



**SAN JOAQUIN VALLEY COLLEGE**

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**SUPPLEMENT TO THE  
2023 COLLEGE CATALOG**



# SUPPLEMENT TO THE 2023 COLLEGE CATALOG

This document is a supplement to the 2023 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; revisions will be added until publication of the next Catalog.

## Contents

SECTION 2: ADMISSIONS.....	3
STUDENT’S RIGHT TO CANCEL .....	3
TRANSFER OF CREDIT .....	3
TUITION .....	3
COURSE RETAKE FEES.....	4
SECTION 3: FINANCIAL SERVICES .....	5
STUDENT’S RIGHT TO CANCEL .....	5
SECTION 7: BACCALAUREATE DEGREE, ASSOCIATE DEGREE, AND CERTIFICATE PROGRAMS .....	6
AVIATION MAINTENANCE TECHNOLOGY.....	6
DENTAL ASSISTING.....	6
VOCATIONAL NURSING.....	7

## SECTION 2: ADMISSIONS

### STUDENT'S RIGHT TO CANCEL

**REVISION:** The **Student's Right to Cancel** policy in Catalog Section 2 has been revised, as set forth below. **This revision is in effect for all students who start classes on or after July 1, 2023.** (Catalog, p. 20, rev. 6.30.23)

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid any time prior to midnight on the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session, or for new students enrolled in a distance education program, the seventh calendar day (excluding institutionally recognized holidays) after the start of their first lesson.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner and in good condition.

### TRANSFER OF CREDIT

**REVISION: Bullet #4 under "General requirements for transfer credit include the following:"** has been revised, as set forth below. (Catalog p. 21, rev. 6.9.23)

Most courses, including science, computer, technical, and clinical courses, require completion within the past seven (7) years in order to be considered. Please see complete program descriptions for information regarding required coursework, including prerequisites.

### TUITION

**REVISION:** Tuition tables have been revised to reflect that the **Business Office Administration Certificate of Completion** program is no longer eligible for the Workforce Agency contracted total program cost of \$10,025. This revision is effective across all campuses and the Online Division. (Catalog, p. 26-30, rev. 5.19.23)

## COURSE RETAKE FEES

**REVISION:** The **Course Retake Fees** policy has been revised to include a cap on fees assessed, as set forth below. (Catalog, p. 31, rev. 7.7.23)

Students who fail a course required for graduation, who withdraw from a course after the 14<sup>th</sup> calendar day of that course, or are terminated from a course with a last date of attendance after the 14<sup>th</sup> 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 15<sup>th</sup> 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.

Retake fees will be capped at \$1,500 per course (two retakes). A student's third (and any subsequent) course retake under the charged-retake policy will not be assessed the retake fee.

Non-degree-seeking students who wish to repeat a general education course to achieve a higher grade may retake the course at cost (see **Tuition** tables in this section).

## **SECTION 3: FINANCIAL SERVICES**

### **STUDENT'S RIGHT TO CANCEL**

**REVISION:** The **Student's Right to Cancel** policy in Catalog Section 3 has been revised, as set forth below. **This revision is in effect for all students who start classes on or after July 1, 2023.** (Catalog, p. 35, rev. 6.30.23)

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid any time prior to midnight on the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session, or for new students enrolled in a distance education program, the seventh calendar day (excluding institutionally recognized holidays) after the start of their first lesson.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner and in good condition.

After the cancellation period, each student is charged a nonrefundable Student Tuition Recovery Fund fee of \$2.50 per \$1,000 in institutional charges (rounded to the nearest \$1,000 increment).

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

## **AVIATION MAINTENANCE TECHNOLOGY**

**CORRECTION:** The **course code for the Sheet Metal Structures and Airframe Auxiliary Systems** course has been corrected from AERO 3130 to AERO 130. (Catalog p. 140, rev. 7.12.23)

## **DENTAL ASSISTING**

**REVISION: Graduation Requirements** for the Dental Assisting Certificate of Completion program have been revised, as set forth below. (Catalog p. 145, rev. 7.12.23)

### **Graduation Requirements**

- Completion of the courses listed below with a grade of C or higher
- Achieve the minimum requirement of the Dental Practice Act (Law and Ethics), Infection Control, CPR, Health Insurance Portability and Accountability Act (HIPAA), Radiology Safety, Coronal Polish, and Pit and Fissure Sealants certification components
- Successful completion of the Career Academy requirements (see **Graduation Requirements for the Certificate of Completion**)

**REVISION: Credential and Professional Certifications** for the Dental Assisting Certificate of Completion program have been revised, as set forth below. (Catalog p. 145, rev. 7.12.23)

### **Credential and Professional Certifications**

Graduates earn a Certificate of Completion in Dental Assisting and certifications in Dental Practice Act (Law and Ethics), Infection Control, CPR, Health Insurance Portability and Accountability Act (HIPAA), and Radiology Safety. With the completion of certification in Coronal Polish and Pit and Fissure Sealants, students are eligible to take the Dental Board of California Examination for state licensure. **SJVC** prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

## VOCATIONAL NURSING

**REVISION: Admissions Requirements** for the Vocational Nursing Associate of Science degree program have been revised, as set forth below. (Catalog p. 129, rev. 5.11.23)

### **Admission Requirements**

- Be in good health and physically fit
- Be age 18 by his/her expected start date
- Provide current CPR certification from the American Heart Association

Applicants are selected based on points earned in an evaluation process that includes assessment, transcript review\*, professional reference, personal interview, and essay.

*\*Some courses, including Vocational Nursing courses, require completion within the past 5 years in order to be considered. For re-entry students returning to the program within a one-year period (from the student's drop or termination date to their re-entry date), the College will honor their previously transferred GE courses. Re-entry students who return to the program after a one-year period will have their GE courses subject to the 5-year policy.*