>9</i>
<i>Area C: Arts and Humanities</i>	<i>9</i>
<i>Area D: Social Sciences</i>	<i>9</i>
<i>Area E: Lifelong Learning and Self-Development</i>	<i>3</i>
Total units	40-41