

COLLEGE OF THE DESERT



CATALOG

1970 * 1971

COLLEGE OF THE DESERT

A California Public Community College

CATALOG
and
ANNOUNCEMENT
of
COURSES

Ninth Year

Volume IX No. 1

1970-1971

43-500 MONTEREY AVENUE
PALM DESERT, CALIFORNIA 92260
TELEPHONE (714) 346-8041

Academic Calendar 1970-1971

FALL SEMESTER, 1970

June 17	Last day to apply for placement examinations
July 18	Placement examinations (8:00 a.m.-2:00 p.m.)
August 14	Last day to apply for admission
September 10, 11	Advising and registration
September 14	Classes begin
September 18	Last day for full-time students to register or add courses
October 17	Placement examinations (8:00 a.m.-2:00 p.m.) (Applications must be made prior to September 17)
October 19	Deficiency report due
November 11	Veteran's Day—Holiday
November 16	Mid-semester grades due
November 25	Last day to withdraw or drop courses without responsibility for grades
November 26, 27	Thanksgiving Vacation
December 12	Placement examinations (8:00 a.m.-2:00 p.m.) (Applications must be made prior to November 12)
December 21-January 1	Christmas Vacation
January 4	Classes resume
January 5	Last day to apply for admission for spring semester
January 18-22	Closed week to all activities
January 22-27	Fall semester final examinations
January 27	Fall semester ends

SPRING SEMESTER, 1971

January 28-29	Advising and registration
February 1	Classes begin
February 8	Last day for full-time students to register or add courses
February 12	Lincoln's Birthday—Holiday
February 15	Observance of Washington's Birthday—Holiday
February 20	Placement examinations (8:00 a.m.-2:00 p.m.) (Applications must be made prior to January 13, 1971)
March 8	Deficiency report due
April 5-9	Easter Vacation
April 12	Classes resume
April 12	Mid-semester grades due
April 16	Last day to withdraw or drop courses without responsibility for grades
April 24	Placement examinations (8:00 a.m.-2:00 p.m.) (Applications must be made prior to March 24)
May 31	Memorial Day—Holiday
June 1-4	Closed week to all activities
June 7-10	Spring semester final examinations
June 10	Commencement
June 10	Spring semester ends

SUMMER SESSION, 1971

June 21	Registration and classes begin
June 23	Last day to register or add courses
June 25	Last day to withdraw or drop courses without responsibility for grades
July 5	Independence Day—Holiday
July 17	Placement examinations (8:00 a.m.-2:00 p.m.) (Applications must be made prior to June 18)
July 30	Summer session final examinations
July 30	Summer session ends

SUMMARY OF SCHOOL DAYS

<i>Fall Semester</i>		<i>Spring Semester</i>	
1970		1971	
September	15	January	2
October	22	February	18
November	18	March	23
December	14	April	17
January	18	May	20
	<hr/>	June	8
	87		<hr/>
		Total:	88
			175

FISCAL CALENDAR

July 1, 1970 through June 30, 1971

JULY
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July 1, 1971 through June 30, 1972

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ADMINISTRATION

BOARD OF TRUSTEES

The members of the Board of Trustees for the College of the Desert are elected by the people of the Coachella Valley Junior College District for a term of four years. The present Board consists of the following persons:

Raymond R. Rummonds, Indio. Elected 1958. Elected President of the Board July, 1968. Term expires 1971.

John F. Outcault, Palm Desert. Appointed 1962 to fill unexpired term of William Cook, resigned. Clerk of the Board July, 1964 to July, 1968. Elected Vice-President of the Board July, 1968. Term expires 1969.

Mrs. Helen Staley, Palm Springs. Appointed 1961 to fill unexpired term of William A. Mason, deceased. Elected Clerk of the Board July, 1968. Term expires 1971.

Don H. Mitchell, Indio. Elected 1958. President of the Board 1958 to 1964. Term expires 1971.

Robert J. Taylor, Palm Springs. Appointed 1969 to fill unexpired term of Dr. David M. McGahey, resigned. Term expires 1973.

OFFICERS OF THE COLLEGE

Roy C. McCall, *President and District Superintendent*

Edwin T. Ingles, *Dean of Instruction*

M. W. Ellerbroek, *Dean of Business Services*

F. D. Stout, *Dean of Students*

GENERAL INFORMATION

OBJECTIVES

College of the Desert, a two-year, public institution of higher education created by and for the people of its community, is dedicated to the concept that individual talent and integrity constitute the nation's most valuable resources and should therefore be developed and protected to the fullest possible extent. Accordingly the College has established the goal of providing full educational opportunity for the youth and adults of its community, and has instituted the corollary requirement of high standards of performance on the part of all who participate in its benefits.

Toward the end of realizing its objectives, the College strives for a well conceived curriculum, rich in content and broad in scope, a superior staff capable of outstanding teaching, an environment conducive to learning, library resources and laboratory equipment to facilitate study, emphasis upon independence of thought and action as essential ingredients of a functioning democracy, and the development of value judgments and self-discipline as the *sine qua non* of education. It is expected of all students that they develop competence in the fundamental processes of reading, writing, speaking, listening and computation; an appreciation of the scientific method in the solution of problems; an awareness of the unique values of our American heritage, including our democratic way of life and the primacy of moral and spiritual concerns; a sense of the inherent responsibilities of citizenship; and an insistent desire to become and to remain vocationally competent. It shall further be incumbent upon all students to manifest their respect for free educational opportunity by reciprocal behavior in the form of regular attendance, exemplary conduct, and diligent application of effort to the end that each may improve himself and therefore his opportunity to contribute to society in a degree commensurate with his capacity.

More specifically, the College curriculum is organized around three major categories of goals:

1. *Academic Preparation for Advanced Study*

As an integral unit of the California tri-partite system of public higher education, College of the Desert is prepared to meet its obligation to provide lower division education leading to upper division majors in the four-year colleges and universities of the state and nation. It aspires to do this in such a manner that students may transfer without loss of time or credit or scholarship standing virtually regardless of their choice of major.

GENERAL INFORMATION

2. *Occupational Training*

For those students desiring to complete a vocational curriculum within two years, the College will offer technical training in all fields where promise of student enrollment justifies the necessary expenditures for facilities and staff. Individual courses will be offered on the same principle in those areas where a full curriculum cannot be justified. In both instances the College's aim will be vocational competence for its trainees; also a corollary competency in citizenship.

3. *General Education*

For all students, both those with chosen vocational objectives and those whose aim is no more specific than achievement of a liberal education, the College aspires to inculcate attitudes and develop knowledge and skills essential to effective living as persons, members of families, citizens, and workers. Further to particularize, a widely accepted list of competencies included in the College's objective of a liberal, general education for all is as follows:

- a. Exercising the privileges and responsibilities of democratic citizenship;
- b. Developing a set of sound moral and spiritual values by which to guide one's life;
- c. Expressing thoughts clearly in speaking and writing, and reading and listening with understanding;
- d. Using the basic mathematical and mechanical skills necessary in everyday life;
- e. Using methods of critical thinking for the solution of problems and for discrimination among values;
- f. Understanding one's cultural heritage so that he may gain a perspective of his time and place in the world;
- g. Understanding one's interaction with his biological and physical environment so that he may better adjust to and improve that environment;
- h. Maintaining good mental and physical health for oneself, his family, and his community;
- i. Developing a balanced personal and social adjustment;
- j. Sharing the development of a satisfactory home and family life;
- k. Achieving a satisfactory occupational adjustment;
- l. Taking part in some form of satisfying creative activity and in appreciating the creative activities of others.

Not an educational goal in itself, but a service on which the College places much emphasis for the purpose of insuring that able and indus-

GENERAL INFORMATION

trious students reach their chosen and proper goals is *educational guidance*. Both personal and educational counseling for the individual are available in cooperation with the high schools even before he enters college, and occupy a large and significant place throughout his time at College of the Desert. Thoughtful, systematic, and scientific analysis and assessment of one's personal capacities, limitations, attitudes, likes, dislikes, drives, special abilities, and financial resources and obligations are undoubtedly as essential to his choices of goals and the attainment of them as are his selection of academic courses.

HISTORY

The Coachella Valley Junior College District, the legal birth certificate for College of the Desert, was approved on January 21, 1958, by the voters of Palm Springs Unified School District and the Coachella Valley Joint Union High School District by a majority of approximately ten to one.

More than ten years of study and planning by the governing boards of the two districts, in cooperation with the State Department of Education, preceded the election through which the College was born.

On April 15, 1958, the initial five member Board of Trustees was elected from a score of candidates. On July 1, 1958, the elected Board members were officially seated and the new District thus became "effective for all purposes."

The Board and a limited administrative staff spent three years studying junior college education, and planning curriculum, buildings, and policies, before contracts were let in the summer of 1961 for actual construction of the initial nine buildings on the 160 acre site at Monterey and 44th Avenues in Palm Desert. The College's first students were received in the fall of 1962.

In the fall of 1966 the voters of the Morongo Unified School District elected to join the Coachella Valley Junior College District. The area comprises the communities of Morongo, Yucca Valley, Joshua Tree, 29 Palms, and 29 Palms Marine Base.

ACCREDITATION

The College of the Desert is accredited by the Western Association of Schools and Colleges, which is the official National Accrediting Agency for this region.

FACILITIES

The campus of College of the Desert is a 160 acre tract in Palm Desert at Monterey and 44th Avenues. Although it is masterplanned for 2500 full-time students, the eighteen buildings completed to date will

GENERAL INFORMATION

accommodate conveniently about 1400 regular students and 3000 part-time students and adults.

All buildings are of concrete and steel, designed for permanence, utility, and beauty, but also planned for flexibility to accommodate temporarily some categories of specialized instruction which will in due time justify specialized buildings.

The Library, designed to occupy the focal center of the campus, and thus planned in size, esthetics, and function to justify that location, was omitted from the first increment of buildings for financial reasons. However, as a result of a second bond election, the library is now a reality.

Other buildings are designed in groups according to function. The Campus Center group is composed of three buildings: Administration, including some classrooms; Dining Hall, and a Student Center. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education group is composed of a gymnasium, a locker-shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. Three technology buildings house varied laboratory units for courses in trades, technology, agriculture, and engineering. An agricultural building, and a related greenhouse and lathhouse accommodate other classes and laboratories in ornamental horticulture and general agriculture. A Nursing Building was completed in 1968, and a Business Building in 1969. Warehouse and maintenance buildings are located in the campus date garden. A campus residence for the president's family was included with the site as purchased. Paved roadways and parking lots for 600 autos were included in the initial construction, and 300 units have been added. Bleachers to seat 1,000 have been completed and a playing field is lighted.

EVENING CLASSES

Two types of classes are scheduled in the late afternoon and evening, the Extended Day Classes and the Classes for Adults.

Extended Day Classes. Classes in this program are made up from courses listed in the regular catalog which are scheduled in the late afternoon or evening for the convenience of students who work part time or adults who wish to enroll in the regular transfer or vocational courses. Extended day courses parallel the day courses in prerequisites, course content, time devoted to preparation of assignments, and examinations. These courses carry credit identical with the day courses, but instructors, on occasion, may modify their methods and assignments in recognition of adult problems or points of reference.

Classes for Adults. These classes make up part of what is coming to be known as the community service program. Such a program con-

GENERAL INFORMATION

sists not only of classes for adults, but seminars, lecture series, recitals, conferences, institutes, and workshops are included as a means of serving the people of the College District. This program is encouraged vigorously, partly in recognition that education is a life-long process, and partly because of the demonstrated value of courses for adults in rendering service to the community.

Classes for adults are not a part of any curriculum, but are offered in response to a demonstrated demand to meet a specific community requirement, and do not carry credit, in contrast to the extended day classes which all carry credit toward a degree or transfer requirement.

Regular students are not excluded from adult classes. Actually such "repair" or remedial courses as are needed in English, mathematics and other selected subjects are offered in the adult program for the purpose of attempting to correct college preparation deficiencies, and these courses do not carry academic credit.

Any individual or community group desiring to initiate an adult class or desiring to enroll in one should contact the coordinator of the community service program at any time during the year. Adult classes may be arranged to start or terminate at any time during the calendar year. The office of counseling and guidance maintains a day and evening schedule in order to make its services available to all students in extended day and adult classes.

STUDENT PERSONNEL PROGRAM

COUNSELING AND GUIDANCE

Many students need assistance in occupational and educational planning, and some need help in the solution of personal adjustment problems caused by transition from high school to college. To meet this need, an extensive guidance program has been organized as a function of the College.

The counseling and guidance program at College of the Desert actually begins in the high schools which the College serves. Working in conjunction with the high school counseling staff, representatives from the College visit the high schools and discuss vocational and educational plans with students who plan to attend College of the Desert. During the summer the College counselors are available to discuss the student's program with the student and his parents. Prior to registration all new students are counseled and given assistance in planning their programs.

Most entering freshmen at College of the Desert are enrolled during their first semester in a course in group guidance called Orientation to College, which meets the first half of the semester as a regular class. During this period the student is given orientation to campus life, study habits, reading techniques, and other study skills which will help him with his college work, a depth study of his interest and potential in relation to choice of a career and appropriate preparation for it.

In the second half of the semester in the Orientation to College course, the student confers individually with his general counselor. The counselor and student go over the various tests and determine their significance in relation to the individual; that is, whether the student's proposed objective is advisable in the light of his capabilities and interests. The counselor also helps the student to view his college program in the light of his individual ability.

The instructor of the student's course in Orientation to College becomes his general counselor during his entire stay at the College. In addition, an adviser who is a specialist in the student's major field, is available for consultation. The counselor and adviser arrange individual conferences, supplementing the basic guidance materials prepared in the orientation course, to help the student efficiently plan his educational program. The adviser signs the student's study list each semester prior to completion of registration.

STUDENT SERVICES

Health Services. The College has a nurse on duty to provide health consultation, first aid and general health services. A physician employed

STUDENT PERSONNEL PROGRAM

by the College adheres to a schedule for campus visitations with students. The College, however, does not maintain an infirmary and cannot provide extended medical care in case of illness or injury.

Employment Services. A placement service is maintained for students wishing part-time employment while attending college, and for students seeking full-time employment upon graduation. Students desiring the services of the placement office are asked to file applications with that office as promptly as possible in order to receive full consideration.

Food Services. Breakfast, lunch, and supper are served daily except Saturday and Sunday in the College dining hall. This facility is maintained jointly by the Governing Board of the College and the Associated Students. Hours of service are from 7:15 a.m. to 9:30 p.m. Service may be extended to special student groups at other hours upon request.

Housing. Student housing is not provided at the College, but assistance is given all students who wish to find living quarters. A list of lodgings with designated housing standards is available for use in the College office.

Inquiries and requests concerning student housing should be directed to the Office of Student Services.

Bookstore. The bookstore is operated jointly by the Governing Board and the Associated Students. Profit from its operation is returned to the Student Body treasury. Books and supplies used in the classroom may be purchased at the bookstore from a list recommended by the instructors. The bookstore is a self-service store open daily except Saturday and Sunday, from 8:00 a.m. until 4 p.m. and 6:30 to 9:00 p.m. Monday thru Thursday.

Transportation and Parking. Students are expected to provide their own transportation to and from College. The Associated Students assist students in securing transportation by organizing "share the ride" groups. Information may be secured at the office of the Dean of Students.

Student parking is permitted in designated areas on campus provided the vehicle is properly registered and the parking permit is displayed on the vehicle in the manner requested by the College. Violators are subject to suspension.

Student Center. A well-equipped, conveniently-located Student Center is provided for student use. Students are encouraged to rest and relax in the Center when their time is not needed for other activities.

SCHOLARSHIPS, AWARDS, AND LOANS

Scholarships, grants, and loans are available to worthy students at College of the Desert through the generosity of friends and organizations in the district. Information about such assistance may be obtained from the Dean of Students.

STUDENT PERSONNEL PROGRAM

Scholarships

Palm City Woman's Club Loan Fund. (\$300) Established the fourteenth day of January, 1963. This fund is to be used for loans or grants at the discretion of the Dean of Students.

Palm Desert Rotary Club Scholarship Fund. (\$1000) Established the second day of February, 1963. Both loans and grants are available through this fund.

Palm Desert Woman's Club Loan Fund. (\$1000) Established the fourteenth day of May, 1962. This fund is available to academically qualified sophomore students or to graduates of the College of the Desert.

Palm Desert Woman's Club Scholarship Fund. (\$250) Established the fifteenth day of May, 1963. To be awarded to students who: (a) have graduated from high school within the College district, (b) have attended College of the Desert during their freshman year, (c) are preparing for a teaching career, and (d) have demonstrated exemplary citizenship and satisfactory scholarship.

Faculty Woman's Club of College of the Desert. (\$600) Established the nineteenth day of May, 1963. To be awarded to a full-time regular student who is returning to College of the Desert as a sophomore. The student must be deserving and in financial need.

Pearl McCallum McManus Scholarship Loan Fund. (\$2000) Established the tenth day of January, 1963. Both loans and grants are available to worthy students from this fund.

Harboe Scholarship. (\$250) Established the twelfth day of February, 1963. A grant for a student, or students, graduating in Agriculture or Agri-business. Awarded on the basis of scholarship, character, and need for assistance in advanced study of Agri-business.

Alfred and Viola Hart Award. (\$1000) Established the twenty-second day of June, 1964. The income from this fund is to be used for an award to a student of Mexican, Oriental, Indian, or Negro ancestry. It is to be based on financial need rather than scholastic attainment while the student is at College of the Desert.

Palm Springs Rotary Club. (\$50) Established in the Spring of 1965. Scholarships are awarded each semester to a worthy student.

Garden Club of the Desert. (\$250) Established Fall, 1965. Awarded to a deserving student in the field of ornamental horticulture.

California Nurses' Association District #34. Established Fall, 1966. \$50 for first semester students accepted as full-time students in nursing. \$100 per semester, beginning with second semester, for full-time nursing students.

STUDENT PERSONNEL PROGRAM

Mr. and Mrs. Leo E. Owens Scholarship Fund. (\$3000) Established December 28, 1966. Both loans and grants are available to worthy students from this fund.

Bank of America, Man and Woman of the Year Award. Local and state competition based on scholarship, college activities, community service, and a written application. Fifty dollars local winner: \$1000 state winner.

Soroptimist Club of Palm Desert Scholarship. (\$200) Established May, 1966. To be awarded to a woman student who (a) has attended College of the Desert during her freshman year, (b) has a financial need, (c) possesses good scholarship and citizenship.

Harry Holt and Company Scholarship Fund. (\$300) Established in the Spring of 1969. To be awarded to two second-year students involved in the general area of business who are graduates of either Coachella Valley High School or Indio High School. The students must be in financial need.

Rancho Mirage Woman's Club Scholarship. (\$600) Established in the Spring of 1966. To be awarded to two students who, (a) have attended College of the Desert the previous year, (b) are capable and deserving students, and (c) possess good citizenship. Preference will be given to residents of Rancho Mirage community.

Palm Springs National Bank Scholarship Fund. (\$500) Established in the Spring of 1969. Two \$250 scholarships are available annually to College of the Desert students, one in Business Education and one in Liberal Arts.

Shadow Mountain Palette Club, Inc. Scholarship Fund. (\$250) Established in 1968. To be awarded to two students who, (a) are Art majors and have attended College of the Desert for one semester, (b) attend College of the Desert for one year after receiving the grant, (c) have average or above average artistic ability, (d) have a total grade point of approximately B, and (e) have a financial need for the scholarship.

Women's Auxiliary of the Desert Hospital Scholarship Fund. (\$1,000) Established the ninth day of March, 1970. To provide grants to full-time vocational nursing students who are residents of Coachella Valley Junior College District and enrolled at College of the Desert.

Several other scholarships and loans not administered by College officials are available to deserving students upon application.

Long-Term Loans

Federally Insured Student Loans. These long-term, low-interest federal loans up to \$1,000 per year will be made by banks and credit unions and provide deferred payment and interest until graduation or the termination of higher education.

STUDENT PERSONNEL PROGRAM

National Defense Student Loan. Loans up to \$500 per semester are available if the borrower is: (a) a full-time student, (b) in need of the amount of the loan to pursue his course of study, and (c) capable of maintaining good standing. Special consideration will be given to students whose majors are in teaching, science, mathematics, engineering, or modern foreign language.

Emergency Loans (Short-Term)

Indio Rotary Club Student's Emergency Loan Fund. (\$3,000) Established the third day of October, 1962.

College of the Desert Faculty Women's Club Emergency Loan Fund. (\$475) Established the twenty-first day of September, 1966.

California Congress of Parents and Teachers, Inc. Emergency Loan Fund. (\$500) Established in March, 1967.

Soroptimist Club of Coachella Valley Emergency Loan Fund. (\$750) Established the sixteenth day of June, 1964.

These emergency loan funds are available to responsible and worthy students who are in temporary need of financial assistance for educational purposes while attending College of the Desert. Short-term (no-interest) loans in amounts up to \$100 will be made.

Grants

Economic Opportunity Grants. UNDERGRADUATE students with EXCEPTIONAL FINANCIAL NEED, who require assistance to attend College of the Desert, will be eligible. The federal grant ranges from \$200 to \$1,000 an academic year, and can be no more than one-half of the total assistance given the student.

The grant is not a form of loan and does not require repayment. In order to be and continue to be eligible for such a grant, a student is awarded for a maximum of four years or until termination of undergraduate status. The grant may be adjusted if the student's financial need changes.

STUDENT ACTIVITIES

Associated Students. The opportunity for self-government has been extended to the students of College of the Desert by the Governing Board and the Administration of the College, in order to promote and direct student activities which stimulate the intellectual, physical, social, and moral life on the campus, and provide an expanded educational and social life for all students. The Associated Students of College of the Desert is the official organization of student government. It includes all enrolled students who purchase student body membership cards. Membership is required for participation in all student activities and for use of student

STUDENT PERSONNEL PROGRAM

equipment. Student body fees support all activities of the Associated Students organization.

The administration of the Associated Students' business is to be carried on by elected executive and legislative departments, together with faculty advisers. Any member of the Associated Students is able to bring matters of importance to the attention of these departments and is always welcome at meetings.

The Associated Women Students is a supplementary organization which coordinates women's activities on the campus.

The Associated Men Students coordinates similar functions among the men of the College.

Club Organizations. Social, honorary, service, and special interest clubs contribute actively to the program of the College. All clubs have faculty advisers or sponsors. Clubs are organized under the supervision of the Office of Dean of Students, and additional detailed information may be obtained at that office.

The Women's Recreation Association provides an opportunity for athletic competition with representatives from other colleges and universities, promotes good sportsmanship, and furthers recreation and sports. W.R.A. is open to all women on campus who hold ASCOD cards and who are interested and would like to participate in the sports offered.

Athletics. College of the Desert is a member of the Desert Conference for all sports except swimming. Intercollegiate athletic competitions are initiated in major and minor sports as feasible from the standpoint of student interest and enrollment.

Eligibility rules for intercollegiate competition are prescribed by the Athletic Code of the California Junior College Association. Students who plan to compete in athletics should establish their eligibility well in advance of the opening of the season.

Cultural Activities. The various academic departments supplement their regular instructional activities by sponsoring extra programs, open to students and the public, which make important contributions to the cultural life of the entire community.

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ACADEMIC REGULATIONS COMMITTEE

Because it is not possible to develop academic regulations that apply equally and fairly to all students under all situations, an Academic Regulations Committee composed of several faculty members has been designated to review and take action on students' requests for waiver or modification of college academic regulations.

Petitions for such privileges must be submitted through the Office of the Dean of Students.

CLASSIFICATION OF STUDENTS

Freshman: A student with less than 30 units of college credit.

Sophomore: A student who has completed 30 or more units of college credit.

Post-Graduate: A student who has completed all graduation requirements and has enrolled for further study.

Full-Time Student: Student enrolled for 12 or more units.

Part-Time Student: Student enrolled for less than 12 units.

Adult Student: Student who has attained his twenty-first birthday and who has enrolled in less than 10 class hours.

Special: A student who is not a candidate for transfer or graduation, or who is unable to meet entrance requirements.

UNIT OF CREDIT

The term "unit of credit" or "semester unit" is a measure of time and study devoted to a course. Each hour of a regular class period per week, or three hours per week of a laboratory session for one semester, is considered one unit. Many courses are made up of a combination of regular class sessions and laboratory sessions. Students are not permitted to audit courses.

GRADING SYSTEM

The results of the student's work in each course are reported to the Registrar in scholarship grades, as follows:

A, Excellent; B, Good; C, Fair; D, Passing; F, Failed; W, Withdrawal; WF, Withdrawal Failing; and I, Incomplete.

The designations P "passed" and NP "not passed" may be used in reporting the results of certain courses recommended by the curriculum committee.

An "incomplete" must be made up during the following semester with the consent of the instructor, without repetition of the course, by

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passing a further examination or by performing other tasks required by the instructor.

Grade F denotes a record so poor that it may be raised to a passing grade only by repeating the course. (See page 18, Withdrawal.)

Grade W indicates approved withdrawal from a course, provided the student was passing at the time of withdrawal; otherwise the student's record for such withdrawal is reported as WF.

GRADE POINTS

The College of the Desert uses the same system of grade points used by most colleges and universities in the state to give an over-all appraisal of the student's level of achievement.

Semester grades are assigned grade points as follows:

A	4 grade points per unit earned
B	3 grade points per unit earned
C	2 grade points per unit earned
D	1 grade point per unit earned

Semester marks with no assigned grade points are as follows:

F, I, P, W, and WF.

Grade Point Average. The total grade points accumulated by a student are divided by the total number of units attempted and the quotient is called the student's grade point average. After each semester of work both the units attempted and the grade points are added to the student's previous record in computing the total or cumulative point average.

DEAN'S LIST

Students earning 12 or more units in a semester with a grade point average of 3.50 or better are cited on the "Dean's List" which is the highest academic honor in the College.

HONOR ROLL

Students earning 12 or more units in a semester with a grade point average between 3.0 and 3.49 are listed on the "Honor Roll."

ACADEMIC PROBATION

Students having a GPA below 2.00 or C either for semester or cumulatively are automatically on probation (unless subject to disqualification). Students on probation are subject to the following restrictions:

1. They may have the amount of course work limited.
2. They may forfeit receipt of financial aid from the College.
3. They may be dismissed from classes at any time unsatisfactory attendance or performance occurs.

DISQUALIFICATION

Disqualifications occur when a student either, (a) maintains less than 2.0 GPA for two consecutive semesters, or (b) falls below deficiency

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tolerances listed below. Most disqualifications occur only after the student has attempted at least 15 units.

Deficiency Tolerances. Students whose cumulative grade point averages fall below the following standards will be disqualified:

UNITS TAKEN	GPA	GRADE POINTS	GRADE POINTS BELOW 2.00
15	1.00	15	-15
20	1.50	30	-10
30	1.70	51	- 9
40	1.80	72	- 8
50	1.90	95	- 5
62	2.00	124	

Transfer students from other schools will not be accepted at College of the Desert when their academic records are below these tolerances, or when they have been disqualified from the previous college or university.

SCHOLARSHIP REPORTS

Students are notified of deficiency in scholarship at the end of the fifth week of each semester. Failing students will be referred to advisers for program adjustments when feasible. At the close of each semester grade reports are sent directly to the student. However, the Registrar will send grade reports to parents upon request.

FINAL EXAMINATIONS

Final examinations are obligatory in all courses except those specifically designated as requiring special treatment in lieu of final examination. All examinations will so far as practicable be conducted in writing, and a maximum time will be assigned beforehand for each examination.

CREDIT BY EXAMINATION

Provision is made whereby a student, while registered in the College and in good standing, may under certain conditions take examinations for credit either (a) in courses offered in the College, without formal enrollment in them, or (b) in subjects appropriate to the student curriculum but not offered as courses by the College. The results of such examinations, with grades and grade points, are entered upon the student's record in the same manner as for regular courses of instruction.

Some specific provisions are as follows:

1. Course and unit credit by examination is allowed.
2. A letter grade for the course is given as though the student completed the course normally. Likewise the student who fails the examination receives an F for the course which is recorded on his transcript.
3. The maximum credit allowable by examination is 10 semester units.

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4. College of the Desert will accept credit that was granted by examination at other colleges, but such credits will be included in the maximum allowed by examination.
5. The minimum residence requirement prior to taking examination for credit is 12 semester units.

Students desiring to challenge a course by examination should submit a petition to the Academic Regulations Committee. The petition should be endorsed by the student's adviser and the instructor who would be giving the examination.

REPETITION OF COURSES

A student who receives a grade of D or lower may repeat the course and receive a new grade and grade points appropriate to that grade; however, the listing of the original grade must remain as part of the permanent record. The units will count only once toward graduation; however, all units attempted will be included in computing the grade point average.

A student need not repeat a course in which he has failed unless the course is a prerequisite to another course or is required for graduation or transfer.

CHANGE OF PROGRAM

A change of program includes the following: dropping a class, adding a class, adding or reducing units to a class for which the student is already registered, or changing sections of the same course.

A student is expected to plan his schedule carefully with the aid and approval of his adviser and then to make a vigorous endeavor to maintain it throughout the semester. Program change applications must be initiated with the student's adviser. The student must attend all classes in which originally enrolled until the requested change is officially authorized.

To be official, all program changes must be filed by the student in the Registrar's Office.

WITHDRAWAL

Official Withdrawal. The student is held accountable for every course for which he has registered. To become official, *any withdrawal from College or withdrawal from a class must be made by application properly completed and filed in the Registrar's Office; otherwise the student will receive a grade of F for the course.*

Unofficial Withdrawal. This occurs when a student stops attending one or all classes without filing the proper applications for withdrawal within the deadlines established for official withdrawal. A student unofficially withdrawn from class or from College will receive a grade of F in all courses from which he unofficially withdraws. *When an instructor*

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is convinced that a student is persistently neglecting the work of, or attendance in, a course, a request that such student be dropped from the class may be made by filing an official notification with the Dean of Students. In such cases, when dropped, a grade of F will be recorded.

Withdrawal Dates and Penalties. A student in good standing may arrange with his adviser to withdraw officially from College or from a class by the end of the tenth week of classes; a grade of W will be recorded upon his permanent record for each class from which he officially withdraws. If he withdraws after the tenth week, either a W or a WF will be recorded, depending upon whether he is passing or failing the course on the date of making application for withdrawal.

TRANSCRIPT

An official transcript of the student's record may be obtained from the Office of the Registrar by written application. Transcripts sent directly from the College to the destination requested by the student are official. Transcripts given to the students are unofficial. A fee of \$1.00 per transcript will be charged in excess of two transcripts.

STUDENT CONDUCT

When a student enters College of the Desert, it is taken for granted by the College authorities that he has an earnest purpose and that his conduct will demonstrate the validity of this assumption. If, however, he should be guilty of unbecoming conduct or should neglect his academic duties, the College authorities will take such action as in their opinion the particular offense requires. The degree of College disciplinary actions are: (a) informal reprimand, (b) formal reprimand, (c) administrative probation, (d) a definite period of suspension, (e) an indefinite period of suspension, and (f) expulsion.

STUDENT RESPONSIBILITY

Each student is responsible for compliance with the regulations printed in this catalog and with other official notices distributed throughout the campus or posted on bulletin boards.

CLASS ATTENDANCE

A student is expected to attend all sessions of the classes in which he is registered. It is the student's responsibility to contact instructors regarding any absence incurred. Unexcused absences in excess of the number of units for the class may result in the instructor dropping the student from the class.

The acceptance of an excuse for absence other than illness or official leave of absence is at the discretion of the individual instructor. When absences are excused due to personal illness, or to serious illness or death of a member of the student's family, or to a field trip, or to an authorized

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absence in behalf of the College, all work assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the satisfaction of the standards for the course.

LEAVES OF ABSENCE

A student who has need to withdraw for a short time, but who wishes to retain his status in classes and resume work before the end of the current semester, should apply for a Brief Leave of Absence, which expires on a definite date. If the student must depart suddenly, as in a family emergency, he should write the Dean of Students as soon as possible requesting a leave to be away from classes. Brief Leaves also may be issued upon recommendation of the student health service in cases of illness. A petition for a Brief Leave of Absence may be secured from the Office of the Dean of Students.

No excuse for absence will relieve a student from the need to complete all work in each course to the satisfaction of the instructor. For any College exercise other than final examination, the Brief Leave of Absence should be presented to the instructor in charge.

Leave to be absent from a final examination must be obtained by written petition to and with the approval of the Academic Regulations Committee.

RELEASE POLICY

The Governing Board of the College of the Desert and the College officials recognize that under certain conditions it may be desirable for students residing in the Coachella Valley Junior College District to attend junior colleges elsewhere.

The Board of Trustees of College of the Desert has established the following policy concerning releases which will prevail for the school year 1970-71:

1. Students who require a college credit program which is not offered at College of the Desert may be released to attend another California junior college.
2. Students may be released to attend any junior college in California which will not make a charge to College of the Desert for the attendance of the student.
3. The provisions of release specified above apply equally to youths and adults and to full-time and part-time students.
4. Release forms are available at the Office of Dean of Students.
5. Students who have been granted a release to attend another junior college for one year must reapply for permission to attend for a second year.
6. Releases should be applied for in person at the College office, 43-500 Monterey Avenue, Palm Desert, California 92260.

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7. It is important that the policies stated above be strictly interpreted. Deviations may be made only by written application to the Board of Trustees, stating carefully the reason for the exception.

LIBRARY SERVICES

The College Library serves the entire College community, including day and evening students and faculty members. As the materials center of the College, the library provides books, periodicals, pamphlets, government documents, and audio-visual materials to supplement classroom instruction and laboratory experiments. On the main floor of the new, centrally located, three-story College Library are the general book, reserve, reference, periodical, and microfilm collections; temporarily located on the mezzanine are classrooms, faculty offices, reading laboratory, and reading skills laboratory, on the lower floor are the non-book instructional materials such as closed circuit TV, language laboratory, listening rooms, and classrooms.

In the library collection are approximately 31,500 volumes, 395 periodical titles, and 3,500 reels of microfilm. Approximately 4,000 volumes are being added annually.

Through the cooperation of the users of the library it has been possible to operate without charging fines for overdue materials.

AUDIO-VISUAL AND RADIO-TELEVISION SERVICE

Located in the basement of the College library the Audio-visual and Broadcasting Service functions as a supplementary and enrichment service for the instruction in the classroom, laboratory and community.

The Service offers instructional aids, materials, equipment, and resource personnel to day and evening students, faculty, and public school personnel on a limited basis.

It performs a variety of services including film and videotape projection, opaque and transparent material projection, sound reinforcement, radio and television recording and reproduction, still, motion picture, and graphic arts, instructional materials, preparation laboratory, and stockroom. This service is also in charge of the dissemination of instructional and educational materials broadcast over radio and television and the maintenance of all recording, reproducing, sound, projection, and electronic equipment on campus.

Housed in the Audio-visual and Radio-Television Service Center are:

1. A 24-station listening (language) laboratory complete with individual tape recording facilities.
2. Three individual study-listening rooms equipped with stereophonic recording and playback capabilities.
3. Three small group study-listening rooms equipped with stereophonic recording and playback capabilities.

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4. A studio and control room for recording, playback, and dubbing audio and video materials.
5. Master control of the campus closed circuit television system.
6. Instructional materials preparation laboratory and stockroom.
7. Still picture, motion picture, audiotape, videotape, and record circulation libraries.

ACADEMIC PROCEDURES

ADMISSION

After receipt of satisfactory credentials, the following applicants are eligible for admission:

1. Any high school graduate.
2. Any person over 18 who has not graduated from high school who is capable of profiting from the instruction offered.
3. Any student with credit and an honorable dismissal from other collegiate institutions.
4. Any postgraduate student.

Admission of Residents of the Coachella Valley Junior College District. Students whose residence is in one of the high school districts comprising the Coachella Valley Junior College District (Palm Springs, Indio, Coachella Valley, Eagle Mountain, and 29 Palms high schools) are qualified to enroll at College of the Desert under the above conditions.

Admission of Students from California Districts Not Maintaining a Junior College. Students who reside in a high school district not maintaining a junior college are eligible to attend College of the Desert, but must complete a residence statement at the time of application for admission.

Students Residing in California Districts Maintaining a Junior College. Students whose official residence is in another junior college district will not be permitted to enroll in College of the Desert until a release or a permit from the home district has been received, and until they have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

Admission of Out-of-State Students. High school graduates and students with advanced standing from out of state are eligible to enroll at College of the Desert provided acceptable transcripts of past achievement are presented, and when they have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

Foreign Students. Foreign students are welcome at College of the Desert, but no special program has been developed for such students. To be admitted, foreign students should provide evidence of the equivalent of high school graduation, and must demonstrate by examination their proficiency in English to profit from regular college classes. Foreign students wishing to transfer to College of the Desert from other U.S. institutions are expected to complete one year of satisfactory course work at the U.S. college or university initially admitting them. In addition, they must have presented evidence of acceptable living arrangements, good citizenship, and academic competency.