



SAN JOAQUIN VALLEY COLLEGE

**SUPPLEMENT TO THE
2021 COLLEGE CATALOG**



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This document is a supplement to the 2021 College Catalog and is provided for the purpose of notifying students of corrections and/or updates to College policy, programs, courses, admissions and graduation requirements which have occurred since the Catalog's publication.

This is a living document; changes will be added until publication of the next Catalog.

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SECTION 2: ADMISSIONS

TRANSFER OF CREDIT

Revision: The dollar amount of tuition credit given for courses transferred from other institutions has been revised, as set forth below. (Catalog, p. 21, rev. 9.17.21)

A tuition credit of \$200.00 per accepted unit will be credited to the student account. All transcripts submitted become the property of SJVC and cannot be returned to students or forwarded to other institutions.

Revision: Language regarding tuition credit has been added to the sub-heading "Credits Earned by Examinations and Advanced Placement Courses", as set forth below. (Catalog, p. 21, rev. 9.17.21)

Credits Earned by Examinations and Advanced Placement Courses: Specific general education courses from the following testing sources may be eligible for transfer:

- Advanced Placement Program of the College Board (AP)
- College-Level Examination Program (CLEP)
- DANTES Subject Standardization Test (DSST)
- Excelsior College Examinations (formerly Regents or ACT/PEP)

A tuition credit of \$200.00 per accepted unit will be credited to the student account.

COURSE RETAKE FEES

Addition: Language regarding fees for course retakes has been added, as set forth below. (Catalog p. 32, rev. 9.17.21)

Course Retake Fees:

Students who fail a course required for graduation, who withdraw from a course after the 14th calendar day of that course, or are terminated from a course with a last date of attendance after the 14th calendar day of that course will be charged a Course Retake Fee in the amount of \$750.00. Students who withdraw from a course prior to the 15th calendar day of the course or are terminated from the course with a last date of attendance within the first 14 calendar days of the course will not be subject to the course retake fee.

TUITION

Addition: Language has been added regarding a student's ability to opt out of having textbook costs included in tuition packaging and instead purchase textbooks from an alternate source, as set forth below. (Catalog p. 32, rev. 9.17.21)

Textbook Opt-Out

All textbooks and other required resources necessary for the courses in each program are included in the program tuition. Students may choose to opt-out of the inclusion of the textbooks at the time of enrollment and purchase all required items from other vendors. Students that opt out will receive a textbook credit applied to their student account. The applied student account credit varies by program and may be split across more than one Award Year.

SECTION 3: FINANCIAL AID

STUDENT'S RIGHT TO CANCEL

Revision: Item "c." in the sub-heading "Withdrawal from Program" has been revised from "Student fails to attend any classes..." to "Student fails to attend **all** classes...", as set forth below. (Catalog p. 36, rev. 9.17.21)

Withdrawal from Program

Students have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- a. Student notifies the College of withdrawal or the actual date of withdrawal; or
- b. The College terminates the enrollment; or
- c. Student fails to attend all classes for fourteen (14) consecutive calendar days.

Revision: In the sub-heading "Withdrawal from Program" language has been revised, as set forth below. (Catalog, p. 36, rev. 10.01.21)

Withdrawal from Program

Students have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

Official Withdrawal

Student notifies the College of withdrawal or the actual date of withdrawal; or the College terminates the enrollment. The date of the College's determination that the student withdrew is the date the student began the official withdrawal process or the date of the student's notification, whichever is later.

Unofficial Withdrawal

Student fails to attend all classes for fourteen (14) consecutive calendar days. If the student fails to attend all classes for fourteen (14) consecutive days, that student is considered an unofficial withdrawal from school on the 15th day. The institution will perform the Return to Title IV refund calculation and

the institutional refund calculation on the 15th day, and the last date of attendance will be used to determine the amount of tuition owed or refund due.

If the student withdraws from the program after the period allowed for cancellation of the agreement and has completed less than 60 percent of the period of attendance, the College will calculate whether a refund is due, and if so, remit a refund within 45 days following the withdrawal.

Students who intend to withdraw from school should provide official notification to the Dean of Student Services, Registrar, or Campus President at the campus they attend. Students may provide official notification by letter, phone, e-mail or in person, but are strongly encouraged to provide written notice. The institution will perform the Return to Title IV refund calculation and the institutional refund calculation upon receipt of notification. The withdrawal date used to determine the amount of tuition owed or refund due will be the date of official notice or the last documented date of attendance, whichever is later.

SECTION 4: INSTITUTIONAL POLICIES

ACCESS TO STUDENT EDUCATIONAL RECORDS AND PRIVACY RIGHTS

Revision: The policy regarding the Family Educational Rights and Privacy Act (FERPA) of 1974 has been revised, as set forth below. (Catalog p. 40, rev. 9.17.21)

ANNUAL NOTIFICATION AND PUBLICATION

Colleges are required to provide students an annual notification of their rights under the Federal Education Rights and Privacy Act (FERPA) of 1974. Currently enrolled San Joaquin Valley College (*referred to as "SJVC", "College" or "School"*) students will be notified of their FERPA rights annually via email to the students' School email accounts, *SJVC* Student Handbook, and *SJVC* Faculty/Staff Handbooks. This FERPA Policy shall be published at least annually in the *SJVC* catalog (Section 4 – Institutional Policies: Access to Student Educational Records and Privacy Rights).

DEFINITIONS

For the purposes of this policy, *SJVC* has used the following definitions of terms:

Student - any person who attends or has attended *SJVC*.

Education Records - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by *SJVC* or an agent of the *SJVC*, which is directly related to a student, except:

1. A personal record kept by staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person, except a temporary substitute for the maker of the record.
2. 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.
3. Alumni records, which contain information about a student after he or she is no longer in attendance at *SJVC*, and which do not relate to the person as a student.

Directory Information – FERPA designates certain student information as "Directory Information" and gives the institution the right to disclose such information without having to ask students' permission. In accordance with FERPA, *SJVC* may release directory information to third parties without prior consent of students. Directory information may be disclosed by *SJVC* at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers.

Directory information is not considered to be harmful or an invasion of privacy if disclosed. FERPA generally considers directory information to be public information, which can be disclosed without a student's consent. However, if a student requests to have his or her directory information withheld, the information will be maintained in accordance with a student's other education records. Students' requests to withhold directory information should be directed to the local Registrar, who will ask the student to complete the FERPA Opt-Out form to allow for recording this in *SJVC's* student information system. Directory information includes:

- Student's name(s);
- Student's address(s);
- Student's telephone number(s);
- Student's email address(s);
- Student's campus email address;
- Student's dates of attendance;
- Student's major field of study (program);
- Student's honors and awards; and
- Student's current enrollment status.

Other exceptions described below allow **SJVC** to disclose a student's information without their consent.

It is the policy of **SJVC** that except as permitted by state or federal law, no record, file, document, or other material, or personally identifiable information contained therein, shall be released to any individual, agency, or organization without the express written consent of the student. To comply with FERPA regulations, Transcripts and Letters of Enrollment may only be released to the student of record or another Educational Institution as long as the student signs the **SJVC** Authorization to Release Official Transcripts to Third Parties. The purpose of this form is to provide such written consent to the agency or institution.

SUMMARY OF FERPA RIGHTS

FERPA affords students the following rights with respect to their education records:

1. The right to inspect and review one's own education records

Students have the right to review their education records within 45 days of the day that **SJVC** receives a request. Students should submit written requests to the Campus Registrar, Dean of Students, or other appropriate Official. The written request must identify the record(s) the student wishes to inspect. The **SJVC** School Official will make arrangements for access and notify the student of the time and place where the records can be inspected. If the person to whom the student submits the request does not maintain the requested records, that person will either reroute the request or advise the student of the correct **SJVC** School Official to whom the request should be addressed.

2. The right to seek an amendment of inaccurate or misleading information

Students may ask **SJVC** to amend a record they believe is inaccurate or misleading. They should write to the **SJVC** School Official responsible for the record, clearly identifying the part of the record they believe should be changed and specify why it is inaccurate or misleading. If **SJVC** decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if **SJVC** still decides not to amend the record, the student has a right to place a clarifying statement in the record. **SJVC** is not required to consider requests for amendment to grades or disciplinary decisions.

3. The right to limit disclosure of Personally Identifiable Information (PII)

Students have the right to limit disclosure of PII contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. For example, exceptions that permit disclosure without a student's consent are disclosure to College officials who have legitimate educational interests in the records, and the disclosure of directory information. A "legitimate educational interest" is when an

SJVC School official needs to review an education record in order to fulfill a professional responsibility for the College. An **SJVC** School Official is a person employed by the College in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Governors; or a student serving on an official committee, such as disciplinary or grievance committee.

Additionally, an **SJVC** School Official may include a company with whom the Institution is affiliated; a volunteer or contractor outside of **SJVC** who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

5. The right to withhold information

Currently enrolled **SJVC** students may choose to withhold disclosure of their directory information by obtaining the FERPA Directory Information Opt-Out form from the Campus Registrar, completing the form, and returning it to the campus Registrar's Office. The School will honor a student's request to withhold directory information; however, the School cannot assume responsibility for subsequently contacting the student for permission to release information to prospective employers, relatives, or other persons.

The failure on the part of any student to specifically request that his or her directory information be withheld indicates individual approval for disclosure. Additionally, the student's request to withhold directory information will not affect previous disclosures made by the School prior to receipt of the request. Once the form is filed, this request becomes a permanent part of the student's record and no information may be released until the student instructs the institution otherwise.

EXCEPTION TO FERPA AND NON-DISCLOSURE PROVISIONS

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary
- authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)).
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
- Information the school has designated as "directory information under §99.37. (§99.31(a)(11)).
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13)).
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14)).
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

DECEASED STUDENTS

The privacy rights of an individual under FERPA expires with the individual's death. Records held by an **SJVC** for a deceased person are not a FERPA issue but a matter of institutional policy. **SJVC** will exercise its own discretion in deciding, if, and under what conditions, information should be disclosed to third parties or survivors.

FEES FOR COPIES OF RECORDS

SJVC does not currently assess a fee for copies of education records requested by a student, but reserves the right to impose fees upon further notice.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types, locations, and custodians of records that **SJVC** maintains:

TYPES	LOCATION	CUSTODIAN
Demographics, schedule, grades, contact history, and transcripts	CampusNexus Records	Registrar/Academic Application Administrator
Any records signed by the student	Ebridge Records or Educational Partners	Registrar/ Academic Applications Administrator
Student records prior to 1992	Campus Vaults/Storage Units (Visalia/Bakersfield/Fresno Campuses)	Campus Registrar

****CampusNexus, Ebridge & Educational Partners can be accessed via the Campus locations or via the Central Office***

If you have additional questions regarding FERPA, your rights under the law, or would like to see your student records, please contact your **SJVC** Campus Registrar or Dean of Students Services for more information.

SECTION 6: ACADEMIC POLICIES & REGULATIONS

APPEAL PROCESS FOR TERMINATION DUE TO UNSATISFACTORY ACADEMIC PROGRESS

Revision: The language in this section has been revised, as set forth below. (Catalog, p. 36, rev. 10.01.21)

Students who have been terminated from SJVC due to unsatisfactory academic progress may appeal their termination based upon mitigating circumstances such as the death of a relative, an injury, serious illness of the student, or other special circumstances. Students must provide documentation and/or a written attestation to demonstrate that the mitigating circumstances have been addressed such that they can resume making satisfactory academic progress. Students must meet the stated conditions in their approved appeal at the end of each term/module to remain active in their program. The appeal procedure is published in the Student Handbook. Students will be given a maximum of two appeals for this type of termination.

RE-START POLICY

Revision: The language in this section has been revised, as set forth below. (Catalog, p. 36, rev. 10.01.21)

Students who have withdrawn or been terminated from SJVC may apply to re-start school pending successful submission, completion and approval of all required documentation. Students approved to re-start the same academic program who were inactive for a period of less than 180 days are considered a re-entry, and will resume their program under the terms of the enrollment agreement and catalog of the original enrollment. Students approved to re-start who were inactive for a period of 180 days or greater, and/or transfer into another academic program are subject to a new enrollment agreement and the terms of the catalog in effect at that time.

Students seeking to re-start shall notify the campus of their intent to re-start. Students must submit all admissions, financial aid, and registrar documentation, if required. Upon receipt of all required documents, the Dean of Students will notify the student of a confirmed start date. If student does not meet all requirements of the re-start process, the student will be notified in writing, including electronic communication, of missing requirements. The student's re-start application will be held until all requirements are met or the student indicates their desire to terminate the re-start process. All on-ground restarts must repeat New Student Orientation prior to their first class session.

SECTION 7: BACCALAUREATE DEGREE, ASSOCIATE DEGREE, AND CERTIFICATE PROGRAMS

HEALTH SCREENING AND IMMUNIZATIONS FEES

Addition: Language regarding COVID-19 vaccination and/or weekly testing requirements has been added, as set forth below. (Catalog p. 62, rev. 9.17.21)

Many healthcare programs at San Joaquin Valley College include a clinical or externship component, allowing students to gain field experience in a general or combination of general and specialty practice settings, providing students an opportunity to practice skills under direct supervision. Due to the COVID-19 pandemic, clinical and externship sites have begun requesting information regarding COVID-19 vaccination status for students. Additionally, some jurisdictions where San Joaquin Valley College operates have mandated COVID-19 vaccinations and/or are requiring vaccination status updates along with weekly testing for those who are not vaccinated.

Students may be required to take one or more of the following actions in order to participate in clinical or externship courses or in order to secure employment in their field of study:

- Attest to their COVID-19 vaccination status
- Provide proof of vaccination
- Submit to weekly testing, if unvaccinated, at the student's expense

VETERINARY TECHNOLOGY

Revision: The Admission Requirements shown below for the Veterinary Technology program at the Fresno campus have been removed. (Catalog p. 125, rev. 9.17.21)

Admission Requirements:

To be considered for admission to the Veterinary Technology program, applicants must meet the following requirements:

- Have no felony criminal convictions
- Have no felony or misdemeanor DUI convictions

Revision: The Admission Requirements shown below for the Veterinary Technology program at the Ontario campus have been revised, as set forth below. (Catalog p. 127, rev. 9.17.21)

Admission Requirements:

To be considered for admission to the Veterinary Technology program, applicants must meet the following requirements:

- Be 18 years old on the first day of classes